

Camp Li-Wa



Summer Staff Manual

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Welcome Camp Li-Wa Staff

The purpose for this manual and staff training week is to prepare the staff for a summer of ministry and service. Some key things you will find in this manual and during staff training are...

1. Spiritual preparation - To influence campers effectively, staff members must be allowing "the word of Christ to dwell in you richly." (Colossians 3:16) To accomplish this goal, each staff member will be challenged and encouraged to establish a regular daily time to study the Scriptures and apply the truths of God's Word to everyday living. In addition to personal time with God, various speakers will be sharing from God's Word directly relating to Christian growth.
2. Program preparation - Once training week is over and camper weeks begin, a schedule full of events will guide us on a daily basis. Our staff needs to be familiar with the different activities and their responsibilities for each.
3. Ministry preparation - Meeting the needs of the people who come to the property is a priority item for the staff. Washing dishes, mowing grass, maintaining office records, preaching sermons, singing songs, cooking meals, and leading games are all part of the ministry that we have with campers.
4. Guidelines - Whether imposed by the state of Alaska or by the leadership of Li-Wa, the staff manual is designed to provide procedures and structure to the camp ministry.

Please be sure to review the material in this manual over the summer. Your commitment to follow the guidelines, procedures and counsel of this manual will be the key to a successful time of influence on the lives of young people.

Program Preparation

“Whether therefore ye eat, or drink, or whatsoever ye do, do all to the glory of God.”

I Corinthians 10:31

“And whatsoever ye do, do it heartily, as to the Lord, and not unto men;” **Colossians 3:23**

During a week at Camp Li-Wa, a camper will experience a wide variety of activities. From eating a meal in the dining hall to taking a hike in the woods, the activity should be done to the glory of God. The following guidelines and instructions are designed to prepare staff members to help campers glorify God through the activities we have planned.

Large Group Activities

Each day, the campers and cabin leaders will come together for group activities. Some key things to remember during these activities:

- Program staff will organize and supervise the large group activities. After a brief explanation of the rules of the activity, the program staff will start and officiate the game. Staff members attending games should be engaged during game time.
- Attendance is mandatory for all campers and cabin leaders. Participation by all campers/staff is strongly encouraged. Please be at the location of the activity on time in the proper attire.
- Safety is the primary concern at an activity. While we want the campers to have fun and be challenged, we must reduce the risk of injury. Program staff will double check all equipment used for an activity to make sure equipment is in safe working order. Campers acting in a reckless manner will be removed from participation.
- Staff participation- Depending on the activity, cabin leaders or operational staff members may be asked to participate.

*Staff members need to remember that **“camp is for campers.”** Avoid getting too caught up in the competition, arguing or disputing with the opposing team or staff. Remember, in a few days no one will remember who won the activity. However, everyone will remember your response or outburst. The goal of our staff is to act in a spirit-controlled manner, displaying Christ’s love.

Free Time Activities

Included in this category are the following:

Campers may only participate in these activities with qualified supervision from a cabin leader/staff. Cabin leaders, who have been trained by the program staff, will observe safety precautions specific to each area. Please demonstrate a safe and proper way to engage, supervise, enforce rules, and facilitated discussion for the team building and life applications that will be learned during free time activities.

Camp Safety

Camp Li-Wa is committed to providing a safe program that reduces the risks that are inherent to a camping ministry. The following guidelines need to be followed closely. Any unusual occurrence should be reported immediately to the office. In each of the following instances, counselors should be sure to count their campers and then to follow the risk management plan.

- Appendix A: **Archery**
- Appendix B: **Camp stoves and grills**
- Appendix C: **Flammable material**
- Appendix D **Miss Camper, Search and Rescue**
- Appendix E: **Hiking**
- Appendix F: **Open-pit fires**
- Appendix G: **Power Tools**
- Appendix H: **Barn Guidelines/ Horseback Riding** (also be aware of sight posted rules)
 1. No one is allowed in the horse pasture, feeding area, or petting farm without a certified wrangler or designated staff member. (electric fences are hot!)
 2. The barn is a CHA venue; therefore, it has rules and guidelines for safety and best practices. These rules are to be followed at all times, whether campers are present or not
 3. Please do not hand feed horses unless supervised by a wrangler.
 4. The barn is off limits to all vehicles, including bicycles.
 5. Check with barn director before using any tools, tack, or equipment.
 6. Do not climb on fences, gates, panels, or hay
- Appendix H: **Riflery**
- Appendix I: **Vehicles**
- Appendix J: **Ski-touring**
- Appendix K: **Watercraft activities (on site)**
- Appendix L: **River and white water canoeing**
- Appendix M: **Climbing wall/ Challenge Course**
- Appendix N: **Off-site travel (swimming, public interactions)**
- Appendix O: **After hours boating**
- Appendix P: **Petting farm**
- Appendix Q: **Wild animal Encounter/ Attack**
- Appendix R: **Active Shooter**
- Appendix S: **Social Media**

