



BCSC Faculty Member Manual

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Before Camp Begins

Our Purpose:

Thank you for being willing to serve as a member of Camp Faculty. Your role, as assigned by the week's dean, is essential in helping the camp to achieve its 3-fold purpose:

Bond Christian Service Camp will serve the churches of this area to the end that:

1. persons not yet Christians may be won to Christ and His Church as it is set forth in the New Testament Scriptures.
2. that Christian people of all ages may be built up in the Christian faith and life; and
3. that Christian people will be encouraged to enter into specialized service to Christ and His Church". - BCSC Bylaws Article 2- Section 1

First things First - Prayer:

All great accomplishments for the kingdom are always preceded by prayer, therefore bathe your week in prayer. Enlist prayer partners who will pray for your week of camp both before it begins and while the week is going on. You might even consider fasting at least once for your week of camp.

Serving as a Member of Faculty

In serving as a member of faculty you will be looked at as a role model and mentor. You should strive to keep and exhibit the qualities listed below

SPIRITUAL

- have a personal relationship with Christ
- have an ability to “share God” with campers
- should show Christian attitudes under stress
- know how to lead a camper to Christ and is sensitive to the leading of the Spirit in this work
- strive to live a Godly lifestyle according to Scripture

EMOTIONAL

- have a good degree of emotional maturity
- realize that campers’ needs must come before personal pleasure
- strive to show equality to all, no favoritism
- be patient, poised in tense situations
- have objectivity in disciplinary situations, keeping from personal emotional involvement
- have a sense of humor, can laugh at themselves, and is cheerful in demeanor

SOCIAL

- be outgoing, enjoy being with people
- avoid spending time with staff that should be spent with campers
- be courteous to all

ATTITUDE

- show loyalty to the camp objectives and mission, dean(s), and other faculty and staff
- avoid criticism of others
- be determined to enjoy camp and find the pleasant side even on a rainy day, or other disappointment.
- be democratic, not domineering in positions of authority
- cooperate and make adjustments when needed

FACULTY ROLE EXPECTATIONS

Below you will find the specific duties / responsibilities that are needed depending on your role as a member of camp faculty.

ALL MEMBERS OF FACULTY SHOULD:

Be a Role Model-

- Be Christ-like in your attitude
- Practice what you preach

Be Accessible-

- Be available / approachable to the campers
- Communicate your desire to engage with them
- Encourage

Be a Servant-

- Have a caring heart
- Take on the attitude of a servant
- Be helpful

CHAPEL SPEAKER

Chapel Preaching-

- Preach the Truth
- Preach the Bible
- Attempt to promote the theme / Biblical concepts that your week of camp is addressing
- Consider your audience and communicate on campers' level
- Be concise

MISSIONARY

- Communicate the importance of serving in the mission field
- Consider your audience and communicate on the campers' level
- Express the passion for your specific ministry and how it affects other for Christ

NURSE

- Should be an RN or at very least an LPN.
- Make sure all medications secured in the nurse's cabin and administered properly to campers as needed
- Evaluate and treat any incidents of injury or illness involving camper or faculty and give direction on proper treatment.
- Make sure any injuries or illness involving a camper or faculty member leaving camp grounds are reported to the Dean(s) and Camp Manager.
- Make sure a Camp Accident Report is completed when needed.

WORSHIP LEADER(S) / WORSHIP TEAM MEMBER(S)

Service Music

- Plan songs for Chapel Service, Missions and Music time, Campfire, and/or Special times scheduled by Dean(s)
- Coordinate services with messages, preaching, themes
- Help with smooth transition to times of invitation / decisions
- Consider baptismal times at the lake and helping to set the mood (i.e., spiritual and celebration)

General

- Help “set the tone” with a smooth transition to whatever will follow you
- Understand the Dean(s)’s goal for each service
- Build an attitude of praise and worship through song
- Adequate planning and rehearsal will improve your performance and the campers experience

RECREATION / SOCIAL TIME LEADER

- Be creative and engaging
- Plan activities that all campers will enjoy and encourage participation
- Work with the Dean to plan games / activities which fit the overall theme and goals of the week.

