



DEAN'S HANDBOOK



NOTE: The Table of Contents is linked for ease of navigation

TABLE OF CONTENTS

SUMMARY OF REVISIONS.....	3
FEEDBACK FROM USERS.....	3
GENERAL INFORMATION FOR THE DEAN.....	4
INTRODUCTION.....	4
DUTIES OF CAMP DEANS.....	5
SAMPLE DAILY CAMP SCHEDULE.....	6
AVAILABLE RESOURCES.....	7
HOUSING.....	7
FINANCES.....	7
RECREATIONAL EQUIPMENT.....	7
OFFICE EQUIPMENT.....	7
CLASSROOMS.....	8
FOOD.....	8
CAMPER RECOGNITION (HONOR CAMPERS).....	8
PUBLICITY.....	9
TRANSPORTATION.....	9
MISCELLENEOUS.....	9
RECRUITMENT OF FACULTY.....	10
CONSIDERATIONS FOR MISSIONARIES.....	11
SAMPLE OF DEAN’S TALK TO THE FACULTY.....	12
SAMPLE OF TALK TO CAMPERS.....	13
SPIRITUAL DECISIONS.....	14
MEDICAL PROCEDURES.....	14
FACULTY MEMBERS.....	15
GENERAL INSTRUCTIONS FOR ALL FACULTY.....	15
DUTIES OF CABIN MOMS.....	16
DUTIES OF CABIN DADS.....	17
WORSHIP LEADER/TEAM.....	18
DEAN OF MEN AND DEAN OF WOMEN.....	19
DUTIES OF OTHER FACULTY MEMBERS.....	20
THE ASSISTANT DEAN.....	20
CHAPEL SPEAKER/CAMP EVANGELIST.....	20
THE MISSIONARY.....	20
RECREATION DIRECTOR.....	20
NURSE.....	20
CANTEEN MANAGER.....	20
DINING HALL STEWARD.....	21
BOARD POLICIES.....	22
1. CAMP RULES.....	22
2. HONOR CAMPERS.....	22
3. DEAN’S WRITTEN COMMUNICATION WITH THE BOARD.....	22
4. NOTIFICATION OF INCIDENTS.....	22
5. SPIRITUAL DECISIONS.....	22
6. POLICY EXCEPTIONS.....	23
BLANK FORMS.....	24
BACKDATING YOUR CALENDAR.....	24

DURING CAMP WEEK	25
DEAN'S PLAN	26
FACULTY.....	26
OTHER COUNSELORS	26
SPECIFIC GOALS	26
OTHER COMMENTS	26
CLASS SCHEDULE AND TEACHERS.....	27
IDEAS FOR CAMP ACTIVITIES.....	28
DEAN'S REPORT AND EVALUATION	29
DAILY MEDICAL REPORT	31
APPLICATION FOR CAMP PERSONNEL (MISSION LAKE CHRISTIAN CAMP)	32
CAMP EVALUTION BY FACULTY	33

SUMMARY OF REVISIONS

Date/Version	Contact	Changes
3-9-10 Final Version (Fv1)	Jim Ruth jimruth@sunflower.com 816-830-1410	Three draft versions were provided to the Board and comments received from the Deans Committee in December 2009 through March 2010 to reach this Final version. The Board reviewed, discussed and approved the policies in the policy section on 3-9-10.

FEEDBACK FROM USERS

This handbook will only be as good as the critical feedback that is received to improve it. Any handbook user (faculty, Dean, or Board member) is welcome to provide feedback to Jim Ruth (see contact information above). This will be shared with the Deans Committee and acted upon after each camping season.

Contact Jim Ruth if you need this handbook in a different format (.doc, .rtf, etc).

[Return to Table of Contents](#)

GENERAL INFORMATION FOR THE DEAN

INTRODUCTION

So you're the Dean? PRAISE GOD FOR SOMEONE SUCH AS YOU!!!

A person who is willing to accept a great task and the awesome responsibility of being a Dean at Mission Lake Christian Camp is very special. There is a uniqueness of Christian camping and as the Dean you have volunteered and been selected to see that the highest mountains are scaled and that the lowest valleys are avoided.

Camp is a training ground for Christians, a place to mature in the Lord. Camp is a place where the lost become Christians. It is a place where relationships are learned, tested and tried. Your task is great task, but is done with God working through you and your staff.

The present constitution of the Mission Lake Christian Camp states " The objective, purpose and pursuit of this camp shall be to provide for the young people of this area facilities for Christian training, Christian recreation and Christian fellowship; to develop strong Christian leadership for the church of tomorrow;..." In addition, the camp experience provides opportunities and training in which persons who are not yet Christians may be won to Christ and His church as it is set forth in the New Testament, and that Christian people of all ages (campers and staff) may be built up in the Christian faith and life.

You have a real challenge as you see that the right combination of study, recreations and spiritual growth are melded together for every camper as an individual. Camping is an individual thing and Mission Lake is made up of individuals. As God's message is applied to individual lives the blessings come from God.

The camp experience seeks to develop the total person, not only in the relationship between campers, but also between the camper and God and thus there is a possibility of complete change taking place.

This handbook pulls together useful information (board policies, planning guides, checklists, etc.) to help you bring that change about. Don't forget to reach out to the other Deans and seek their ideas on what has worked best in their weeks of camp.

As you use this handbook, please take a moment to note the changes that need to be made make it more valuable for you and your peers. The Deans Committee of the Mission Lake Board of Directors is interested in your feedback.

