

2013
Camp Blessing
Directors
Retreat
Handbook
Wausau, WI

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RECENT CAMP POLICY CHANGES

1. Directors need to be sure all volunteers fill out staff forms prior to the start of Camp and return them to the Camp Coordinator. Please let the Camp Coordinator know of any new staff (a person who has never worked at Camp Blessing) **at least two weeks** before your camp begins. **A background check is required.**
2. Cabins must be supervised at night even during staff meetings. Passive supervision should be done during rest time.
3. You are limited to 2 Junior Counselors that must be at least 16 years old.
4. You will need to invite the Camp Coordinator to your first staff orientation meeting.
5. Please familiarize yourself and your staff with the Safety and Harassment Policies.
6. It is the director's responsibility to send acceptance letters to all campers to let them know when to arrive and depart camp as well as what is appropriate and necessary to bring to camp.
7. It is the director's responsibility to inform all staff that they are expected to stay until camp clean-up is finalized.
8. We encourage you not to accept last minute campers without the complete paperwork.
9. Fieldtrips must be planned prior to camps, so that bus transportation can be ordered. It is not acceptable to use private transportation for insurance reasons.

DIRECTOR'S CHECK-LIST

(PLEASE NOTE: This checklist will need to be adjusted accordingly to when you accepted the invitation to serve, and when your camp is being held)

- September Communicate your preference about directing to the Board of Directors.
- October Accept the Board of Director's invitation to direct a camp
 Clarify if you are co-directing or directing alone
 Clarify exactly which day camp should start and end, so publicity is correct
 Start praying, and keep praying; ask others to pray for your camp
- November Invite staff: Nurse Handyperson Head Cook
 2 Other Cooks Male Counselor
 Senior Camper Consider which staff can cover various functions; Bible studies, crafts, recreation, work projects, etc.
- January Decide on your theme, begin developing lessons/outlines
 Continue obtaining staff
- March Reconfirm staff who said they would be at camp; tell them the theme
 Communicate with the Board member in charge of interns
- April Delegate specific responsibilities to staff members
- May Send a letter to staff, indicating who is on the staff, what their responsibilities are, when you want them to arrive at/leave camp/ and that they are expected to stay until camp clean-up is finalized.
 Check which camper applications have been received; make a list
 Send letters of acceptance to campers; and to their parents
 Check on arrangements prior to camp, and after camp is completed
 Send study outlines to all counselors
- June Check on applications recently received; update your list
 Send letters of acceptance to campers; and to their parents
 Confirm that the local committee/the head cook is ordering food
 Plan your staff orientation
 Prepare notebook/file folders for each staff; include schedules, assignments, words of inspiration/instruction, etc.
- July Arrive at camp a day early; check things out, confirm lists
 Pray
- August Send letter including addresses/phone numbers/birthdays to all at camp
 Send in Camp Director's Report

STAFF JOBS

1. Director
2. Nurse
3. Valuables – person responsible for any items turned in
4. Meal Prayers
5. Crafts
6. Recreation
7. Devotions (morning & evening)
8. Bell Ringer
9. Treasurer
10. Trips to the store – NOTE: the nurse should NEVER be designated for this
11. Handyperson
12. Prayer circle
13. Study coordination
14. Study leaders
15. Head cook – you must have a WI certified cook in the kitchen, but this person does not need to be the Head cook
16. Fire maker and putter-outer
17. Worship leader
18. Skit leaders
19. Sermons/Lesson reviews
20. Memory verses
21. Work crew leaders(k.p., cabin, camp)
22. Cabin leaders

ORIENTATION CHECK-LIST

1. Director should lead this at the start of the camp.
2. Welcome by a representative from the Board of Directors (or Local Committee)
3. Purposes of Orientation:
 - Set a spiritual tone – tell them what you want camp to be
 - Mention 2 or 3 of the camp concepts: all are here by God’s leading
 - Encourage and reassure them – demonstrate the grace of God
 - Introduce campers and staff members
4. Clarify staff jobs (nurse, bell-ringer, handyperson, etc.)
5. Be especially aware of first-time campers (and staff)
 - Name tags
 - Mixer (Find someone who...)
6. State/list/post the rules clearly (kindly but firmly- five reasons)
 - What the boundaries of camp are
 - Anticipate the schedule; respond to the bell
 - Stay on your own cabin side (males and females separated)
 - Turn in valuables, so you don’t have to worry about them
 - Turn in distractible items (cell phones, I-pods, etc...)
 - Stay out of the kitchen except when on K.P. (don’t walk through)
 - No climbing – on the roof, up trees
 - No drugs, tobacco, chew
 - If you want to go jogging, prearrange it with a staff member
7. Introduce the theme, and a few familiar, simple songs
8. If possible, have a campfire the first evening