CLASS TEACHER(S)

Preparing Class Material

- Be prepared
- Study Scriptures, Lesson Plans (written or provided), research topics
- Develop your lessons (if not provided by Dean(s).) Campers should have at least 1 teaching time per day. (This should be other than the nightly Worship / Preaching time.)
- Gather materials, handouts, etc. needed and not provided by Dean(s)

Teaching the Class

- Use your imagination- use a variety of teaching methods (i.e., Lecture, role play, learning skills; etc.)

Application

- Set some method of applying lessons daily
- Develop applications for later- (after camp at home)

DORM DAD(S) / MOM(S)

Beginning of the Week

- Greet campers at the door of dorm and help the campers find their bunk and get settled.
- Look for potential items not allowed in the dorms. (i.e., medications (should be with Nurse), electronics, food, etc.)
- Greet parents as they drop off campers. Attempt to put them at ease and make them feel comfortable about leaving their children at camp. Answer their questions or direct them to the Dean(s) for further information.
- Do your best to prevent campers from moving bunks. Stick with bunk tags in the locations as assigned.
- Meet with the Dean(s) / Nurse to discuss any sensitive issue that might exist with specific campers (i.e., bed wetting, sleepwalking, allergies, etc.)

First night of Camp

- Define expectations and limitations.
- Define consequences of unacceptable behavior.
- Foster a spiritual atmosphere.

Daily

- Oversee and inspect DAILY cleaning of the dorm.
- Be an authority figure.
- Enforce wake up, rest, and lights out times.
- Handle dorm discipline.
- The Dean should have a schedule of faculty to assist you nightly with "Lights Out". Ask for help; DON'T try to take it all on yourself. You should not be the only faculty member in the dorms.

FAMILY LEADER(S)

- Pray for your campers individually and often (before, during, and after camp).
- Demonstrate and promote acceptance of all campers in your group.
- Promote unity within your group. Attempt to make sure all campers are engaged and foster friendships among them.
- Be accessible to campers.
- Be a good role model.
- Affirm and encourage your campers.
- Avoid "Faculty Cliques". We are there to spend time with campers as the priority.
- Lead as a servant.
- Be sensitive to campers needs.
- Help implement / cooperate with the week's schedule.
- Be sensitive to the work of the Spirit in campers' lives.

GENERAL CAMP POLICIES / EXPECTATIONS

First Day of Camp

- There is a **MANDATORY** Faculty meeting that should occur the first day of camp prior to campers' arrival.
- Schedule should be as follows (will be different for partial / day camps)
 - 2:30-2:40 pm- Meet with Bond Camp staff and Camp Manager
 - 2:40-3:15 pm- Faculty meet with Dean
 - 3:15 pm- Faculty should be ready to greet campers and help with registration and dorm check-in process
 - 3:30 pm- Check-in time #1 begins
 - 4:00 pm- Check-in time #2 begins
 - 4:30 pm- Check-in time #3 begins
 - 4:45 pm- All "walk-ins" check-in

Once Camp Begins

Faculty / Campers Leaving Camp

- **ALL** faculty members and campers are **REQUIRED** to sign out with the Dean. Deans should keep record of those leaving camp via the camp website
- **NO ONE** is allowed to leave the camp grounds without permission of the Dean(s)
 - Leaving camp during the week should be discouraged and occur only when necessary
 - To maintain our example as Christians and to ensure safety and accountability. Those leaving camp should be alone or in a group of 3 or more. (no couples). Again, **BE SMART.**
- Campers and faculty under the age of 18, with a vehicle at camp are required to turn in their keys to the Dean(s). Under NO circumstance should you have campers in your personal vehicle.

