

Winter Retreat & Summer Leadership Camp Counselor Handbook 2024



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**SUMMER CAMP
2024**

The Hill

Phone: (270) 437-4172

Website: www.lifeonthehill.org

Welcome to Summer Leadership Camp 2024!

We are excited to have you as a part of Summer Camp on the Hill. We believe that, as volunteers, you are a key part of this ministry. We pray you will be open to letting God use you.

Your effectiveness as a volunteer will play a major role in the success of camp. You have an opportunity to directly influence a young person's life, so take full advantage of it. There is a world full of people who need to learn how to live by Christ's life. As they see Him living through you, their world will be impacted.

Volunteering at camp is definitely not a vacation. Volunteering involves hard work, long hours and sleepless nights, but can be one of the greatest blessings of your life. You are going to be watched very closely by the campers. How we live our lives is a more powerful tool than how we tell others to live theirs. God has you and the campers here for a reason.

If you are feeling a little overwhelmed, it is understandable. Find your strength resting completely in God. You may want to ask God to examine and prepare your heart. Ask for His wisdom. Find yourself resting in His grace. We also will be praying for you that He will keep you sensitive to the campers' needs. Prayer is a powerful tool. Pray persistently for this camp. It is one of the ways your involvement with God can work to your advantage. Come prepared to see God work.

The following is designed to give you a brief overview of your responsibilities as a counselor/volunteer. After you arrive at camp, we will have time for more specific conversation or instruction. Please read this booklet carefully and let us know right away of any questions that arise.

Thank You,

Kim Warren, Camp Director

The Hill is committed to working with church groups and other ministries to provide a retreat and camp environment where people can encounter the Lord.

Statement of Philosophy

We are not a church, but are concerned about the evangelism of the lost and edification of the saved.

This is why The Hill at B.A.S.I.C. Training exists. All else is secondary:

1. We purpose to help the church equip the members of the body of Christ, so that each member of the body of Christ (who has been distinctively gifted by the Holy Spirit -- 1 Corinthians 12:11) may use his or her gift to edify the church body.
2. We believe the teaching of the Word, along with worship (which includes music, prayer, singing, Scripture reading, etc.) has ultimate priority as a proper expression to bring the people in this ministry to a fullness of the knowledge of the Son of God (Hebrews 13:15; Ephesians 5:19-20).
3. Our approach to the use of facilities is that they be practical, clean, honoring to God, and paid for. We do not build buildings to attract people, but rather ask God to maximize their use for good stewardship.
4. Organizationally it is our desire for this ministry to be a spiritual arm of the home and church, not a substitute for it. We attempt to schedule our meetings and activities, whenever possible, in a fashion not to separate the family or church, so as to not cause confusion to these schedules.
5. We believe that the essence of the Christian life is intimacy with Jesus Christ. Our primary interest is maturing people in the faith, so they in turn can be used to mature others in the faith. Thus we believe that as a ministry we exist for the purpose of disciple making (2 Timothy 2:2).

Camp Core Message

The following is to guide our words and actions as volunteer counselors. Everything we teach the campers is to be communicated according to this context; *I have been crucified with Christ; and it is no longer I who live, but Christ lives in me; and the life which I now live in the flesh I live by faith in the Son of God, who loved me and gave Himself up for me.* (Galatians 2:20)

Every believer has been made into a holy (Ephesians 1:4), perfect (Hebrews 10:14), complete (Colossians 2:10), forgiven (Ephesians 4:32, Colossians 2:13, 1John 2:12); glorified (Romans 8:30), justified (Romans 5:1), never to be condemned (Romans 8:1), saint of God (1Corinthians 1:2), who due to choosing to believe, is as righteous as Jesus is righteous (2Corinthians 5:21). This transformation (new birth, John 3:3) occurs the very moment the lost repent of sin and accept Christ through personal, saving faith.

This transformation causes the newly created saint to desire a life of godliness and holiness. However, the believer's behavior is not fully perfected until physical death; but the believer's person (soul and spirit) is totally perfected the moment he/she is born again (saved). Therefore, the believer is not a lowly sinner saved by grace, but a saint who sometimes sins.