Construction sites: At any given time, buildings on site may be under construction. Site managers and/or the maintenance department are responsible to keep each construction site secure with proper barriers to ensure guest safety. Always keep a watchful eye for inquisitive individuals, and help them move to safety.

Guidelines for preventing child abuse:

1. Workers are never to spank, hit, grab, shake, or otherwise physically discipline anyone.
 2. Disciplinary problems should be reported to the camp director.
 3. Workers who become aware of any injury, abuse, or other inappropriate contact connected with ministry activity will immediately inform the camp director.
 4. Any allegation of abuse or inappropriate physical contact will be taken seriously and investigated by the camp administration.
 5. Children who are ill or injured will not be permitted to participate in activities.
 6. Each activity will be properly supervised by qualified camp staff.
 7. No staff member will be isolated with a camper behind closed door (avoid the appearance of evil).
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- Camp Li-Wa staff will approach abuse situations directly and sensitivity. Staff who hear or observe anything that raises concern of an abusive condition will report it to the Camp Director. All situations will be handled seriously and will be reported in accordance with standards set by the state of Alaska. All staff will be screened for child abuse history, and any evidence of abuse while in the camp's employ will be cause for termination and possible legal action.
 - The Federal Child Abuse Prevention and Treatment Act states: "Child abuse and neglect means the physical or mental injury, sexual abuse or exploitation, negligent treatment or maltreatment of a child under the age of eighteen by a person who is responsible for the child's welfare under circumstances which indicate that the child's health or welfare is harmed or threatened thereby."
 - Section 11166 of the Penal Code mandates that an organization such as Camp Li-Wa prevent and report suspected child abuse to the proper authorities. The camp could be held liable if it fails to properly supervise children and/or fails to report suspected cases.
 - No proof or evidence is required to report suspicions of an abusive situation. The reporter may remain anonymous. Federal law also protects anyone who is required to report abuse from civil or criminal liability. Not all forms of abuse leave physical evidence, so it is important to be aware of behavioral signs that may indicate victimization. One should be concerned if a camper displays numerous bruises, burns, scars, complains of pain, or has unusual discharge when using the toilet. It is also a cause for concern if the camper cowers from an adult of either gender. Resources are readily available if a staff member wishes to gain more specific details about this very serious concern.
 - Sexual exploitation should not be confused with physical contacts that are true expressions of affection. A warm and healthy relationship can exist between the camper and staff if the staff member respects the child and places reasonable limits on the physical interaction. The staff person must remember that s/he is the adult and, therefore, the responsible individual. Our commitment to nurturing and maintaining the physical, mental, social, and spiritual well-being of the children who attend camp necessitates that all volunteers and employees understand their responsibility to the campers.

- Precautions against accusations of sexual abuse or exploitation: (see risk management plan)
 - All staff are to be aware that the responsibility of caring for children places them in sensitive situations and makes them vulnerable to charges of child molestation. All staff are to take appropriate precautions.
 - Staff will not be one-on-one with a camper when supervising showers, changing into swimsuits, or in other circumstances in which the child may be dressing or undressing. There should be two staff present under ideal circumstances.
 - Staff will respect camper privacy. Staff will only ask for information or act on the child's behalf in a manner that is necessary to monitor health and safety.
 - Staff will respect the camper's right to reject displays of affection if s/he feels uncomfortable with them. Staff will be aware that a pat or hug may be interpreted very differently than its intention.
 - Touch should only be offered in "neutral" areas of the body such as shoulders, top of head, and hands. Hugs are appropriate in some circumstances, but they should only be given in an appropriate fashion.
 - Staff will protect their own privacy. Staff will refrain from explicit descriptions of their own relationships and sexual issues. Common sense will be used in discussing sensitive subjects with campers.
 - Unless a child is being removed from a dangerous situation, staff should not physically touch or discipline campers. Under no circumstances will staff strike a child.

