

Spring Mill Bible Camp

Staff Manual

Revised 25 April 2006

Purpose of Spring Mill Bible Camp

Spring Mill Bible Camp was organized to "provide for youth a wholesome environment and recreation under the guidance and supervision of Christians while instructing the youth in the knowledge of God's Word."

Governing Body

Spring Mill Bible Camp is a non-profit organization, recognized by the State of Indiana, and governed by a Board of Directors. These directors are elected by the members of this organization. Each one is a Christian, giving his time to promote the welfare of our youth through this camp.

The executive committee is made up of the three board members and has the authority to transact the immediate and pressing business of the camp.

The board of directors has a resident agent to see that their plans are followed, and to be their representative. Each session of the camp is under the direction and supervision of a weekly camp director.

Resident Agent (RA)

The RA is the representative of the board of directors and works under the guidance of and with the assistance of the Buildings and Grounds Committee. His duties are defined in the Resident Agent's job description and summarized by, but not limited to:

1. To enforce the established policies of the Board of Directors.
2. Responsibility for the camp buildings and grounds. The Weekly Directors are in charge running the Camp Session (camp staff, camper discipline, etc.).
3. Be in charge of camp rentals to qualified groups only by checking them in, collecting appropriate fees, and checking them out.
4. Be in general oversight of all Camp property to maintain security, prevent theft, vandalism, and/or abuse of buildings or grounds in any fashion.
5. To assist in the general upkeep and maintenance of the buildings, grounds, and equipment.
6. Make sure camp is ready for all Camp Sessions.
7. Winterize camp at the end of camping season.

Staff

The Staff deemed necessary for administration and execution of each Camp Session by the Board of Directors shall be:

1. Weekly Director(s)
2. Assistant Director(s)

3. Senior Counselors (at least one per cabin)
4. Junior Counselors
5. Teachers (may also be Senior Counselor)
6. Infirmary Supervisor
7. Canteen Supervisor (may also be Senior Counselor)
8. Recreation Director
9. Chief Cook (not to be confused with Kitchen Supervisor appointed by Board of Directors)
10. Assistant Cooks (as required)

All Staff Members shall be mature Christians, dedicated to accomplishing the stated purpose of Spring Mill Bible Camp. At least one Staff Member shall be a member of the Board of Directors in order to serve as a Liaison. Requirements and responsibilities for Staff Members are included in the following sections.

Weekly Director

The Weekly Director is appointed by the Operations Committee and shall follow the guidance, rules, and policies of the Board of Directors. The Weekly Director is responsible to:

1. Operate the Camp Session to ensure the purpose of Spring Mill Bible Camp is accomplished.
2. Select staff.
3. Submit an overview of the subject matter to be taught to the Board of Directors.
4. Assure compliance with Camp Rules and takes appropriate action for violations.
5. Delegate authority to staff in order to be able to take care of special needs that may arise.
6. Greet visitors.
7. Designate class size and place to meet.
8. Ensure worship services are conducted properly, using as many campers or staff as possible.
9. Establish a method of daily cabin inspection to ensure safe and sanitary conditions are maintained.
10. Ensure all buildings and grounds are clean and ready for the next Camp Session.

Assistant Director

The Assistant Director aids in the duties of operating a Camp Session as delegated by the Weekly Director and may serve in place of the Weekly Director in emergencies.

Senior Counselor

Senior Counselors shall be a mature Christian. Senior Counselors for Junior and Intermediate Camp Sessions must have completed high school. Senior Counselors for Senior Sessions and All Ages Sessions must be at least 21 years of age. Senior Counselors are responsible to:

1. Oversee the campers and operation of their assigned cabin.
2. Keep the Weekly Director advised of their whereabouts. Should it be necessary to leave the Camp during the Camp Session, it is the Senior Counselor's responsibility to attain the consent of the Weekly Director.
3. Enforce camp rules and correct the conduct of any camper.
4. Ensure campers are dressed in accordance with established guidelines.
5. Ensure campers are where they need to be according to the schedule.
6. Ensure Cabin devotionals are properly conducted.
7. Ensure campers are in bed at proper time.
8. Promote fellowship and Christian values among campers.
9. Attend all chapel services, activities, and meals while assuring the attendance of their cabin's campers.
10. Develop duty schedule to assure that everyone takes their turn at cabin and/or kitchen duty.
11. Ensure that at least one Senior Counselor or Junior Counselor is in the cabin with campers. Campers shall NEVER be in the cabin unsupervised.
12. Help and instruct campers in personal cleanliness and housekeeping in the cabin and surrounding area.
13. Be aware of special needs of their cabin's campers and assist them relaying health concerns to the infirmary supervisor in a timely manner.
14. Be sensitive to each camper's emotional state and intervene as needed.
15. Maintain order and discipline in the cabin to prevent undue horseplay, rowdiness, or inappropriate conduct.
16. Ensure no one goes out of the cabin after designated "Lights Out" time.

Junior Counselor

Junior Counselors shall be at least sixteen years old and a Christian of good character. They shall abide by the same guidelines as Senior Counselors and shall

abide by the direction of the Senior Counselors in carrying out their duties. Junior Counselors are responsible for keeping the Senior Counselor in their cabin informed of their whereabouts.

Teachers

Teachers are responsible for the instruction of the campers in the knowledge of God's Word and are responsible for the conduct of the campers while in their class.

Infirmary Supervisor

The requirements and responsibilities of the Infirmary Supervisor are contained in the SMBC Infirmary Policy and Procedure Manual.

