



STAFF MANUAL  
Glacier Bible Camp  
Hungry Horse, MT

Revised June 2011  
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# Welcome

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

This manual is the beginning point to you having a wonderful week at camp. Without reading it, you will not be fully prepared to be the most effective staff member you can be. By reading your entire manual, you will gain an understanding of the purpose of camp and its functions. There are a few key things you need to be aware of and implement throughout the week. Once at camp, you will not have adequate time to read your manual, so begin now.

Every staff member should be a person who studies and meditates on God's Word. Only a person who commits himself/herself without restrictions to God with an attitude of surrender will be able to be a camp staff member used mightily of God.

Volunteering at camp should be one of the best weeks of your life. We aim to help that to be true. Within this manual are tips, rules, expectations and words of guidance. Please carefully read through each section.

**Bring this manual with you, as you will need it from time to time.**

The final page is an "ideas" evaluation form that you can drop off at the camp office. This is your opportunity to share your dreams for Glacier Bible Camp. GBC is not a one-person program. Rather, it's a team effort. You are part of our team and we want to make opportunity for your voice to be heard.

Thank you for giving of yourself this week. Your time at GBC will not only be exhausting, but we pray that you will go home energized as you help disciple a generation of world changers!



Dan Liebe  
*Montana District Youth and Education Director*

# Structure of Authority

## 1. DYD

- The DYD oversees the camp in its entirety. The DYD has final say on all matters, however we utilize a team philosophy meaning we have leaders in place to make camp the best experience possible. If you have questions or concerns, please address those to the appropriate leader and follow the authority structure rather than going straight to the “top.”

## 2. Director

- May or may not be the DYD. The Camp Director oversees the day-to-day operations of the camp, staff and personnel. This person is in charge of the camp in the absence of the DYD.

## 3. Assistant Director

- This person oversees all staff and is responsible for staffing the positions to operate the camp, oversees the office and assists the Director when necessary. This person is in charge of the camp in the absence of the DYD and Director.

## 4. Registrar

- The Registrar is responsible for housing, student relations, security and student discipline issues that don't require camper expulsion. No one leaves or comes on the campground without checking with the Registrar. The Registrar is in charge of the camp in the absence of the DYD, Director and Assistant Director.

## GLACIER BIBLE CAMP POLICY AND GENERAL INFORMATION

- \* Opening day, registration begins on Monday at 1:00 p.m. Secure all rooms for your campers and yourself. Once room assignments are complete, check your list and turn it into the camp office before the evening service on Monday.
- \* New staff orientation is at 3:30 p.m. in the A-Frame chapel.
- \* All staff orientation will occur just after the student orientation at 6:15 p.m.
- \* The first meal is served at 5:00 p.m.
- \* Camp closes with Saturday breakfast for Jr. Teen and Sr. Teen camps and Friday lunch for Kid's 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.

#### 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 for students is not permitted. They must leave it in the camp office or give it to their primary youth leader for safe keepi**

## **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. Appropriate sports clothing. 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. Campers are 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 3, 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. Special permission can be given in specific circumstances, but must go through the Registrar or DYD. If a visitor is allowed on the grounds, they will have a visitor badge on for the duration of their visit. For the safety of the camper, NEVER allow a camper to leave the grounds with a visitor. This is done only through the Registrar or DYD.

## **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. Vandalism will be reported to the church responsible for the camper. The church, not the MT District Council, will deal with the camper. This is confirmed by the pastor's signature on a camper's registration form.

## 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 form 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. 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 Leader's phone outside of their presence. Cell phones are returned to campers the last day of camp. The office phones are available only for emergencies.
11. You are required to follow the dress code.
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. All staff members are authorized to maintain order anywhere on the grounds.
14. No pets allowed on campgrounds.
15. A closed-campus policy will be in effect. NO visitors will be allowed on the campgrounds.
16. No one is allowed on the campgrounds until Monday morning without prior approval. If adult leadership is not with students, they are not allowed on the campgrounds until registration time. No one is allowed to stay over the weekend between camps.
17. Children of staff are restricted from rental area and facilities, (cafeteria (and patio), Snack Stand, Tabernacle, all recreation areas.)
18. 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.