Guidelines for preventing bullying:

- Definition: An intentional attempt to intimidate, belittle, or humiliate another person through verbal or physical means.
- Camp Li-Wa has no tolerance for bullying. We believe that bullying is contrary to Biblical teaching (Ephesians 4:32, Romans 12:3-21). Bullying shows disrespect towards people created in God's image.
- Signs for staff to recognize bullying/intimidation:
 - Calling a child by anything other than his/her name or an accepted nickname
 - Pushing, shoving, grabbing, elbowing, kicking, etc.
 - Threats, intimidation, or exclusion, etc.
- Steps for staff members to handle bullying/intimidation:
 - If a staff member observes bullying, he should immediately put an end to the interaction.
 - The camp administration should be notified of any instance of bullying.
 - Bullying is subject to severe discipline, including possible expulsion. ^[L]_[SEP]

Asthma Attack:

- Symptoms: Shortness of breath, coughing, wheezing, whistling noises in chest, fast breathing, anxiousness, rapid pulse, bluish color

- Treatment:
 - Immediately call for help/ alert medical team!
 - Retrieve inhaler/medication (assist if needed)
 - Remove all allergens
 - Give no fluids
 - Provide reassurance
- Prevention:
 - Keep affected campers upwind of campfires. Avoid strong perfumes.
 - Keep area clear of mold/dust.
 - Wear insect repellent and protective clothing.
 - Never smoke.
 - Have campers use antihistamines if prescribed.
 - Carry emergency inhalers.
 - Help asthmatics maintain adequate rest.

Epileptic Seizures:

- Symptoms: Noisy breathing, grinding teeth, muscle spasms, frothing at the mouth, loss of bodily functions, decreased consciousness, falling
- Treatment:
 - Immediately call for help!
 - Call Reassure others around the patient.
 - Remove hazards in the area and/or guide the camper away from hazards.
 - Do not restrain the patient.
 - Do not insert anything in his or her mouth.
 - Stay back.
 - Provide privacy.
 - Call for medical assessment immediately if the seizure lasts longer than five minutes, if the camper has no history of previous seizures, if injury occurs, if water or vomit is ingested, or if the person stops breathing.
 - Reassure and comfort after it is over.
 - Allow rest.

Camp Staff Life

The nature of this ministry requires our staff members to live on site. The following policies and procedures relate to camp staff life during the weeks of your ministry.

1. It is very important for our staff members to be at camp during the period of summer camp season. Any requests for exceptions must be made in writing immediately, and approval from your supervisor must be granted.
2. Employees under the age of 18 must have a worker's permit on file. They must have a parent's/guardian's permission, and hours must be in compliance with federal and state labor laws.
3. Daily Schedule: Our operational staff will be expected to be in their places of responsibility at the assigned time. It is our desire that no high school staff member will work more than 40 hours per week, and they will have free hours for recreation, spiritual growth, and study. All staff members will be expected to complete their daily schedules and assignments as given by their supervisors.
4. Maintenance:
 - a. Help keep the grounds clean by picking up papers and trash as you see it. You should get in the habit of doing a daily "spot check" of cabins.
 - b. The camp strives to keep tools, materials, and equipment to improve and operate the camp throughout the year. Always check with maintenance or program staff before using any equipment or material (they may be needed elsewhere). Upon completion of your task, please clean and return tools/equipment.
 - c. Staff members are held liable for any damage to equipment or property due to carelessness.
 - d. Unless permission has been granted by maintenance staff, shop and storage buildings used by the maintenance department are off limits.
 - e. No one under the age of 18 may use power equipment in accordance with Alaska state child labor laws.
5. Vehicles:
 - a. Camp vehicles will be assigned as needed by the maintenance director. All drivers must be properly licensed and insured for the vehicle they will be driving. (CDL may be required.)
 - b. Any maintenance to camp vehicles should be noted to maintenance director when the keys are returned, and the fuel should be above 1/4 tank. (Remember to fill out pre-trip and return logs.)
 - c. If you have a car, please keep it parked in your assigned area and out of the way during the week.
 - d. Do not borrow someone's personal vehicle.
 - e. No camper or minor should be transported in personal vehicles.
 - f. A 10 mph speed limit is observed on camp grounds.
6. Safety Equipment:
 - a. All sporting and safety equipment will be checked by program directors before the start of the camping season.

