

Junior Staff Camp Manual



GLACIER BIBLE CAMP

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w e l c o m e

We are excited to have you as part of our camp staff at Glacier Bible Camp!

In this manual is the key to unlock the hidden treasure on the campground. Okay, not really, but wouldn't that be fun? Instead, this manual is your key to a successful week of camp. Without reading it, you will not be fully prepared to be the best Jr. Staff member that you can be.

The reason for this manual is for you to have an understanding of what it means to be a staff member at Glacier Bible Camp and what is expected of you. This week of camp you are not a camper, but a staff member, which means it is very important that you are aware of a few things that all staff are required to know.

Once at camp, during the Jr. Staff orientation, we are going to have some fun with you. We are going to give you a quiz on this manual. If you get a specific percentage of the answers right, you will be given a \$3 staff coupon card.

So start reading your Jr. Staff manual and let the excitement begin!

Dan Liebe
District Youth Director



Important Information:
Structure of authority is: DYD, Camp Director, Assistant Director, Registrar.

GLACIER BIBLE CAMP POLICY AND GENERAL INFORMATION

Opening day, registration begins on Monday at 1:00 p.m.

The first meal is served at 5:00 p.m. (Camp closes with Saturday breakfast at Jr. Teen and Friday noon at Kids Camp).

Keys to rooms are available at the camp office for a refundable deposit.

INSURANCE

Campers insurance is provided through the cost of registration. The insurance policy does not cover hernias.

What to bring:

In other words, don't leave home without it.

_____ Appropriate clothing for all events: services, recreation, water games.

_____ Alarm Clock

_____ Toiletries: Shower soap, shampoo, toothpaste/brush

_____ Wash clothes, bath towels

_____ Hoody or jacket

_____ Bible

_____ Jeans/ Appropriate short pants

_____ Swimsuit (one piece is required for all females)

_____ Sleeping bag/Pillow

_____ Extra money for offerings, food, coffee house, t-shirt shop. **Place all cash in camp bank for safe keeping!**

What NOT to bring:

In other words, leave it at home.

Radio, TV, portable DVD player, knives, matches, valuable jewelry, fireworks, or anything of value.

Lost or stolen items, including cash, are not the responsibility of Glacier Bible Camp. All personal items should have your name marked on them.

*** Cell phone use is not permitted. Leave it in the camp office.**

CAMP DRESS CODE: MODESTY

Guys: No tanks in services. No sports cut tanks. One piece swim trunks (just seeing if you're really reading this!) Please wear a t-shirt with your swim trunks. Do not go shirtless. Jeans or skater shorts at services. Undergarments should be covered at all times. Basketball shorts at activities. Pajama pants are not to be worn outside of dorm area.

Girls: Tanks in any service are to be 4 fingers wide. No tight fitting apparel. Jeans of appropriate fit are allowed. Sport short pants of appropriate length, such as basketball shorts. No mini skirts (even with tights), or skorts. Skirts of appropriate length are allowed. No backless dresses or see-through clothing. No spaghetti strap tops. One piece swimsuits only. Permitted to wear swimwear during water games, but must be covered by non-white outer wear. Undergarments should be covered at all times. Pajama attire is not to be worn outside of dorm area.

- * **All staff is required to follow the dress code.**
- * Out of respect for one another, refrain from clothing of a revealing nature.
- * No t-shirts with objectionable writing or pictures are to be worn.

SPECIAL GOVERNMENT/CAMP STATEMENT

No weapons, fireworks, tobacco products of any kind, drinking of alcoholic beverages, drugs, or profanity are allowed on the campgrounds.

*For those who need a nicotine patch, you may visit with someone in the structure of authority on page 2, as they will discretely take you to the camp nurse.

Take note: If there is any cause for executive staff to search a room or cabin, you should expect that your belongings will be checked as well as those of the campers.

CLOSED CAMPUS POLICY

Glacier Bible Camp is a closed campus during camps. This means that visitors are not allowed. Please alert your family and friends of this policy.

DAMAGE AND NEEDED REPAIRS

Please report damage or needed repairs to the office immediately. Damaged property should be reported with the name of the camper responsible. The Camp Director will decide the cost to the camper, if any.