Canteen Supervisor

The Weekly Director will select a Senior Counselor to be in charge of operating the canteen. The Canteen Supervisor will be responsible for staffing the canteen, opening and securing the canteen at appropriate times, alerting the Resident Agent when the Canteen needs restocking, and keeping the canteen area clean. No one except those operating the canteen will be permitted inside.

Recreation Director

The Recreation Director shall have a schedule for each day's activities. The Recreation Director is responsible to:

1. Plan and oversee recreation activities to maximize camper participation.
2. Ensure adequate staffing of recreation activities to promote camper safety and involvement.
3. Have at least one Senior Counselor at each recreation center during the entire recreation period.
4. Ensure proper use of camp recreational equipment to promote camper safety and maximize equipment life.

Kitchen Supervisor

The Kitchen Supervisor is appointed by and receives direction from the Board of Directors. The weekly menu will be provided to the Weekly Directors prior to the start of the Camp Session to allow for coordination with the head cook. The weekly menus shall be posted in the Cafeteria. If the Weekly Director changes the order of meals, the revised menu shall be posted. The Kitchen Supervisor is responsible to:

1. Purchase food and supplies necessary for operating the kitchen during the Camp Session.
2. Provide menus and recipes to facilitate preparation of meals.
3. Work with cooks to vary menus depending on age groups and scheduled activities.
4. Assign jobs and assist in food preparation as needed.
5. Oversee kitchen clean up.
6. Ensure the cleanliness in the kitchen is compatible with standards required by the State of Indiana.
7. Oversee the proper and consistent use of commodities, keeping them in a secured area when not in use.
8. Oversee the use of kitchen appliances and equipment to prevent abuse, damage, or use by individuals for storage or preparation of personal foodstuffs.

Cooks

The Weekly Director is responsible to enlist kitchen staff, including one Head Cook and 3-4 Assistant Cooks or as required to support the number of campers. Weekly Directors should not count the Kitchen Supervisor as one of their cooks. The Kitchen Supervisor is to supervise in a technical sense and to assist in meal preparation for instructional purposes or if a temporary emergency help shortage should occur. Cooks are responsible to:

1. Fix food in accordance with the planned menu and/or direction of the Kitchen Supervisor, working together to make sure the meals are prepared in accordance with standards required by the State of Indiana.
2. Keep the kitchen and dining area clean and orderly. This responsibility may be augmented by camper Kitchen Patrol (K.P.) at the discretion of the Kitchen Supervisor and Weekly Director.
3. Alert the Kitchen Supervisor when supplies are running low, allowing sufficient time for procurement.
4. Ensure the kitchen is clean and ready for the next Camp Session.

Camp Rules

Each camper will be given a list of rules with their application and/or upon their arrival at camp. It is the responsibility of all staff members to assure compliance with these rules. They are:

1. Campers shall participate in all planned activities (including but not limited to devotionals, classes, recreation, etc.).

2. Girls are not allowed on the boys' side. Boys are not allowed on the girls' side. Violation of this rule will result in dismissal from camp.
3. Campers are not allowed outside their cabin after lights out. Violation of this rule will result in dismissal from camp.
4. It is each camper's privilege to enjoy SMBC, and therefore help keep the camp neat and clean.
5. Campers shall dress modestly at all times. No biker shorts, tank tops, short shorts, halters, midriff tops, or T-shirts with inappropriate messages. Shorts shall be fingertip length.
6. Campers shall be accompanied by a Junior or Senior Counselor to go to the cabin.
7. Camp Directors will plan and direct their week of camp. Campers are expected to abide by all rules the director established.
8. Firearms, knives, axes, weapons, tobacco, drugs, alcohol, fireworks, musical instruments, radios, stereos, and video games are prohibited at camp.
9. Use of the telephone is for emergencies only and shall have the Director's permission. Any call that is not camp business may not be charged to the camp and shall be made collect or by credit card.
10. Campers shall have the permission of the director and sign out before leaving camp.
11. All medications shall be checked with the nurse. No medications shall be in the cabins.
12. Laundry facilities are for urgent staff use only such as camper emergencies.

In addition to the Camper rules, certain other guidelines apply:

1. Use of loud speakers by campers is prohibited.
2. The kitchen, kitchen restrooms, the upstairs of the kitchen, and the Director's cabin are off-limits to all campers.
3. Abuse of camp property is prohibited e.g., graffiti on walls, unauthorized removing any part from a building, or damage or destruction in any manner.
4. All cars belonging to staff members are to be parked in the designated parking area and locked.
5. Beds and mattresses are not to be taken out of the cabins.
6. Make sure young couples behave properly, especially unmarried staff. Their conduct serves as an example to the campers.
7. In case a camper decides to become a Christian, be mindful of the following:
 - a. They are ready and persuaded in their own mind.
 - b. Their actions aren't a result of emotionalism.

- c. The Director will make every reasonable effort to contact the parents so they may consent to and be present for the baptism.

Emergencies

Should an emergency suddenly and significantly affect the camp, the SMBC Emergency Response Plan shall be consulted for direction. The plan describes how the staff of Spring Mill Bible Camp should respond to situations involving fires, severe weather, lost campers, and evacuations. The plan includes the procedures to respond to emergencies and the roles and responsibilities for those assigned to respond in an emergency. Emergency events do not always require the same level of response, and are dictated by the severity of the event and its effect on the health and safety of campers and staff. Events will determine the proper response. Weekly directors should use their best judgment in determining the necessary level of response. It is prayed that there will never be a need to implement these plans, but it is necessary and prudent to be fully prepared.

It is important that all staff members be prepared in the event of an emergency. A training session shall be conducted at the beginning of each camp session and the training roster found in Appendix A of the SMBC Emergency Response Plan shall be completed.