

THE COUNSELOR PROCEDURAL POCKET BOOK MANUAL

Being a counselor is a privilege granted, an opportunity given, and an eternal responsibility.

KEYS: PREPARATION – PROCEDURES – OBEDIENCE – FACILITATION

PREPARE by spending time with Jesus, praying for the day and communicating with God during the day.
PREPARE by thinking through what you will say & HOW you will conduct each activity.

PROCEDURES > know them according to the Camp Manual, and communicate the procedures to the campers
PROCEDURES > clarify the boundaries; require the campers to follow the rules, doing so will result in fun and creativity.

OBEDIENCE > you are the authority, the leader, and the servant for the well being of campers.
OBEDIENCE > require cooperation, allow no negative words and encourage self- control to govern a day.

FACILITATE > if you are prepared, have established procedures, require obedience, THEN you are ready to set up each activity for the camper to have a space, place, voice and choice. (If you find yourself barking orders like a drill sergeant or regularly telling them what to do, then please stop and use initiative games to build a cooperative team/group)

FACILITATE > good facilitation allows the camper to be creative, have fun, get along with others and learn without someone telling just what to do every step of the way.

A Day in the Life of a Camp Thurman COUNSELOR (What do I do and what does the Director expect from me)

MORNING TIME OF ARRIVALS AND THE BIBLE EPIC TIME:

1. Get here on time, acknowledging the Lord Jesus Christ in your daily procedures.
2. Each morning pray for each of your campers individually, for the administration and for fellow staff.
3. On Monday morning go over your expectations with your assistant; use the evaluation sheet to help explain it. Tuesdays and Fridays, review that sheet with them.
4. Review your Bible Epic time preparations, go over the outline.
5. Plan what to say to the campers as they arrive and what to say to any parents you meet.
6. Go to the tent when all the campers arrive (or it is 9am), have the CIT or ASS'T lead; you the Counselor bring up the rear. If any of your campers are late, Ass't or CIT stays until 9:10 to meet. Tell them to come to the office to sign the Absent Camper list with the names of any camper who has not yet arrived by 9:10.
7. Get the children's attention to present the Bible Epic with enthusiasm and gusto!
8. Work on group memorization of the week's Bible verse.
9. Clarify the Procedures, boundaries, the plan for the day
10. Stay in the tent site area until the trumpet blows or the music starts playing.
11. Go to the first activity with CIT or ASS'T in front and COUNSELOR in the rear.

BIBLE EPIC TIME SPECIFICS

1. God's Word, its stories are a written epic, adventure, loving instruction to us. Handle the time and the Word with the utmost honor.
2. You must be PREPARED; use your OUTLINE and trust God with the results.
3. Plan what you are going to say and the best way to communicate God's truth. Differentiate between what God's Word dictates and your own opinions.
4. Communicate these TRUTHS: First of all is God is; God is the Creator; He has made us Wonderfully; He desires a Relationship with us > that's why he came as Jesus / died for our sins / arose again / and will cause us to be born again; Obey Him by obeying our parents and His Word; Love one another and Worship Him, for this is our purpose.
5. Practice the memory verse, make sure you chose one ahead of time. Sing, "This is the Day".
6. Integrate these truths at appropriate times during the day. As you build a relationship, talking to them regarding the Bible Word will be natural overflow of who you are.

MORNING RALLY (Tuesday & Thursday)

1. Wait for the Shout and Trumpet sound, then run to Chester's Field.
2. Line up your campers in a creative way and participate with enthusiasm.
3. Prepare you campers with the memory verse to shout when asked, this will help them be ready for Friday's delivery. Practice the verse so that, more importantly, they may walk in the Truth.
4. Practice singing, "This is the Day", so that worship can take place on a child's level.
5. Explain why the Shout and Trumpet sounding is relevant to Jesus' return, their future in Heaven Someday.

ACTIVITIES: MORNING ***(drink water before and after each activity)*******

1. Each activity requires PROCEDURES, these need to be thought through and communicated with campers. *Each activity area has SPIRITUAL EMPHASIS guidelines posted. Communicate these. Be a FACILITATOR; set up the activity to allow them to make choices and have a voice; create a place and space; don't be a directing teacher or a demanding hollering boss.
2. If equipment is required for the activity, arrange to get it ahead of time. (Send CIT or Ass't)
3. Assist the Activity Counselor making the activity fun, by actively participating.
4. Return all equipment and insure that the next group attending will find everything in order.
5. Follow your custom schedule and communicate with the office regarding any changes. If another group is not utilizing an activity and your group wants to do it, then do so.
6. Pick up trash and have your campers do the same wherever you are.