CAMP BLESSING FIRE SAFETY PLAN

1. The smoke alarms and fire extinguishers will be checked during the “Work Weekend” camp. They will be ready to use and fully functioning at the beginning of each camp season.
2. A fire inspection will be done annually by the local fire department.
3. The safety procedures will be included in the “Director’s Packet” that will be mailed to each camp director in January preceding the camp season. Also, a copy of the safety procedures will be posted in the kitchen staff area and counselors’ cabins.
4. The safety procedures will be reviewed with all camp personnel at the first camp staff meeting by each camp director.
5. Each camp director will learn how to turn off the water, gas, and electricity at main switches.
6. All staff will have access to a working flashlight
- 7. In the event of a fire:**
 - Call 911. Staff must be able to provide directions using the Trappe River Golf Course as a landmark just south of camp on highway WW. The address is T12780 Highway WW.
 - Campers and staff will file out of buildings in an organized fashion and move to the church basement until the fire is under control.
 - Counselors will account for each of the campers in their cabin and will carry working flashlights with them.
 - Campers that are unaccounted for will be reported to the director immediately.
 - The Director will communicate with safety personnel and/or parents as deemed necessary.
 - The power sources will be turned off as designated by the Camp Director.

TORNADO OR SEVERE WEATHER SAFETY PLAN

1. Call the Marathon County Sheriff's Department (261-1200) at the beginning of each camp week to alert them that Camp Blessing is in session and ask them to notify camp of any severe weather watches/warnings.
2. Check to see that the Weather Band radio is operating.
3. The director will review and post this safety plan with all counselors, staff, and campers at the beginning of each camp week.
4. Each staff member will have a working flashlight available to use in the event of severe weather.
5. A list of campers/staff names will be posted in each cabin and in the Main Building to the staff hallway.
6. In the event of a tornado or severe weather.
 - Turn on the weather band radio after receiving a call from the Sheriff's department.
 - Notify the camp staff of the severe weather alert.
 - Counselors, campers, and all staff will proceed to the Main Building to the staff hallway if a severe weather alert is in effect.
 - Remind the campers of the importance to stay orderly and quiet.
 - Everyone will move to safe areas in the Main Building:
 - *Staff Restrooms
 - *Storage Areas
7. Complete an attendance check to see if everyone is accounted for.
8. Designated staff will search specific buildings for missing campers.
9. Instruct campers/staff to assume a seated position with arms covering their heads until the "all clear" signal is given.
10. The Director will make all decisions and phone calls as deemed necessary.

BULLYING AND HARASSMENT POLICY

Camp Blessing will not tolerate any form of harassment. Any staff member who violates this policy is subject to disciplinary action up to and including expulsion from camp. Unwelcome verbal conduct and/or physical conduct of a sexual or aggressive nature constitute harassment. Examples of such conduct include, but are not limited to the following:

- Lewd or sexually suggestive comments, sexual flirtations, touching, off-color language or jokes, any display of sexually explicit pictures, slurs relating to a person's gender, etc.
- Physical or verbal bullying, intimidation, threats of physical harm, etc.

Proactive Measures to be taken by camp personnel.

1. All staff will submit a Camp Blessing Staff Form which will include clause with a signature permitting a criminal and employment background check.
2. All paid staff will submit a form with information and a signature for a criminal and employment background check.
3. The Harassment Policy will be shared with all staff at the first staff orientation meeting by the director.
4. The campers will be made aware of whom they can discuss their concerns of harassment with at the first camper orientation meeting.

Procedures for background checks.

1. The Camp Blessing Staff Form must be completed by all staff and submitted to the camp coordinator before the camp begins.
2. The coordinator will review all statements on the form for gaps in time, patterns of employment, etc.
3. The coordinator will call past employers and references if questions arise.
4. The coordinator will summarize questionable findings in a memo to attach to the application form and will contact the Camp Board for a decision.

Reporting Procedures.

1. Any staff member who believes he/she has been subjected to harassment by anyone shall report the incident to the Camp Director or Nurse.
2. Any camper who believes he/she has been subjected to harassment by anyone shall report the incident to the Camp Director or Nurse.
3. Any staff member or camper who is aware of harassment, whether or not he/she is the victim of the harassment must notify the Camp Director or any other adult at the camp.
4. Complaints may be filed either verbally or in writing. They should be recorded by the Director or nurse in writing and signed. The report should include the specific nature of the harassment, dates, name of the alleged harasser, and any witnesses.
5. Parents will be notified if the person involved is a minor.
6. The camp coordinator will be notified immediately.
7. CONFIDENTIALITY: The identities and the incident will be kept confidential to the extent possible

Investigation.