## **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

## **PLAN OF EVACUATION**

1. We will start the evacuation by emptying all buildings, having students and staff meet at the amphitheatre.
2. When at the amphitheatre, we will have the students gather into their youth groups and will be accounted for. All those not having a youth leader will meet with the DYD.
3. If the evacuation time allows, we will allow students to get their belongings in an organized manner. If the evacuation time is short, we will load and leave the campground immediately in an orderly fashion.
4. If it is a permanent evacuation, after the vehicles are loaded with all campers and staff, and all are accounted for, we will return to our own cities.
5. If the evacuation time is short, we will load all campers and staff, account for each one, and house them at Kalispell Christian Center (255 Summit Ridge Drive, Kalispell, MT 406-752-6426).

## **BEARS/WILDLIFE**

There is wildlife all around the area of Glacier Bible Camp. From time to time you may see a family of raccoons, woodpeckers, or squirrels. In addition, there are bears that wander into our campground. Although this is rare, it does happen from time to time. If this is the case, you must notify the camp office immediately as they will alert the proper authorities. DO NOT allow campers to taunt any wildlife on the grounds, as this could result in injury to themselves or others on the grounds. Do not attempt to deal with this type of situation by yourself.

## **GETTING STARTED**

The next few pages will help you know what to expect, what is expected of you, and how you can have an enjoyable and rewarding week at camp.

## **WHAT TO EXPECT**

If this is your first experience as camp staff, it may be hard to know what to expect during your week at GBC. Here are a few things we'd like you to anticipate.

You can expect to...

- \* Stay busy while having fun.
- \* Get to know other leaders.
- \* Become friends with amazing students.
- \* Experience powerful prayer with students.
- \* Enjoy wonderful coffee at Holy Grounds.
- \* Stay up late at the snack stand.
- \* Help shape a student's life by leading them to Christ.

## **WHAT IS EXPECTED OF YOU**

As a staff member, there are certain things we expect from you as you are giving of your time and your life while at Glacier Bible Camp.

What we expect...

- \* That you are a responsible person of integrity.
- \* That you will guide students with humility and in truth.
- \* That you will adhere to the rules and requirements, helping students do the same.
- \* That you are a Christian and understand your spiritual role as a staff member.
- \* That you will respect those in authority as well as all campers.
- \* That you will have your campers arrive on time at all scheduled events.
- \* That you will join them in fulfilling the daily duties, as well as KP(kitchen patrol).
- \* That you will have fun!

If you put these two lists of expectations together, we're going to have an awesome week of camp at Glacier Bible Camp!

## CAMP PHILOSOPHY

Camp is one of the only times a student will have multiple days of non-interrupted time with their peers and with you as their leader. Our philosophy at Glacier Bible Camp includes this awareness. We desire to capitalize on the opportunity we have to change a life. To that end, here is our basic philosophy.

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

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

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. Everyone gets tired and sometimes grumpy. Do all you can to stay above that. Remember this: I can do anything for a short period of time.

3. Love.

\* Your main job this week is to make the world a better place for the campers while at Glacier Bible Camp. You do not know who is watching you. It may be a camper who came from a difficult situation at home. 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 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!

## TAKE NOTE

\* Never make fun of, humiliate or bully a student. Never raise your voice or hand towards a student. This type of behavior will not be tolerated and will be dealt with appropriately.

\* Never favor one student over another. Treat all students with equal respect.

## HOW TO DEAL WITH PROBLEMS

Sometimes issues arise and must be dealt with. There is an authority structure in place at Glacier Bible Camp, listed on page 4, that handles the issues that arise. The local youth pastor is relied upon to help with matters that involve his or her students as well.