Visitors

- **ALL VISITORS** must check in with the camp dean and should get a visitor lanyard that will be returned before they leave.
- Visitors should be encouraged to schedule their visit during dinner and evening worship time. They **MUST** leave by 9 pm when the gates are locked.

The Gate

The camp gate is closed from 9 pm until 7 am each day unless there is a scheduled all-camp off-site activity. Everyone must return to or leave camp outside of those hours unless special arrangements are made with the Camp Manager. (i.e., A trip to McDonald's is not a special arrangement situation.)

Camper Mail / Awards / Up front Games / Mealtime "Songs" / Etc.

- Parents, friends, relatives, etc. are encouraged to send mail to their campers during their time at camp. The Camp address is 1119 Missouri Blvd. Mulberry Grove, IL 62262

- Outgoing mail should be placed in the Camp Mailbox at the entrance gate each day by 10:00 am for pick up.
- Please make sure any camper mail time / awards / upfront game time, etc. are a pleasurable experience for all. **DO NOT** embarrass or humiliate campers in any way. ALWAYS allow an “out” to anything they feel uncomfortable with
- **PER THE CAMP BOARD... NO ONE IS TO BE “THROWN INTO THE LAKE FOR ANY REASON!”**

Lights Out Each Night

- **Lights out-** The campers need to be well rested. While at your week of camp the students will have vastly different sleep and activity levels than they are used to. Adequate rest will decrease behavior problems, homesickness, and crabby kids on the car ride home. Lights outs should be planned as follows:
 - Teddy Bear, First Chance & Jr. Weeks- 9:30 pm
 - Middle School / Jr. – 10:30 pm
 - High School- 11:30 pm

Faculty Late Nights

- After camp scheduled “lights out” faculty may only be in their dorm or the dining hall without Dean(s) approval.
- The dining hall should be CLOSED to everyone at 12:30 am at the latest.
- Make sure adequate levels of faculty supervision is in each dorm. DO NOT leave the Dorm parents will all the responsibility.
- As a member of faculty staying up late is no excuse for sleeping in late. Faculty are here for the campers and are expected to fully participate in all activities on the schedule.
- Jr. Faculty should never be alone with no adults present in the dining hall. Also, there should never be less than 3 faculty members in the dining hall during this time.

Supervision, Counseling, and Discipline

- Be sure to review the Supervision, Counseling, and Discipline Policy thoroughly.
- **NO** campers should be sent home without approval of the Dean(s) **AND** Camp Manager.
- Key points to be emphasized:
 - **NO** Counseling or Disciplinary Action should take place one-on-one. **ALWAYS** make sure another faculty member is at least in clear view of interactions between faculty and campers
 - All members of faculty are considered Mandated Reporters. All instances of suspected abuse or neglect **MUST** be reported.
 - The Dean(s) and Camp Manager should be informed **BEFORE** any action is taken.
 - A Bond Camp Abuse Report Form should be filled out and submitted to the Camp Office.
 - **ABSOLUTELY NO CORPORAL PUNISHMENT IS ALLOWED!**

Supervision, Counseling, and Discipline Policies

Supervision

- Nearly all disciplinary action can be eliminated by good supervision.
- Faculty/camper recommended ratio: 1 to 4 (max. 30 faculty).
- At **NO TIME** are campers to be left unsupervised. (i.e. faculty meetings)
- There should **NEVER** be only 1 faculty member in the dorms or restrooms with campers.

Guidelines for Interacting with Campers:

• Camp is to be a safe and enjoyable place for everyone. NO one should ever feel threatened or uncomfortable because of the actions or words of another camper or adult. Because this is so important to all of us, everyone is asked to follow these guidelines for appropriate/inappropriate conduct between campers and between campers and adults.