SKIT TIME

1. DO NOT GO TO SKIT AREAS UNTIL THE MUSIC PLAYS.
2. Sit with your campers except during your part in a skit. Stay with them until time for the skit and return to them immediately after your part is over.
3. Sing the songs and enjoy the time with your campers.
4. Prepare your group's memory verse so as to be ready on Friday.
5. If you have friends come, have them sit with you and the campers.

AFTERNOON ACTIVITIES *** (DRINK WATER BEFORE/AFTER) *******

1. Stay enthusiastic by being prepared, thinking through what to say and do. What has our God in store for the rest of the day!
2. Be prepared, follow procedures, require obedience and be a facilitating counselor.
3. Assist Activity Counselors at each area to insure maximum participation and fun!
4. At Swim time, have campers follow procedures in storing belongings and retrieving them. Swim with the camper. Assist the lifeguards in supervision. GET OUT OF THE POOL AT THE FIRST WHISTLE, IN TIME TO BE READY TO ACCOMPANY YOUR CAMPERS IN GATHERING ALL BELONGINGS AND DEPARTING.
5. At 3:20 go back at the campsite in order to debrief the day, collect all belongings, clean the area and get to the front pick up area by 3:45.

AFTERNOON PICK UP & DEPARTURE

1. Be at the designated pick up site with your group, no later than 3:45.
2. Be sure you have picked up any notes or photos from your accountability box to distribute to the campers.
3. Make sure your name sign is in full view.
4. Pay attention to the cars and the traffic to help ALL CAMPERS get to their cars.
5. Clean up pick up area, specifically where your campers were and the entire departure places.
6. Return to tent site to insure orderliness for the next day.
7. Attend Counselor afternoon meeting to participate in the day's debriefing, the following day's skits and plans, and any training sessions.
8. Depart camp, traveling at an old man putt putt speed at 5:00. If you are dismissed earlier, yippee! *Make sure preparation has taken place for the next day.
9. On Wednesday you must make all the initial calls to the next week's campers. You will also prepare the photos for distribution the next day. On Thursdays, call all the campers who were not personally contacted on Wednesday. Friday's calls to campers should be only to those who were not reached on Wed/Thur.
10. On Thursdays if all campers have been personally contacted or the second message has been left, then counselors can leave. You must have placed your Call Sheet, showing the second contact, in the accountability box before you leave on Thursday. No scheduled meeting.

FRIDAYS PROGRAMMING, SCHEDULING AND DUTIES

1. Morning Bible Epic Time primarily should consist of thoroughly preparing the memory verse. The campers, as a group will be reciting their verse during morning Meeting time. Also review the past week's lessons in God's Word; encouraging the campers to obey their parents and obey God by loving others.
2. Go to your scheduled Meeting Place when you hear the music, not before. Sit with your group, ready to participate in the planned activity and memory verse recitation. Have them prepared, confident, and make it creatively fun.
3. Get ready for the Fire Truck. When the fire truck is here, all groups / counselors must be at Sam's Place or in the water. No exceptions without permission from the Director.
4. If the fire truck does not come, then you have an alternate activity showing on your schedule. BE PREPARED.

FRIDAY AFTERNOON AND SKIT TIME

1. This is not a time for slacking off and letting your kids do whatever that want. You have scheduled activities. Be actively participating with each camper, you can write down his or her evaluation later.
2. This is also not a time for doing postcards and assistant evaluations.
3. Check out list includes: all campers for next week's group contacted, or at least three messages have been left; tent site clean; counselor sign posted on appropriate tent; all postcards thoroughly completed & handed in; evaluations of CIT/ASS'T & program/facilities; paycheck received.
4. Friday's Counselor Meeting is to testify of God's working in the lives of the campers and Staff. After the praise time meeting, you can complete postcards, evaluations, and make final calls to those whom messages were left.

OTHER INFORMATION

1. Monday mornings meet at Marketplace 7:45 for worship, devotions and the day's information; Tuesday-Friday mornings at 8:00-8:30 the same.
2. Afternoon meetings start after the campers have been picked up. If campers remain after 4:10, leave the CIT/Asst with them, make sure your tentsite's in order and be ready to debrief the day, lead by the Servant Leaders. Planning and rehearsal of skits for the following day takes place at this time. As well, this is a time for practicing low ropes, games and procedures.

* FULL PROCEDURES, HISTORY, SPIRITUAL EMPHASIS, POLICIES AND INFORMATION ARE IN THE CAMP MANUAL

SPECIALTY AREAS PROCEDURES

Calls to Parents/Campers for Information for the Coming Week *This is the most important contact you will have with your campers' parents, thus be clear, confident and cheerful! First calls must be made Wednesday with follow up calls made on Thursday and Friday. Friday will only be for the third final call for campers not reached, Paychecks will be given after counselor has either contacted or left 3 messages with all their campers and completed other accountability requirements. If on Monday more than two campers have not been called, then the counselor must make all calls, in the camp office on Wed. Subsequent failures will result in a \$10 fine.