**Why do we park our cars in the driveway and
and drive our cars on the parkway?**

HEALTH STATEMENT FORM REQUIRED

Before you can move into a room, you are required to turn in your Camp Registration and Health Statement, if you have not done so yet. Without filling this form out and giving it to us, you are unable to be assigned a room and be a part of Glacier Bible Camp.

EXPECTATIONS

You may expect to hang out with your friends. You will do just that, but we also expect you to work hard together. Remember, you are a staff member, not a camper.

You may expect to eat great food. You will do that every day, but you will also be expected to volunteer at the Snack Stand and the Cafeteria to assist those hired to work there for the week.

You may expect to receive prayer at the altars. You will have those moments as a group of Jr. Staff members, but you are expected to give of your life to the campers.

You may expect to be at every service. You will attend several services, but you will be expected to volunteer for positions that take place during a service, and not actually in the service.

You may expect to sleep in, but we expect you to get up at the scheduled time and attend the required staff meeting. You are expected to be at the right place at the right time without the adult staff needing to track you down.

You may expect to pull pranks and be crazy like the campers, but we expect you to be responsible while being tasteful and fun. You are expected to go to bed at the scheduled time. Guy and girl staff members are not allowed to sneak out together, or enter one another's rooms. If such behavior is accomplished, sadly enough, you will be sent home.

You may expect to do what you want, but we expect you to follow the rules, follow the schedule and follow those in authority. If you feel the need to not do that, you will need to visit with the Registrar and work out the appropriate schedule.

CAMP PHILOSOPHY

In other words, why we do what we do

Glacier Bible Camp is an amazing place. Not just because it sits next to the amazing and beautiful Glacier Mountains, but because of the people, like you.

As a Jr. Staff member, we want you to enjoy working at Glacier Bible Camp. It should be one of the best parts of your summer. In order for that to happen for you, and for us, you need to be aware of why we do what we do. Camp is exhausting and it goes by very fast. In order to make this an amazing week, please read about our philosophy at Glacier Bible Camp.

1. We love God and want to share it with others.

* Having a personal relationship with Jesus is important in your life and leadership. You will be asked to pray with students, expecting God to minister to them. Your faith is on display this week.

2. Attitude is everything.

* While working and playing, your attitude towards others and the work you've been given to do will speak volumes to those around you, such as adults, campers and fellow Jr. Staffers. If you feel upset about something, you may respectfully voice your feelings to the appropriate person and not criticize or tear down the person you are upset with. Work out your grievance the right away.

3. Love.

* Your main job this week is to make the world a better place while at Glacier Bible Camp. You do not know who is watching you. It may be a student who came from a difficult situation at home and you can either make their life better, or you can add more dark clouds to their perception of the world. Love others more than you love yourself this week. You are joining a staff of your peers and of adults that have all committed to the same agreement. Together, we can spread God's love this week. A smile goes a long way. Keep smiling this week!

CAMP RULES

1. Attendance at all scheduled events/activities must be observed by all.
2. No one is allowed to leave the campgrounds without specific written permission from the camp director or registrar. If you are leaving camp early, specific written permission must be signed by your parent and by your local youth leader, if applicable.
3. All cars will be parked by the Tabernacle on Monday and remain there until camp is over.
4. Each staff member will perform his or her duty as part of the privilege of attending camp.
5. Rooms and adjacent grounds must be kept clean, as each morning has a time set aside to do this duty.
6. No drinks, other than **water** are allowed in rooms.
7. You are expected to observe habits of personal and group cleanliness, courtesy and Christian conduct.
8. No one is allowed in the Tabernacle or Chapel unless for a planned event or by obtaining special permission.
9. Guys and girls are not allowed in each other's dorms or in the area of their dorm. To do so would require you to be sent home.
10. You are required to follow the dress code, as stated on page 4.
11. Campers are not allowed to possess cell phones during camp. All campers cell phones should be turned in to youth leaders upon arriving at camp. Campers may ask to borrow their youth leader's phone during free time (such as after a meal), to call home if necessary. Limit that call to no more than 10 minutes. Campers are not to use their phone outside of their presence. Cell phones are returned to campers the last day of camp. The office phones are available only for emergencies.
12. No camper, under 18 years old, will be allowed to stay at camp without a signed medical parent/guardian consent form. Should a camper arrive without a signed or completed health form, they should, along with the camp director and camp nurse, call home and receive a verbal consent for medical treatment. Mark on health form the date of this call, mark "consent by phone," and have the parent or guardian names then the nurse or director's signatures. A fax may be mandatory.
13. Abuse of property belonging to either GBC or to campers/staff will not be tolerated. Charges for damage will be billed to the appropriate person(s), such as their church or parents.
14. Male staff is asked to pray with male campers, and female staff with female campers.