TOUCH

Appropriate

- Handshakes and high-fives
- Short, congratulatory, or greeting hugs
- Arm around the shoulders
- Pats on shoulders/back

Not Appropriate

- Back rubs, massages, etc.
- Touching in private areas
- Touching in anger or frustration
- Intimate embraces, kissing
- Lap sitting
- Physical punishment as discipline

LOCATION

Appropriate

- Public one-on-one interaction
- Private conversation in “eye shot” of other members of faculty

Not Appropriate

- One-on-one interactions in private out of the view of others
- Sharing of a shower, toilet stall or bed (campers or faculty)

TALK

Appropriate

- Verbal praise or encouragement
- Scripturally based teaching
- Items of a sexual nature should be gender based, age appropriate, in a group setting. These conversations should be done with as much discretion as possible and the Dean should be informed of the content and scope of the teaching BEFORE it happens.

Not Appropriate

- Compliments relating to physique or body development.
- Sexual jokes, innuendoes or bathroom humor

- Swearing or vulgar language
- Harassment, bullying, ridicule, excessive teasing

Counseling

- **ALL** counseling is to take place in a well-lit, open area - with another faculty member being aware and attentive from a safe distance.
- **ABSOLUTELY NO** counseling should be one-on-one. **AT NO TIME** is that necessary. Counseling should **ALWAYS** take place within the sight of another faculty member
- All faculty members are considered Mandated Reporters by the State of Illinois. State law requires us to report suspected situations of abuse. **NEVER** promise to keep discussions confidential. Tell the counseled person(s) that you are required to report such information before they share it with you and make sure, they understand.
- **ALL** situations of counseling involving suspected abuse should be reported to the Dean(s) and they in turn should inform the Camp Manager **BEFORE** any action is taken. Be sure to use the Bond Camp Abuse Report Form.

Discipline

- Begin all discipline with prayer
- The Dean and manager act as “parents of location,” responsible for the discipline of campers.
- Parents expect the regulations to be enforced for the safety of their children.
- Every act of discipline is an opportunity to disciple.
- Discipline is not **TO** a child but **FOR** a child.
- Camp Rules and Regulations are established primarily for safety. A lack of rules or their lack of enforcement leads to chaos of varying degrees and will not help you lead a spiritually meaningful week.
- The Executive Board and Camp Manger expects the faculty and staff of each week, whether paid or volunteer, to enforce and abide by its rules, regulations, and policies.
- The Chain of Command is as follows: Members of the Camp Executive Board, Camp Manager, Dean(s), Dorm Mom/Dad, Family Leader, Member of Faculty.
- When in doubt concerning an appropriate discipline, seek counsel. Older faculty can often bring a sense of reason to the chosen discipline.
- Sending campers home:
 - **NO** campers should be sent home without approval of the Dean(s) **AND** Camp Manager.
 - *Homesickness*—
 - letting the child talk to the parent is not a good first idea. It is better if you communicate between the child and parent.
 - Attempt to redirect the homesick camper into an activity. Often a child who is homesick is bored or not engaged. Find them a buddy or new friend. (Use members of Jr. Faculty or Camp Grandparents)
 - We don’t want the campers to feel trapped or have a miserable experience. Redirect as much as possible but at some point, it may be best to let them go home and try again in a future year rather than loose the chance of them returning.

- *Disruptive camper*—
 - Treat each case individually, seek advice.
 - If another faculty member acts inappropriately towards a camper in any way, notify the camp manager or Dean immediately. It is best to take positive measures to rectify the situation rather than have the parents contact the camp and the manager not know what happened.
 - Searching personal belongings is permissible (for stolen goods or banned items only). However, You **MUST** have probable cause. You **MUST** have the camper present. The dean and two or more faculty members **MUST** be present. Consider if the situation is worth the infraction. (i.e., tossing a person's belongings and confronting a camper for \$2 in missing canteen money)
 - To discover a guilty party, private interviews with individuals is less intimidating and more productive than group confessionals.
 - Do not enforce punishment without discussing the undesirable behavior and why it is unacceptable. Discipline from a position of caring is teaching what discipline is all about--possibly a new experience for a camper.
 - Respect the dignity of individuals and speak to them in private. Be specific about your reasons for the discipline you have chosen.
 - There will be **ABSOLUTELY NO** corporal punishment (IL law prohibits corporal punishment of school children), **NOR ANY** punishment that could be considered harmful, humiliating or degrading.
 - Do not use group punishment unless all members of the group are guilty.
 - To avoid unfair punishment resulting from a personal dislike of a camper or favoritism, seek the counsel of other faculty members.
 - Punishment should match the violation. Recommended punishments are loss of privilege or work project. Strong suggestion: have a faculty member share the punishment, make it a teachable time. A punishment in isolation has a negative effect.