It is impossible for believers to live the Christian life in their own strength. In fact, victory is only found through one avenue—by yielding to Christ's life within (1Corinthians 15:10, Philippians 4:13, Romans 5:10). Attempting to keep the Law or commandments always ends in utter failure because it's not about performance. Besides, the Law is not for the righteous (1Tim. 1:9). It is designed to lead us to Christ (Gal. 3:24-25) that we may walk by His Spirit (Gal. 5:16, 18).

Therefore, the goal of the Christian life is not to work for God or follow the written Law. The goal is to know God's heart, through sitting alone with Him in His Word (2Cor. 3:18, Phil. 3:10), so He might work through us while we rest in Him (Heb. 4:9-10). This generates the most incredible adventure you can imagine. How exciting to live a life empowered by God Himself (Acts 1:8, 1Cor. 15:10)!

The very essence of the Christian life is to know the heart of our Creator. His desire is for us to experience Him through a deep personal relationship. He created us to know Him (John 17:3), enjoy Him (Psalm 16:11), and make Him known. Consequently, if knowing Him is our foremost desire, then all else will ultimately follow that pursuit.

It is from this context that all we impart at camp must flow: teaching, leading small groups, discussion groups, work crews, even during recreation.

The following guidelines aid us in our goal to provide a safe and healthy environment for our campers, as well as an atmosphere conducive for their spiritual growth:

Volunteer Responsibilities

- You must be a follower of Jesus and exemplify a consistent testimony for Him.
- Volunteers must possess good moral character and have NO charges pending for involvement in the criminal justice system.
- We desire that volunteers be at least twenty (20), two years older than the oldest camper.
- You need to understand the age characteristics of your campers and be prepared to deal with personal decisions for salvation and other commitments. For questions regarding any serious commitments or problems, see the speaker or camp staff.
- You will be expected to provide primary supervision of campers **at all times**.
- Each Volunteer must complete and turn in The Hill Volunteer Application before volunteering. They are available online at lifeonthehill.org or from your church youth leader.
- In order to serve in any capacity requiring interaction with campers, volunteers must complete and pass the ASAP Camp Safety Program. Let us know as soon as possible if you have not received the links for the course. It takes 30-40 minutes to complete.
- Attendance at all volunteer meetings, meals, and other meetings is very important. Please be prompt. Skipping sessions to hang out with other counselors is **not** an option.
- You are accountable for your campers during meetings, meals, recreation, lights-out time, etc.
- Be aware of your campers' special needs. Please comply with all special requests from the nurse regarding limitations, etc.
- Smoking and alcohol consumption are never permitted by campers or staff during camp. Be alert for abuse of drugs, alcohol, cigarettes, etc. Report to the camp staff if found.
- Volunteers are expected to dress modestly (Any symbols on clothing need to be wholesome and clean)
- Volunteers should avoid horseplay, bullying, or "messing around" (having fun at someone else's expense or engaging in activities that may injure yourself or someone else).

Please do not...

- Bring your own children with you (this includes babies) without prior approval.
- Come expecting a vacation (it's hard work!).
- Expect to have time to spend with your spouse (if you are married) or boy/girlfriend. Your time needs to be devoted to the campers.
- Discuss personal problems in front of campers. See your church group director or the camp staff if you need to talk.
- Introduce questionable or controversial doctrines or beliefs.
- Allow or tolerate inappropriate speech, cabin raids, food fights, playing with food or any destructive or harmful activities.

You are accountable to the camp staff and are expected to cooperate with all other camp volunteers. THEREFORE:

- Keep the camp staff informed of any discipline problems.
- Keep the camp staff advised of any emotional problems that might affect other campers.
- Advise the camp staff of any physical damage to facilities at The Hill.

