

New Mexico Ministry Network Summer Camp Policy Manual



Cook Canyon
Camp and Conference Center



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INTRODUCTION

It is the goal of New Mexico Ministry Network summer camps that campers would grow physically, socially, mentally, emotionally and spiritually. Summer camps have a long history of positive life-long impact on the lives of students as well as CREW. NM Ministry Network summer camps are centered around the idea that students, outside of their normal environment, placed in a Christ centered environment, with mature Christian leaders discipling them, will begin to explore the reality that God exists and desires to be a part of their lives. Counselors and CREW at Cook Canyon fulfill their duties to ensure that the camping program runs safely and smoothly while maintaining a focus on and actively pursuing the overall physical and spiritual growth of the campers.

Counselors and CREW are the backbone of each camp and are selected carefully because of their influence over the success of the camp. Those wishing to serve in these roles must complete and submit an application, application fees, pastoral reference (CREW) and agree to the policies of the NM Ministry Network Summer Camp Policy Manual. A criminal background check as well as character references will be processed for each Counselor (by their church) and CREW (by NMMN). The applicant and the Group Leader of the applicants church will be notified upon the applicants acceptance. Not all applicants will be accepted.

It is the responsibility of each Counselor and CREW to read the NM Ministry Summer Camp Policy Manual and to abide by the stated policies, guidelines and instructions.

A COUNSELOR/CREW SHOULD:

1. Reflect Christ to the campers through behavior and speech.
2. Assist campers in recognizing their spiritual needs and lead them in discovering God's redemptive plan for their life.
3. Love the campers through the various challenges that may arise.
4. Be cheerful in fulfilling all duties.
5. Demonstrate maturity through attitudes and actions in being; firm; fair; flexible; friendly.
6. Be submissive to authority.
7. Be understanding and patient with campers and other counselors/CREW.
8. Be honest and trustworthy.
9. Be fun loving, lighthearted and able to have a good time with the campers.
10. Be compassionate.
11. Be able to adopt the camp schedule and adjust to the physical demands of the camping program.
12. Bring complaints, issues and questions to the appropriate authority, not involving campers and other counselors/CREW that are not involved.
13. Maintain their share of the workload.
14. Refrain from pursuing romantic relationships and public displays of affection while at camp.
15. Remember that campers are the VIP's (Very Important Persons) on the campground. They are the chief object of the camp - the reason the camp exists.

COUNSELOR DEFINITION

Counselor - consists of those adults ages 19+ who are approved by the Pastor and Group Leader of the church they are attending with. These adults are directly responsible for the care and oversight of campers during camp activities and will reside in dormitories with the campers. Camp Counselor refers to “a person in charge of a group of campers at camp” and does not imply that they are licensed to give counsel.

COUNSELOR IN TRAINING (CIT)

CIT - consists of persons ages 16-18 who are approved by the Pastor and Group Leader of the church they are attending with. These adults are not directly responsible for the care and oversight of campers during camp activities but will assist the counselor with his/her duties. The CIT may never be left unsupervised by the counselor. **CIT is a role only allowed for Kids Camps.**

COUNSELOR DUTIES

1. Arrive promptly at camp. Checkin Time: 2:00-4:00 PM
2. Upon arrival you will be directed to the room(s) that your boys and girls will be in.
3. Check your group in at the camp office.
4. See that your group gets settled into their assigned room(s).
5. Meet other counselors and campers sharing the room.
6. Take time to go over the camp rules.
7. Ensure that campers follow the camp schedule.
8. Be intentional about building friendships with the campers so you may be able to encourage, teach and help them.
9. Create a culture of acceptance, encouragement, support, care and teamwork within the campers in your group.
10. Encourage campers to talk about their feelings, experiences and questions.
11. Help campers establish goals for their time at camp and beyond. Through conversation, help them to evaluate their progress at the end of the camp.
12. Encourage campers to actively participate in the camp activities. If a camper indicates a lack of interest in participation, try to guide them to something that they can enjoy.
13. Set a good example for your campers by being involved in worship, prayer, bible reading, etc.
14. Pray with your campers during service response times.
15. Attempt to manage conflict or behavior issues and contact one of the LEAD CREW if assistance is needed.
16. Report any sickness or accidents to the camp nurse or camp director.
17. Help campers to understand and abide by the camp rules and dress policy. Be cautious not to embarrass or alienate anyone as you enforce the rules and policies.
18. Maintain oversight of your campers at all times.
19. Supervise and ensure room cleanup, especially at the end of the week. On the last day of camp, **make sure room is cleaned and all luggage is cleared out before coming to brunch.** Once the room has been inspected, you may be asked to return to clean further if it does not pass inspection.
20. Do not allow campers in your room without proper counselor supervision.
21. Try to see to it that campers get proper rest.