1. The camp will provide a prompt, complete, and impartial investigation of the complaint. The investigation will be completed by both the Camp Director and Coordinator.
2. The person who has been accused of the inappropriate behavior will be notified and a response to the allegation will be obtained. The alleged harasser will be asked to leave the camp until the investigation has been completed to protect them as well as other campers.
3. The investigation will focus on:
 - Whether the allegations are true.
 - Whether the alleged conduct constitutes harassment.
 - Whether action is needed and to act promptly.
4. The director and coordinator shall prepare a written report including:
 - A summary of the allegations and accused person's response.
 - An assessment of the credibility of person's interviewed.
 - A presentation of the findings of fact.
 - A discussion of the conclusions.
 - A discussion of the recommendations for corrective action.
5. If a conclusion is reached that harassment has occurred, the harasser shall be subject to appropriate disciplinary action.
6. If a conclusion is reached that no harassment has occurred, the alleged harasser will be informed that no disciplinary action is necessary.

WORK CREWS

1. Work is necessary at camp and an opportunity to serve/contribute
2. Work is part of the “whatsoever” – “Whether ye eat or drink, or whatsoever...”
3. Working to the glory of God
 - Willingly, cheerfully, enthusiastically
 - Obediently taking directions from the crew leader
4. Three common work crews
 - K.P. - cleaning up from the previous meal, sweeping/mopping, etc.
 - Clean up - all indoor areas except kitchen and dining area (K.P. does those)
 - Camp – outdoors (campfire, rec. areas, building projects)
5. Staff member’s responsibilities as work crew leaders
 - Set a good example (cheerfulness, enthusiasm)
 - Know what work needs to be done, where supplies are, quality control
 - Bring a Tom Barbour excellence/creativity to every job
6. Camp crew leader needs a day-to-day list, make it up at staff meeting
7. Start work crews with a prayer
8. Crew leader can be delegated to older campers, but staff should still be part of work
9. 6 -8 is a good range for number of campers on a work crew
10. Keep the work crew schedule posted, so all know what they should be doing
11. Work crews can be expanded to crafts, projects, skit preparation

REST TIME/QUIET TIME GUIDELINES

1. Rest time is usually a 45 – 60 minute period of time after lunch and before recreation
2. A time to give people who are tired a chance to take a nap
3. Those not tired can think, daydream, rest, write a letter, read....
4. Establish the rules of rest time
 - Does everyone have to be in their own bed? In the cabin?
 - Or can people be outside or around the camp?
 - Does everyone have to be silent, or can be quiet conversations occur?
5. Be careful that enforcement does not become a bone of contention
6. Consider the age, level of campers: are all capable of 60 minutes of quiet time?
7. In some cases, quiet activity can be substituted; or rest time can be eliminated
8. Lunch K.P crew will probably have a shorter rest time; be quiet when K.P. is done
9. Those not on K.P. who are tired may go into rest time right after lunch for longer naps
10. Do not ring the bell to indicate the start of rest time; some may already be sleeping

FREE TIME GUIDELINES

1. Free time can foster friendships, help personal relationships grow
2. Free time allows extra time for rest, grooming, time alone, fun, conversations, etc.
3. It is unstructured time; staff should mix in with campers during free time
 - Play croquet, checkers, catch, horseshoes, ping-pong, table games
 - Make sure nobody is isolated and feeling left out
 - Just sitting around visiting
4. Best times for free time are before/after meals, late afternoon
5. Free time can be a time when campers get themselves into trouble – SUPERVISE
6. Free time should be in small doses (half hour)
7. Many people need time to “get away” from all the group activities
8. Define the “boundaries” of free time (no going off camp grounds, etc.)

STAFF MEETING GUIDELINES

1. Director leads, sets the tone; for co-directors, have the better facilitator lead
2. Pray together:
 - Thanks for things that are happening, answers to yesterday's prayers
 - Today and tomorrow's planning
 - Pray specifically – naming campers
 - At the end of a meeting, ask, "What should we remember in prayer?"
3. Plan logistics
 - Don't assume everything; plan, confirm, reconfirm, remind each other
 - Delegate clearly
 - Clarify responsibilities, especially for people who are less organized/plan fully
 - Copy/post schedules, assignments, lists – for campers and staff
 - Give the cooks the information they need to make their jobs easier
4. Provide and receive spiritual leadership – bless one another
 - Reinforce staff members for accomplishments, approximations, efforts
 - Spiritualize everything; put it in the context of "the glory of God"
 - Stress that camp is a kingdom atmosphere – staff members set/sustain it
5. Share important information, insights, reactions, ideas
 - Do not gossip; be respectful
 - Resist the temptation to be amateur psychologists
 - Reinforce that we are Camp Blessing counselors, led by God's Spirit
 - Stress confidentiality
6. When to have staff meeting
 - Before campers arrive, get as much done as possible; pray and plan
 - During camp; Afternoons – afternoons is when passive supervision is permissible. Hold staff meeting at that time.