What to Say When You Call Give your name 2. Where to look for you in order to meet, drop off and pick up 3. A Snapshot of the group and the counselor/camper will be given free to all campers on Thursday 4. Pizza on Friday. 5. Additional snack money must be deposited online or in the office 6. MARK all items 7. Ask for questions ??

Birthdays/6th Grade Graduation On days with no rally (M,W,F) the camp will sing happy birthday to all birthday kids during skits. On Friday's after Bible Verse time is completed all 6th grade campers who will not be returning for another week will participate in a graduation celebration.

Capture the Flag The Counselor must insure that the flag is place in an area that can be reached from all four sides. You are to be participating or being the referee, not sitting.

CCD Know the activity and equipment needed to conduct the chosen challenge; have equipment checked out and in place (send CIT/ASS'T ahead of time); make sure to return equipment.

CELL PHONES Leave them in your car. You can check them on your break only.

CHESTER FIELD Send CIT/ASS'T ahead of time to get the equipment and set up for baseball, kickball, matball, home run derby, or soccer.

CRAFTS Be on time to bring and pick up your campers and be enthusiastic about what they're doing. This is a break; be in Rattler's Retreat to rest, sleep, do post cards, evaluations and drink water.

DISCIPLINING CAMPERS Clarify procedures, boundaries, acceptable / non-acceptable behavior and pray for obedience. Encourage, encourage and encourage. Upon first failure to follow guidelines the counselor should again clarify the rules and pray with the camper. Secondly, set the camper out of the activity wherein he is not complying with procedure. Thirdly, let the child know that the next incident will require contacting his/her parents. Fourth, bring to TimeOut Bench outside First Aid Cabin. Let First Aid person know they are there and ask office to contact Tyc. Return to your group and then come back to the office to check the status within 30 minutes.

JORDAN GULLY You are either spotting a tree or assisting the play of a camper. This not a time for taking a break, sitting down or visiting with other counselors.

K-KLIMB Counselor stands at bottom of cargo net to ensure safety and facilitates while CIT/ASS'T goes and plays with kids.

KIDRON Help get campers into harnesses. Then help supervise activities. If campers get in water then counselor must be with them.

LATE OR TARDY One (1) excuse only, for every additional times there will be a \$5 fine assessed.

LUNCH Stay with your campers, this is a great time to be relational.

LOST CAMPER He or she is not lost, just missing. Send CIT/ASS'T to look, if no results in ten minutes call the office. A crew will be sent to locate the camper. If the camper is not located, all groups will be sent to their tent sites and a search team will be dispatched.

LOW ROPES Communicate the objective, let the camper's figure it out & work together as a team.

OFFICE Stay out of office, unless you have personal camp business matters.

PARKING Follow the putt putt rule (4 MPH); do not park on the cement or Polka Dot Playing Field (the softball field); use the staff parking area west of the exit gate; do not park up by the office unless invited to do so.

PETTING ZOO If you are scheduled, get there on time; if your group is not scheduled and you want to go, then go but only to observe from outside the petting zoo area.

RANGES Set kids down at ranges and clearly state the spiritual emphasis in a fun way. HELP CAMPERS MAKE ACCURATE SHOTS. Let the camper shoot as much as time allows. Make it Fun!

ROPES Help put on harnesses and assist the campers and ropes crew

SCAVENGER HUNTS Make it fun for the campers, not as a break for you. Send campers to specific places rather than have them wander camp looking for Counselors (only designate specific staff if they remain in a particular area regularly).

SCHEDULE Follow it, any Changes must be granted by Dipper (on Mondays), Buck, Yippee, or Tyc. After that permission is granted, you must inform the Office of your new location.

FRIDAY'S SPECIAL ACTIVITIES Each age level (4-6), (7-9), and (10-12) has a specific location where your activity begins on Friday morning. Be sure to look on your schedule to see where you are to begin.

SKITS Stay off the stage unless you are an actor; stay away from questionable material; make it fun and creative.

SNACKS You must come with them, help your campers spread out their spending through out the week. You will be the recorder of the purchases on the Group Snack Account Sheet.

SPIRITUAL EVALUATIONS This should be going on all week, the documentation is just a written record to note observations regarding your individual campers. It is not necessarily a sit down, one on one time. You are welcome to do the one on one, but not if you are neglecting the other campers in your group. Make the week about developing relationships with the campers, and don't let Bible Time or Spiritual Eval's be the only time the kids see Christ's love during the week.

WORK SCHEDULE CHANGES Counselors and Assistants must have the Director's approval. CIT's must have Hummer's permission to make changes. Once permission is granted, ALL changes must be done through Bambi in the office.