CAMP RULES AND REGULATIONS

1. Campers are under the authority of the camp counselors and CREW during their stay at camp.
2. No one is to leave the camp grounds without specific approval of the camp director.
3. A no visitors policy will be in effect during each scheduled week of camp.
4. Campers, counselors and CREW are to attend all scheduled activities.
5. Clothing with alcohol, tobacco, satanic, sexual slogans or images and gang related clothing is not permitted.
6. Shorts must be loose fitting and have a minimum 4 inch inseam.
7. Shirts with a strap less than 2in wide, plunging neck line, or shirts that allow the belly or undergarments to be exposed are not permitted. Campers with inappropriate clothing will be asked to return to their room and change to appropriate clothing. If they do not have appropriate clothing, clothing will be provided for them by the camp at the students expense.
8. No fireworks, firearms, tobacco, alcohol, drugs, or pets allowed on grounds.
9. Room and grounds must be kept clean and left clean at the end of camp.
10. Campers are responsible to pay for any damages to facilities.
11. Use of cell phones is not permitted. Campers, counselors and CREW will be given the opportunity to deposit their phones in a cell phone bank until the end of camp. Cell phones seen being used will be confiscated until the conclusion of camp.
12. Camper violations of camp rules may result in the contact of a parent/guardian with the possibility of the camper being sent home and forfeiting their camp fee. Expense of transporting expelled campers home will be borne by the parent/guardian.
13. Counselor/CREW violations of camp rules may result in immediate dismissal.
14. Campers, counselors and CREW are not permitted in the sleeping facilities of the opposite sex.
15. Sharing of beds is not permitted.
16. Campers are not allowed in sleeping facilities without their counselor.
17. Campers, counselors and CREW may not sleep in any room other than the one they have been assigned.
18. Campers are not to use the "Counselor Bathrooms" in the dorms. Counselors and CREW are not to use the "Campers Bathroom" in the dorms. All individuals are expected to be fully dressed in front of others as much as possible.
19. Campers, counselors and CREW are to be respectful to others and their property.
20. Once luggage has been delivered to the appropriate rooms on the first day of camp, vehicles are to remain parked until loading time on the last day.
21. Counselors are responsible for their room keys. Room keys are never to be given to campers. Counselors will be required to pay \$10 for each lost key.
22. Pranks alienate and harm individuals and are therefor not permitted.
23. Campers and counselors must remain in their assigned dorm after lights out.
24. Wrestling, pillow fights, water fights, shaving cream fights, etc. are not permitted unless they are a part of the official camp activities.
25. Counselors and CREW should never be alone (out of the view of others) with a camper at any time.
26. No one is to enter the kitchen are unless assigned to work in the kitchen.
27. Counselors and CREW must attend counselor and CREW meetings scheduled during the camp.
28. No one other than those assigned should be in the cafeteria before or after meal times. Campers should line up outside of the dining hall at meal times. Each person is responsible to clear their dining area.

REC CREW

REC CREW - Consists of persons ages 16+ who are approved by the lead pastor of the church they regularly attend. The purpose of the REC CREW is to oversee and operate the camp program/activities.

CREW GENERAL DUTIES

1. Work in cooperation with the REC CREW.
2. Encourage campers' involvement in all positive aspects of the camping experience.
3. Share in the spiritual leadership of the camp.
4. Be prepared to serve the camp in whatever assignment that is given. Possible assignments may include; assistance with Recreation Activities, camp care duties (dining hall, room inspections, concession stand, meeting room preparation, cleaning etc.), registration and office help, security and traffic control as needed.
5. During Camp (Sunday-Thursday) you will have a 12pm curfew. Friday and Saturday nights you may stay up later if you would like.
6. You will need to bring your own bedding and toiletries (sheets, comforter, pillow, soap, shampoo, DEODORANT, towel, etc) .
7. We will stock some food in your dorms but if you want to bring your own food please do so.
8. You may bring your own gaming systems as long as you only play them when you have no responsibilities.
9. If any problems may arise between REC CREW please see REC CREW MANAGER.
10. You are expected to be responsible for your room, clean it and maintain it.
11. You are expected to have a great attitude towards all campers, pastors, leaders and everyone else at camp.
12. This will be one of the most fun things you will get to do all year but remember that it is in serving others that you will find the most JOY!
13. Check out is only able to take place the day after of the last camp. This will allow us to make sure everything is clean before anyone leaves camp.

LEAD CREW

LEAD CREW consists of those individuals serving in the following roles: Camp Manager, Head Male and Female Counselor, Medical Staff, Activities Director, Crew Coordinator. These individuals will serve as "top-level" CREW, maintaining specific oversight and authority over their respective areas of assignment. LEAD CREW will report directly to the DYD. You will find the LEAD CREW job descriptions in the next pages.

JOB DESCRIPTION CAMP MANAGER (LEAD CREW)

THE PRIMARY JOB OF THE MANAGER IS TO ASSIST THE DYD IN THE MANAGEMENT OF THE STAFF, CAMPERS, AND PROPERTY.

