



STAFF MANUAL

(Revised March 2025)

TABLE OF CONTENTS

STAFF MANUAL	1
TABLE OF CONTENTS	2
INTRODUCTION	4
OUR PHILOSOPHY OF MINISTRY	4
OUR STATEMENT OF FAITH	5
CODE OF CONDUCT	7
HOW WE TEACH.....	7
BIBLE EXPLORATION	8
EVENING DEVOTIONS	8
CABIN LEADER OBJECTIVES.....	10
DISCIPLESHIP	11
THE OBJECTIVES OF DISCIPLESHIP	12
THE PURPOSE OF SKILLS TIME	12
DISCIPLINE AT CAMP.....	13
POLICY FOR PREVENTING ABUSE & FALSE ACCUSATIONS OF ABUSE	14
POLICY FOR SITUATIONS WHERE A CAMPER MAY NEED TO GO HOME	15
TOPICAL SCRIPTURE REFERENCES	15
ADMINISTRATIVE POLICIES.....	18
WATERFRONT PROCEDURES	20
DEALING WITH UNEXPECTED ACCIDENT OR DEATH OF A CAMPER OR STAFF MEMBER	20
HEALTH INFORMATION FOR ALL CAMP STAFF	22
GOOD HABITS OF DAILY LIVING	22
FIRST AID	23
GUIDE TO HANDLING INFECTIOUS DISEASES SUCH AS AIDS AND HEPATITIS	27
LFBC PESTS POLICY.....	27
PREPARING FOR CAMP	28
GENERAL INFO ON APPEARANCE	28
CAMP JOB DESCRIPTIONS	30
LFBC BOARD OF DIRECTORS	30
TRANSPORTATION DIRECTOR	30
CAMP DIRECTOR	30
ASSISTANT DIRECTOR / LFBC BOARD REP	31

CABIN LEADERS..... 32
WORSHIP DIRECTOR 33
WORSHIP TEAM (VOCALISTS & MUSICIANS) 34
TECH & SOUND DIRECTOR 34
MAINTENANCE SUPERVISOR AND/OR CUSTODIAN 34
HEAD COOK 34
KITCHEN STAFF & DISHWASHER 35
NURSE 35
CAMP SPEAKER 36
RECREATION DIRECTORS 36
CRAFTS DIRECTORS 36
SKILLS DIRECTORS 36
ARCHERY DIRECTORS 37
CAMP PHOTOGRAPHER 37
BABYSITTERS 37
LIFEGUARDS 38

INTRODUCTION

Being a staff member at Living Fountain Bible Camp (LFBC) is a high calling. We hope that you will take it seriously and understand your responsibilities to God, the campers, their parents, the other staff and to our Board of Directors, for the way in which you serve at LFBC.

Christian camping is unique because of the natural setting and the consistent Christ-centered and Christ-controlled environment. This is brought about by the spiritual commitment of staff members whose lives are surrendered to Jesus Christ and dedicated to following Him, by teaching and living out the principles of God's Word, and by operating camp in a twenty-four hour a day Christ-centered environment free from other distractions and influences.

Our staff members are the key to the success of the camp. Each one must work as an integral part of a team making and growing Disciples of Christ. Your contribution will be directly proportional to your personal relationship with Christ and your love and commitment to your campers.

If this gives you a feeling of inadequacy, God can use you. If you allow Him to empower you, lead you by His Spirit, you will have a fruitful ministry at LFBC.

OUR PHILOSOPHY OF MINISTRY

Our Mission

Living Fountain Bible Camp exists to provide Biblical, Christ centered discipleship for children and adults from all walks of life, believing that every aspect of daily living provides opportunities for learning and growth in Christ.

Every activity in camp relates to achieving these aims for each camper. Program activities and staff positions are not divided between spiritual and non-spiritual. Every staff member is a role model and teacher. Every activity can and should be an opportunity for teaching and modeling Christian truth.

We are struck by the way Jesus and His disciples went hiking together, went boating and fishing together, ate together, worked and relaxed together. Life begets life. As the life of the Christ was reproduced in the life of His disciples, your life will be reproduced in your campers. You will be a model at all times while at camp to campers and other staff members. You need to ensure that what you model draws others to Christ and influences them for good.

LFBC has very definite objectives through which we seek to make and grow Disciples of Christ through camping. The following pages describe those objectives and the programs that have been developed to achieve them.

“And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through Him.” (Colossians 3:17)

OUR STATEMENT OF FAITH

A. DOCTRINAL STATEMENT

1. We believe the Holy Scriptures, both the Old and the New Testament, to be verbally inspired of God, infallible, and the supreme and final authority in faith and life;
2. We believe in one God, eternally existing in three persons: Father, Son, and Holy Spirit;
3. We believe that Jesus Christ was begotten by the Holy Spirit, born of the virgin Mary, and is true God and man;
4. We believe that man was created in the image of God, sinned and thereby incurred physical and spiritual death, which is separation from God; that all human beings are born with a sinful nature and need redemption;
5. We believe that the Lord Jesus Christ died on the cross as a representative and substitutionary sacrifice for our sins, and all who believe in Him are justified on the grounds of His shed blood;
6. We believe that He was bodily resurrected and ascended into heaven and at the present acts for us as a High Priest and Advocate;
7. We believe in the personal and literal return of Jesus Christ to judge the living and the dead and to reward every man according to his works;
8. We believe that all who in faith receive the Lord Jesus Christ are born again of the Holy Spirit and thereby become children of God;
9. We believe in the bodily resurrection of the just and the unjust;
10. We believe in the eternal duration of the blessedness of the righteous and of the eternal duration of the punishment of the wicked;
11. We believe that Christians are to live a holy life before God and all people.

B. PURPOSE

The purpose of Living Fountain Bible Camp shall be to pursue an energetic and spiritual two-week Bible Camp program that will offer:

1. God's plan of salvation for all people in a clear and understandable manner by means of:
 - a. personal instruction and guidance
 - b. Bible exploration
 - c. sound, emphatic and challenging message but without coercion
2. A healthy recreational program that will provide campers an opportunity to live out their faith as they interact with one another, as they experience God's revelation through creation, as godly cabin leaders and staff model their faith in action, and as those staff use teachable moments to share spiritual truths. The intent is that campers will learn that every aspect of their lives is to be lived out as a testimony of faith in Christ.

C. PERSONNEL

1. All workers and speakers shall agree with the principle and doctrinal statement of Living Fountain Bible Camp and the Code of Conduct.

2. Workers shall be eligible for service at camp upon making an application to the LFBC Board of Directors and their application having been approved.
3. Board, in approving an applicant for camp service, shall consider applicant's:
 - a. spiritual character and qualities
 - b. zeal and fervor for God's work
 - c. scholastic abilities and talents

D. LIVING FOUNTAIN BIBLE CAMP CORE VALUES

There are certain core beliefs that have remained central to our camp's identity and its very being as an institution. They are the standard by which we measure all that we do, and they bear witness to what we hold as dear. At Living Fountain Bible Camp, we value the following:

1. **The Bible:** It is the authoritative Word of God given to us for guidance, instruction in daily living, salvation, and knowing God.
2. **The Pre-eminence of Christ:** Our camp program is Christ centered - focusing on His life and teachings. Believing that life begets life, modeling what Christ would do, providing humble, servant leadership and proclaiming His teachings are fundamental in all we do. Sacrificial love, holiness and integrity should characterize our board and staff members. Prayer and worship must be a priority at camp as they were with Christ. Worshipping God can and should be expressed through every activity at camp. Ministry must be done in the power and under the leadership of the Holy Spirit who Christ sent to indwell us. We must seek to be, "imitators of Christ" (Ephesians 5:1).
3. **The Great Commission as central to the mission of the church:** We seek to accomplish this at camp through evangelism, personal guidance, Bible teaching, and clear gospel messages without coercion. We also strive to help campers and staff to grow in their walks with Christ as well as training, developing and equipping young people in Christian leadership.
4. **Christian camping as a highly effective ministry in helping to fulfill the great commission:** A twenty-four hour a day, Christ centered environment which is free from many of the distractions of life is our goal. Camp closely follows Jesus' style of discipleship and includes formal and informal instruction, modeling and teachable moments that are available as we live together in community.
5. **Peace on earth.** As the angels announced, Jesus came to bring peace on earth. Camp ministry is a redemptive agent of peace as we strive to bring individuals to peace with God (Romans 5:1) and peace with one another (Mark 9:50), restoring relationships that have been broken or marred by sin.
6. **God's Gifts and Resources:** We recognize that God is the giver of all that we have that is good. Creation is one of the vehicles through which God has revealed Himself and for which He has made us stewards. Creation directs people to their creator and so the utmost care must be taken to preserve it. Besides the natural environment, and wildlife, stewardship includes the buildings, programs, equipment, financial and human resources He has provided. Each should be cared for with respect. These resources are to be used to direct people to God.
7. **People as the crowning achievement of God's creation:** Every human being is important and is a unique individual created by God in His image. Each one is a disciple or a potential disciple of Christ and was created in God's image. Therefore, campers, rental guests, visitors and staff should all be treated with

love and respect. People should be esteemed as more important than programs or things or other created beings.