[Return to Table of Contents](#)

DUTIES OF CAMP DEANS

1. Assume the full responsibility for the success of your week of camp. Your duties in setting up your week of camp are as follows:
 - a. Pick your faculty from men and women who are:
 - 1) Capable, mature Christians
 - 2) agree to abide with Christian church doctrine
 - b. Fill the faculty positions outlined in the [DEAN'S PLAN](#) section.
 - c. Develop a curriculum that can be delegate to your faculty for execution.
 - d. Communicate your plan to the Chair of the Deans Committee (see [BACKDATING YOUR CALENDAR](#))
2. The Board of Directors approves the Camp Dean. The men and women chosen for this job are those the directors feel will best reach the objectives of camp. There are many areas in which you are allowed broad liberties. In these areas you can follow the course you feel will make for a better camp. Specific board policies are clearly indicated and the directors respectfully request that you follow these or request a specific exemption.
3. For the opening Sunday you should plan a "Get Acquainted" talk to all of the campers. Your talk, perhaps mixed with humor, should emphasize a wonderful camp spirit. Stress the importance of every camper having the right attitude. They can have a good time only if they will allow themselves.
4. Be responsible for keeping Camp life as close to schedule as possible. Close control of a signaling method (bell or fog horn) is suggested.
5. Anticipate problems before they arise, Plan for one faculty meeting daily at a time that best fits your daily schedule. These meetings are for the purpose of making the camp run smoothly. Be sure to plan for supervision of campers during this time.
6. Be responsible for obtaining the mail from the Camp Attendant and distributing it to the young people. The campers have another "unwritten law" about what a person receiving more than one piece of mail on the same day must do to retrieve that mail. Use your own judgment as to whether they observe this law.
7. Any camper discipline problems that cannot be handled by a faculty member will be brought to you. No camper can be sent home without your consent. Be sure to inform the Camp Attendant should this unlikely event happen.
8. You will be in charge for every service (Chapel, Campfire, and Missionary.) Ensure that speakers and special presentations are properly introduced. You represent the Board of Directors at all times. Clear communication with the Camp Attendant is important to the success of camp. Initiative on your part will make for a better camp.
9. Meet the visitors who come to camp. Talk up the camp to each of them. Explain the evening schedule and see that they are invited to activities and services. Make sure that they observe the camp rules in regards to smoking, dress, etc. They must not disrupt the camp program and should keep to the camp schedule. Make a point to recognize visitors at meals, services, etc.

10. Mealtime can bring a lot of problems for the Camp Dean. Plan ahead as to how you will handle announcements, team scores, mail call, newspaper, etc. The washing of the dishes and clearing of the tables will be carried out as specified by the Camp Cook.
11. Plan the clean up. The Camp Attendant will have a check off sheet available to make sure all areas are cleaned. All faculty members should remain at the camp until all tasks are completed.
12. Use your imagination and close your week of camp in such a way as to send the campers home with a sincere desire to serve Christ better.
13. We have found that the Dean can make or break the camp spirit. You are the “spark-plug”. Have frequent correspondence with your faculty before your camp week. They will appreciate being informed of what activities you have planned, and exactly what their areas of responsibility will be.

[Return to Table of Contents](#)

SAMPLE DAILY CAMP SCHEDULE

WEEK LONG CAMPS

7:00 am Rise and Shine
7:30 am Flag Raising and Morning Devotions
8:00 am Breakfast
8:30 am Faculty Meeting and Cabin Clean Up
9:00 am Class Period # 1 (five minutes between)
9:45 am Class Period # 2
10:25 am Break
10:45 am Missions Chapel
11:30 am Class Period # 3 (five minutes between)
12:15 pm Class Period # 4
1:00 pm Lunch
2:00 pm Recreation/Fun Time/Free Time/Rest Period, etc.
4:15 pm Dress for swimming
4:30 pm Swimming Time
6:00 pm Return to camp, Dress up for supper and evening
6:45 pm Supper
7:30 pm Special Features (Bible Drama, Stunt Night, etc.)
8:15 pm Break
8:30 pm Gospel Hour
9:30 pm Cabin Devotions and Bed for Charlie Brown and Junior Campers
9:45 pm Afterglow for teens
11:45 pm Bed Time/lights Out for Junior High & Senior High Campers

REGISTRATIONS – 3:00-5:00 – Have a planned, Supervised Activity during this period of time.

PROGRAM BEGINS at 5:00 with a hotdog Roast, Camp Picture After Hotdog Roast

CLOSING – All Camps should dismiss at 1:00 (Be sure faculty remain until last camper is gone)

RETREATS

First Day

5:00-7:00 pm first night – Registration and Meal

7:00 pm – Official Retreat Program Begins

Last Day

7:30 am - Breakfast

Noon - Lunch Meal Served

1:00 pm - Camp Closes

[Return to Table of Contents](#)

AVAILABLE RESOURCES

These items should be confirmed during the Deans walk around each spring prior to camps

Area	Item	Description
HOUSING		
Boys	Cabins	Tan - 16 boys Light blue -12 boys
	Wilson Retreat Center	North room - 7 boys East room - 8 boys South room -10 boys Center room -8 boys (swing room)
Girls	Cabins	Brown - 16 girls
	Wilson Retreat Center:	North room - 12 girls West room - 8 girls South room - 10 girls Center room - 8 girls (swing room)
	Extra single beds and some mattresses are also available if needed.	
FINANCES		
	Five-Day Camps	Outside Evangelist Local Evangelist Worship Leader/Team Dean's Expense Account
	Two/Three day Camps	Dean's Expense Account
	Weekend Retreats	Dean's Expense Account
RECREATIONAL EQUIPMENT		
Team Games	Volleyball	Net & Ball & Sand pit available
	Baseball	Balls, Bates, Cones available
	Basketball	Goals, Cement Court, also balls
	Football	Ball, Cones
	Kickball	Cones, Ball
	Soccer	Cones, Ball
Individual Games	Table Tennis	Table, Net, Paddles, Balls
	Tetherball	Pole, Ball
	Horseshoes	Stakes, Horseshoes
	Hand golf	Balls provided
	Disk golf	Disks provided
OFFICE EQUIPMENT		
	Non-expendables	Copy machine, P.A. system, AV projector, 2 Dry Erase Boards, 1 Chalk Board, some short Household Extension cords (6 ft.), 2 Tape dispensers, 2 Staplers, scissors

Area	Item	Description
	Expendables	Dry Eraser Pens, Pencils, Pens, Thumbtacks, Staples, Scotch Tape refills, Duck Tape, Masking Tape, Chalk, Paper Clips
	Items not listed	If there are any items not on the list of things we have. You will have to make arrangements for them yourself. Other items to consider, depending upon your camp week plans: Candles, Flashlights, Communion cups (with juice and bread), Certificates, Markers.
CLASSROOMS		
Outside	Outside shelters	3 shelters with picnic tables and benches Several shade trees
Inside	Areas for classes	East end of Dining Hall Chapel Basement of the Retreat Center Upstairs Hallways
FOOD		
	COOK	Provided for all camps using the dining hall (Cooks for Retreats are provided by Deans)
	MEALS	Provided FREE for all faculty, staff and camp worker. The camper's pay \$5/meal, which is included in their fees. Guest meals will be \$ 5/meal. (The Camp Attendant is responsible to collect from guests)
	CANTEEN	Pop, Candy are available at the Dean's discretion. You will need to schedule when the canteen will be open.
CAMPER RECOGNITION (HONOR CAMPERS)		
	Half Tuition	See Board Policies section