THE MANAGER WILL DIRECT THE CAMP UNDER THE LEADERSHIP OF THE DYD. HIS/HER RESPONSIBILITIES ARE:

- **MAIN RESPONSIBILITY:** OVERSIGHT OF HEAD MALE AND FEMALE COUNSELORS, ACTIVITIES DIRECTOR AND CREW
- CHECK IN OFTEN WITH LEAD CREW TO ANSWER ANY QUESTIONS THEY MAY HAVE
- DURING ALL GAME/FREE TIME YOU WILL NEED BE OUT AND AVAILABLE FOR ANY HELP NEEDED (BE PRESENT)
- CONTROL ANY LEAD CREW OR CREW PROBLEMS AS THEY ARISE
- INFORM DYD OF ANY VIOLENCE OR REPORTED ABUSE
- INFORM DYD OF MEDICAL PROBLEMS
- RECEIVE AND COUNT OFFERING DURING SERVICES (YOU WILL NEED TO HAVE ONE OTHER ADULT COUNT WITH YOU)
- INFORM CAMP STAFF OF BROKEN FACILITIES
- GO WITH THE FLOW
- DON'T WAIT TO BE TOLD - FIX IT OR CLEAN IT
- MAKE SURE STAFF/KIDS CLEAN CAMP BEFORE LEAVING
- REPORT PROBLEMS BEFORE LEAVING GROUNDS
- ON DEPARTURE DAY INSURE ALL CAMPERS HAVE LEFT BEFORE LEAVING
- ON DEPARTURE DAY TURN IN KEYS, RADIO, NOTEBOOK, GOLF CART & KEYS

JOB DESCRIPTION HEAD MALE AND FEMALE COUNSELOR (LEAD CREW)

THE PRIMARY JOB OF THE HEAD COUNSELOR IS TO ASSIST THE CAMP MANAGER IN THE MANAGEMENT OF THE COUNSELORS, CAMPERS AND ALL DORMS.

THE HEAD COUNSELOR IS RESPONSIBLE FOR:

- ARRIVE AT CAMP NO LATER THAN 2:00 PM ON ARRIVAL DAY
- GENERAL OVERSIGHT OF DORMS, COUNSELORS, AND CAMPERS
- CONDUCT ROOM INSPECTIONS EACH MORNING WHILE CAMPERS ARE AT SCHEDULED ACTIVITIES. AT YOUTH CAMP, THE INSPECTION IS TO VERIFY THAT THE ROOMS ARE BEING TAKEN CARE OF. AT KIDS CAMPS, THE INSPECTION IS TO ASSIGN TEAM POINTS BASED ON THE CLEANLINESS OF THE ROOMS. FOR KIDS, LET ACTIVITIES COORDINATOR KNOW WHO HAD CLEANEST ROOM FOR POINTS.
- IF INDIVIDUAL ROOM LIGHTS ARE ON 30 MINUTES AFTER LIGHTS OUT, HEAD COUNSELOR SHOULD KNOCK ON DOOR AND SEE IF THE COUNSELOR NEEDS HELP ENCOURAGING LIGHTS OUT (DO NOT GO TO BED BEFORE CHECKING ON ALL DORMS)
- STAY IN TOUCH WITH COUNSELORS; HELP THEM WITH ISSUES IF YOU CAN
- ASSIST COUNSELORS WHEN NEEDED WITH DRESS CODE ISSUES
- BE SURE FACILITIES ARE FIXED IF BROKEN
- KEEP A LOG OF PROBLEMS
- REFER ALL DISCIPLINE ISSUES TO THE CAMP MANAGER OR DYD
- HELP FIX ANY BROKEN FACILITIES IN ROOMS, FILL OUT A WORK ORDER IF NEEDED AND GIVE TO CAMP MANAGER
- ENCOURAGE COUNSELORS & CAMPERS TO KEEP DORMS CLEAN
- ON DEPARTURE DAY TURN IN YOUR KEYS, RADIO, NOTEBOOK, & KEYS

JOB DESCRIPTION ACTIVITIES DIRECTOR (LEAD CREW)

THE PRIMARY JOB OF THE ACTIVITIES DIRECTOR IS TO ASSIST THE DYD IN THE MANAGEMENT OF THE DAILY RECREATIONAL ACTIVITY AND GAMES.

ACTIVITIES DIRECTOR RESPONSIBILITIES ARE:

- COORDINATE RECREATION ACTIVITIES DAILY WITH GAMES COORDINATOR
- KNOW HOW EACH “ON STAGE” GAME WORKS AND PICK A YOUTH/KIDS PASTOR TO MC THE GAMES WITH YOU.
- ORGANIZE TEAMS AND APPOINT TEAM CAPTAINS
- ANNOUNCE TEAMS DURING CAMPER ORIENTATION. BE PREPARED TO DIRECT A NUMBER OF TEAM GAMES DURING THE ORIENTATION PORTION OF CAMP ALSO DURING OUR INDOOR GAMES.
- KEEP RECORDS OF ALL SCORES AND POINTS ACCUMULATED BY EACH TEAM (WORK WITH GAMES COORDINATOR FOR THIS)
- TALK TO GAMES COORDINATOR TO MAKE SURE THEY HAVE EVERYTHING THEY NEED FOR ANY ACTIVITIES AND GAMES READY. EXPLAIN DAILY REC SCHEDULE AS NEEDED
- COLLECT AND ENSURE ALL RECREATION EQUIPMENT IS PUT AWAY AND ORGANIZED EACH EVENING.
- BE AVAILABLE TO HELP WITH LATE NIGHT GAMES
- LOG ALL EQUIPMENT DAMAGE, LOSS, AND NEEDS, THEN PRESENT TO CAMP MANAGER