Reporting of inappropriate Behavior

- Take immediate action to correct the behavior if it involves a camper. Notify Dorm Mom/Dad and/or Dean if not corrected.
- If the inappropriate behavior involved a faculty member notify the Dean or Camp manager immediately.

Any infraction of these policies by a faculty member will be immediate grounds for dismissal. Violations of these policies could not only be misunderstood by campers/faculty but result in legal consequences.

Baptism / Decision Times

- Teddy Bear, Day and First Chance campers are encouraged to think about their relationship with Jesus and His Church. Invitations to be baptized at these camps are discouraged; they are typically more appropriate at older levels.
- Jr. campers should only have one time of invitation to be baptized time during the week (usually the last night).
- Jr. High, High School, and adult campers should be challenged with the Word and invited to accept Christ through baptism at any time appropriate.
- Campers are never to be coerced into making a decision. Try avoiding an atmosphere where decisions might be motivated by extreme emotion or unauthentic.
- NO camper may be baptized without the permission of their parents or legal guardians. The Dean(s), or qualified faculty member should contact parents / guardians and record who was contacted on the Dean's End of Week Report.

Injuries / Illness

- Be sure to report all injuries and illnesses to the camp nurse.
- The Camp Nurse should be sure to fill out a Camp Injury Report when appropriate.
- Any injury or illness where a camper is taken to Hospital or Urgent Care, the Nurse should involve the Dean(s) and Camp Manager should also be notified.

Showing Videos

- Please make sure to screen all videos before showing them to campers. Consider downloading rather than streaming to prevent unexpected issues. Use commonsensemedia.org or pluggedin.com for help with determining appropriateness.

Ending The Week

- All lost and found items should be placed in a designated area and campers / parents should be directed to look through them before leaving.
- Make sure all campers "Check-out" with the Dean or a designated faculty member before leaving.

CAMP CLEANING INSTRUCTIONS

Dorms

Daily:

- Clean sinks with paper towels and cleaners provided
- Clean mirrors
- Spray showers with sanitizer
- Sweep floors
- Empty all trash containers

Last day of camp:

- All the daily items above
- Shake and sweep all floor mats outside dorm
- Sweep front porch / deck
- Take all luggage outside of dorm (unless raining)
- Take personal items out of the dorm (look under mattresses)
- Unclaimed items (lost and found) should be taken to location designated by Dean(s)
- ***Take extra care to make sure dorms are ready for the next week of camp. Leave them like you would like to find them. Bless the next week's campers and faculty.***
- Ask for final inspection from the Dean(s)
- Close windows
- Turn off all lights and set AC to 75

CAMP CLEANING INSTRUCTIONS

CHAPEL

Daily:

- Pick up all trash and clutter (pay attention to the stage as well)
- Move chairs and items to sweep floor and replace

Last day of camp:

- All daily items above
- ***Take extra care to make sure chapel is ready for the next week of camp. Leave the area like you would like to find it. Bless the next week's campers and faculty.***
- Ask for final inspection from the Dean(s)
- Turn off all lights and set AC to 75

GROUNDS

Daily:

- Pick up all trash / clutter from all mowed areas of camp
- Return recreation equipment to its proper place (balls to ball closet, frisbees to the rack, etc.)
- Pay attention to camp traffic light to see if extra attention is needed.
 - Green- Good
 - Yellow- Warning
 - Red- No Canteen