Area	Item	Description
PUBLICITY		
	Newsletters	Contact the Board Secretary
	Web Site	Contact webmaster (Currently Chris Coker, coker310@yahoo.com)
	Facebook	An event for each camp has been established on Facebook. Deans will be given permissions to use the event to share information about their camp.
TRANSPORTATION		
	Buses	Provided for off camp activities (must request by May 1 st for June Camps or June 1 st for July Camps)
MISCELLENEOUS		
	First Aid	Fully stocked First Aid Cabinet in Nurses Quarters
	Major Medical and Liability Insurance	For Camper and Staff

[Return to Table of Contents](#)

RECRUITMENT OF FACULTY

Next to yourself and attitude, your faculty will be the most important element in the success of your camp. Whenever possible, you should hand pick people who you know, and feel you can work with smoothly.

All faculty members should agree to follow all the guidelines, rules and policies of Mission Lake Camp. You need to seek those who exhibit qualities of Christian maturity. Do not use an excessive number of teenagers.

Suggested personal might come from the following areas:

1. Area Ministers and Youth Ministers
2. Area church members
3. Bible College students
4. University Student with a Christian background (contact local campus ministries)
5. Bible College professors
6. Specialists – professional counselors, schoolteacher, missionaries, evangelist, etc.

Contact your choices early – before the first of the year if possible. Communicate your plans and objectives to your faculty along with their responsibilities at least 80 days prior to camp opening.

Plan to at least one faculty for every five campers. One faculty for every two or three campers would be ideal!

Remind the faculty that camp is for the campers! Our primary concern should be given to ministering to the needs of the campers. It is not a week of vacation for adults!

Faculty and staff must be willing to submit to a background investigation.

Teenagers that desire to help with your week of camp need to have an “[Application for Camp Personnel](#)” filled out and on file with the Camp Dean. Feel free to make as many copies of this application as needed.

[Return to Table of Contents](#)

CONSIDERATIONS FOR MISSIONARIES

WHY HAVE A MISSIONARY IN CAMP?

- a. To inform the camper and staff that God is at work around the world and to tell what He is doing in a particular area.
- b. To interest campers in working for God in a specialized field and prayerfully recruit campers to a mission field.
- c. To inform campers and staff of the needs of missionaries:
Monetary needs (money, equipment, etc.), **Personal needs** (encouragement, communication), **Prayer needs**
- d. To teach a concept of cheerful giving to help meet needs of God's people around the world, and at the same time raise funds for those needs.
- e. To show the campers that missionaries are people too!

WHO TO CHOOSE

- a. Someone who is available to be with you during your camp week.
- b. Someone who will relate well to your age level of campers.
- c. Someone who has a scriptural approach to missions.
- d. Someone who will add variety to mission fields represented in former camp years.
- e. Someone who enjoys camp.

WHEN TO CHOOSE

- a. As soon as possible
- b. Missionaries have schedules too, and summer can be especially busy for them.
- c. If you correspond with a missionary while he is still overseas, it could take a month or more for your letter to get to him.

CONSIDER THE MISSIONARY (These comments came from Jim Cormode, missionary to Italy)

Their Feelings:

- a. Most missionaries desire the opportunity to share the work that God is doing through them. It is not an imposition on them.
- b. They appreciate the opportunity to make new contacts. They especially appreciate exposure to preachers and other staff members, but contact with the youth is also important. These are the future church leaders and mission supporters.
- c. They appreciate the opportunity to do something besides just telling about what they are doing in their field of service. In their field they are qualified evangelists and students of the Bible. They make excellent teachers of the Bible classes unrelated to missions as well as excellent evangelists.

Their Needs:

- a. Since a secondary purpose for them is to make new contacts, they need a list of campers and staff that they can correspond with. Offer an opportunity for campers to share their contact information with the Missionary.
- b. They need to have at least their expenses covered. Set an offering goal that is at least high enough to do that. If a missionary travels 500 miles one way to be with you, you should have an offering no less than \$200. You may need to plan to give extra from your own pocket.
- c. They need additional camp area exposure. By offering to find them area speaking engagements, both before and after camp, you can help get them exposure as well as help cover their expenses.
- d. Allow for flexibility – some missionaries traveling great distance have car problems that cause them to be late or perhaps they have to leave early to get to their next destination. Give them the opportunity for as much exposure as possible while they are with you.

[Return to Table of Contents](#)

SAMPLE OF DEAN'S TALK TO THE FACULTY

The Dean to his faculty should cover the following items for the week. From past experience we have found this talk can be easily covered on Monday morning following breakfast. If not all Faculty members are present have the talk immediately following the dinner hour. This sample should be modified to align with your expectations of your staff.

1. We have a great opportunity to serve Christ. For one week we have 93 (number enrolled at your week) young people in controlled environment. If we do everything right, this week of camp can have a tremendous effect upon these young people. I don't feel that anyone has a more important job than anyone else. Everyone has an area of responsibility, but let's follow the teachings of Jesus and be willing to go another two miles, in other words, do even more than what is expected. The Recreational Leader will need your help. Speakers will appreciate your presence and support. In other words, I expect you to follow the same schedule/rules as the campers.
2. You should make certain that you have an understanding about the following items:
 - (a) what the faculty does during planned quiet time
 - (b) after hours parties
 - (c) sign-out list and the telephone sheet
 - (d) members of the faculty's families will be expected to obey all rules and faculty can expect to be disciplined when appropriate
 - (e) the Camp Dean will establish the times that candy and pop are allowed
 - (f) there will be no after hours counseling without permission and the presence of another Faculty member
 - (g) urge the Faculty members to be careful/safe during recreation/sports time
 - (h) no food can be taken out of the kitchen without the cooks permission
 - (i) no dogs allowed without the explicit permission of the Camp Dean.
3. Remember that you are being watched. not only by the campers who will learn from you by what you say and by what you do, but also, the visitors who come to visit the camp. Some Faculty members have hurt their reputation by improper play in the swimming area. They felt what they were doing was very appropriate but it did not appear so to visitors who were watching. You will find it's easier to avoid trouble by being cautious rather than trying to get out of it after you are already in over your head. Parents and others will form an opinion of the camp based on what campers report to them.
4. Once again we urge you to do the best possible job of teaching. If you need equipment or teaching material, please let us know. Any equipment you check out you are responsible for it. Please return it. Any materials that you and your team keep or use must be put away. Don't leave a mess that somebody else has to clean up.
5. We must always work with the framework of home. No young person can be baptized without parent's permission. The parents must be called before anyone is baptized.
6. During Junior, Jr. High, High School, Deeper Life weeks the boy and girl Honor Campers will be selected. Your recommendation in these areas will be needed.
7. Do not "take the side" of the camper against their parents. You are only getting one side of the story.