8. **The Church:** The church is the Bride of Christ and is the primary organism through which God does His work on earth. Therefore, Living Fountain Bible Camp must fulfill its mission in harmony with the supporting churches.
9. **The Family and Marriage:** Believing that marriage and the family are God's design for companionship, care, procreation, nurturing children and building healthy stable societies and churches, our programs, policies and procedures will seek to uphold, support and develop healthy marriages (one man and one woman) and families as instituted and defined by God.

CODE OF CONDUCT

1. I will respect the authority of the organization's leadership staff, demonstrating a willingness to serve and be directed by others.
2. I will respect the authority of parents in the lives of their children.
3. I will always avoid situations with campers and staff which could in any way be misconstrued as inappropriate. This means that I will build my strongest relationships with campers and staff of the same gender, avoid guidance/teaching situations with individual campers of the opposite gender, and will never 'date' or 'go out' with a camper. I understand that any verbal or physical sexual behaviour with any camper or staff is not appropriate. I will refrain from sexual relations of any kind outside of the marriage relationship which is only between one man and one woman as described in the Holy Bible. I understand that any and every sexual activity that contradicts the marriage relationship between one man and one woman as described in the Holy Bible will be grounds for dismissal.
4. I understand that the laws of this country are to be honoured, understanding that the government is placed in authority over me by God and appreciating that breaking the law can jeopardize the safety of myself and others as well as damage the reputation of this ministry in its community.
5. As a LFBC staff member, consider your individual as well as camp's testimony and reputation. Total abstinence from alcohol, cigarettes, vapes, and marijuana while at camp is expected. All prescription and non-prescription drugs will be turned in to and administered by the camp nurse/first aid attendant. Do not use, possess or traffic illegal drugs at any time.
6. All media that is played and/or displayed on camp property in group settings such as, but not limited to: videos, magazines, movies and music must receive approval of a Director.
7. LFBC is committed to providing and maintaining a positive environment free of sexual and general harassment and abuse.
8. As a staff member, I agree to always conduct myself during my stay at camp in accordance with the Bible to the best of my ability with Christian conviction and abide by the standards set forth by LFBC. Any breach of this code as interpreted by camp leadership may be grounds for dismissal.

HOW WE TEACH

Much of our teaching at LFBC is indirect. In everything we are and we do, we teach by attitude and action. The more formal times of teaching must be as pointed and direct as possible in the power of the Holy Spirit.

Bible Exploration is an interactive time for each cabin group to learn biblical spiritual truths through interactive/adventure learning. Discovery themes and guidelines are outlined in the Discovery handbook.

BIBLE EXPLORATION

One of the most important group teaching opportunities is Bible Exploration. This is a time each day when the cabin group will explore Scriptures.

There are two basic purposes of Bible Exploration. First, is to promote a personal understanding of the Scriptures with each camper. Second, is to draw out applications that each camper can implement in their life. Personal understanding followed by application will result in spiritual growth.

The material provided by the camp is intended to assist the cabin leader in accomplishing the goals of Bible Exploration. The activities and theme outlines have been chosen in consideration of the camper's needs, learning levels and the goals and aims of the camp. The cabin leader may follow the material step by step or simply use it as a springboard to begin the lesson. The material will need to be adapted to each cabin group.

There may be times when you will feel the need to divert from the lesson plan. This may be the result of questions asked by your campers, a personal observation you have made or by some other “prompting” of the Holy Spirit. If this happens, keep the needs of the entire cabin group in mind when making that decision. An issue that pertains mostly to one camper might be dealt with more effectively in a one-to-one setting. Bible Exploration is indented to help campers see spiritual principles and truths applied to daily life and daily activities.

Some Things to Remember:

1. Leading a group of campers is hard work. **Time and effort** are required in preparation to lead a good Bible Exploration.
2. Though some activities may seem silly or a waste of time to you, they are serious attempts to incorporate “how” people learn with “what” they need to learn.
3. Use a variety of teaching methods (e.g. role play, discussion, or story) to keep campers interested and to engage campers with different learning styles.
4. In choosing which method to use, remember:
 - a. “That which I hear, I forget.”
 - b. “That which I see, I remember.”
 - c. “That which I do, I understand.”
5. Do not take Scripture out of context.
6. Always begin Bible Exploration with prayer.
7. Give campers something to look for before Scripture portions are read.

EVENING DEVOTIONS

This is a time to guide campers as they share the high points of their day, new discoveries about God, the Bible, other people, themselves, and how God works in nature. It is time for prayer, petition and intercession.

Give campers a chance to talk. This should not be a monologue from you. As you listen to the campers talk, you will discover clues as to their spiritual understanding and where the day has brought them in their thoughts and

experiences. Strive for thoughtful sharing. Keep discussions on the highest plane possible. Keep Christ central in any discussion rather than personal opinions. Be prepared with discussion ideas in mind. Do not just "wing it" and end up wasting valuable time with your cabin. Use caution in letting pet peeves, personal crusades or "favourite" portions of Scripture influence your topic. Seek to teach the "whole counsel" of God.

To set the tone of evening devotions, you might follow-up on a devotional note of the evening chapel or campfire or use consecutive portions of Scripture throughout the week. Prayer together can be meaningful and vital. Help your campers avoid generalizations. Use conversational prayer with many of the group contributing briefly to the total prayer of the group. Brief sentence "Thank you" prayers may help some to start praying aloud. Be careful not to embarrass anyone by "praying around the group" unless they are ready for it.

Things to avoid:

1. Discussions on end times. If it does come up, focus on the intent of Scripture which is how people should live today in view of the approaching end times. Do not emphasize particular interpretations about the chronology of end time events for which there are different theological views.
2. Over emphasis on discussions of hell. We want to present the whole counsel of God's Word, but we do not want to coerce or frighten children into heaven.

CABIN LEADER OBJECTIVES

1. Defined:

- a. Cabin leading is an understanding between people which results in the changing of their personality. (Note that said change can be good or bad.)
- b. Christian cabin leading always leads to Christ Himself. In a cabin leading situation, there is the danger that a camper may be attracted to human personality and by the special gifts and talents God has given you. Keep in mind that you are but a channel to demonstrate the power and beauty of the risen Christ in individual human lives. You are not working for God; He wants to work through you.

2. Practical Considerations:

- a. Remember you are working with INDIVIDUALS even though they are part of a group.
 - i. Know each camper by their first name within the first day.
 - ii. Do not try to force your will and way on a camper.
 - iii. Have a sympathetic understanding of the varied home backgrounds from which your campers have come and the predicaments in which each may be presently involved. Never assume that all is well with any one of them.
 - iv. Have a genuine love and personal concern for each one and make it a point of your week to build a relationship with them. Set goals and pray for each camper.
 - v. Be sensitive to the needs of each camper. Watch for homesickness, conflicts with other campers and for signs that a camper is struggling with a spiritual need. Many times just a word at the right time is all that is needed to initiate an opportunity for a life-changing conversation.
 - vi. Take notes on each camper. Be sure to store these in a private location.
- b. Be available. Do not be so busy, rushed or important that your campers feel they should not bother you. Be willing to spend lots of time with them. Let nothing (within reason) interfere if a situation for conversation arises. "After lunch" may be too late. The opportunity may be gone.
- c. Be a good listener. Become familiar with the problem before you offer advice. Many times simply "talking it out" will aid the camper in finding the answers they need. Be interested, but not to the place of inappropriate probing.
- d. Talk their language. Avoid trite terminology and ambiguous terms. The word "saves", though a Biblical term, may imply a drowning situation to an indifferent teenager who has had little understanding of spiritual things. Share truth in understandable words. Use known terms to explain the unknown.
- e. Avoid controversial doctrinal issues. Refer such problems to the camper's pastor, or Camp Director or Speaker. The mode of baptism and the nature of Christ's second coming are matters about which there is varied opinion. If your camper is not active in an evangelical church, refer them to one of the Directors. Never forget that campers will come from backgrounds with varying beliefs - respect them!
- f. Do not be dogmatic about anything other than the essentials of Christianity. In some of the "grey" areas, it is better to teach principles by which to make personal decisions rather than to state

your own opinion. Encourage campers to pursue the goal of becoming more like Christ in every area of their life.