JOB DESCRIPTION REC CREW MANAGER (REC CREW)

THE PRIMARY JOB OF THE CREW MANAGER IS TO ASSIST THE DYD IN THE MANAGEMENT OF THE REC CREW

CREW MANAGER RESPONSIBILITIES ARE:

- GO OVER THE DAY AND MAKE SURE REC CREW KNOWS RESPONSIBILITIES AND ACTIVITIES FOR THE DAY.
- COMMUNICATE WITH GAMES COORDINATOR, SERVICE COORDINATOR, WORSHIP TEAM, AND CREW TO MAKE SURE YOU HAVE ANSWERED ANY AND ALL QUESTIONS
- ALWAYS BE AVAILABLE TO HELP WITH ANY JOB NEEDED TO FILL (BE PRESENT AT ALL TIMES)
- HANDLE ALL DRAMA ISSUES THAT MAY ARISE BETWEEN CREW MEMBERS (YOU ARE PASTORING THIS GROUP OF PEOPLE)
- LET DYD KNOW IF THERE ARE ANY ISSUES THAT ARRISE WITH REC CREW OR CAMP
- ENSURE THAT CREW KEEPS ROOMS CLEAN
- ENSURE THAT CREW GOES TO BED ON TIME (12AM CURFEW)
- IF ANY PROBLEMS ARISE THAT YOU CANNOT HANDLE PLEASE LET DYD KNOW.
- DON'T WAIT TO BE TOLD - FIX IT OR CLEAN IT

JOB DESCRIPTION GAMES COORDINATOR (REC CREW)

THE PRIMARY JOB OF THE GAMES COORDINATOR IS TO ASSIST THE DYD IN THE MANAGEMENT OF ALL GAMES AND EQUIPMENT

GAMES COORDINATOR RESPONSIBILITIES ARE:

- OVERSIGHT OF ALL INDOOR AND OUTDOOR GAME NEEDS
- ENSURE THAT ALL EQUIPMENT IS WHERE IT NEEDS TO BE FOR ALL GAMES
- ENSURE THAT ALL EQUIPMENT IS CLEANED UP AFTER GAME TIME
- REPORT ANY EQUIPMENT ISSUES TO THE ACTIVITIES DIRECTOR
- ENLIST THE HELP OF REC CREW/WORSHIP TEAM DURING GAME TIME
- MAKE SURE ALL REC CREW/WORSHIP TEAM IS WHERE THEY NEED TO BE FOR GAME TIME
- KEEP A LOG OF ALL TEAM POINTS EARNED DURING CAMP
- DON'T WAIT TO BE TOLD - FIX IT OR CLEAN IT

JOB DESCRIPTION

SERVICE COORDINATOR (REC CREW)

THE PRIMARY JOB OF THE CREW MANAGER IS TO ASSIST THE DYD IN THE MANAGEMENT OF ALL GAMES AND EQUIPMENT

SERVICE COORDINATOR RESPONSIBILITIES ARE:

- OVERSIGHT OF SERVICES
- WORK WITH CAMP MANAGER TO MAKE SURE SERVICE STARTS ON TIME
- MAKE SURE ALL MICS ARE CHARGED AND READY FOR WORSHIP TEAM
- MAKE SURE SPEAKER MIC IS CHARGED AND GIVEN TO HIM/HER
- MAKE SURE ALL LIGHTING, PROJECTORS, SOUND AND ANY OTHER NEEDED EQUIPMENT IS ON AND READY FOR SERVICE
- YOU WILL BE DIRECTING THE PRE-SERVICE TIME (ALWAYS BE 5 MINUTES EARLY), MAKING SURE EVERYONE KNOWS WHERE THEY NEED TO BE AND WHAT THEY NEED TO DO.
- PRE-SERVICE MEETING WILL ALWAYS BE 30 MINUTES PRIOR TO SERVICE
- MAKE SURE THERE IS ALWAYS WATER BACK STAGE
- PUT PODIUM AND WATER UP BEFORE SPEAKER WALKS ON STAGE
- ENSURE THAT SMALL GROUP NOTES ARE GIVEN TO ANYONE WHO MAY NEED THEM
- MAKE SURE ONLY SOUND AND MEDIA TEAM IS IN SOUND BOOTH, NO OTHER INDIVIDUALS ALLOWED
- LET CAMP MANAGER OR DYD KNOW OF ANY ISSUES THAT MAY ARISE FROM SERVICE OR EQUIPMENT ISSUES
- DON'T WAIT TO BE TOLD - FIX IT OR CLEAN IT

CAMP MEDICAL CREW (LEAD CREW)

GENERAL DUTIES

1. Be available as a resource person and advisor in all medical situations and injuries at camp.
2. Maintain oversight of Medic Station.
3. Encourage camper's involvement in all positive aspects of the camping experience.