**Common problems or difficulties that could surface that you need to be aware of are:** Bad attitude, emotional, harsh sarcasm, unusual shyness, etc.

**Possible reasons for these problems or difficulties could be:** When a person has been wounded, either emotionally or physically, at some point in his or her life, they

put walls up to guard their heart. Oftentimes this comes out through a bad attitude, emotional instability, sarcasm or even shyness. Don't let these walls keep you from ministering to this camper. They may not appear to be, but they are watching you from a distance and wondering if they can trust you. Be yourself. Don't push relationship on them. Give them space to be who they are, allowing them to see you are trustworthy. If and when they open up to you, be cautious to not take advantage of that and become a psychologist to them. Be a friend that is willing to listen. Be aware of what you say to them and how you say it. Give a lot of grace. **Never write any student off as a lost cause.** Remember: camp is for the camper. Some students will be transformed before they go home and others have found a beginning point. It's not our job to change students, rather it's our responsibility to present God's unconditional love, grace, hope and salvation. We are a part of their journey.

### ATTITUDE TIPS

Camp is for the camper! Your attitude can either make this week the best week of a student's life, or a miserable one. Here are some tips to help you make this an incredible week.

\* Laugh!

Keeping a sense of humor throughout the week will benefit everyone. There will be moments when you are tired and want to be cranky. We encourage you to find your inner, funny self and go with that instead. The campers in your care will reflect your attitude.

\* Stay Positive!

With little sleep and a busy schedule, that can be challenging. With campers from every walk of life, that can also be a challenge. Remember, we're all in this together and you're not alone. If you have things that are troubling you, bring your criticisms to the appropriate leader. Never complain about camp or it's leadership to a camper. Equally, refrain from doing so with other leaders.

### THE CAMPER

Camp is designed for the camper. The games we play, the schedule, the services, etc. are designed to give our campers the best week possible. We believe that God helps us with the room assignments, meaning that the campers you have assigned to you are there for a purpose. Every moment with them counts, so make every moment matter! There are a few things that are important for you to recognize about the campers in your care this week.

\* The campers in your care this week are not all the same. Take into account that they are all from different walks of life and in different places in their journey of life. Some come from Christian homes, some don't, and others come from inbetween there somewhere.

\* Get to know your campers and the backdrop of their lives will assist you in ministering to them throughout the week. Again, this week is all about them. Also, make sure your campers are introduced to all their cabin mates. Assist them in getting to know one another.

\* Sometimes campers have a hard time adjusting to their cabin mates and decide to move to another room to bunk with someone they know better. **DO NOT ALLOW CAMPERS TO CHANGE ROOMS!** If there is a legitimate issue, it must be taken to the camp Registrar. Do not allow students to sleep in any room other than the one they were assigned to. Assist them in getting along with all cabin mates.

\* Sometimes a camper will share a story with you just for the sake of shock value, and for an excited response from you. Do your best to not overreact, but calmly respond to him or her. It is wise to respect them in this process. It is easy to write them off as a camper with drama issues, but please do not do that. This is your opportunity to help them find a place of truth and stability.

\* Sometimes a camper will feel safe with you and share personal information, such as abuse or illegal activity. There is a procedure in how to handle this type of situation that you must be aware of, listed on page 16.

\* It is important and for their benefit that you participate with students in all activities, as this is where relationship is built and impact is made. This is not a week for you to just “hang out.” This is a focused and specific time where you can pour your efforts into the lives of students. While you are doing that, the three parts of our philosophy will have a place to function.

\* It is also important that you eat meals with your campers. This is for two reasons: 1. It allows you to have conversations with students that won't happen at any other time. 2. It allows you to see who is eating and who is not. If a student is physically sick, it is possible it is because they have not been eating. Please take the time to stand in the cafeteria line and then eat with your students, rather than with either a spouse or a friend. Your window of time with your students is short and every moment counts.