- g. Do not be shocked upon learning something from your camper. Show concern and support.
- h. Do not pretend to have the answers when you do not. Frankly admit your limitations and offer help in finding answers. If necessary, arrange for an appointment with the Camp Director, Camp Speaker or another cabin leader.
- i. Be practical in your counsel! If the camper is not a Christian, try to lead him or her to Christ. If they are a Christian, try to guide them to confession and repentance. Help them to realize the implications of the problem which may continue to face them after camp.
- j. Do not be argumentative.
- k. Let your goal always be to attract kids to Christ and to the abundant life of available in Him. Seek to be more than evangelistic by leading Christians into a deeper life with the Lord. Remember, discipling others, which includes personal evangelism, is a way of life!
- l. Because of the legal implications, should you suspect, or should a camper disclose having been abused mentally, physically or sexually, you must report all you know to the Camp Director. (Take notes afterwards and be sure NOT to make the promise of "I'll never tell anyone.")

3. Regarding Decisions:

- a. Your goal is not "decisions" - but changed lives.
- b. Your place in helping the camper to focus on a course of action is one of guidance, not pressure. Whenever a decision is forced or superficial, far more harm than good will be done.
- c. Aid the camper in seeing their needs and how God can meet them. Help them to apply God's promises and principles to their life practice.
- d. Your teaching should be Bible-based, not just emotionally or experientially based. Intellect, will, and emotions must all be converted.
- e. Try to have the camper pray aloud with you. Be sure to set a definite time to meet again.
- f. Remember - it is the Holy Spirit who prompts and effects lasting, fruit-bearing decisions.

DISCIPLESHIP

The staff members need to be constantly maturing in Jesus Christ. The best way to disciple is to pass what you have learned to another person. This requires a relationship that does not end when camp does. It requires some measure of self-sacrifice. Since many of the campers belong to local churches, it is important to continue the relationship beyond camp.

Since the cabin leader has already established a relationship with the camper, we believe that he/she has the best opportunity to continue discipling a camper, even if that means communication is limited to emails or phone calls.

Cabin leaders should choose a few campers throughout the summer who need more care than other campers and who they already established a good relationship with. The bulk of the cabin leader's follow-up efforts should be with that group of campers. The goal the cabin leader should keep in mind is that of guiding campers to maturity in Christ.

THE OBJECTIVES OF DISCIPLESHIP

1. **Help the campers receive assurance of salvation and acceptance with God.** The camper needs to be assured that he/she has made a sincere commitment to Christ and is a child of God. Share your own testimony and how you received assurance of your salvation. Also share some Biblical promises of assurance
2. **Help the camper develop a consistent devotional life.** Campers should learn to feed themselves spiritually and learn where to find spiritual food. They need to continue on in a consistent relationship with God.
3. **Help the camper understand the basics of the Christian life.** The camper will obviously have to leave the camp setting and enter a world not always favourable to developing young Christians. There is still much knowledge a camper will need to acquire regarding basic Christian living. You can share with him/her God's promises related to living a victorious Christian life. Make yourself available to answer questions the camper may have. Be careful not to be overly critical, but rather encourage and edify.
4. **Help the camper become integrated into the life of the local church.** As a camp, we are only an arm of the church ministry. The church can much more effectively follow-up and provide spiritual nourishment for young Christians. You should encourage the camper to become involved in a local church. Explain to the camper what the church is, how important it is and how to choose a church. The follow-up coordinator will contact an evangelical church in the vicinity of the camper's home and get in touch with the family.
5. **Help the camper share his/her faith with others.** Now it is the camper's turn to multiply. You have shared your faith with him/her; it is now time for him/her to share his/her faith with others. The camper should begin with family and friends, letting them know what has happened. After camp is over, you can continue your ministry to campers through prayer, letter writing, phone calls and personal visits when possible. It will be the follow-up coordinator's role to train, equip, direct and encourage cabin leaders to do this. A crucial factor in the discipling of others is prayer. We need to be praying for those whom we are challenging to growth. We also need to pray for ourselves. Prayer is evidence of dependence upon God and a realization of our need for His strength and empowerment.

THE PURPOSE OF SKILLS TIME

The overall purpose of the program is GROWTH for everyone involved - both staff and campers.

The program lends itself naturally to:

1. **Develop such character traits as:**
 - a. Cooperation with and sensitivity to one another.
 - b. Respect for those in authority, other campers, the camp's equipment and for the natural physical environment.
 - c. Self-discipline by working at something until it is mastered.
 - d. Responsibility through learning to make wise decisions and by being accountable to others.
 - e. Motivation by striving to learn something or achieve a goal.
 - f. Self confidence that comes through increased knowledge and abilities.

2. To broaden one's life experiences in such areas as:

- a. The thrill of adventure through the success of a positive achievement.
- b. Christian fellowship that comes through the interaction that takes place as people live together and help each other.
- c. The satisfaction of achievement as experience is gained, as failures turn to success, and as the level of skill improves.
- d. God's presence as one learns to depend on Him for strength and wisdom and to be thankful to Him as one becomes more aware of His activity in creation.

3. Develop Leadership

- a. We can all teach what we know to someone who does not know what we know. We learn best when we have to teach it to someone else. There will be campers who are experienced in the skill that you are teaching. At your discretion, let them share some of what they know with the other campers. The skills time is not to be viewed as an end in itself, but rather as a means to an end (personal growth and development). The time slot presents constant opportunities to work on the goals listed above. Cabin leaders and instructors are asked to use the skills to achieve the stated goals stated above. The balance between mastering a skill and developing character is sometimes intricate. It takes wisdom to know the difference.

4. Fun

- a. This is the campers' holiday and they should enjoy it!

DISCIPLINE AT CAMP

Every staff member is to uphold the goals, policies and regulations of the camp. When wisely administered, discipline serves to warn, correct and redeem people, helping them to grow and mature as people.

In his book, "How to be a Successful Camp Counsellor", David Burrow gives the following four reasons why we must have discipline:

1. Discipline is always for the camper. He is missing out on part of the fun and the heartbeat of camp by not being "in" with the others.
2. Discipline is for the camp. One person can't be allowed to spoil things for everybody else. No one has the right to be destructive in any form (destroying property, spirit, attitudes, etc.).
3. Discipline is maintained for the sake of the other campers. They have a right to security, safety, food, rest, a good time, and spiritual help. No one camper has the freedom to deny these things to others.
4. Discipline is for the cabin leader. You need to maintain your leadership role and your position. However, never take personal revenge for something done to you. Let another one in authority deal with such a problem.

For our discipline to be Christian, it must be redemptive. We must go beyond the goal of acceptable or correct behaviour to restored relationships. When the need for corrective discipline arises, there have been broken or damaged relationships. This will include relationships between people and between people and God. Both need to be addressed. This can be a good opportunity to find out where a camper is in their relationship to God and can be an opportunity for them to make a commitment to Christ or to renew their relationship with Him.

Restoring relationships between campers can be the beginning of friendship and can go a long way in avoiding further conflict.

Above all, you must remember that there is **never** a situation at camp that calls for corporal punishment. Corporal means any kind of physical punishment. Physical restraint may be necessary for a moment to prevent one camper from injuring another in the heat of an argument, but even as little as a squeeze of a shoulder, which would cause minor discomfort, is not acceptable.

Remember that discipline, as David Burrows puts it, is, “maintaining individual and group cooperation so that camp goals are accomplished.” If you encounter a situation which you don't know how to handle, get some advice from other cabin leaders, the Camp Director or the Camp Speaker. David Elkind suggests three simple rules in handling authority over children.

1. Start tough and ease up later.
2. Allow the camper a voice in decision making.
3. Try to take the camper's point of view when he or she thinks rules or limits are too oppressive or demanding.

If you encounter a situation where you need help, contact the Camp Director. Asking for help is not a sign of weakness!

POLICY FOR PREVENTING ABUSE & FALSE ACCUSATIONS OF ABUSE

1. We practice a two-cabin leader system per cabin group to ensure accountability.
2. The cabin leader and the camper should be of the same gender in all counselling situations.
3. One-on-one counselling should be done in a public setting - never behind closed doors.
4. Cabin leaders should keep a log of any unusual comments or reactions by campers.
5. Cabin leaders should not leave personal cameras in their cabin unless they are locked up.
6. Any staff member who suspects another staff member of abuse must report those suspicions immediately to the Camp Director or Program Director.
7. Children may not be touched on areas of their bodies that would be covered by a bathing suit. Side hugs, a pat on the back, or an arm around the shoulder are appropriate expressions of affection or encouragement when done in public by a staff member of the same gender.
8. Staff (particularly male staff) should be cautious with wrestling or rough housing to avoid accidentally touching a camper in an inappropriate area of their body.
9. Corporal (physical) punishment of campers is strictly forbidden.
10. Sexual jokes, comments of a sexual nature, kissing, massages or sexual gestures are inappropriate behaviour for staff and campers.
11. Discussions of a sexual nature are inappropriate except for the purpose of instruction in biblical guidelines and appropriate Christian conduct (must be age appropriate).
12. It is the staff member's responsibility to set and respect boundaries. If a child attempts to involve an adult in inappropriate behaviour, the staff member is responsible for rejecting the overture.