SPECIFIC DUTIES

1. Arrive no later than 2 P.M. on the first day of camp if at all possible.
2. At time of onsite checkin:
 - a. Be available to meet with campers and crew with special medical needs.
3. Refer to camper registration forms for permissions, allergies and medications before any treatment is given. If permission to treat symptoms is not indicated on forms, inform the CAMP MANAGER or DYD that the parent/guardian needs to be contacted.
4. Document every visit to the Medic Station by campers and CREW and detail all treatment and care given in the Medical Log.
5. Alert CAMP MANAGER or DYD if additional medical treatment would be advisable.
6. Be available for any medical emergency at all times and be prepared to accompany camper to medical facilities if deemed necessary by the Camp Director. In most cases, you will not need to accompany the camper to a medical facility.
7. Maintain careful inventory of the medical supply cabinet and inform the Camp Director of any supplies needed. Keep door locked when not in Medic Station.
8. Maintain Medic Station hours during peak activity times (ex. Recreation, group and team competitions, etc.).
9. Assist Camp Manager in any other area where needed.

Note: Cook Canyon Camp does not have a medical facility. Only basic supplies are provided. The overall purpose of the medical CREW is to assist with minor injuries that do not require medical facilities and to advise when a camper may need additional medical care.

PROCEDURES FOR DISCIPLINE

Behavior management is a matter of creative effort on the part of the camp worker. Each camper and each situation is unique.

Guidelines

1. Avoid creating situations that may cause temptation. (Examples: letting the wrong behavior slip by as if unnoticed, ignoring rules yourself, leaving your campers unattended at free times, keeping valuables in the open, and leaving the meal table or your post of duty frequently.)
2. Effective discipline explains what the camper has done wrong and offers alternative avenues of behavior.
3. Make discipline a private matter. Never (except in an emergency) discipline a camper in front of the others.
4. Practice confidentiality.
5. No camper is to be punished physically or isolated in any way. If you feel like you are losing control, it is time for you to seek help from the executive CREW.
6. Never deprive a camper of food or sleep, or place alone without CREW supervision. Never subject a camper to ridicule, threat, corporal punishment, excessive physical exercise or excessive restraint.
7. Do not yell at the campers as a form of discipline.
8. Make an honest effort to get to the bottom of an argument or fight. Talk to both parties and let each one present his/her side.
9. If two campers are fighting, keep them away from each other until they have had time to "cool down." Notify the executive CREW immediately so they can assist you in making sure additional altercations do not occur. A report will be filed for the incident and appropriate actions will be taken.
10. If a behavior problem is brought to the executive CREW, be prepared to identify the problem behavior and list the solutions that were tried to help resolve the problem. Discipline, to be effective, must be handled in a timely fashion, and the consequences must be relevant to the misbehavior.
11. After some time, check back with the person you have disciplined. Do not allow a distance to grow between you.
12. Procedure for handling campers found out of room after lights out:
 - a. Ask other counselors in your room to maintain supervision of your room.
 - b. Notify executive CREW immediately that a camper is out after lights out.
 ***Due to possible legal ramifications, leaving the room after lights out will not be tolerated. Each case will be dealt with individually and disciplinary action taken at the discretion of the Camp Director after consultation with the counselor of the offender and executive CREW.

Stage Development and Development Needs

•Second through Fourth Grades: children of this age group are energetic, curious, and competitive. Emotionally, this is an age of sensitivity, attachment to parents and dependence on adults. They are not as responsible for their own needs and need guidance to insure proper rest, hygiene, and nutrition. Socially, these children need acceptance by the group but also need the intimacy of "best friend" relationships. CREW should be sensitive to homesickness and provide secure and stable care.

•Fifth and Sixth Grades: great difference in physical, social, emotional, and spiritual development mark this age group. They demonstrate greater personal responsibility but still need adult guidance to insure proper rest, hygiene, and nutrition. Socially they are beginning to be aware of the opposite sex. Group acceptance and "best friends" are still important. Physically, they are entering puberty with its emotional and physical effects.

•Seventh and Eighth Grades: inward insecurity, sensitivity, outward boldness, and brash behavior mark the junior high years. They are beginning to assert their independence but remain very dependent upon adults in their world. They often resent adult authority and are totally submissive to peer pressure. Junior high students are on an emotional roller coaster that includes great highs and lows. Socially, "boyfriend-girlfriend" issues have emerged as the most important topic. Despite this preoccupation, peer acceptance remains the most critical issue. Physically, rapid growth and development causes clumsiness, a need for lots of rest and food and a preoccupation with whether or not their bodies are developing properly. CREW should be especially sensitive to "self-image" and authority issues with these young people. Every effort should be made to help every camper feel accepted and valued while retaining control.