[Return to Table of Contents](#)

SAMPLE OF TALK TO CAMPERS

This will be an outline of the introduction and talk you can make to the campers on Sunday evening. Your attitude should be one of firmness and yet friendliness.

We do have some rules for the campers that I want to share with you. They apply to each of you, and we ask for your cooperation. The faculty's job is to teach and supervise, the camper's job is to listen and learn. If you all do well at your job we can leave this camp in a week and be better people than we are now.

MISSION LAKE CAMP RULES

Mission Lake Christian Camp does not seek to burden the camper with excessive rules, but it is necessary that we have a common understanding of the principles that guide our camp. We come for a Christian purpose and we cannot allow anyone to infringe upon the right of other campers to have a good time and to learn Christian principles. We expect the observance of the following rules:

1. Every person (camper, staff, or worker) will conform to the Dean's camp schedule. Campers or staff will not be permitted to leave camp or any camp activity without personal permission from the dean. Staff can leave at the discretion of the Dean.
2. Visitors are welcome for the evening and are expected to conform to all camp policies. All visitors will notify the Dean of their arrival and departure.
3. The use or possession of tobacco, alcoholic beverages, illegal drugs, or firearms of any kind is strictly prohibited.
4. Any camper using medication must report to the nurse upon arrival at camp. Sickness and injury must be reported to the camp nurse immediately.
5. Unauthorized CD's, music players/radios, firework, knives, and all magazines, including comic books, will not be permitted in camp. Use of cell phones, music players, or reading materials is at the Dean's discretion.
6. Camper and Staff automobiles will be parked for the duration of camp and only the Dean can authorize their use.
7. With regard to clothing, modesty shall prevail. No extremes in dress such as plunging necklines, bare midriffs, short shorts, short dresses, brief swimwear or immodest tight apparel will be permitted. Shoes or sandals are recommended for wear at all times outside the cabins. Shoes/sandals must be worn in the dining hall.
8. If a camper is dismissed from camp, there will be not refund of camp fees.

[Return to Table of Contents](#)

SPIRITUAL DECISIONS

Parental permission must be given before any baptisms under age 18. (See [Board Policies](#))

Work with your evangelist in implementing the following suggested guidelines for Confession and Baptism.

Grades 1 to 4 – no invitation will be given

Junior Camp (Grades 5-6) – Invitation to accept Christ given on the last night only. Aim the week toward it, and encourage those thinking of making decisions to talk with a faculty member earlier in the week.

Junior High Camps (Grades 7-8) – Invitation to accept Christ or rededication may be offered every night, stressed more heavily the last night. Invitation to specialized Christian Service may extended Thursday night –again, work toward it.

Senior High Camps (Grades 9-12) – Invitation to accept Christ, rededicate life or Specialized Christian service will be offered every night.

During Jr. High and Sr. High Camps, inform the faculty early in the week of any un-immersed camper.

Camp is an emotional experience – Work with the Holy Spirit and let the Holy Spirit work to help each camper mature

[Return to Table of Contents](#)

MEDICAL PROCEDURES

1. Camp Nurse be sure to get in contact with the Camp Attendant on Sunday evening to go over medical procedures and forms.
2. In the event medical attention is required, if only an office call is required, please call the doctor ahead of time.
3. If the child must go to the hospital and time permits, please fill out information form before leaving the Camp.
4. Always consult the Camp Attendant and the Dean before taking a child to the doctor or hospital.

[Return to Table of Contents](#)

FACULTY MEMBERS

GENERAL INSTRUCTIONS FOR ALL FACULTY

1. Our instructions to the faculty are few. Be the embodiment of Christian principles. Don't be guilty of any un-Christian acts. Be above reproach. In all problems, find the right answer by asking, "What would Jesus have me do?"
2. **TEACHING:** There is no greater responsibility to camp than teaching. Others may receive the limelight, but the teacher bears the greater responsibility. Come to camp **PREPARED**, have a plan and follow it! You are not coming to camp as "just a teacher" – this is the most important responsibility as far as preparing the campers for service for the King!
3. **SPONSORING:** In addition to possibly teaching a class, you will be expected to service as a sponsor of one of the groups. Be creative, give encouragement! Have frequent meetings, and help the campers with their plans – don't cheat them out of the joy of planning something they can do themselves. Be a guide to youth even during competitive events. We try to keep our group small so we can have a conversation with every member of your group every day. Show a personal interest in their problems, their hopes and their ambitions.
4. **DEVOTIONS:** Set the example – your devotional life will be catching. Be at the morning devotions with the campers to "prepare yourself" for the day. As a sponsor, you will be responsible for leading the prayer circle for your group. Say a few words about prayer, or events of the day, and then have someone start the prayers. It is better if you have another faculty member or you close the prayers. For the sake of new campers, explain how we "pass the prayer on" in the prayer circle. Encourage each member to pray.
5. **BOOST THE CAMP SPIRIT:** Never let a camper or faculty member "get down" on a faculty member of the management of the camp. Talk up the camp! Your attitude in talking up the camp will rub off on others and the campers will go home with a positive attitude. Teach the campers by your example of always giving others the "benefit of the doubt." Keep telling yourself, "Boy, I'm having a good time!"
6. **SCHEDULE:** You are expected to keep the daily camps schedule same as the campers. Your attitude toward "authority" will rub off, good or bad. Sometimes faculty may be called home for duties with local congregation. Arrange with the Dean for someone to assume your duties, and report your going to the Dean.
7. **CAMP IS FOR THE CAMPERS:** We want all to enjoy camp, but never forget your responsibility to God and to the campers.