13. Campers should never be allowed in staff quarters. If a camper discloses that they have been abused, the staff member to whom the disclosure was made must report the accusation to the Camp Director as soon as possible. Staff members should also avoid entering other staff members' accommodations.
14. References to genitals or any other body parts should be avoided, especially as a joke, which includes "potty humour" and jokes regarding bodily functions. Be discreet when you are changing or doing anything in the cabin setting, and discourage any interactions between campers that are inappropriate at those times.

POLICY FOR SITUATIONS WHERE A CAMPER MAY NEED TO GO HOME

1. If a camper is having difficulty functioning at camp, such as being disrespectful towards authority at camp, creating problems with other campers or staff, not participating in activities, or finding it difficult to participate because of other factors such as mental health, neurodivergence or life circumstances, the Director and Assistant Director may choose the following method to determine if the camper may remain at camp:
 - a. If a camper is reported to be having problems of any kind that can't be resolved easily or managed by their cabin leader or other staff, the Director or Assistant Director will have a conversation with the camper about the issue.
 - b. If the camper continues to be reported with the same problem, the Assistant Director will facilitate a phone call between the parents/guardians of the camper, to see if a resolution can be found. The Assistant Director will inform the parents/guardians that the next step would be to have the camper return home.
 - c. If the camper continues to be reported with the same problem, the Assistant Director will contact the parents/guardians of the camper to arrange transportation home.

TOPICAL SCRIPTURE REFERENCES

1. SIN

- a. What is it?
 - i. 1 John 3:4 Transgression of the law.
 - ii. 1 John 5:17 All unrighteousness.
 - iii. James 4:17 To know to do good and does it not.
 - iv. John 16:9 Unbelief.
- b. Who are sinners?
 - i. Romans 3:23 All have sinned.
 - ii. Isaiah 53:6 All we like sheep have gone astray.
 - iii. Romans 3:10 None righteous.
- c. Result of Sin
 - i. Romans 5:12 Death passes to all men.
 - ii. Romans 6:23 Wages of sin is death.
 - iii. John 8:24 You shall die in your sins.
- d. God's Solution
 - i. John 3:16 Shall not perish, but have everlasting life.

- ii. I John 5:12 He that has the Son has life.
- iii. Romans 5:8 While yet sinners, Christ died for us.
- iv. I John 1:9 Confess sins, He will forgive.

2. BORN AGAIN (NEW BIRTH)

- a. John 3:3 Must be born again.
- b. 2 Cor. 5:17 In Christ a new creature.
- c. John 1:12 Power to become the sons of God.
- d. John 3:6 New birth necessary.

3. SALVATION

- e. Eph. 2:8-9 Saved by grace through faith .
- f. John 5:24 Everlasting life by hearing and believing .
- g. Romans 5:1 Justified by faith we have peace .
- h. Acts 13:39 All that believe are justified.

4. ASSURANCE

- a. 2 Tim 1:12 He is able to keep.
- b. 1 Peter 1:5 Kept by the power of God.
- c. Phil 1:6 Confidence of God finishing what He started.
- d. 1 John 5:13 You can know you have eternal life.
- e. Eph 2:10 We are created to do good works.
- f. John 1:12 As many as received Him are sons.
- g. Rom 8:38-39 Nothing can separate us from Him.

5. DEDICATION

- a. Psalm 37:5 Commit your way to the Lord.
- b. Prov. 3:5-6 Trust in the Lord, He shall direct your paths.
- c. Col 3:23 Do everything as unto the Lord.

6. PRAYER

- a. Prov. 15:8 The prayer of the upright is His delight. Pray for one another.
- b. James 5:16 The effectual prayer of a righteous man.
- c. 1 Thes. 5:17 Pray without ceasing.

7. THE BIBLE

- a. Isa. 40:8 Word of our God shall stand forever.
- b. Eph 6:17 Sword of the Spirit which is the Word of God.
- c. Heb 4:12 The Word of God is quick.
- d. 1 John 2:14 The Word of God abides in you.

8. GOD

- a. Isa. 12:2 Behold God is my salvation.
- b. Isa. 40:28 The Lord is the everlasting God.
- c. Phil 2:13 For God is at work in you.

9. GROWING SPIRITUALLY

- a. Eph 3:17-19 That Christ may dwell in your hearts.
- b. Eph. 5:1 Be imitators of God.

- c. Col 1:9-11 We...do not cease to pray for you.
- d. Phil 3:12-14 Pressing on toward the goal.
- e. Col 3:16 Let the Word of God dwell in you richly.
- f. 2 Tim 2:15 Study to show yourself approved unto God.
- g. 1 Peter 2:2 Like newborn babes, desire the sincere milk of the Word.
- h. 2 Peter 1:5-8 Supplement your faith with virtue.
- i. 2 Peter 3:18 Grow in the grace and knowledge of our Lord and Saviour.

10. TEMPTATION

- a. Isa. 41:10 Fear not, for I am with you.
- b. 1 Cor. 10:13 There has not temptation taken you.
- c. Phil 1:6 He that has begun a good work in you will perform it.
- d. 2 Thes. 3:3 The Lord is faithful who shall establish you.
- e. James 4:7 Resist the devil.

11. REPENTANCE

- a. Acts 20:21 Turning to God.
- b. Luke 13:3 Repent or perish.

ADMINISTRATIVE POLICIES

ECOLOGY

The natural physical environment is God's own gift to man for his sustenance, enjoyment and to help him know God better. "The Lord God placed the man in the Garden of Eden as its gardener to tend and care for it" (Gen. 2:15). Our generation has become aware of its poor gardening practices; we are not only harvesting but also destroying. We must learn to use our air, water, land, plants, animals, birds, insects, reptiles, etc. without abusing them. Fires are strictly prohibited outside of designated areas with adequate and properly maintained fire pits. Littering on grounds, in buildings or on the trails and camp out sites is strictly prohibited!

CABIN CARE

Mattresses should not be moved in the cabin or from the cabin and should never be taken outside. In the event of bed wetting, wipe the mattress as soon as possible. Inspect your cabin before you settle in. Report any graffiti, broken equipment or maintenance needs to the Maintenance Director.

EQUIPMENT CARE

Proper use, adequate storage and preventative maintenance are good stewardship and lengthen the life of the equipment. Skills instructors are to teach and ensure the proper use and care of equipment. Equipment that is lost or damaged through carelessness or misuse must be paid for by the persons responsible. All losses, damages or breakage must be reported when it happens. Repairs are the responsibility of the Maintenance Supervisor and/or the Camp Director, or camp.

WHAT BEING A VOLUNTEER DOES NOT MEAN

Being a volunteer at LFBC does not change one's accountability for their attitude, and the fulfillment of their responsibilities. As a volunteer, your workload is not lighter and you do not have the option of leaving the things you do not like doing undone. You cannot take time off at will, thinking "I'm only a volunteer." You are serving the Lord and are accountable to Him through the camp administration to do your best. Observe the "letter" and fulfill the "spirit" of your job description and, "Whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through him" (Col. 3:17).

CAMP NURSE

The camp nurse maintains a supply of the medications most frequently required by campers and staff. ALL camper and staff medication, including aspirin etc., are to be stored and locked by the camp nurse (exceptions may be made for puffers and epi pens). The nurse is available as required to dispense camper medications. If you or your camper needs medication, check with the nurse.

KITCHEN AND DINING HALL

Cabin leaders are to sit with all their campers at the same table each. Staff members are to encourage good manners among all campers by example and instruction. Absolutely no food fights, playing with food or eating utensils or throwing (tossing) of anything in the dining hall!

CHARACTER BUILDING

Getting campers to set and clear tables, sweep the floor and help with dish washing provides great opportunities for practical Christian training. The enthusiasm of the staff will go a long way to influencing the attitudes and enthusiasm of the campers. Work can be made more enjoyable through chorus singing, competitions for speed and efficiency (within reason), etc.

CABIN INSPECTION

Cabins will be inspected at a designated time each day. Cabin leaders are responsible for organizing and supervising cabin clean-up schedules. Brooms and dustpans should be hung in their proper place in each cabin.

SPORTS

Most of our sports equipment is readily available for staff and camper use. Equipment borrowed should be used for its intended purpose and never abused. The person who borrows a piece of equipment is responsible for seeing that it gets returned promptly so that it is available for others to use.

CHAPEL SERVICES

Chapel services are planned jointly by the Camp Director, Speaker & Worship Director. Cabin leaders and other staff will be encouraged to participate in the chapel as well as to get some of their campers involved.

GENERAL

Campers are not allowed to leave the camp grounds at any time. Illegal drugs, vapes/e-cigs/cigarettes, alcoholic beverages, questionable literature, matches and knives are prohibited. Flashlights, etc. that are abused will be confiscated for the duration of the camp. Cell phones, radios, walkmans, MP3 players or other electronic devices are not to be brought to camp by campers. If a camper does bring one of these items, it is to be labelled and taken to the office for safekeeping. Make sure you return it to the camper before he/she leaves camp. Male staff should stay out of female staff rooms and cabins, and female staff should stay out of male staff rooms and cabins. Cabin raids, room raids and other pranks are strictly forbidden. They are hard on camp and personal property as well as relationships.