•Ninth through Twelfth Grades: the emotional maturity of Senior High campers does not match their physical maturity. They are often hard pressed to cope with the strong feelings of this age. While most are independent and responsible for their rest, hygiene, and nutrition, they remain dependent on adults for guidance in dealing with the problems of their emerging adult-hood. Socially, more intimate, long term relationships develop between sexes. This is also the time when the opinions of close friends are valued more than the group. CREW should focus their energies on helping these campers confront and cope with the variety of serious adult issues these campers are facing. They need guidance, direction, and the opportunity to openly discuss their needs.

REPORTED CHILD ABUSE

A. CREW procedures

1. CREW shall watch for any signs of abuse or neglect to campers.
2. Report any suspected abuse.
3. If a camper confides in you of having been abused or neglected, first relay this information to the camp director, the camp mom and dad, or the camp pastor. Do not tell any camper or other CREW member. The camp director, mom and dad or pastor will need to speak to the camper in your presence to determine further action.

B. Reporting Procedures

1. Counselors and CREW are obligated by law to report any suspected cases of physical abuse, neglect, exploitation or endangerment. Any suspicion should be reported immediately to the Camp Director, who will contact the proper authorities. Any report will be kept confidential and handled discretely. You are not to discuss this matter with anyone other than the proper authorities.

C. Confidentiality

1. All communication regarding alleged abuse, neglect, exploitation or endangerment is strictly confidential and must be in accordance with procedures described above.

D. Victim Protection:

1. The safety and well-being of campers or minor camp CREW that are alleged victims of abuse or neglect is a primary concern and shall be handled in accordance with the following procedures.

A. Alleged incidences-not at camp

1. The parent, guardian or other authorized person of the individual alleging misconduct shall be notified in accordance with the instructions of the appropriate child protection authorities.
2. Necessary medical treatment will be provided in accordance with the instructions of the appropriate child protection authorities.
3. Removal from group. Separate sleeping and dining arrangements and other reasonable accommodations that are in the best interest of the alleged victim shall be made available in accordance with the instructions of the appropriate child protection authorities.

4. While on campgrounds they shall remain under the constant supervision of camp leadership.
5. Should they choose to leave the grounds, the appropriate authorities will be immediately notified.

B. Alleged incidences-at camp: The above procedure shall be followed (See “Alleged incidences-not at camp”). In addition, every effort will be made to separate and keep separate the alleged victim and the alleged perpetrator.

E. Isolation of alleged perpetrator

1. Alleged perpetrators shall be isolated from campers and CREW in accordance with the following procedure:
 - A. Camp CREW
 1. Shall be informed of the allegation of misconduct and that the appropriate authorities have been notified. In the case of minors, their parent, guardian or other authorized person shall also be notified.
 2. Shall be immediately removed from any responsibility and from any contact with the campers and CREW.
 3. Sleeping and dining arrangements, separate from the campers and CREW will be provided.
 4. While on campgrounds, they shall remain under the constant supervision of camp leadership.
 5. Should they choose to leave campgrounds, the appropriate authorities will be immediately notified.
 - B. Camper
 1. The camper and the parent, guardian or other authorized person of the individual accused of misconduct shall be informed of the allegation and that the appropriate authorities have been notified.
 2. Shall be immediately removed from the group and from having any contact with other campers.
 3. Sleeping and dining arrangements, separate from the campers and CREW will be provided.
 4. While on campgrounds, they shall remain under the constant supervision of camp leadership
 5. Should they choose to leave campgrounds, the appropriate authorities will be immediately notified.

SEXUAL MISCONDUCT POLICY

It is the goal of the New Mexico Ministry Network of the Assemblies of God to provide for its campers, CREW, and employees an environment that is fully Christ-centered and free of harassment or potential sexual misconduct. In order to provide a safe and Christ-centered environment, a policy regarding this issue has been adopted by the NM Ministry Network outlining the procedures for identifying and reporting harassment or sexual misconduct.

It is considered sexual harassment when a person, be it camper, CREW, or employee is confronted with unwanted sexual advances or any conduct of a sexual nature (verbal or physical), by another camper, CREW, or employee. It may also include jokes, stories, pictures or objects that are offensive, tend to alarm, annoy, abuse or demean individuals. Such conduct has the purpose or effect of interfering with the Christ-centered environment desired by the New Mexico Ministry Network.