OTHER FACTORS FOR DIRECTORS

1. It is a great idea to send letters of thanks, and to encourage other to do so.
2. Visitors to camp are discouraged except for special events where you as the director are issuing a special invitation.
3. Do your best to avoid “the appearance of evil” in all things at Camp Blessing.
4. Please be sure to talk with your interns before camp and let them know what their role will be at the camp.
5. Sending a camper, or staff member home early can be a difficult decision and experience for the entire camp. If you need advice, or help, please contact the Board of Directors.
6. We, as a Board of Directors, discourage you from allowing anyone to go home early, arrive late, or come and go during the week. If people are doing things like this it can take away from the focus of the camp and invite outside influences into the camp environment.

ADVICE FROM PAST DIRECTORS

From Cassidy Lesperance:

- For teen camp, put more responsibility on the teens
- Get your nurse

From Becky Schultz:

- Mellow out
- Don't be afraid to send someone home

From Todd Casell:

- Plan ahead
- Be organized
- A little structure goes a long way

From Wayne Urbaniak:

- Accept volunteers
- Don't assume anything; check it out, confirm it, then reconfirm it
- Pray, then be open to how God answers those prayers

From Diane Allen:

- Have application/medical forms and volunteer forms at the camp
- Make sure that your staff really knows what's expected of them
- Don't have too many junior counselors; it changes the dynamics of camp

From Bob Iannaccone:

- Maintain discipline and control
- Stay with the scriptures. Have a good study. Have good materials
- Get a good crew (of staff members)

From Russ Allen:

- You need a lot of energy, young but not so young that you are inexperienced
- Have an open mind
- Have a willingness to be led by the Holy Spirit – to know what that means

SAMPLE CAMP BLESSING RETREAT SCHEDULE

“Salt of the Earth, Light of the World” Wisconsin General (All Ages) Camp August 8 – 10, 1997

Friday Evening through Sunday Morning
Directed by Wayne & Kathy Urbaniak

Friday, August 8

- 6:00 Dinner at Camp Blessing, Wausau
7:30 “Pass the Salt” – Session One for all Ages
8:30 Campfire Worship

Saturday, August 9

- 8:00 Morning Devotions
8:15 Breakfast at Camp Blessing, Wausau
8:45 Clean-up Crews
9:30 “Turn on the Lights” – Session Two for all Ages
10:30 Activities, Discussion/Per Director
12:00 Lunch
1:00 – 5:00 Activity (i.e sledding for Winter Retreats, golfing for Golf Retreat, etc.)
5:30 Supper
7:30 “Spicy and Shiny” – Session Three for all Ages
8:30 Campfire Worship

Sunday, August 10

Devotions, Breakfast, Morning Services and Lunch at Wausau Church

Notes

- Fill out the Camp Retreat application form and give/send to your local representative listed on the form

CAMP EXPENSE FORM

NAMES AND DATES OF CAMP

Please summarize expenses as Food or Other Supplies and attach receipts. Identify name and amount for person(s) to be reimbursed or acknowledged as donation.

NO. OF CAMPERS _____ **NO. OF STAFF** _____ **NO. OF MEALS** _____
TOTAL FOOD _____ **TOTAL OTHER** _____ **TOTAL EXPENSES** _____
AMOUNT ADVANCED _____ **LESS EXPENSES** _____ **BALANCE** _____

NAME _____ AMOUNT _____ REIMBURSE DONATION
ADDRESS _____

NAME _____ AMOUNT _____ REIMBURSE DONATION
ADDRESS _____

NAME _____ AMOUNT _____ REIMBURSE DONATION
ADDRESS _____

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ADDRESS _____

NAME _____ AMOUNT _____ REIMBURSE DONATION
ADDRESS _____

Please note this form must be completed and receipts attached for expenses to be acknowledged and either reimbursed or recognized as a donation. Use other side if necessary and return to:
J. J. Horak, 1137 N. Old Fence Road, Addison, IL 60101-1133