DAILY SCHEDULE

The daily schedule will be posted in a visible spot. The bell will be rung to begin each activity.

VEHICLES AND DRIVERS

During camp, vehicle traffic will normally be limited to garbage hauling or any emergencies under the direction of the Maintenance Supervisor and/or Camp Director.

STAFF RELATIONSHIPS

Every staff member is an important part of the LFBC staff team. As each one does their part in God's strength, and as we function together in unity, we will accomplish our mission and impact our campers for Christ. Because of the 24-hour responsibility for their campers during a camp session, cabin leaders will realize that their social relationship with other staff members must come second. No friendship between staff members must be allowed to come between them and their campers. Staff "couples" may be approached by the Camp Director to discuss how their relationship might affect their ministry and to clearly define appropriate conduct for couples at camp. They will be encouraged to maintain an "invisible relationship" while at camp.

STAFF MEETINGS

Staff meetings will take place at various times during the week. This is a time of sharing, prayer and general planning, led by the Camp Director. It is mandatory that all cabin leaders attend.

EVENING CURFEW

Support staff members are to abide by the evening curfew set by the Camp Director. Curfew means that you are in your room, finished with washroom facilities and quiet by that time or sooner. Some staff will need to go to sleep earlier for various reasons and all other staff should be quiet enough to allow them to sleep.

WATERFRONT PROCEDURES

SWIMMING

There must always be a lifeguard on duty during swim periods. All swimmers must stay within the designated areas. Campers may wear swim attire only during their own swim periods and only at the beach or at their own cabins.

CANOEING/KAYAKS/PADDLEBOARDS

All canoes should remain within sight of camp. Each canoe must have a staff member in it during trips. Staff and all campers must wear life jackets when using canoes. **TAKING TRIPS TO THE ISLAND IS STRICTLY FORBIDDEN** (this is regarding the Beaver Creek Bible Camp location).

DEALING WITH UNEXPECTED ACCIDENT OR DEATH OF A CAMPER OR STAFF MEMBER

1. Immediately inform the Camp Director.
2. Isolate any persons who may feel responsible, from the deceased person's parents, their legal counsel, and the media until they have met with the Director and the camps' legal counsel.
3. Immediately thereafter notify the R.C.M.P., the Hospital, and the Camp Board Chairman.
4. Plan personal visits to parents, guardians and/or next of kin. **DO NOT** phone these people with a death notice.

5. If parent(s) are at work, call supervisor(s) for permission to visit them at work. Instruct supervisor(s) not to inform them. Arrange for a room to meet in.
6. Cooperate with any parental desire to visit camp and the death location. Give all understanding and support.
7. If there is an accident, complete an accident report for accident insurance purposes.
8. Follow-up visits, letters, and phone calls to parents are needed during the next several weeks.
9. Only personnel designated by the Director are to talk to the press.

HEALTH INFORMATION FOR ALL CAMP STAFF

All Staff are responsible for health and safety at camp!

1. The Camp Director gives direction to all staff in any emergency
 - a. contacts parents
 - b. sees to it that all staff and campers get sufficient rest in order to prevent accidents, help avoid outbreaks of illness and maintain normal activity.
2. The Nurse stresses prevention and cares for all staff and campers' health needs
3. The Cabin leaders observe each camper daily - general appearance, any odd behaviour, infected skin, sore throat, earache, headache, fever, cough, rash, nausea, diarrhea, itchy head, puffy or red eyes.
 - a. early reporting may stop spreading
 - b. are responsible for the cleanliness and proper clothing of the campers
4. Kitchen Staff:
 - a. provide wholesome food and prevent food poisoning
 - b. realize the importance of washing hands before touching food
 - c. should not handle food when ill or having infected cuts
5. Maintenance Staff: see that facilities are kept clean and in repair.
6. All Staff: anticipate hazards - think about safety and prevention.

GOOD HABITS OF DAILY LIVING

Children are imitators; we ALL must watch our habits and attitudes.

1. Rest

- a. Staff and campers need more rest at camp than at home because of unusual activity, fresh air, excitement and tension. Therefore, adequate rest is most important.
- b. Needs vary so be thoughtful and considerate of others as fatigue results in irritability and loss of interest. This condition becomes a health and safety hazard.
- c. Minimum hours of sleep at camp:
 - i. 8 - 12 years = 11 hours
 - ii. 12 - 15 years = 10 hours
 - iii. Staff = 8 hours

2. Cleanliness

- a. Campers need help and a good example.
- b. Make a game or social time of whole cabin going for wash up at night, morning and before meals (A good time to observe campers' health habits).
- c. Stress the importance of hand washing following use of toilet and before eating or handling food.
- d. Cleanliness and brushing teeth are important.
- e. See that cabins are kept clean and tidy; cabins should be swept and mopped if needed.

3. Clothing & Bedding

- a. Cabin leader must check to see that clothing is adequate for protection against cold, rain, sun and insects.

- b. See that campers change clothes, especially underwear and socks.
- c. Check if a camper has wet their bed. Bring bedding and pajamas to the Camp Director or Kitchen Staff to wash and dry and return to the cabin without notice if possible.

4. Meals

- a. Remind campers to wash their hands.
- b. Be a good example; encourage campers to eat a little of everything, but do not demand it.
- c. Help campers with food allergies to avoid that food.
- d. Make mealtime a happy, relaxed time but keep voices down. Avoid foolish play.
- e. Modest helpings of food should be taken. Avoid wasting food.

5. Safety Is Everyone's Business

- a. Accidents sometimes just happen. However, other times they are caused by poor planning, inexperience, carelessness, anger, temper, haste and fatigue.
- b. Sun and Heat: Hats should be worn in hot sunny conditions to avoid heatstroke. In hot weather, drink extra fluids.
- c. Purification of Water: Drink only water you know is pure.
- d. Pills and Medication: Cabin leaders should never administer any drugs to campers. Neither leaders nor other campers give medical advice to the sick.
- e. Poisonous Plants: Before going on a walk or hike, the cabin leader should teach the campers about the poisonous plants of the area. They should recognize indelible berries and poison ivy and know how to wash the skin well with soap and water if in contact with poison ivy.
- f. Wild Animals: Encouraging wild animals to approach humans by feeding them should not be allowed. There is no way of determining which ones may be carrying rabies. Remember and report the details of any biting incident.
- g. Camp Grounds: Clear the paths of anything dangerous such as roots, logs, sharp objects or broken glass. It is important to report any area needing repair (e.g. a broken step or loose board) to the Maintenance Supervisor. You and your campers should be alert to hazards on the campsite.
- h. Waterfront: If you are supervising swimming or boating, never let your attention be diverted. Chat with your friends another time.
- i. Boats: See that boats and life jackets are in good repair. Junior campers should never be alone in a boat. All boaters must wear a life jacket.
- j. Craft Building: It is important to know that the tools and equipment are in good repair. Teach the proper care and safe use of all tools and equipment.
- k. Fire: Fire is a very great hazard at camp. Campers should not have matches. Fires are to be built by authorized staff only, in designated pits and must be doused thoroughly before leaving.

FIRST AID

A. Prevention

Wear hats, sunscreen, drink lots of water, bug spray, carry inhaler, common sense – if you see something broken that is lying around or there's broken equipment that could be hazardous, please clean it up or tell the Director about it. Follow all procedures and safety rules. This applies not only to campers, but also staff.

B. Safety

USE COMMON SENSE! Always look for hazards before you approach the patient. Is it safe for you to enter the scene? Remove any hazards before entering if possible. If that is not possible, don't put yourself in danger. Reassure the patient and go get help. One patient is enough to look after, let alone two or three.

Look for possible hazards for the patient. Are they in danger of being hurt further? If so, remove them from the danger. Otherwise, don't move them as a rule especially if the method of injury indicates a possible spinal or head injury.

Note: Always wear gloves if there is possible contact with blood or other body fluids to protect you from diseases.

C. Information Gather as much information as possible in as short a time as possible.

1. What happened? (Ask patient, bystanders, observe scene), method of injury
2. What is the chief complaint? (ask patient – if unconscious, that is the chief complaint)
3. When did it happen?
4. Much of this information can be gathered as you approach the scene through observation. Stay calm and assess the scene as you approach it. This should take very little time as you hurry to get to the next step – help.

D. Help

Get help ASAP. If you are alone, go for help yourself. If there are others nearby, call loudly and send someone for help.

1. Specifically designate one person to get help. (e.g. "You in the blue shirt", or call them by their name if you know it) Make eye contact.
2. Give the following information:
 - a. Who to get. (Nurse and the director)
 - b. Your location.
 - c. What happened (as much as you know).
 - d. Chief complaint.
 - e. Time it happened.
3. Ask the person these questions and make sure you get a verbal response:
 - a. Do you understand?
 - b. Will you return to me?
4. Assign someone to crowd control. Give the patient privacy from bystanders. However, remember that there may be bystanders that can give you more information and assistance. Use common sense.