Acts of a sexual nature, according to these guidelines, will be considered as misconduct and will not be tolerated by the NM Ministry Network as they strive for a safe and Christ-centered environment. All responsible persons, including camp CREW, and employees of any Camp activities who receive a complaint or know of an incident of this nature are required to report any and all information to the executive CREW. Whenever a report of such misconduct

occurs, prompt and corrective action will be taken by the camp and/or NM Ministry Network administration according to the following Administrative Procedures:

1. Camper, camp CREW, or employees who feel aggrieved because of an act or acts of sexual misconduct shall report such matters to the person responsible for overseeing the activity. That person shall report the incident to a Lead CREW member.
2. It shall be the responsibility of the camp director to promptly investigate claims of sexual misconduct and determine the validity using an informal process. Upon receiving a complaint, the camp director shall confer with the person making the complaint to obtain an understanding and a statement of the facts from the person. Every effort will be made to investigate complaints as soon as possible while facts are known and potential witnesses are available.
3. Once the camp director has obtained a statement of the facts from the person filing the complaint, the camp director shall attempt to meet with the person charged with the misconduct to obtain a response to the complaint. All levels of authority have a specific responsibility for acting upon any reports of sexual behavior presented by or observed from any individual.
4. Ultimate responsibility for pursuing and (when warranted) implementation of corrective measures lies with the NM Student Ministries Director, under the guidance of the New Mexico Ministry Network.

MEDICATIONS

Prior to coming to camp, each Group Leader should meet with those attending with their group to communicate their plan for managing medications while at camp. Each church is responsible to have in place a system for managing their groups medications. It is recommended that one male counselor and one female counselor be designated to manage all of the medications for their group. These designated counselors should meet with all other counselors and each camper with their parent/guardian to discuss the participants individual medication needs. A clear record of the medication type, dosage and other pertinent information should be made. The designated counselors should maintain strict oversight of the medication needs of the camper and ensure that their needs are being met.

While at camp, all medications should remain secured in the locking storage provided. Medications should only be removed to be administered and then returned to the locking storage.

Minors serving as CREW must turn in all medications to be held and administered by Medical CREW.

MEDIC STATION

Please note the following guidelines when dealing with medications and first aid:

1. Campers should not seek medical attention after lights out. The counselor should alert other counselors in the room of the situation and then seek help at the main house or the CREW lodge.
2. No camper is to remain in their room unsupervised. Notify the camp medical CREW of sick or injured campers.

3. If a member of the camp medical CREW is not in the medic station, he/she can be contacted via radio. Simply ask one of the Lead CREW or Cook Canyon Ranch CREW to locate a camp medical CREW for you.
4. Regardless of the severity of the sickness, accident or injury, the camp Medical CREW should be consulted immediately. Assume an injury, accident or sickness is worse than it is and seek medical advice from our Medical CREW accordingly.
5. The camp Medical CREW is to complete an Accident/Incident Form for every treated and untreated accident/injury. This form shall be held on file at the New Mexico Ministry Network.
6. If there is any concern of a serious injury (bone fracture, etc.), do not move the injured party. Send someone for the Medical CREW immediately.

EMERGENCY PROCEDURES

How you handle an emergency situation will have a significant impact on how campers respond. The most important rule in every emergency is to remain calm and keep your group calm. Please follow the guidelines below when dealing with potential emergencies:

Fire

In the event of a fire in any building, the Camp Director will immediately call for an evacuation of all buildings. Students will go to the recreation fields in front of the snack barn unless otherwise directed by the camp director or Cook Canyon CREW.

Fire Emergency Procedures

The person who finds the fire will R-A-C-E:

R - RESCUE anyone in immediate danger.

A - ALERT the Camp Director, Executive CREW or Cook Canyon CREW. The Camp Director will alert the emergency services.

C - CONTAIN the fire if it can be contained easily and safely. If not, let the fire department handle it.

E - EVACUATE An assigned CREW member will check each building to ensure evacuation.

Lightning

If lightning is visible, everyone will move into a nearby building until further notice from the executive CREW.

LEADING A CAMPER TO CHRIST

The youth camp environment creates an ideal place for the camper to make a decision to follow Christ. Please take time to become familiar with the following Scriptures:

- Romans 3:23 All have sinned.
- Romans 6:23 The wages of sin is death.
- Romans 5:8 God demonstrated His love for us, that while we were still sinners, Christ died for us.
- Romans 10:9 Confess with your mouth.
- Romans 10:10 Believe in your heart.
- Romans 10:13 Whoever calls on His name shall be saved.
- Revelation 3:20 Behold I stand at the door and knock.
- John 1:12 All who believe in His name become children of God.
- 2 Corinthians 5:17 If anyone is in Christ, he is a new creation: the old has gone, the new has come.

Answers to Common Spiritual Questions

- Am I a sinner? Yes - Romans 3:23
- Do I need to be saved? Yes - Romans 6:23
- Can I be saved any other way? No - John 14:6
- Am I too young to receive Jesus? No - Mark 10:14
- What must I do to be saved?
 - Confess - 1 John 1:9
 - Believe - Acts 16:31
 - Receive - John 1:12
- Will Jesus come into my heart? Yes - Revelation 3:20
- Does God love me? Yes - John 3:16

THE BAPTISM IN THE HOLY SPIRIT

Please acquaint yourself with the following portions of the book of Acts, which speak of receiving the Holy Spirit. Speaking in tongues is the initial evidence given in Scripture for having received the Baptism in the Holy Spirit. Three times below it is specifically mentioned. While the other two times in the Scriptures are silent. Obviously, Simon saw something and we have no reason to doubt that it was not tongues. And later, Paul tells us that he thanks God that he speaks in tongues more than us all.