- b. If any damage occurs to sporting or safety equipment during the camping season, the item should be removed from service until it is fixed or replaced.
 - c. See that no one plays with fire extinguishers. If one is discharged, please report.
7. Kitchen: only assigned staff members are allowed in the kitchen. If you need something, please ask one of the kitchen staff.
8. Office:
 - a. Stamps and envelopes can be purchased from the office. See office administrator for assistance.
 - b. Keys will be signed out as needed and returned when that task is completed. The person that check out the keys must be responsible for them. If those keys are lost they will need to be replaced at that person's expense.
 - c. As you see items that need repair around the camp, please fill out a Maintenance Requisition. These forms — which are available in the office — should be turned into the office in writing.
 - d. Staff members have specific responsibilities each day and cannot run errands into town. Special needs should be requested through your program staff or at the office so they can coordinate with daily trips into town.
 - e. Only snack-shop or office personnel are to open or sell products. Unless authorized by camp administration, no one is to take or request food to be given without payment.
 - f. Insurance Policy: Due to the rising costs in camp insurance programs, it is imperative that all of our staff be covered on a primary policy. This information is to be sent with the staff member, and it will be required at the time of arrival. We will keep a copy of the card in the office.
9. Laundry: laundry facilities are available in Woodside.
10. Living quarters:
 - a. Men and women will not enter one another's living quarters.
 - b. Living quarters will be kept neat at all times: beds will be made, floors swept, and clothes kept in order. Your room will be inspected each day.
11. Medical supplies: Any and all medication given to camper will come from the camp nurse.
12. Phone and Internet Usage:
 - a. Phones: You are permitted to have a cell phone; however, the use of your cell phone will be monitored closely and limited. Counselors should not use cell phones while with their campers. The only exception to this is camp related business. Operational staff should not **use** or **carry** cell phones during their assigned work hours. Cell phones should not be with you during chapel or fireside times. Cell phone use after lights out is prohibited. We encourage you to wait until the weekends to use cell phones so they will not be a distraction. If you do not have access to a cell phone, the camp phone in the office is available to you for limited use. Long distance calls are not permitted from the camp lines unless permission is granted. Ask a full-time staff member for permission to use a phone. If the camp staff determines you are using your phone inappropriately, they reserve the right to confiscate the phone. This includes but is not limited to

sending inappropriate text messages or pictures, excessive usage for calls and/or texts, or using at inappropriate times.

- b. Streaming: Be respectful of all other users on the network by not streaming media (i.e. music & video) as this chokes the network and slows it down for everyone.
 - c. Internet: For the Wi-Fi user's protection, all internet traffic goes through a content filter.
13. Relationships: The conduct of our staff in the area of relationships is of great concern to us. Please remember your primary purpose for being here is to serve and minister to people. Be very cautious about inappropriate relationships with campers and/or staff members.
- a. NO dating relationships with a camper will be permitted. You may be friendly and helpful, but any action deemed more than friendly and helpful is inappropriate.
 - b. Some general policies to guide your conduct for the summer:
 - i. No physical contact with the opposite sex. Holding hands, hugging, or any intimate touching is unacceptable.
 - ii. You should never be isolated or secluded with a staff member. You should avoid the appearance of evil by being in public places and with a group rather than a couple.
 - iii. Your language should be appropriate to the opposite sex. Innuendoes and rude comments are not acceptable.
14. Computers: Staff members are permitted to have a computer; however, the usage of your computer will be closely monitored and limited to certain designated areas. As with cell phones, counselors and operational staff members should not use the computer during assigned work hours or while they are with campers. Computer usage is prohibited after lights out.
15. Music: All music played publicly should be in line with the overall objectives of Camp Li-Wa. CD's or downloads that do not meet the ministry objectives will be retained at the camp office until the end of the summer.
- a. Violations of the music policy will fall under the area of discipline and will be handled accordingly by the Camp Administration.
16. Viewing: Although television, videos, and DVD's are not inherently evil, they can be harmful if the viewing selection is not made carefully. Make a commitment to set no wicked thing before your eyes (Ps. 101:3). Here are some basic guidelines in this area:
- a. TV's are not permitted in the cabin/dorm area. Neither is the watching of movies.
 - b. During non-camp times, viewing is permitted with permission from your supervisor. The television or DVD player must be in an open area.
 - c. You may not watch a movie by yourself on your computer.
 - d. The following criteria should be used to filter out programs that are not best for the believer:
 - i. Do not watch programs that advocate violence that is not clearly condemned.
 - ii. Do not watch programs that display immodest or sensual dress.