**DO YOUR JOB.... AND DO IT WELL !!!
THE PAY IS POOR....BUT THE FELLOWSHIP IS SWELL !!**

[Return to Table of Contents](#)

DUTIES OF CABIN MOMS

1. The cabin Mom will be responsible for the general oversight of the campers in the cabin, and will take whatever steps she deems necessary to maintain discipline and order.
2. The cabin Mom will be responsible for the supervising of the daily cleaning of the cabin, and will see that it is kept clean at all times. The cabin Mom will not do the work, but will see that it is done. During the first hour of the day an inspection of the cabins will be made and points awarded accordingly.
3. Early in the week, preferably Sunday night, the cabin Mom will explain the rules to be followed during the week. She will make it plain that disciplinary actions can be taken, if necessary, but the practice of Christian principles will make it unnecessary. Campers will be sent home only as a last resort.
4. In the Sunday night talk, stress personal cleanliness, proper care of clothing and neatness. Stress the importance of regular toilet habits, and especially the importance of personal hygiene during the menstrual period. Sanitary napkins will be disposed of in the trash, as napkins can cause serious problems if flushed in the stool.
5. The cabin Mom will be friendly, helpful and approachable in all her association with the girls. Sternness need not be unfriendly. The girls will reflect the same attitude you have. Do not be defensive or defiant.
6. The cabin Mom must be present (or be responsible for someone present) in the cabin when the girls are checking in on Sunday afternoon, to care for the proper placement and supervision of the girls. Make sure the beds of the faculty are evenly spaced for proper supervision.
7. If indicated by the Dean, the cabin Mom will appoint someone to have charge of the dorm devotions each evening.
8. The cabin Mom needs to be alert for signs of homesickness or illness and proceed immediately to help.
9. The cabin Mom needs to make sure that there is proper cabin supervision during the rest hour.
10. The Cabin Mom can expect and receive cooperation from other faculty member in assisting her to carry out her duties.
11. Curbing the noisemakers. One of the perennial problems that face the cabin Mom comes at bedtime on Sunday night – the sleepless noisemaker. You can always rest assured that by Wednesday night she will be so tired that she will be glad to go to sleep. We suggest you allow a little more leniency on Sunday night. By about half-hour past lights-out, the noisemakers will be narrowed down to a few. Don't yell at them from your bunk.

Quietly get up and walk to their bunks to tell the penalty that you feel their behavior deserves. By no means punish all the girls for what a few have done. By walking up and down the aisle in the darkness, you will be able to get the dorm under control. Only experience can tell you how far to let any activity go before you can halt to it.
12. Occasional thefts can occur. In your talk with the girls stress that they keep their possessions in their suitcases. Point out that a girl's bunk and suitcase are private property, and anyone pilfering with will immediately be disciplined, and probably sent home. Report all thefts to the camp Dean.
13. Instruct the girls that they are responsible for their own clothing. Sometimes the exchanging of clothing can result in problems, and shouldn't be encouraged.
14. Be on the watch for too many electrical devices as they can overload circuits and cause electrical problems.
15. Devise some method for getting the girls to claim lost articles. Many good items have been left at camp over the years.
16. No camper is allowed outside the cabin after lights-out, except for bathroom privileges.

[Return to Table of Contents](#)

DUTIES OF CABIN DADS

1. The cabin Dad will be responsible for the general oversight of the campers in the cabin, and will take whatever steps he deems necessary to maintain discipline and order.
2. The cabin Dad will be responsible for supervising the daily cleaning of the cabin, and see that it is kept clean at all times. The cabin Dad will not do the work, but will see that it is done. During the first hour of the day an inspection of the cabins will be made and points awarded accordingly.
3. Early in the week, preferably Sunday night, the cabin Dad will explain the rules to be followed during the week. He will make it plain that disciplinary actions can be taken, if necessary, but the practice of Christian principles will make it unnecessary. Campers will be sent home only as a last resort.
4. In the Sunday night talk, stress personal cleanliness, proper care of clothing and neatness. Stress the importance of regular toilet habits. It may be necessary to remind certain campers what the proper use of shaving cream is.
5. The cabin Dad will be friendly, helpful and approachable in all his association with the boys. Sternness need not be unfriendly. The boys will reflect the same attitude you have. Do not be defensive or defiant.
6. The cabin Dad must be present (or be responsible for someone present) in the cabin when the boys are checking in on Sunday afternoon, to care for the proper placement and supervision of the boys. Make sure the beds of the faculty are evenly spaced for proper supervision.
7. If indicated by the Dean, the cabin Dad will appoint someone to have charge of dorm devotions each evening.
8. The cabin Dad needs to be alert for signs of homesickness or illness and proceed immediately to help.
9. The cabin Dad needs to make sure that there is proper supervision during the rest hour.
10. The cabin Dad can expect and receive cooperation from other faculty member in assisting him to carry out his duties.
11. Curbing the noisemakers. One of the perennial problems that face the cabin Dads come at bedtime on Sunday night – the sleepless noisemaker. You can always rest assured that by Wednesday night he will be so tired that he will be glad to go to sleep. We suggest you allow a little leniency on Sunday night. By about half-hour past light out the noisemakers will be narrowed down to a handful. Don't yell at them from your bunk. Quietly get up and walk to their bunks to tell the penalty that you feel their behavior deserves.

By no means punish all the boys for the conduct of a few, and don't threaten unless you are willing to carry out your threats. By walking up and down the aisle in the darkness, you will be able to get the dorm under control. Only experience can tell you how far to let any activity go before you call a halt to it.
12. Stealing. Occasionally we have a problem with property disappearing. In your talk with the boys stress that they keep their possessions in their suitcases. Point out that a boy's bunk and suitcase are private property. Anyone caught pilfering with them will immediately be disciplined, and probably sent home. Report all thefts to the camp Dean.
13. Devise some method for getting the boys to claim lost articles. Many good items have been left at camp over the years.
14. Be on the watch for too many electrical devices as they can overload circuits and cause electrical problems.
15. No camper is allowed outside the cabin after lights-out, except for bathroom privileges.