Note: If you are the one going for help, head straight to the infirmary where the nurse will be or else he/she will have left a note as to where they are. Give all the information you were told by the rescuer. Get someone to find the Camp Director. Return to scene with nurse or ahead of them so the rescuer knows they got the message. If you are assigned to crowd control, make sure you reassure the bystanders, but keep them well back from the scene or even moved to another location unless they are needed for more information.

E. Interventions

The only interventions we will cover are burns, deadly bleeding, choking, head injury, heat exhaustion/stroke and seizures.

BURNS

Stop the burning. Remove patient from whatever is causing the burn. Cool it down quickly. Submerge in cold water if possible. Think of sterility.

DEADLY BLEEDING

- Spurting/ bright red (artery)
- Gushing/dark red (vein)
- Seeping (smaller vessel)

PUT ON GLOVES! You never know what disease a person may have – protect yourself!

R.E.D. Procedure:

Rest - Have patient sit down and bring their heart rate down. Breathe deeply and 20 stay calm. Reassure them.

Elevation - Raise the injured part above heart if possible.

Direct Pressure - Find the cleanest material you can and apply direct pressure to injury. Do not remove the 1st cloth if bled through; add more on top.

CHOKING

Someone is choking when there are no breath sounds coming out or else a very high-pitched sound. In other words, if someone can still cough or talk/whisper they do not have a fully blocked airway. If this is the case, encourage them to cough. Don't let them be alone until the obstruction is cleared. Many people leave the room when they start choking because of embarrassment. Follow anyone who does this in order to help them. Do not hit anyone on the back if they are choking. This could make it worse. Never pretend you are choking.

1. Abdominal Thrusts

- a. Ask the person if they are choking and if you can help.
- b. Call for help immediately!
- c. Position yourself behind the patient with one leg between their legs and one leg braced back. This is so that if they fall or lose consciousness, you are stable enough to help them to the ground.
- d. Find their belly button, make a fist with one hand (thumb side in) and place it just above the naval. Cover your fist with the other hand.

- e. Begin quick inward and upward thrusts. Continue until obstruction is removed.

POSSIBLE HEAD INJURY

Never move a victim with a possible neck or head injury. Send for help and then comfort / reassure the victim.

HEAT EXHAUSTION / STROKE

Caused by too much heat (usually sun) and dehydration. Indications of heat exhaustion are pale, cool, clammy skin, nausea, headache, dizziness or faintness. Indications of heat stroke are: red, hot, dry skin; decrease in consciousness, confusion or combative, nausea/vomiting, headache.

Note: Heat stroke is a very serious condition and help must be sent for immediately. More serious than heat exhaustion, although both should have the nurse involved.

In both cases, remove from heat and attempt to cool down while waiting for help to arrive. Give water (exhaustion), fan, rest, cold cloth.

SEIZURES

If someone is having a seizure, remove any hazards nearby that he/she could hurt himself on. Provide as much cushioning as possible, especially under the head. Do not try to restrain them or put anything in their mouth. Crowd control and provide privacy as often patients are incontinent (wets themselves) and are very exhausted once the seizure is over. Make a note of how long the seizure was and if there was more than one in a row. Provide reassurance.

**Of course, all of these interventions should be done with common sense
and help should always be sent for.**

F. More information

While you are waiting for help to arrive, gather as much information as possible from the patient, bystanders and your own observations. When the nurse or help arrives, give as much pertinent information to them as possible such as past medical history (has this happened before?) and any changes in patient condition (has their level of consciousness altered?).

G. Comfort

Make sure you provide comfort and reassurance to the patient. Look them in the eyes, touch them gently, be calm and collected yourself, talk to them even if they are unconscious, and use their name. Encourage them to stay awake and alert; tell them help is coming. Prevention: If a camper brought an EpiPen or Inhaler to camp they must always have it on their person.

GUIDE TO HANDLING INFECTIOUS DISEASES SUCH AS AIDS AND HEPATITIS

Because of the low risk of active Hepatitis and AIDS in the general camp population, gloves alone are considered adequate. Disposal of swabs in the waste baskets is acceptable as all combustible trash is put into bags, taken to the dump site and burned.

1. Active Hepatitis A (infectious hepatitis) - Campers and staff with active infection will not be allowed at camp as they are infected and could cause epidemic spread. Consideration should be given to preventative immunization of all contacts with Immune serum globulin after consultation with a physician.
2. Hepatitis B, AIDS, ARC (Aids Related Complex) - These patients are generally infective in the event of any exchange of body fluids, especially blood. Such fluids should be handled ONLY with surgical gloves and disposed of ONLY in specially marked containers and incinerated.
3. AIDS - AIDS is not infectious (in the normal camp setting) to fellow campers and staff as it is spread primarily through intercourse, I.V. drug use with needle sharing, use of contaminated blood products and finally, accidental exposure by medical care givers to the blood of known AIDS patients. Precautions as in B. above would apply. **FIRST AID IS NO SUBSTITUTE FOR GOOD SUPERVISION!**

LFBC PESTS POLICY

Head Lice

Head lice can spread quickly in groups of children if not caught and treated immediately. Regular checks of the children should be done to prevent the spread of lice. Head lice travel on a person's head and belongings and are not a sign of poor hygiene nor do they transmit disease.

- Parents/guardians of all campers will be asked to check their camper(s) for lice two weeks, one week, and two days prior to camp departure day. This leaves time for detection and treatment so a camper can still come to camp.
- Children can come to LFBC if there are no lice or nits (eggs) on the child's head.
- Spot check by staff may be required for admittance into LFBC for known lice cases.
- Campers and staff will be encouraged to use proper hygiene, not to share clothing, bedding and other personal belongings.

If a case of lice is reported while at camp, the following steps will be taken:

- Children will be isolated from activities at camp until they are treated with an appropriate chemical treatment.
- Children's belongings will be kept separate.
- All cloth material (pillows, blankets, stuffies, etc) used for activities will be discontinued.
- Washable items will be laundered in hot water and a hot dryer. If bedding cannot be washed, extra bedding will be provided.
- Parents/guardians of the infected camper will be notified, as well as parents/guardians of all the campers.

- The camp nurse will administer a chemical lice treatment. If all lice and nits appear to be gone after treatment, the camper may remain at camp.
- A lice check on campers may occur while at camp for prevention after a known case is reported.

More information from Manitoba Health Services: <https://www.gov.mb.ca/health/publichealth/factsheets/headlice.pdf>

Bed Bugs

LFBC will not exclude children if they or their home are having issues with bed bugs. Bed Bugs travel on a person's belongings and are not a sign of poor hygiene nor do they transmit disease. Mattresses at camp are covered, and are regularly cleaned between groups. If a camper or staff reports they have bed bugs at home, or if a case is found at camp, the following steps will be taken:

- Belongings will be kept separate.
- Any washable items that may have come into contact with bed bugs will be washed in hot water and put in a dryer on the hottest setting for at least 30 minutes. All clothing may also be put in a hot dryer.
- If bedding cannot be washed, it will be stored in a bag separately until it can be taken home.
- Extra camp bedding may be provided if bedding cannot be washed.

More information from Manitoba Health Services:

https://www.gov.mb.ca/asset_library/en/bedbugs/bed_bugs_fact_sheet.pdf (gov.mb.ca)

If further information is required, please contact the LFBC Board of Directors.

PREPARING FOR CAMP

CLEAR YOUR SLATE

Commitments (dental appointments, weddings, family outings, etc.) outside of your camp schedule or during the time of your service at camp usually shortchange the campers and cause an administrative hassle. Therefore, staff members are asked to free themselves of commitments that will require them to leave camp during their time of service. Where this is not possible, discuss the situation with the Board of Directors or Camp Director well in advance of staff training.

GENERAL INFO ON APPEARANCE

Your appearance makes a statement. You must remember that you are representing Jesus Christ and LFBC. Bring clothing that is comfortable, modest, and practical. Most of your time is spent outdoors. Prepare for hot, wet or cool conditions.

To help us carry out our mission well, the following is in effect while at camp:

- Clothing with symbols, images, words that may be offensive or viewed as dishonorable may not be worn.

- Clothing that is torn above the 4" inseam mark may not be worn unless the rip has a backing and does not show skin.
- Excessively tight clothing should not be worn
- Shorts or skirts must be a minimum of 4" inseam and outseam
- Halter-tops, spaghetti strap tops, and crop tops may not be worn
- Bikinis/mens speedos or otherwise skimpy swimwear may not be worn. If that's all you own, please bring appropriate tops/bottoms to wear over top (ie. tank tops, board shorts, etc)
- Swimwear is only to be worn during swim time and water activities.
- Shirts are to be worn to and from the beach
- Undergarments, cleavage, buttocks and midriff may not be exposed.
- Men shall wear shirts while on the grounds (no white undershirts).
- Footwear must be worn at all times. Swim time, water games and some sports are the exceptions.