Counseling and Discipline

- We believe that guys should counsel guys and girls should counsel girls. No counselor should be alone with a camper of the opposite sex. Please see the camp staff to discuss special situations.
- Counselors must refrain from any inappropriate touching of campers, which might be misinterpreted. Sexual harassment in any form will not be tolerated, that includes camper to camper. Any incident seen or heard about should be reported to the camp director.
- You are legally required to report any observations or information relating to campers in abusive situations (i.e. physical, emotional, sexual, neglect, or eating disorders). Please notify the camp staff.
- There is a delicate balance between counseling and policing your campers. We expect you to have control, but with a caring, counseling attitude.
- Be sure to include the camp staff **before** administering any significant discipline.
- Please only address camper discipline issues one-on-one, rather than in a large group.
- Physically or mentally cruel punishments or discipline is not to be administered.
- Please refrain from roughhousing or manhandling campers in any manner which might be viewed as offensive or could be physically harmful to the camper.
- Inappropriate behavior by campers that should not be tolerated (i.e. hazing, harassment, or anything questionable). If you have doubts, it probably should not happen.

Camper Couples

Camper couples are inevitable, and are to be addressed promptly by counselors and/or camp staff. Our guidelines are in place to free you from being the bad guy. We believe that the campers need to focus foremost on the Lord, and not on each other. In order for us to be unified in the conduct expected of our campers, make sure we handle camper couples accordingly:

- Discuss relationships with them in a mature manner.
- Don't look down on them because they are young - show respect.
- Physical contact is not permitted.
- Do not support or encourage camper couples to pair up.
- Camper couples found alone should be strongly encouraged to join other groups of campers. Spending time alone as a couple is not in the best interest of the campers or the camp and is not permitted.

Miscellaneous Suggestions

- Learn campers' names. You are encouraged to spend quality time with your campers, even during "free time."
- You may be asked to counsel campers from churches other than your own. If some of your campers are not from your church, make a special effort to include them and make them feel a part of the group.
- Take notes during each session in order to be prepared to lead small group discussion for your group as needed.
- Help your campers protect their valuables (theft happens... even at camp).
- Please bring significant decisions made at camp by campers in your group to the attention of camp staff so proper follow up can be initiated.
- Having a positive attitude in regards to the food, speakers, leaders, recreation and any other situations that may arise is essential. Please express any concerns to the camp staff instead of your campers.

Dress Code

For the benefit of the campers and the counselors, clothing items not allowed at camp include any apparel that is disruptive to the normal operation of the camp. Clothing is to be modest and should be in good taste. The final decision on "good taste" rests with the camp staff. All campers are required to wear safe and appropriate footwear for each activity.

As a general guideline, tops/shirts should not display unwholesome wording or images, should not be short enough to reveal skin at the waist during normal activities and should not be cut low enough in the front or under the arms or be thin enough to be considered revealing. Shorts should be at least mid-thigh length or longer. Please don't consider this legalism—these boundaries are to protect you and others at camp.

The camp director reserves the right to send home any youth, who according to the camp director's discretion, chooses not to remedy or correct a personal item or clothing problem. If a camper is dismissed due to one of these issues, the tuition is not refundable. Transportation from camp for anyone dismissed rests upon the camper's parents and/or any accompanying youth leaders or church staff, but not The Hill.

Attendance at Camp Activities

Attendance is required for everyone at all meetings, meals, and group activities unless excused by the camp staff or nurse. This includes counselors.

- No camper is to leave the grounds without staff permission and knowledge.

Manna House Mealtime

Please be sure there are volunteers at or very near each table. You are responsible to keep order at and around your table. Please do not allow garbage piles or playing games with food/utensils, etc.

- Please ensure campers clear their table. Others will wipe the tables down.
- Counselors will be assigned KP duty at least once during camp to direct campers during cleanup. You may assist them, but make sure your crew completes their duties.

Dormitories

Each group is responsible for keeping their dormitory/lodge area clean. Please inspect your area upon arrival, reporting any deficiencies to the camp staff.

- Please stay out of other's dormitory/lodge area. *Girls' areas are off limits to all guys. Guys' areas are off limits to all girls. No exceptions.*
- A rotation for restroom cleaning will be assigned to counselors and their camper group.