[Return to Table of Contents](#)

WORSHIP LEADER/TEAM

Because music is an important part of camp life, the worship leader/team is likewise instrumental to the success of camp. The qualifications and responsibilities outlined below guide the selection of this key asset.

Qualifications

1. Must be able to carry a tune
2. Must know a variety of songs
3. Must be able to teach new songs
 4. Should consider his role in camp of prime importance
 5. Should realize the ministry in song leading and should enjoy it
 6. Should be able to create worshipful mood in singing

Responsibilities (as coordinated with Camp Dean)

1. Song at flag raising (if applicable)
2. Songs at chapel
3. Responsible for worship team
4. Campfire service (and possible goodnight song)
5. Assist with any and all talent programming and arrange for use of camper-faculty talent
6. All music of the week should be handled through the worship leader

Worship Team

1. Assist the worship leader by coordinating the song service.
2. Provide the accompaniment for special numbers and group singing when required.

Opportunities

1. Teach new songs, Hymns, choruses realizing that youth can sing without the aid of the books. This can create more understanding of the songs.
 2. Recruitment of worship team.
 3. Organize performance
 4. Provide song-leading instructions

MAIN PURPOSE: TO BRING ABOUT A UNITY AMONG THE CAMPERS THROUGH SINGING. THIS CAN BE DONE ONLY BY CAREFUL PLANNING.

[Return to Table of Contents](#)

DEAN OF MEN AND DEAN OF WOMEN

(NOTE: The Camp Dean may choose to fill this position themselves)

The Dean of Men and the Dean of Women should have good health, emotional stability, a wholesome spiritual attitude, dependability, a love for people and a concern for their souls. Some responsibilities include:

1. To be responsible to the Dean of the Camp week, working with him and the camp staff to see that the philosophy of the camp is carried out properly.
2. To be responsible for the conduct, activities and oversight of the male staff and all the male campers. (Dean of men).
3. To be responsible for the conduct, activities and oversight of the women staff and all the women campers. (Dean of Women).
4. To see that each cabin group has devotions each night; that they are orderly and light go out at the proper time.
5. To report any sicknesses of campers to the camp nurse.
6. To be a friend, guide, companion and example of Christ to all the campers; without the slightest hint of favoritism or partiality.
7. To discipline with love, fairness and concern.
8. Be sure to convey the availability for counseling in spiritual matters.
9. To make sure all campers attend classes, chapel, and other camp activities. During the first class period, the cabins should be checked for stragglers and cleared out.
10. To regularly keep track of physical supplies, and report any maintenance problems to the camp attendant. This may include stopped up stools, a broken screen, exhausted bathroom supplies, etc.
11. Sleep lightly so he/she can be alert at any hour of the night if discipline problems arise-such as those trying to “sneak” out of the cabin after hours.

[Return to Table of Contents](#)

DUTIES OF OTHER FACULTY MEMBERS

These positions are not mandatory, but provide a framework to assist the Dean to consider in smoothly and efficiently accomplishing the established goals and objectives of their camp. Combining duties or adding faculty with other duties is possible.

THE ASSISTANT DEAN

- a. Work closely with the current Dean in planning the camp week in order to grow into a Dean in future years.
- b. Serve in the capacity of the Camp Dean if necessary
- c. Must be present on the camp grounds during the entire week of camp
- d. The Assistant Dean is responsible for the overall cleanliness and neatness of the camp.

CHAPEL SPEAKER/CAMP EVANGELIST

- a. Preach at the evening chapel services.
- b. Lead in whatever evangelistic emphasis is needed.
- c. Work with the song leader if certain songs are appropriate for the subject to be preached.

THE MISSIONARY

- a. Present their mission field during a special daily mission time.
- b. Provide a display, if possible.
- c. Present a project that missions offerings may be used for – this lets the campers know what they are working for.
- d. Special emphasis should be given to the receiving of the Missionary offering in order that it is in good taste and will give glory to God. Refrain from gimmick type tactics or “guilt trips” for this purpose.

RECREATION DIRECTOR

- a. Plan and be in charge of the recreational program.
- b. Be responsible for the use, distribution, and return of the camp sports equipment.
- c. Be familiar with the rules and regulations regarding sport equipment and games.
- d. Arrange for special recreation equipment not available at camp (like balloons for water balloon volleyball).
- e. Plan some indoor recreation activities in case of bad weather.

NURSE

- a. If possible, should be a L.P.N. or R.N.
- b. Is responsible for the administration of any prescription drugs campers may have, and the safe keeping of the same.
- c. Be familiar with camp medical supplies, procedures, and forms.
- d. Be available at all times for medical care of the campers and staff.
- e. Complete the Daily Medical Report and provide to the Camp Attendant.

NOTE: The Board may provide a Nurse and will notify Deans as early as possible (before 1 April)

CANTEEN MANAGER

- a. Work with the Camp Attendant for the smooth management of the canteen area and money (to include hours of operation).
- b. Be responsible for opening and closing the canteen area at designated canteen times.
- c. Be responsible for keeping the canteen supplies neat and readily available. This includes restocking the refrigerator so cold pop will be ready and being familiar with what types of canteen supplies are being sold.
- d. Campers are not allowed in the canteen area. Be firm.

DINING HALL STEWARD

- a. Oversees the dining hall operation exclusive of meal preparation.
 1. Responsible to see that tables are set before each meal
 2. Responsible for getting food distributed to each table
 3. Responsible for dining hall clean up including scrubbing the floor at least once during the week.
 4. Responsible for washing all dishes exclusive of the pots and pans.
- b. The dean may have as many as four teens come to serve as dining hall help – but these will be under the oversight of the Steward and will be responsible to the dean for their behavior. (Separate quarters can be made available for teen help, but they must have adult, live-in, supervision)
- c. Especially in junior & Senior High Camps, the dean should consider having the campers take turns doing the dining hall chores under the supervision of the steward.

NOTE: If this plan is used, be sure to schedule enough free time after meals so that those working in the kitchen do not miss out on the camp activities.