Acts 2:1-4

“All of them were filled with the Holy Spirit and began to speak in other tongues...”

Acts 8:15-17

“... they prayed for them that they might receive the Holy Spirit, (16) because the Holy Spirit had not yet come upon any of them; they had simply been baptized into the name of the Lord Jesus. (17) Then Peter and John placed their hands on them, and they received the Holy Spirit.”

Acts 9:17

“...has sent me so that you (Paul) may see again and be filled with the Holy Spirit.”

Acts 10:44-46

“...for they heard them speaking in tongues and praising God.”

Acts 19:6

“...the Holy Spirit came on them and they spoke in tongues and prophesied.”

When praying with a camper who does not receive the Baptism in the Holy Spirit, be sure to reassure them that this is a gift from God. The Holy Spirit is given in God's time to those who earnestly seek it. It is not a sign of spiritual superiority and he/she should in no way feel inadequate.

Remind the camper who receives the Baptism in the Holy Spirit that God has given them this wonderful gift to be a regular part of his/her spiritual life and that they should pray in the Spirit on a regular basis and desire other gifts from God mentioned in 1 Corinthians 12.

**OTHER NEEDS
CAMPER'S MAY
HAVE**

Need for

Forgiveness

I John 1:9

I John 3:5

Ephesians 2:8

Romans 8:1

Isaiah 1:18

Psalm 40: 1-3

Need of Assurance

I John 5:13

John 3:36

Romans 8:16

Deserted by Loved

Ones

Deuteronomy 31:6

Deuteronomy 4:31

Psalm 91: 14, 15

Psalm 37:25

I Samuel 12:22

Praying for

Lost Loved Ones

Acts 2:39

Acts 16:31

Acts 11:14

Matthew 18:19

II Peter 3:9

Hebrews 13:5

Deuteronomy 31:6

I Thessalonians 5:24

Healing Scriptures

Exodus 15:26

James 4:14, 15

Psalm 103:3

Psalm 34:19

Jeremiah 17:14

Hebrews 13:8

III John 2

Jeremiah 30:17

Need of Guidance

Psalm 27:11; 26:9;

32:8

John 16:3

Romans 8:14

II Corinthians 5:7

Proverbs 3:5,6

When in Grief

I Thessalonians

4:13, 14

Isaiah 41:10; 43:2

II Thessalonians

2:16, 17

Matthew 5:4

II Corinthians 1:3,4;

5:8

Psalm 23:4

Revelation 21:4

Alcohol

Proverbs 20:1;

23:29-32

Isaiah 55:2

Hosea 55:2

I Corinthians 6:10

Drugs

I Corinthians 3:16,
17

Titus 3:3-5

Romans 13:14

Proverbs 11:19

John 8:36

I Corinthians 6:20

Luke 4: 18

James 4:7

Backsliding

Hebrews 7:25;

10:38

Luke 9:62

II Peter 3:9

Isaiah 55:7

Jeremiah 3:22

Loneliness

Psalm 139:7

Joshua 1:9

John 14:23

Deuteronomy 31:6

John 14:16

Controlling

Our Thoughts

Isaiah 26:3

Proverbs 23:7

Psalm 139:23

Psalms 94:11; 1:1, 2

Philippians 4:8

Hebrews 4:12

MANIFESTATIONS RESPONSE RELATED ISSUES

We desire and encourage students to experience the supernatural power of God in response to the preaching of Scripture. Response times are life changing!

In circumstances which questions arise concerning particular manifestations of spiritual experience or other altar related concerns, please simply ask any executive CREW about your concerns. If you feel you discern that a young person is seeking attention through their behavior, never embarrass them or bring unnecessary attention to the situation. If you are uncomfortable dealing with the situation, seek assistance from one of the Lead CREW.

If someone discerns something that causes the question of a potential demonic manifestation, please speak to one of the executive CREW first! Our CREW will deal with these situations,

along with you, with special care and sensitivity with spiritual discernment and accountability.

Proverbs 11:14, “in the multitude of counselors there is safety,” (KJV); “many advisors make victory sure.” (NIV)

QTYYP (QUALITY TIME WITH YOUTH PASTOR)

The youth camp schedule includes a time for youth pastors/leaders to meet with their groups three times during the camp. The QTYYP time is intended to give the youth pastor/leader a chance to do with their group, whatever they feel they need to do. This is a great time for encouragement, answering questions about the night services, discussing what God is doing in the students lives, etc. Please come prepared to make the most of the QTYYP.

QTYYP Ideas:

- Hike to the top of the mountain
- Sit under a tree
- Reserve a facility for discussion and activity
- Discuss the previous night services
- Answer questions that have arisen from students experiences at camp
- Share your vision of what will come out of the camp experience
- Plan some team building activities
- Buy everyone a snow cone at the snack barn
- Break up into smaller groups using your other counselors by gender or other
- Ask one of our executive CREW, worship team, camp speaker, to talk with your group one day