Tattoos and body piercings (other than earrings) should be subtle, avoiding anything extreme or offensive. Any tattoos that are deemed inappropriate must be kept covered. Moderation and discretion are expected in the number and size of body piercings and earrings for all staff. The final decision as to what is acceptable for staff to wear rests with the Board of Directors and/or Camp Director. If you are uncertain, check with the Board of Directors or Camp Director.

This can be seen as our "uniform" for while you're at work and the leadership of LFBC will come alongside and help bring clarity as needed. Neatness, professionalism and respect towards campers, staff and Christ Jesus are key factors when considering what to wear as LFBC Staff as we regularly have campers and parents watching and taking cues from us.

CAMP JOB DESCRIPTIONS

LFBC BOARD OF DIRECTORS

Responsible to: The local churches

1. Reps (preferably 2) from each church are appointed to serve from Morris Fellowship Chapel, Rosenort Evangelical Mennonite Church, Pleasant Valley Evangelical Mennonite Church, Rosenort Fellowship Chapel, and Rosenort Community Church.
2. Pray for camp, staff and campers both before, during and after camp!
3. Prayerfully plan all aspects of camp, coordinating with the Camp Director, Head Cook, and Camp Speaker.
4. Make all necessary adjustments or changes as needed for the betterment of LFBC.
5. Be responsible for the organization of transportation and delegating a Transportation Director.
6. Be responsible for all the financial and insurance needs for LFBC.
7. Create brochures, manage website, and social media content to keep people informed of camp events, registration, etc.
8. Create staff applications, and prayerfully examine all applicants before accepting to camp.
9. Create camper applications, and register all campers (30 boys, 30 girls).
10. Be responsible for the camp t-shirts for staff and campers.
11. Assist all Directors and Speakers as they prepare for camp.
12. Get involved in some capacity at camp if time allows.
13. Train all staff members according to the LFBC Staff Manual.
14. Ensure that all LFBC equipment is organized, accounted for, and sent up to camp and returned. (Currently stored at REMC)

TRANSPORTATION DIRECTOR

Responsible to: LFBC Board of Directors / Camp Director

1. Arranges transportation for staff and campers to/from camp.
2. Creates a list of those requiring transportation, and ensuring all those who need to have transportation arrive and depart on time.
3. Arranges for transportation of food and supplies, and all staff and camper luggage.
4. Arranges qualified drivers for the transportation to camp and back.
5. Makes sure that the transportation vehicle is registered and in good repair.
6. Ensures that the transportation vehicle is properly stocked with supplies in case of any car sickness or other incidents while on the way to/from camp (e.g. Paper towels, water bottles, gloves, Ziplock bags, disinfecting wipes).
7. Be a spiritual leader to staff and campers.

CAMP DIRECTOR

Responsible to: LFBC Board of Directors

One-time Tasks:

1. Help LFBC committee members with staff training at camp as requested.
2. Ensure safe movement of vehicles as kids arrive and depart.
3. Officially welcome the kids to camp when they arrive on the bus and allow them out by cabin group; check attendance.
4. Collect all phones and cameras and devices from cabin leaders and kids.
5. Lead opening ceremonies / icebreaker games.
6. Plan the camp theme, and necessary decorations.
7. Lead closing ceremonies.
8. Keep track of attendance as parents pick up their kids and again before the bus leaves.
9. Create a Babysitting schedule in coordination with the staff with children so that babysitters have breaks, and specific hours that they are to be babysitting.

Daily Tasks:

1. Prepare and lead cabin activities.
2. Ring the bell for meals, activities, and every other change in the schedule; keep the camp moving forward on time with the schedule as best as possible.
3. Be in communication with the kitchen after ringing the mealtimes bells; occasionally they need some extra time before they are ready for the kids to come in.
4. Lead morning warmups/stretches.
5. Lead or assign meal prayers and create challenges (could be that day's cabin activity) or trivia for ushering in cabins in orderly fashion so they don't wait too long in kitchen.
6. Call for seconds and mealtime announcements.
7. Assign fair point values for various team activities and cabin challenges.
8. Keep track of points from activity leaders, cabins snoopers, and wide games and special events.
9. Work with Recreation Director for wide games/carnival/special events.
10. Support cabin leaders dealing with misbehaving kids, or needing help with preparing cabin devotions, and providing individual cabin leader encouragement.
11. Hold cabin leaders and support staff accountable to the camp policies (with the help of any available committee members as necessary).
12. Host chapel sessions: opening announcements, lost & found, prayer, sword drills, finding staff/cabin leader testimonies.
13. Lead prayer meeting with support staff during cabin devotions, communicate camper/cabin leader prayer needs and check in with support staff for anything that should be communicated to the cabins.
14. Patrol cabins after lights out bell and enforce lights out.
15. Be a spiritual leader to staff and campers.

ASSISTANT DIRECTOR / LFBC BOARD REP

Responsible to: LFBC Board of Directors

1. Is present at camp to be in communication with the Directors, staff, camp owners (LLBC), the Board of Directors, and parents as needed to address any issues that occur while at camp.

2. Be present and available, namely to the Directors and cabin leaders, to help and support them in their roles.
3. Be knowledgeable about the camp location, as well as with the procedures outlined in the LFBC Staff Manual to help with upholding the values that we have for LFBC, as well as all safety and health operatives.
4. Meet with the lifeguards and review waterfront procedures with them before camp begins.
5. Help to support the Directors with any problems, being sure to remain neutral, honest and confidential in the assessment of situations and the decided actions needed, making sure to prayerfully consider all parties involved.
6. The campers and staff should go to the Directors first with any questions or concerns but can also come to the Assistant Director if the Camp Directors are unavailable. All concerns should be shared openly between the Assistant Director and Camp Directors so that both parties have full disclosure.
7. At the Director's request, the Assistant Director may run evening staff meetings.
8. Be an encouragement to all staff in their roles and help to mentor them.
9. Update social media to reflect arrivals/departures, and highlights from camp, or be in communication with the person who makes those updates to keep people informed.
10. Be a spiritual leader to all staff and campers, directing them to Jesus and prayer when dealing with camp and everything that occurs at camp.

CABIN LEADERS

Responsible to: Camp Director

The focal point of camping at LFBC is quality relationships between each of the cabin leaders and their campers. Because cabin leaders spend the majority of their time with their campers, they will have the opportunity to build the kind of relationship with each camper that is necessary to nurture them in their spiritual life. In pursuing this relationship, the cabin leaders must devote time and energy to each camper and share their personal faith and commitment to Christ.

Responsibilities:

1. Embrace the objectives, traditions and policies of LFBC.
2. Live with a small group of campers in a cabin and carry the full-time responsibility for all activities and experiences of your group. You represent their mother and father while they are at camp, and you should seek to accomplish the following for each camper:
 - a. Physical Protection - a safe, healthy, comfortable setting.
 - b. Social Security - "My cabin leader loves me." "My cabin group includes me."
 - c. Spiritual Certainty - "Jesus loves me so much He died for me. He has a purpose for my life." "The Bible tells me about Jesus and His purpose for my life."
 - d. A Sense of Self-worth - "My group needs me; I can contribute something to my group."
 - e. Appropriate Environment - Maintain appropriate language, jokes and behaviour within your cabin. What stories do you want your campers to tell their parents at home about their experience?

3. Cultivate a personal relationship with each of your campers daily, not only to help them solve their problems, but also to guide them in self-discovery. Show an interest in the camper's home, friends, hobbies and dreams. Discover the things your campers excel in and utilize their strengths. Be sensitive to the camper's concerns, frustrations or weaknesses. Set specific and realistic goals for each camper in terms of his/her relationship to God and man, and work towards those goals while the camper is in your care. Be camper oriented. Give the camper top priority in your interests and involvements. Be fair-minded and avoid discrimination. Ask God to love them through you.
4. Teach as best you can, encouraging Scripture memory and creating a setting for daily devotions. Create an attitude and atmosphere for prayer and encourage your campers to develop a meaningful and regular prayer life.
5. Take responsibility for the camper's health, safety and belongings.
 - a. Clothing - See that campers dress for the weather conditions. Clothes (including underclothes) should be changed daily. See that campers do not sleep in their clothes or on bare mattresses. They should wear pajamas and use a sheet or sleeping bag on mattress. No bathing suits under clothes! No wet clothing to be worn!
 - b. Hygiene – Younger campers will need to be reminded to take showers, wash their hands, comb their hair and brush their teeth.
 - c. Rest - Because they are outdoors and more active than usual, campers require more rest than at home. Be firm about the evening curfew! You must retire with your campers. Both cabin leaders are to be present for evening devotions.
 - d. Medications and Health - All medications must be given to the nurse. She will also administer medication to the campers. Report all symptoms of illness to the nurse immediately. Observe campers' diet, eating habits and table manners.
 - e. Safety - You should inform campers and ensure that they adhere to camp safety procedures, especially at the waterfront and archery range. Help keep grounds free of glass, nails, garbage and any other hazards. Discourage rough play that is likely to cause injury. Pillow fights can be a cause of serious injury and should be avoided or strictly controlled.
 - f. The Cabin - Take full responsibility for your cabin, its equipment, furniture and immediate grounds.
6. Participate in follow-up during and after the camp session in trying to accomplish our follow-up goals and responsibilities.