Last day of camp:

- All daily items above
- ***Take extra care to make sure chapel is ready for the next week of camp. Leave the area like you would like to find it. Bless the next week's campers and faculty.***
- Ask for final inspection from the Dean(s)

BOND CHRISTIAN SERVICE CAMP RULES AND REGULATIONS

- At registration time, all campers who have brought medicine or have special medical needs must meet with the camp nurse before they will be allowed in the dorms.
- Injury or illness must be reported to the camp nurse immediately.
- All campers, faculty and staff are expected to always conduct themselves in a Christian manner.
- No one, campers or faculty, will be permitted to leave the camp grounds without the permission of the Dean and signed out/in through the camp office. Campers are discouraged from leaving camp for outside activities.
- Campers and faculty under the age of 18 with a car on camp grounds are required to submit their keys to the camp Dean until the completion of their week.
- The possession and use tobacco, e-cigs, drugs, weapons, and alcoholic beverages by campers, faculty, staff, or visitors are strictly prohibited. Tobacco use and vaping are not permitted on camp grounds.
- No one will be excused from the scheduled activities except by the Dean or nurse.
- Bond Christian Service Camp uses the Biblical standards for modesty and decency, which are different from the world standards. Our dress code will be followed. (Please refer to Dress Code)
- We wish to give every camper a week free from the distractions and secular media. Worldly music, videos, and hundreds of advertisements and social media posts; distract, deceive, and attempt to influence them daily. As a result of this desire, **ALL** cell phones, radios, televisions, game systems, computers, laptops, and digital media devices, and magazines are prohibited.
- Snacks of any kind are **NOT** allowed in the dorms.
- Neither campers nor faculty are allowed to enter or linger near the dorm of the opposite sex.
- Shoes are to be worn at all times outside of the dorms, this includes to and from beach and sand volleyball court. (Once at beach or sand volleyball court, shoes may be removed if campers are participating in mentioned activities.)

The camp reserves the right to dismiss, without refund, any camper who is guilty of misconduct or intentional damage to camp property.

BOND CHRISTIAN SERVICE CAMP DRESS CODE

With the desire that dress and grooming not disrupt the camp experience, all camp participants (campers, faculty, staff) must dress modestly and decently. **See attached pictures for additional direction.** The dean is the final authority in the matters of dress.

1. Clothes that are too short or revealing are not allowed. Below are a few examples:

- Tank tops must be over 3 finger widths wide.
- Undergarments, such as boxers or bras/straps, should not be visible. Shirts that are tied, ripped, or cut must not show skin or undergarments.
- Shirts are not to be low cut, show the midriff, or be too revealing. Sleeveless shirts need to fit to the underarm as to not reveal anything.
- Open-backed shirts, such as tube tops or halter tops, are not allowed.
- Tight/form fitting pants such as leggings, yoga pants, or spandex need to be worn with shorts, skirt, shirt, or covering that at minimum covers to mid-thigh, and is consistent in length from front to back.
- All pants and shorts must be worn at the waist, and without holes above the mid-thigh.
- Shorts need to extend to the mid-thigh, and not be baggy as to reveal anything.

2. Shirts, shoes/footwear, and pants must be worn at all times. The only exception is swim time or a water activity where swimsuits are worn.

3. Apparel that advertises controlled substances, such as alcohol, tobacco, or drugs, uses profanity, promotes a non-Christian message, or is in any way sexually suggestive is forbidden and the individual will be required to change.

4. Camp participants are asked to clean up (shower and change clothes) after the afternoon recreation and swim periods before the evening meal and programming.

5. Swimsuits:

- Swimsuits are not to be low cut, show the midriff, or be too revealing. Sheer suits are not allowed.
- Bikinis, or revealing two-piece suits, are not allowed. The individual will be required to cover themselves with a dark color t-shirt.
- Swimsuits are not to be worn during non-swimming activities. The only exceptions are during special activities such as water slides.