Lake/Creek

Campers are not allowed at the lake or Wades Creek without volunteer/counselor supervision. No exceptions.

Personal Items

Personal items campers are not allowed to bring include **cell phones** or other portable electronic communication devices, portable music or video players (iPods, iPads, PSPs, CD/MP3 players, computers, etc.) and weapons (firearms, knives, etc.) or explosives of any kind. **If any of these items are found in a camper's possession they may be sent home at the camp director's discretion.** At a minimum, the item will be given to a staff member and not returned until camp is over except as described below.

It is recommended that parents call the Camp Office at (270) 437-4172 in order to communicate with their youth if the need arises. The Camp Staff will answer this phone directly, or regularly check the answering machine for any messages. Cell phones will be returned to Campers if a Camper must communicate with others during an emergency.

Transportation

Due to liability considerations, after you arrive on The Hill grounds, *neither Volunteers nor campers* are allowed to transport campers **on** or **off** the Hill without permission from the camp staff until you depart for home. Driving creates a safety and liability concern at The Hill. Campers who drove to The Hill are not permitted to use their vehicle during

camp without permission from camp staff.

All vehicles are to be parked in the grassy area along the road except in the case of handicap parking, loading or unloading. Vehicles permitted to park behind the Manna House or past the “No Parking Beyond This Point” sign must not block access to the dumpster. Due to fire department requirements the number of vehicles must be kept to an absolute minimum.

Building Emergencies

In case of fire or tornado, remember that you need to make sure all of your campers are accounted for. When you exit the building everyone will meet on the grassy area in front of the designated building (on the back of the farm the designated building to meet in front of is the Manna House, on the front it is the Lodge Dormitory). At that time the situation can be evaluated and camp staff or volunteers can give additional instructions. If a camper is missing, notify the camp staff and other volunteers immediately.

Medical Needs

- The camp nurse’s phone number will be provided at check in.
- It is part of your responsibility to ensure that campers have a safe and healthy camp experience. Do not hesitate to stop behavior that could cause injury to a camper or others.
- There are address signs (brown lettering on a white background) posted on the walls near exits inside each building. These addresses are for emergency responders to locate people in need according to each building. **Use these addresses if you need to call 911 in an emergency.**
- Drink plenty of water. A water crew will be assigned to each work period. Each camper should bring a water bottle to use and refill for the week. A bottle filling station is located in the Manna House hallway.
- Encourage campers to eat all meals and drink plenty of fluids.
- Try to remain calm when someone is injured. When an injury occurs, your responsibility includes crowd control. Contact a staff member for assistance. Stay with the injured camper. Brent’s number is 270-293-1223 and Kim’s number is 270-832-2640.
- Do not allow campers to participate in any activities barefooted.
- Make sure both you and your campers use sunscreen.

Medications

- **Do not hesitate to ask for assistance from the camp nurse.**
- **Medications will be administered by the camp nurse only, and not by volunteers.** This approach will provide better medication delivery. It benefits the nurse, counselors, and parents because they will know that their campers aren’t missing any medication. It benefits the campers to have someone on site full-time to administer their medications and monitor conditions.
- Medications must be in the original container so the camp nurse can follow the directions on the label.

- Nurses or volunteers will be keeping the medications for the campers. Storage of the medications will be with nurses or volunteers in a bag containing the medication for each youth. Youth, with camp staff approval, may keep medications in a backpack that they take with them during the day. Camp staff will provide a refrigerator for any medications needing to be kept cold.
- **Youth may carry over-the counter medications** such as for allergy relief with nursing staff approval. However the medications must be in the original container so directions can be followed on the label and not confused with other medications.
- The nurse will handle complicated issues (i.e. breathing machines, injections).
- Any special needs for medication should be discussed at the counselor/volunteer meeting or with the camp staff.

Failure to comply with the counselor guidelines may result in dismissal.

Please confirm that you have read and understand this handbook by going here:

<https://forms.gle/ufT6Lq3ofjRjzXBKA>