- iii. Do not watch programs that show immorality and sensuality, including premarital relationships, homosexuality, etc.
 - iv. Do not watch programs that portray anti-Christian or pervasive humanistic philosophy that is not condemned.
 - v. Establishing an accountability partner may be helpful in this area.
17. Social Media: All staff members need to understand that any photos, videos, or comments placed on your personal social media directly reflects upon the camp ministry and administration. We ask that you use great discretion when posting on Facebook, Twitter, Instagram, SnapChat, Pinterest, or any other social media outlets. Here are some basic guidelines in this area.
- a. You may NOT post pictures or videos of campers. This is illegal. You do not have permission to reproduce the likeness of a camper.
 - b. You may not post any inappropriate pictures, videos, or text of any kind. A picture, video, or text would be considered inappropriate if it is crude, vulgar, or profane. Anyone in a photo or video should be modestly dressed and aware their likeness is being used. Any text should be consistent with the spirit and philosophy of Camp Li-Wa.

Counselor Survival Guide and Concordance

- Complaining:
 - 1 Corinthians 10:10, Philippians 2:14, James 5:9
- Courage:
 - Luke 9:26, Romans 1:16, 2 Timothy 2:15, Hebrews 13:6
- Dating:
 - 1 Corinthians 15:33, 2 Corinthians 6:14-16, Ephesians 5:3-4, Hebrews 13:4
- Deceit:
 - Proverbs 6:14-15, Proverbs 14:8, Proverbs 15:4, 1 Corinthians 3:18-19
- Dependability:
 - Matt 5:37, Luke 16:10
- Devotions:
 - Psalm 119:11, Colossians 3:16, 2 Timothy 3:16
- Discipline:
 - Proverbs 13:24, Proverbs 22:6, Proverbs 29:17, Colossians 3:21, Hebrews 12:8
- Divorce:
 - Matt 5:31-32, Matt 19:4-6, 1 Corinthians 7:10-11
- Drugs:
 - 1 Corinthians 6:19-20, Proverbs 23:29-35
- Eating Habits:
 - Proverbs 23:1-3
- Fair:
 - Matt 7:2, Matt 16:27, Galatians 6:7, 2 Corinthians 4:17-18
- Favoritism:
 - Leviticus 19:15, Romans 2:11, James 3:17
- Fear:
 - Psalms 27:1, Proverbs 3:24-26, Hebrew 13:6
- Fear of God:
 - Proverbs 1:7, Proverbs 3:7-8, Ecclesiastes 12:13, Matt 10:28, Revelations 14:7
- Fighting:
 - Proverbs 17:19, Proverbs 20:3, Proverbs 26:20-21, James 4:1-2
- Flattery:
 - Proverbs 26:28, Jude 1:6
- Forgiveness:
 - Proverbs 24:29, Matt 5:39-41, Matt 6:14-15, Luke 17:3-4, Colossians 3:13
- Friends:
 - Proverbs 12:26, Proverbs 17:17, Ecclesiastes 4:9-12, John 15:13-15
- God:
 - Proverbs 3:11-12, Proverbs 15:3, Romans 5:8, Ephesians 2:10
- Gossip:
 - Proverbs 11:9-13, Proverbs 16:28, James 4:11
- Hatred:

- Proverbs 10:12, 1 John 2:9-11, 1 John 4:20
- Heart:
 - Proverbs 4:23, Proverbs 14:30, Proverbs 17:22, Jeremiah 17:9-10, Matt 6:19-21
- Helpful:
 - Ecclesiastes 4:10, Matt 20:25-28, Ephesians 4:29
- Homosexuality:
 - Romans 1:26-27, 1 Corinthians 6:9-10
- Honesty:
 - Proverbs 16:13, Proverbs 24:26, Colossians 3:22-23
- Humility:
 - Proverbs 16:19, Proverbs 22:4, Proverbs 27:2, Philippians 2:3, James 4:10
- Husbands:
 - Ephesians 5:28-33, Colossians 3:19, 1 Peter 3:7
- Immorality:
 - Romans 1:24, Romans 6:12-13, 1 Corinthians 5:9, 1 Corinthians 6:18
- Jealousy:
 - Psalms 49:16-17, Proverbs 14:30, Proverbs 23:17, James 3:17
- Judging others:
 - 1 Samuel 16:7, Matthew 7:1-5, John 7:24, James 4:11-12
- Laughter:
 - Psalms 94:18-19, Ecclesiastes 11:19, Philippians 4:4, 1 Thessalonians 5:16
- Laziness:
 - Proverbs 19:15, Proverbs 21:25-26, Proverbs 24:30-34
- Listening:
 - Proverbs 1:8-9, Proverbs 3:1-4, Proverbs 5:1-2, Proverbs 23:22
- Love:
 - Matt 5:44, John 15:17, 1 Corinthians 13:4-7, 1 John 4:19-21
- Lying:
 - Proverbs 6:16-17, Proverbs 12:19, Proverbs 19:9, John 8:44, Colossians 3:9
- Marriage:
 - Proverbs 18:22, Mark 10:6-9
- Mocking:
 - Proverbs 14:6, Proverbs 30:17, Galatians 6:7
- Money:
 - Proverbs 13:11, Proverbs 21:6, Proverbs 23:4, Matt 6:24, 1 Thess 4:11-12
- Obey:
 - Proverbs 6:20-22, Proverbs 30:17, Ephesians 6:1, Colossians 3:20
- Others:
 - 1 Corinthians 13:4-5, Ephesians 5:21, Philippians 2:3, Titus 3:2, 1 Peter 2:17
- Patience:
 - Psalm 37:7, Proverbs 14:29, James 5:7-8
- Peer pressure:
 - Psalms 1:1, Proverbs 13:20, Acts 5:29
- Planning:

- Proverbs 15:22, Proverbs 16:3, Proverbs 19:21, James 4:13-15
- Prayer:
 - Mark 11:24, 1 Thessalonians 5:17, James 4:3
- Pride:
 - Proverbs 13:10, Proverbs 16:5, Proverbs 16:18, Proverbs 29:23, Galatians 6:3
- Procrastination:
 - Proverbs 27:1, Luke 9:59-62
- Prompt:
 - Proverbs 20:4, Proverbs 24:33-34
- Reputation:
 - Proverbs 20:11, Proverbs 22:1, 1 Timothy 5:24
- Revenge:
 - Proverbs 20:22, Matt 5:38-41, Romans 12:17-19, 1 Peter 3:9
- Rewards:
 - Proverbs 16:3, Proverbs 21:5, John 15:16
- Rules:
 - 2 Timothy 2:5
- Sassing:
 - Proverbs 13:3, Proverbs 18:6, Proverbs 25:23
- Self-Control:
 - Proverbs 25:28, Galatians 5:22-23, 1 Peter 5:8
- Selfishness:
 - Proverbs 11:24-25, Philippians 2:2-5, James 3:16
- Sex:
 - Genesis 2:22-24, Proverbs 5:15-19
- Sharing:
 - Psalm 112:5, Proverbs 11:24-25, Acts 20:35, 1 Timothy 6:18, 1 Peter 4:9
- Standing up for beliefs:
 - John 15:18-21, Philippians 1:20-21, 1 Peter 4:12-16
- Stealing:
 - Proverbs 19:26, Romans 13:9, Ephesians 4:28
- Substance abuse:
 - Proverbs 23:29-35, 1 Corinthians 6:19-20, Isaiah 5:22
- Swearing:
 - Proverbs 4:24, Matt 5:34-35, Ephesians 4:29
- Talking before listening:
 - Proverbs 18:13, Ecclesiastes 5:2, James 1:19
- Temper:
 - Proverbs 14:17, Proverbs 15:18, Proverbs 19:19
- Temptation:
 - Proverbs 1:0-15, Hebrews 2:18, Hebrews 4:15, James 1:13-15, James 4:7
- Thankful:
 - Psalms 100:4, Psalms 136:1, Philippians 4:6, Colossians 3:17
- Thought life:

- Proverbs 15:26, Romans 8:6, Philippians 4:8, Colossians 3:2
- Tongue:
 - Proverbs 10:20-21, Proverbs 12:18, Proverbs 15:4, James 1:26, James 3:6-8
- Troublemaking:
 - Proverbs 11:29, Proverbs 16:27, Proverbs 20:3 Proverbs 30:32-33
- Unrepentant:
 - Proverbs 11:21, Proverbs 29:16, 1 Timothy 5:24-25, James 4:17
- Wisdom:
 - Proverbs 2:6, Proverbs 2:12-15, Proverbs 8:10-11, 1 Corinthians 3:18-19
- Wives:
 - Proverbs 12:4, Ephesians 5:22-24, Colossians 3:18, 1 Peter 3:1-6
- Worry:
 - Proverbs 12:25, Proverbs 29:25, Matthew 6:34, Philippians 4:4-6
- Your room:
 - 1 Corinthians 14:33
- Your stuff:
 - Proverbs 12:27, Proverbs 21:20

Asking Intentional Questions to Discover Internal Issues:

Do you really want to connect deeply with your campers this week? Getting below the surface will require time and effort. A tool that can help you dig into the life of a person is asking intentional questions. Questions help you gather information, build relationships, and understand a person's beliefs, thoughts, behavior, feelings, attitudes, and motivations. Since you are not a mind reader, well-pointed questions reveal internal issues, so ask questions like you want to find out what is going on in the heart of a person. Accusations harden the will of a person, but a question stirs the conscience. Remember you are not asking questions to find the faults and problems.

- Get acquainted questions:
 - What's your name?
 - How many are in your family?
 - Who lives in the home with you?
 - What church do you attend?
 - What do you like about your church?
 - Do you enjoy sports? Which ones? What teams do you like?
 - When you have a little time, what do you enjoy doing?
 - What do you do with your friends?
 - What are your hobbies?
 - Where do you go to school?
 - What are your favorite subjects?
 - What do you do during the summer?
 - Have any plans for college? Which college? Why that one? What major?

- Digging deeper questions:
 - What would really make you happy?
 - What do you deserve that you do not have?
 - If a genie would grant you one wish, what would it be?
 - Whose opinion of you counts most with you?
 - Which of your friends would you trade places with? What about them is so attractive?
 - What is the hardest thing you will have to do when you go home?
 - What do you dream about?

- Specific questions:
 - Salvation:
 - What does a person need to do to be saved?
 - Tell me about when you were saved.
 - Have you ever doubted your salvation?
 - Family & Authority:
 - Who are you closer to, your mom or dad? Why?
 - What one thing would you change to make your home happier?
 - How would you describe your parents (too easygoing, too strict, just right)
 - Does anyone get away with things at home? Who? What?
 - Is everyone treated fairly at home?

Cabin Survival Guide

- Lights Out:
 - Keep the kids active and involved all day, so they're ready to sleep.
 - Give a clear expectation of how the evening will go.
 - Allow them to talk quietly for a while (10-15 minutes) and then... silence: no scary stories, no pillow fights.
 - Reading a Bible story can help to continue or to start Biblical discussion.
 - No threats; program staff will help if needed.
 - Make sure campers wake up at the scheduled time. When you let them sleep late in the morning, they are not tired at night.
- Dining Hall:
 - Counselors and CITs should sit with their cabins.
 - Unless given permission, campers should remain seated.
 - You are responsible to keep your table under control.
 - When most of the campers are finished eating, you need to initiate the clean-up.
- Chapel & Camp Fire:
 - Counselors need to spread out.
 - Please watch your campers very carefully during chapel and campfire.
 - Do not make the speaker control the crowd. If your campers are disruptive, you need to address the problem. If you need help, ask program directors for advice.
 - Encourage campers to get a drink and go to the restroom before chapel/campfire starts.
 - Counselors may need to be involved in the program, so they may need to step away from their campers. Help your fellow counselors keep their campers attentive while they are away.
 - Pay attention during the service, so you know if any of your campers are responding to the message.
 - If one of your campers seems introspective, take the time to discuss their spiritual needs. If needed, have another counselor or CIT take your cabin group, so you have the time to discuss what is on the camper's heart.
- Group Activities:
 - Please work hard at having your entire cabin at the activity on time.
 - Your campers will need direction, motivation, and encouragement from you. Please do not sit on the sidelines.
 - If a child does not want to participate in an activity, you cannot force them. All campers must attend the group activities, and those who refuse to participate may need some positive peer pressure.
 - Remember, winning the game is not the ultimate goal. Your campers should do their best and play fairly. Win or lose, their attitudes should be positive. Just like the lessons learned in chapel, the lessons learned on the ball field about the Christian life are vital.