[Return to Table of Contents](#)

BOARD POLICIES

1. CAMP RULES

a. Every person (camper, staff, or worker) will conform to the Dean's camp schedule. Campers or staff will not be permitted to leave camp or any camp activity without personal permission from the dean. Staff can leave at the discretion of the Dean.

b. Visitors are welcome for the evening and are expected to conform to all camp policies. All visitors will notify the Dean of their arrival and departure.

c. The use or possession of tobacco, alcoholic beverages, illegal drugs, or firearms of any kind is strictly prohibited.

d. Any camper using medication must report to the nurse upon arrival at camp. Sickness and injury must be reported to the camp nurse immediately.

e. Unauthorized CD's, music players/radios, firework, knives, and all magazines, including comic books, will not be permitted in camp. Use of cell phones, music players, or reading materials is at the Dean's discretion.

f. Camper and Staff automobiles will be parked for the duration of camp and only the Dean can authorize their use.

g. With regard to clothing, modesty shall prevail. No extremes in dress such as plunging necklines, bare midriffs, short shorts, short dresses, brief swimwear or immodest tight apparel will be permitted. Shoes or sandals are recommended for wear at all times outside the cabins. Shoes/sandals must be worn in the dining hall.

h. Final authority regarding all camp rules is to be left to the discretion of the Dean as the Board's representative, including the right to dismiss from camp anyone who does not conform to these rules. If a camper is dismissed from camp, there will be not refund of camp fees.

2. HONOR CAMPERS

Half Tuition for 1 camp week the following year

For every 30 campers (by gender) an Honor Camper can be selected

(for example, 55 girls and 25 boys in camp equates to 2 Girl Honor Campers and 1 Boy Honor Camper)

3. DEAN'S WRITTEN COMMUNICATION WITH THE BOARD

a. The Dean's Plan, as indicated in the Deans Handbook, for their camp is due to the Chair of the Deans Committee by 1 May (June camps) and 1 June (July camps) each year. This plan will be provided to the Board of Directors at the May Board Meeting for June camps and via email for the July camps. (Deans are welcome to attend and present their report personally, but it is not mandated)

b. The Dean will provide the indicated report from the Deans Handbook of their camp prior to departing camp. Reports will be reviewed at the August meeting of the Board of Directors. (Deans are welcome to attend and present their report personally, but it is not mandated)

4. NOTIFICATION OF INCIDENTS

Deans will notify the Camp Attendant of any incidents as soon as they happen. Reportable incidents are violations of paragraph 1a or 1c, medical evacuations, or dismissal of campers. The Camp Attendant will notify the Board Chairman.

[Return to Table of Contents](#)

5. SPIRITUAL DECISIONS

Parental permission must be given before any baptisms under age 18.

6. POLICY EXCEPTIONS

The Dean is the Board representative during their camp and is responsible to enforce the above policies. The Dean must contact the Chairman of the Board to ask for an exception for any policy. The Camp Attendant will be advised (by the Dean or the Chairman, as appropriate) when exceptions are granted. The Chairman will notify the Board and seek their concurrence if at all possible.

[Return to Table of Contents](#)

BLANK FORMS

BACKDATING YOUR CALENDAR

Use the start date of your camp to compute the “Actual Date” column

Action	Days Prior	Actual Date
Receive Assignment as Dean	-210	
Start Contacting Faculty & Camp Helpers	-180	
Start working on Schedule and Assignments	-150	
Get Missionary and Chapel Speaker (s)	-140	
Contact Faculty and provide suggested class outlines	-120	
Send information for publication in Camp Newsletter	-120	
Make Assignment of Cabin Deans of Men and Women	-90	
Meet with Recreational Leader about plans for Recreation and Social Life	-90	
Schedule complete and sent to Chair, Deans Committee	-90	
Send Faculty the Schedule and communicate: Assignments, sponsoring groups and explain the activities the groups will be working on, encourage their planning for events in the Schedule (for example: Stunt Night, Bible Drama, etc.), have them send you the class outlines that they will be using.	-80	
Plan Special Services and make Assignments	-60	
Contact Faculty and exchange information: Are families are coming with them? When will they arrive? (Encourage them to arrive by 2:00 pm Sunday and be sure they know when camp will dismiss), Will they need any teaching aids (projectors, chalk board, etc.)? Do they have any last minute questions? Do they know how to get to camp?	-30	
Pray that no one cancels out on you?	-14	
Notify Registration Committee if there are any special registration procedures (group information, gather specific information, etc.)	-14	
Contact Camp Attendant to see if there is any current issues/concerns/problems to deal with	-5	
Get a good nights sleep – you will need it!!!	-1	
Provide Deans' Report and Evaluation to Camp Attendant prior to departure	Last day of camp	
Fixed Date Actions		
June Camps: Request buses for off camp activities	May 1	
June Camps: Send information to the Deans Committee Chair (see DEAN'S PLAN)	May 1	
July Camps: Request buses for off camp activities	June 1	
July Camps: Send information to the Deans Committee Chair (see DEAN'S PLAN)	June 1	

[Return to Table of Contents](#)

DURING CAMP WEEK

Camp Day/ Actual Date	Things to Do (suggestions)	Delegated To (if appropriate)
Sunday/	Dorm Supervisors	
	Registration Plans	
	Canteen Open	
	Team Arrangement	
	Talk to Campers (Dean)	
	Special Chapel Arrangements	
	Get-Acquainted	
	Dorm Deans time to talk to campers	
Monday/	Faculty meeting – any problems?	
	Talk to kids about conduct in mess Hall	
	Rules about Singing and Clean up	
Tuesday/	Faculty Meeting – need anything?	
	Ask Faculty to counsel specifically one-on-one with non-Christians	
Wednesday/	Faculty meeting – any problems?	
	Have Mid-week cleanup	
	Plan closing service	
Thursday/	Faculty meeting – any problems? Discuss nominations for Honor Campers – Boy(s) and Girl(s) Confirm addresses for all faculty/helpers	
	Sign Certificates	
Friday/	Faculty meeting – any problems? Select Honor Campers – Boy(s) and Girl(s)	
	Plan how to disburse lost articles in cabins	
	Clean up grounds and buildings	
	Closing Service	
	Make sure no Campers are left behind.	
	Make sure all camp equipment is secured.	
	Deans' Report, Deans' Evaluation, Faculty Evaluations to Camp Attendant	
End of following week/	Send Thank You notes	
	Send letter of encouragement to any that made decisions during camp	

NOTES:

[Return to Table of Contents](#)

DEAN'S PLAN

(Page 1 of 2)

Provide in-progress copies to your faculty to keep them informed.