\* Just as it is important to eat meals with your campers, it is equally as important to sit with them during the services. We ask that you **make sure all of your campers arrive at the services and events and are not missing.** By sitting with them, you are able to keep track of their whereabouts, but also for spiritual reasons. By being in their general vicinity, you are able to move to the altars with them when the appropriate time comes. Again, camp is about the camper and their opportunity to be changed. You are a major part of that change happening.

## **OUR STAFF**

Camp is for the campers, but we also have designed camp to be a fun place for you too. We appreciate your involvement and sacrifice to attend camp.

We have daily staff meetings that you are required to be at. These are important times of making sure everyone is on the same page and we are getting our jobs done. At the end of staff meeting, you will receive a \$3 staff coupon that is good at the snack stand, coffee house and t-shirt shop.

All staff is asked to adhere these boundaries regarding relationships:

- \* Married staff: You are allowed to hold hands.
- \* Unmarried staff: You are asked to refrain from personal displays of affection or the pursuit of relationships while at camp.
- \* No staff is allowed to enter into romantic relationships with any camper, at any time. Pursuit of this manner is not acceptable.

## **SPIRITUAL HELPS**

### **LEADING SOMEONE TO CHRIST**

While at Glacier Bible Camp, you will be given the opportunity to lead campers to Christ for the first time. That simply means that you will be introducing them to Christ, to His love and salvation, and to what it means to follow Christ. The following are Scriptures to assist you in the process.

Remember, these are students ranging in grades 3-12 (Kid's Camp, Jr. Teen Camp, Sr. Teen Camp), so be age appropriate as you present the Gospel.

Share your story! What was your life like before Christ, what made you make the decision to follow Christ and how has your life been since your decision to follow Christ? Ask questions verses "preaching" at them. Let them participate in the conversation. If you find yourself talking too much, stop and let them respond and be a part of their decision. Let the student make the decision, and make sure there's a clear understanding of the decision they're making. Find out if they desire salvation or do they want prayer for a specific problem.

Be cautious of getting too deep and complicated. Keep it simple. Some students are unaware of anything the Bible says, or the language of a Christian. They may know very little about church or God. Use Scripture as the authority of what you are saying. Let them read what it says about salvation and God's love.

## Basic Plan of Salvation

1. "...We have been made right in God's sight by faith, we have peace with God because of what Jesus Christ our Lord has done for us."  
Romans 5:1 NIV
2. "But God showed his great love for us by sending Christ to die for us while we were still sinners." Romans 5:8 NIV
3. "For God so loved the world that he gave his only Son, so that everyone who believes in him will not perish but have eternal life. God did not send his Son into the world to condemn it, but to save it."  
John 3:16,17 NIV
4. "For the wages of sin is death, but the free gift of God is eternal life through Christ Jesus our Lord." Romans 6:23 NIV
5. "God saved you by his special favor when you believed. And you can't take credit for this; it is a gift from God. Salvation is not a reward for the good things we have done, so none of us can boast about it. For we are God's masterpiece. He has created us anew in Christ Jesus, so that we can do the good things he planned for us long ago."  
Ephesians 2: 8-10 NIV
6. "For if you confess with your mouth that Jesus is Lord and believe in your heart that God raised him from the dead, you will be saved. For it is by believing in your heart that you are made right with God, and it is by confessing with your mouth that you are saved. As the Scriptures tell us, "Anyone who believes in him will not be disappointed." Jew and Gentile are the same in this respect. They all have the same Lord, who generously gives his riches to all who ask for them. For "Anyone who calls on the name of the Lord will be saved." But how can they call on him to save them unless they believe in him? And how can they believe in him if they have never heard about him? And how can they hear about him unless someone tells them? And how will anyone go and tell them without being sent? That is what the Scriptures mean when they say, "How beautiful are the feet of those who bring good news!"  
Romans 10:9-15 NIV
7. "If we say we have no sin, we are only fooling ourselves and refusing to accept the truth. But if we confess our sins to him, he is faithful and just to forgive us and to cleanse us from every wrong. If we claim we have not sinned, we are calling God a liar and showing that his word has no place in our hearts." 1 John 1:8-10 NIV

### **ABC's of Salvation:**

A- Ask Christ for forgiveness of your sin.