- The program staff are the referees/judges. Their decisions are final. Please do not argue or belittle their decisions. If you have a concern or feel something was unfair, please talk to them privately.
- During teen camp, you will participate in most of the games. While we want you to do your best, guard your attitude and conduct carefully during these times. Your credibility as a cabin leader is gone if you do not control yourself on the ball field.
- Free Time:
 - Free time for campers is not free time for staff. This time simply gives campers the freedom to choose activities from a variety of options in a loosely structured time.
 - During free time, you should know the location of your campers. Have regular times to check in as a cabin, or you could help your campers choose one or two activities in close proximity.
- Cabin Clean-up:
 - You will be given a form with a list of items, areas the cabin inspector will be checking.
 - Have all of your cleaning supplies ready, for cabin clean-up will take place in the morning.
 - The program staff will usually read the scores for cabin clean-up at lunch. Please do not get upset if your score is lower than you expected. Understand that the program staff tries to be objective and fair when evaluating a cabin or a dormitory. The program staff will communicate what areas need improvement on the inspection sheet.
- Handling Special Circumstances:
 - Bed Wetter:
 - Remind children to go to the bathroom before they go to sleep.
 - Limit fluids before bed.
 - If there is an accident, discreetly strip and clean bedding. (This may need to be done during chapel or at a time when campers will be out of the cabin).
 - Only discuss the accident with the camper if he/she brings it up.
 - If other campers are aware of the accident, model kindness, encouragement.
 - Homesickness:
 - The basic reason for homesickness is fear.
 - Make sure each child feels loved, accepted, and a part of the group.
 - Keep them active and involved.
 - Children may only call their parents with permission from Camp Administration. In case of emergency or with parent permission, campers may call home, for constant calls can lead to increased homesickness.
 - Do not promise a child permission to go home. If they continue to plead, please bring them to the camp director.
 - Boy/Girl Relationships:

- Guys and girls should never be in the living quarters of the opposite gender.
- No physical contact between campers.
- Don't permit couples to wander off or be in secluded areas.
- Defiance/disobedience:
 - Please bring behaviors to the attention of the director.
- Salvation:
 - Passages for child to read: John 3:16, Romans 3:23, Romans 6:23, Romans 5:8, Romans 10:9-10, Acts 16:31
 - Child should understand:
 1. I am sinner; I have broken God's law.
 2. I need to be saved from my sin and the coinciding penalty.
 3. Jesus is the only way I can be saved from my sin. [SEP]
 4. I must repent (confess and forsake) my sin and ask Jesus to forgive me.
 5. I must believe that I am saved by Jesus.

Camp Li-Wa Staff Policy Agreement

I, _____, have read the Camp Li-Wa's policy manual and I fully understand what is expected of me, as a staff member. I agree to abide by these policies for this summer of ministry, and support staff and leadership by doing my part in preventing fellow staff member from violating policies.

SIGNATURE: _____

DATE: _____

Camp Li-Wa Social Media Covenant

-Social media has made it possible to communicate around the world in an instant. While the technology available today is fascinating and has many positive uses, the potential for destructive and harmful uses of social media has increased. With this in mind, the administration of Camp Li-Wa desires to enter a covenant with its staff members as a way to protect the ministry and to promote a healthy use of social media outlets.

-As a member of the staff of Camp Li-Wa,

I _____ vow to honor the Lord with my usage of social media. I recognize that anything I post of a personal nature reflects upon the ministry of Camp Li-Wa. Therefore with the Lord's help, I commit to . .

- Avoid posting anything vulgar, violent, profane, immodest or crude.
- Avoid posting anything that would harm my testimony, the testimony of another individual, or the testimony of Camp Li-Wa.
- Avoid posting anything that relates to a camper, since this is illegal.
- Avoid posting any image of another person — including campers and fellow staff — without their consent.
- Use my postings to promote Camp Li-Wa in a positive light.
- Use my postings to communicate truthfully, encouragingly, positively with my friends and family.