Provide final/complete copy to your faculty and to the Camp Attendant (who provides to the Board of Directors)

Please update page 1 of your plan and turn it in with the [Deans' Report and Evaluation](#).

Name of Camp _____ Dates _____

Basic Theme _____

Dean _____ Asst. Dean _____

FACULTY

Dean of Men _____ Dean of Women _____

Evangelist _____ Missionary _____

Rec. Director _____ Mission _____

Worship Leader _____ Worship Team _____

Nurse _____ Camp Team _____

Other _____

Cook (Retreat only) _____

OTHER COUNSELORS

DORM DADS _____ DORM MOMS _____

Total Staff (Planned): _____

Total Staff (Actual): _____

SPECIFIC GOALS

Attendance goal? _____

Other Goals:

OTHER COMMENTS

[Return to Table of Contents](#)

CLASS SCHEDULE AND TEACHERS

Camp Day/ Actual Date	Times	Topic	Teacher	Lesson Complete?
SUNDAY/				
MONDAY/				
TUESDAY/				
WEDNESDAY/				
THURSDAY/				
FRIDAY/				

NOTES:

- 1) Canteen Hours:
- 2) Lights Out time:

[Return to Table of Contents](#)

DEAN'S REPORT AND EVALUATION

This report and evaluation provides feedback to the Board of Directors on the success of your camp and what actions need to be taken to support your efforts in future years.

(Page 1 of 2)

1. Name of Camp/Activity _____ Dates _____

2. Dean _____ 3. How Many Campers: Boys _____ Girl Campers _____

4. Attach an updated [DEAN'S PLAN](#) (Page 1 only) with the names of your faculty, staff, and helpers.

5. Overall Camp Objective _____

Brief Evaluation of how well you succeeded _____

6. Campers who left camp and reason: _____

7. [Honor Campers](#) and their home church (Jr., Jr. High, Sr. High, Deeper Life weeks only)

Boy(s): _____

Girl(s): _____

8. Camp Improvement Project _____

9. Please list responses to the invitation, including name (and home church) by type of response (Baptisms/Confessions of faith/Rededications/Specialized Christian Service):

10. What was your Mission? _____

Who represented the Mission? _____ Offering collected: \$ _____

Other Comments: _____

11. Was there something you did during your week that you felt was particularly unique to the camp context? Explain. _____

12. Did you use s method(s), which you found to be particularly effective in communicating with the campers? Explain. _____

13. Would you be willing to serve as Dean again in the future? _____
 Which camp/retreat? _____

14. Is there someone you would recommend as dean? _____

15. What suggestions can you make for improving future camps? (use back of sheet)
 (Faculty/Staff, Meals and Kitchen, Recreation, Facilities, Social Life, etc)

16. Please rate the following areas of the camp program according to your evaluation of their strengths and/or weaknesses. Check the appropriate block

Area	Item	Low			High		
		NA	1	2	3	4	5
CAMP MANAGEMENT	Camp was ready for you						
	Cooperative with you and your staff						
	Available						
	Camp supplies ready for week						
	Camp facilities ready for week						
	Flexible						
	Supportive to program						
	Evidence of organization						
CAMP FACILITIES	General repair						
	Maintenance during week						
	Sufficient areas for classes						
	Provision of recreational equipment						
	Preparation of wilderness areas						
	Ground rules for care of facilities						
	Support of program						
CAMP FOOD	Balanced meals						
	Amount of food per camper						
	Appeal of foods						
	Organization of serving campers						
	Canteen provisioning						
	Breakfast						
	Lunch						
	Supper						
YOUR CAMP WEEK	Daily Schedule						
	Devotional Periods						
	Recreation						
	Discipline						
	Faculty						
	Organization of Campers for activities						
	First Aid Provisions						
	Calls for decisions						
	Application of preaching						

Please feel free to respond and comment on any of these areas by using the back or an additional page.

Please complete this evaluation before you leave camp on Friday evening. Then leave this form and the faculty evaluation forms with the Camp Attendant.

[Return to Table of Contents](#)

APPLICATION FOR CAMP PERSONNEL (MISSION LAKE CHRISTIAN CAMP)

Date of Application: _____

Name _____ Age _____ Phone _____

Address _____ City, State, Zip _____

Parent's Name _____

Year Immersed: _____

Previous Camp Experience: Camper _____ years Worker _____ years

Previous Duties as worker _____

References (Name, phone number, email, mailing address) (one must be your minister)

1. _____
2. _____
3. _____
4. _____

Are you considering specialized Christian Service? _____

Are you interested in attending Bible College? _____

What special abilities do you have? _____

Preference of type of work in camp? _____

Member of what Church? _____

Minister's Name _____

Why do you want to work in camp? _____

Your signature indicates that you are willing to submit to a background investigation.

Signature: _____ Date: _____

Do not write in this Section – Camp Dean's evaluation –

Although it up to the Camp Dean's discretion, the Board recommends that no teen staffer is less than an eighth grader.

[Return to Table of Contents](#)

CAMP EVALUTION BY FACULTY

Name _____

Camp _____ Camp Dean _____

What was your responsibility at camp? _____

Would you serve at camp next year? _____

If you taught, what class did you teach? _____

Please rate the following areas of your camp week according to their effectiveness in developing the camper's spiritual, physical, and social life in a Christ-like way. 1 is low and 5 is high.
 Please rate the following areas of the camp program according to your evaluation of their strengths and/or weaknesses.

Check the appropriate block

Item	Low			High		
	NA	1	2	3	4	5
Morning devotions						
Flag raising and lowering						
Activities at meals						
Morning chapel						
Recreation						
Team meetings and activities						
Chapel						
Evening activities						
Campfire						
Evening devotions						
Daily schedule						
Discipline						
Faculty						
Organization of campers for activities						
Other: (Please list)						

Please feel free to respond and comment on any of these areas by using the back.

Please complete this evaluation before you leave camp on Friday and provide to the Dean or their representative.

[Return to Table of Contents](#)