B- Believe that He died on the cross for you.

C- Confess that you are a sinner and in need of God's mercy and grace.

Lead them in prayer, asking for salvation and to begin their relationship with God. Encourage them to read about Jesus in the Gospels and to learn more about salvation in Romans. Encourage them to read the Bible often, but not in a religious way that would cause them to feel guilty when they don't. Encourage them to build on their relationship with God by loving God and loving others.

There should be a change in the way they look at life. For example: Where they used to be angry, they will instead begin to have compassion. Encourage them to be aware of a change in their behavior because of the inward change that's happened in their lives. Encourage them to embrace this lifestyle change, due to their decision to give their life to God, who loves them and has a purpose for their life.

Encourage them to talk to their local youth pastor/leader about their decision to follow Christ. Discipleship will happen back at home. You have been a part of the beginning of their walk with God. Commit to pray for them, but don't commit to something you won't do. In other words, don't promise to pray for them everyday if you aren't going to. Instead, commit to what you know you will do. Release them to their local youth pastor/leader.

### **BAPTISM IN THE HOLY SPIRIT**

We believe that every person receives the Holy Spirit in his or her life at the time of salvation, and that there is a subsequent event in the life of the believer called the Baptism in the Holy Spirit. This is the empowerment of the believer as described in Acts 1:4-5, and displayed for us in Act 2:1-4 as well as Acts 8:14-20; 9:17; 10:44-48; 11:14-16; 15:7-9; 19:1-7.

The Scriptures do not give a formula for receiving the initial infilling of the Spirit, but the following considerations will be helpful:

- Every believer is a candidate. (Joel 2:28-29; Acts 2:38-39)
- It is a gift that is given, not earned. No one is good enough, but because it's a gift, it is freely given out of God's grace for us, and serves a purpose in the body of Christ. (1 Corinthians 12)
- Encourage the person to be expectant and open, to ask expecting God to do something in their life. (Luke 11:9-13)
- Praise and worship with them, pray out loud yourself and encourage them to pray out loud. *Quietly* pray in tongues yourself as to encourage them that some words that come to their mind aren't just fake, but in fact it is the Holy Spirit speaking to them.
- God's timing may be different from ours. Just because they don't

experience a personal prayer language (tongues) doesn't mean the Holy Spirit isn't with them or hasn't done anything. Encourage them to continue seeking and studying.

Leave things on a positive, encouraging note. This is so important especially if they didn't receive their prayer language. Remind them that God loves them no matter what and has plans for their life, to keep seeking Jesus, not the gift.

## **WHAT IS ABUSE AND HOW TO DEAL WITH IT**

As an adult staff member, you must be aware of issues and situations that may arise while you are working with minors. Abuses can be either physical, verbal, emotional or sexual. While working with campers this week, you may encounter personal testimony from one or more of your campers. You need to know what to do if that happens.

### **OUR POLICY**

If a minor shares specific statements regarding incidents of abuse or neglect, or of there is suspicion of such, you are required to report it to the camp Director immediately. **At no time are you allowed to keep these incidents a secret.** If a minor asks you to not tell anyone what they are about to tell you, you must not promise to do so.

If it appears that a minor is going to tell you a personal testimony of abuse, you may gently let him/her know that if they are, you are required to not keep that information a secret. If they continue to share a specific incident with you, you need to document it on paper, date and sign it, as well as have the student document what they are saying, having them include the date and their signature.

From there, the information will go to the camp Director and to the camper's local pastor, who will then take it to the lead Pastor of their church.