EMERGENCY PROCEDURES

1. LOST CAMPER

* At first sign of a missing or lost person, immediately notify the camp director through the camp office personnel. They will notify the proper authorities.

2. FIRE

a. If in any building or structure, all people should exit immediately and if possible use a fire extinguisher. Have someone notify the camp director.

b. If on the grounds, all campers should go to the basketball courts. Someone in authority will call the proper authorities.

3. STRANGER ON GROUNDS

* If you notice someone on the grounds who does not have proper identification, such as a lanyard with the camp schedule, or visitor badge, do not hesitate to notify security or an adult staff member immediately. The same caution should be given to vehicles.

SEVERE ILLNESS OR INJURY

* As requested by the camp nurse, the camp manager will contact the proper people or transport someone who is severely ill or injured to the nearest medical center or insurance holder.

EMERGENCY PHONE NUMBERS

Ambulance, Police, Fire: 911

District Office in Billings: 406-652-2417

Glacier Bible Camp Office: 406-387-5545

HOW TO TREAT THE DISABLED

Approach disabled people as human beings, not as cripples. Even though a person's body is impaired, there is still a human being living inside and these people need to be treated as such.

Treat the person as if there were no disability present, at least in terms of relating and having a conversation with them. There is a tendency for us to be uptight and uncomfortable around disabled people. Being more relaxed and natural around them really helps. Disabled people don't want pity or sorrow, but do appreciate loving understanding.

It is important when speaking to a handicapped person for a long period of time to try to be at the same level. For example, a person in a wheelchair, must always be looked down at by a person standing up. This makes both parties uncomfortable. A disabled person appreciates it when a person sits down and talks to them on their own level. When meeting a disabled person, don't draw attention to their disability or make a big fuss over them. It makes them feel uncomfortable.

An appropriate response is to ask, "Can I be of help to you?" If they request help, then give it. If not, then stand patiently by and allow the disabled person to do their best, even if it means watching them struggle. Don't ever push someone in a wheelchair unless

they request your help. It is very dehumanizing. For someone who's in a wheelchair, don't ever pat them on the head like you would a child or touch their face. You'd never do that to a peer of yours – doing it to a handicap person is very dehumanizing and socially awkward.

Don't make a scene in praying for handicapped people in a service. Being a handicapped person in a Charismatic church is the hardest place to be because you become the project before the group. Always ask permission before you pray for someone and when you pray for them do so quietly and lovingly not drawing undue attention to the person. When a disabled person comes forward for prayer do not automatically assume it is prayer for healing. Ask them what their request is. It may be a lot different than what you would presume.

Put yourself in the place of a handicapped person. Try to feel what they feel and see what they see. This gives one much empathy in dealing with other handicapped people and deciding which actions are loving and appropriate.

THE END

Just kidding!

The last thing we want you to know is this ...

It is an honor to have you give your personal time to Glacier Bible Camp this summer. Glacier Bible Camp would never be able to function without you. You are vital to our team and we think highly of you! We want to invest in you while you are here, not just work you hard. We'll laugh together, cry together and have more fun than should be allowed. We're excited to spend time with you.

Have a safe trip to Glacier Bible Camp. Oh, and get plenty of sleep before you come because you're not guaranteed to get much of that here! It's going to be a fun adventure and we can't wait to start that adventure with YOU!

THE END

For real!

Names of JR. Staff Members

Glacier Bible Camp

400 5th St W
Hungry Horse, MT 59919

P.O. Box 190065
Hungry Horse, MT 59919

1-406-387-5545
Fax: 1-406-387-5890

* - - - - - Represents Out Of Bounds area for all campers and staff. Exception: Security