WORSHIP DIRECTOR

Responsible to: Camp Director

1. The Worship Director may also hold another position at camp, as a cabin leader or other.
2. Plan chapel worship sessions together with the Camp Director, including songs, lyrics and music.
3. Assemble a band with the musicians attending camp, and schedule and lead band practices.
4. Assist in other duties at camp as assigned.
5. Attend chapel, staff meetings and firesides.

6. Be a spiritual leader to staff and campers by mentoring young musicians, encouraging their gifts, prayerfully beginning worship sessions, and using music and song to direct people to Jesus.

WORSHIP TEAM (VOCALISTS & MUSICIANS)

Responsible to: Worship Director

1. Attend worship practices set by the Worship Director.
2. Discuss with the Worship Director instruments and equipment if needed.
3. Attend chapel, staff meetings and firesides.
4. Be a spiritual leader to staff and campers by mentoring young musicians, encouraging their gifts, prayerfully beginning worship sessions, and using music and song to direct people to Jesus.

TECH & SOUND DIRECTOR

Responsible to: Camp Director

1. The Tech & Sound Director may also hold another position at camp, as a cabin leader or other.
2. Review the sound/tech inventory list and ensure all items are accounted for.
3. Travel to camp and set up sound equipment and run it during chapel sessions.
4. Assist and participate in the worship band for practices and chapel if possible.
5. Run song lyrics, and photo slideshows and help with other areas of chapel services.
6. Mentor young campers who may be interested in learning about the equipment – but not allowing campers to use or operate the equipment unless given permission.
7. Attend chapel, staff meetings and firesides.
8. Be a spiritual leader to staff and campers with your attitude and actions.

MAINTENANCE SUPERVISOR AND/OR CUSTODIAN

Responsible to: Camp Director

7. Assist in special projects in the area of maintenance and/or program as required.
8. Custodial duties as assigned.
9. Other duties as assigned.
10. Look for opportunities to support other staff as needed.
11. Attend staff meetings, chapels and firesides.
12. Be a spiritual leader to staff and campers.

HEAD COOK

Responsible to: LFBC Board of Directors / Camp Director

1. Head Cook organizes weekly menu and communicates with Kitchen Staff.
2. Responsible for all baking (desserts, snacks, etc.).
3. Direct all kitchen staff regarding meal serving and clean up areas.

4. Assist in serving meals and clean up.
5. Assist in processing all grocery orders upon arrival.
6. Clean and organize kitchen as directed.
7. Other duties as assigned.
8. Appoint a temporary leader when absent.
9. Hold morning devotions with kitchen staff.
10. Attend chapels, firesides and support staff meetings as time allows.
11. Be a spiritual leader to kitchen staff, and campers as you encounter them daily.

KITCHEN STAFF & DISHWASHER

Responsible to: Head Cook

1. Prepare meals under the direction of the Head Cook.
2. Assist in serving meals and clean up, including washing all dishes.
3. Assist in processing all grocery orders upon arrival.
4. Clean and organize kitchen as directed.
5. Other duties as assigned.
6. Attend morning devotions, chapels, firesides and support staff meetings as time allows.
7. Be a spiritual leader to other kitchen staff, and campers as you encounter them daily.

NURSE

Responsible to: Camp Director

The Nurse is responsible for the general health and safety of the staff and campers.

1. Provide adequate storage for medication
2. Keep adequate medical and first aid supplies on hand and dispense them only as required. (Use discretion).
3. Review camper medical information. Inform cabin leaders of abnormalities which may affect the camper's involvement in the program (e.g. bed wetting, asthma, allergies, anxiety).
4. Receive and store all medication and follow the instructions for dispensing. Inform the camper of your procedure and solicit his/her cooperation. No medication may be kept in campers' cabins. This avoids pranks and allows the Nurse to monitor schedule for taking medications. Keep kitchen staff informed of camper dietary needs and food allergies.
5. Treat all injuries (staff and campers) and illnesses or symptoms of illnesses. In doubtful cases, consult with the camper or staff's doctor. Keep a daily log on all injuries (action taken and treatment) and illnesses (treatment given and medication dispensed). Call the camper's parents for more serious injury or illness and discuss the camper's condition with the camp Director.
6. At the end of each camp return all unused portions of medications that campers brought and send note home to parents if any unusual medication or first aid was administered.
7. Offer spiritual counsel to patients when appropriate.

CAMP SPEAKER

Responsible to: Camp Director

1. Minister as much as possible to campers and staff as needs arise.
2. Plan the chapel program together with the Camp Director.
3. Deliver a message during the chapel service.
4. Conduct firesides in conjunction with the Camp Director.
5. Plan and conduct staff meetings in conjunction with the Camp Director.

RECREATION DIRECTORS

Responsible to: Camp Director

1. Organizes all activities and point systems for the Recreation skills block and provides the necessary equipment to do so.
2. Purchases the necessary equipment and/or supplies needed for all activities within the budget provided for Recreation.
3. Be a spiritual leader to staff and campers, directing them to Jesus through movement, team spirit, fairness, forgiveness, and unity.

CRAFTS DIRECTORS

Responsible to: Camp Director

1. Organizes all activities and point systems for the Crafts skills block and provides the necessary supplies to do so.
2. Purchases the necessary equipment and/or supplies needed for all activities within the provided budget for Crafts.
3. Be a spiritual leader to staff and campers, directing them to Jesus through art, creativity, colour, and skills.

SKILLS DIRECTORS

Responsible to: Camp Director

1. Organizes all activities and point systems for the Skills block and provides the necessary equipment to do so.
 - a. Previous skills activities have included fire making, fire safety, Bannock making, shelter making, treasure and/or scavenger hunt, canoeing - but are not limited to this list.
 - b. Skills Directors may also implement learning of other skills that they feel qualified to teach (ASL, drama, first aid, fitness, etc.)
2. Purchases the necessary equipment and/or supplies needed for all activities within the budget provided for Skills.

3. Be a spiritual leader to staff and campers, directing them to Jesus through nature and the environment.

ARCHERY DIRECTORS

Responsible to: Camp Director

1. Organizes all activities, games and point systems for the Archery skills block, and provides the necessary equipment to do so.
2. Checks with the Board of Directors to ensure all equipment is in good condition, and to see what supplies will be needed (targets, arrows, bales, etc.).
3. Purchases the necessary equipment and/or supplies needed for all activities within the provided budget for Archery.
4. Be a spiritual leader to staff and campers, directing them to Jesus through determination, learning and development.

CAMP PHOTOGRAPHER

Responsible to: Camp Director

1. Responsible for all photography throughout the entire week, keeping in mind that staff and campers will not have their own camera or phone to use for photos.
2. Photos will also be used for advertising and church viewing.
3. Ensure that all staff and campers are seen in at least one photo, respecting the staff and camper's personal feelings toward being in photos.
4. Get to each activity block for each team at least once for photos.
5. Make sure to get photos of the whole group on day one, staff photos (male/female), and all support staff.
6. Make sure to get photos of each cabin group, preferably outside their cabin.
7. Some general shots of activities and scenery around camp are always appreciated.
8. Be available to help staff when not busy with photography.
9. Create a short video of photos to be played in chapel each day.
10. Use some video if preferred but remember that photos will be shared with campers in a public file after camp and usually works best for still shots.
11. Create a highlight video to be played on the last day of camp.
12. Create a public photo file of all photos from camp to be shared with staff and campers after camp.
13. Be a spiritual leader by seeing God's creativity around the camp and seeing each child's personality and beauty, directing them to Jesus by seeing all people and the camp through God's eyes and capturing it to share and remember.

BABYSITTERS

Responsible to: Camp Director and parents of the children

1. Responsible for looking after staff member's children during the day when parents are busy with their assigned responsibilities.
2. Be aware of the babysitting hours and/or schedule and be at the assigned meeting place on time.
3. Be available to help with other jobs as needed.
4. Provide activities for the children, such as toys, games or activity books.
5. Be a spiritual leader to children, directing them to Jesus through stories, care and nurture.

LIFEGUARDS

Responsible to: Camp Director

1. Assist during all waterfront activities.
2. Assist the Camp Director as requested.
3. Other duties as assigned.
4. Attending chapel, staff meetings, and firesides.
5. Be a spiritual leader to staff and campers, directing them to Jesus through your actions and care.