## **COMMON SIGNS OF ABUSE**

Not all campers who have experienced abuse on any level will reveal their specific incidents, but may be visible through their behavior. Some characteristic of minors who may have experienced abuse could be:

- \* Insecure, low self-esteem, need for attention
- \* Strong desire to be loved, accepted or appreciated
- \* Fearful of punishment, of being called bad, or of saying no to adults
- \* Strong desire to please others

Be wary of singling out campers with these traits as having been abused. Do not be suspicious of a student and come to an unfounded conclusion that they have been abused. If you have suspicions, do not coherse a minor into conversations to confirm your suspicions. Take your questions and concerns to their primary youth leader. If he or she is not available, go to the DYD. Never handle these situations secretly or on your own.

## **HOW TO MINISTER TO AN ABUSED MINOR**

- \* Control your emotions. Never blame, punish or embarrass a student.
- \* Don't deny their story.
- \* Bring their focus to God, as He is their ultimate Healer.
- \* Reassure them that they no longer have to keep a secret and that you will assist them in getting the help that is needed.
- \* Help them to feel safe, as they are feeling vulnerable at this time. They may also feel as though they are in trouble, or will be in trouble for revealing a secret.
- \* Explain to them the procedure, which is to get the proper and safe help that is needed. You and the camper will go to the primary youth leader (pastor), if available. If not available, go directly to the DYD. If applicable, the primary youth leader (pastor) will take the information to the DYD and a proper report will be filed.
- \* Do not wait until a later time to take this information to the proper leaders. Do not wait until you go home to reveal this information.

## Working With 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. Don't touch a person in a wheelchair any differently than you would any other of your peers—such as patting them on the head, or touching their face, like you would a small child. Such gestures can be dehumanizing and socially awkward for the individual.

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

**YOU WILL BE EXPECTED TO FILL OUT ONE OF THE FOLLOWING FORMS FOR EACH CAMPER IN YOUR ROOM(S). BE THOUGHTFUL AND THOROUGH AS THIS INFORMATION GOES TO THE LOCAL CHURCH FOR FOLLOW UP.**

**CONFIDENTIAL SPIRITUAL PROGRESS REPORT**

Camp attended: \_\_\_\_\_ Camper's Name \_\_\_\_\_ Room # \_\_\_\_\_

Home Church \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Church Affiliation (If other than A/G) \_\_\_\_\_

**SAMPLE**

1. Carefully and prayerfully complete each item.
2. Please write legibly.
3. If camper is not from an A/G church write "OFFICE COPY" across the top of the form.
4. Leave completed forms at the camp office on Saturday morning.

SPIRITUAL PROGRESS: (complete as fully as possible)

- ✓ Salvation experience for the first time: \_\_\_Yes \_\_\_No; Rededication \_\_\_Yes \_\_\_No
- ✓ Received the Baptism in the Holy Spirit: \_\_\_Yes \_\_\_No; Refilled \_\_\_Yes \_\_\_No
- ✓ Experienced healing: explain \_\_\_\_\_  
\_\_\_\_\_
- ✓ Other answers to prayer: \_\_\_\_\_  
\_\_\_\_\_
- ✓ Seems to be struggling in the area of: \_\_\_family; \_\_\_relationships; \_\_\_peer pressure;  
\_\_\_other \_\_\_\_\_

DURING THE CAMP AS OBSERVED BY THE COUNSELOR (please check)

- ✓ Cooperated with Counselor: \_\_\_Yes \_\_\_Most of time \_\_\_No
- ✓ Consideration of others in room: \_\_\_Yes \_\_\_Most of time \_\_\_No
- ✓ Positive personal conduct: \_\_\_Yes \_\_\_Most of time \_\_\_No

FOR FOLLOW-UP ACTION BY HOME CHURCH:

- ✓ Indicated that he/she wished to be more actively involved in the church.
- ✓ Had special need in: \_\_\_\_\_

ADDITIONAL COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed: \_\_\_\_\_ (Counselor)

# Glacier Bible Camp

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Hungry Horse, MT 59919

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



