



IdRaHaJe

**Summer Policies
Procedures**

IdRaHaJe
PO Box 360
Bailey, CO 80421
303-838-5668
www.idrahaje.org

Section 1: Welcome to IdRaHaJe

1a – Overview

IdRaHaJe, which stands for I'd Rather Have Jesus, started in 1948. Since the beginning of Camp, hundreds of people have committed to serving Christ as a staff member at IdRaHaJe. **We want to officially welcome you to the IdRaHaJe Family!** We are so glad you are here.

IdRaHaJe is a year-round ministry with three main outreaches: Retreat Groups, Mountain Lab School (Outdoor Education) and Summer Camps.

Our summer camp season lasts for eight weeks, in which we offer overnight camps for ages 6-17. These camps typically run from Sunday afternoon through Saturday morning. Our focus is to point campers to Christ through everything we do. With 262 acres of land and activities like horseback rides, ziplines, climbing towers, archery, high ropes courses, campfires, sunrise hikes and crazy camp games, who wouldn't want to spend a summer with us? Most importantly, we build relationships with kids who are discovering Christ for the first time or growing in their relationship with Him.

We run five separate programs simultaneously each week of the summer. These camps are divided by age group as outlined below:

Mountain Village Camp: Ages 7-9

or

Pioneer Camp: Ages 6-8 (half week camp)

Ranges from 40-100 campers each week of summer.

Wilderness Ridge Camp: Ages 9-12

Ranges from 88-144 campers each week of summer.

Aspen View Camp: Ages 11-13

Ranges from 60-96 campers each week of summer.

Lodge Camp: Ages 14-17

Ranges from 20-50 campers each week of summer.

Narrow Way Expeditions: Ages 12-17

Ranges from 12-24 campers each week of summer.

Along with the programs listed above, we have a lot of behind-the-scenes and supplemental activities taking place each day of summer. This includes, but is not limited to, adventure activities, arts and crafts, pottery, store operations, kitchen/dining room operations, and horse rides.

1e – Mountain Living

Altitude

IdRaHaJe sits at approximately 8,700 ft. above sea level which is considered “high altitude.” Altitude sickness usually presents within six to ten hours.

The signs and symptoms include:

- Headache
- Nausea
- Loss of appetite
- Insomnia
- Shortness of breath with mild exercise
- Unusual fatigue
- Dizziness or light-headedness

You can help your body acclimate faster by staying hydrated and allowing your body time to acclimate before resuming a regular exercise or workout routine.

Weather

Temperatures during the summer months can range from the mid 80’s during the day and drop to the 30’s at night. Afternoon thunderstorms and showers are likely, and it is possible to have snowstorms in June.

Some things to remember:

- Make sure you and your campers always pack rain gear and an extra layer when traveling away from a facility (even if the sky looks totally clear and blue!). Make sure to secure tepees or tents for potential storms (anything touching the edge of a tepee will get wet!).
- If campers do get wet, have them change out of wet clothes as soon as possible after an activity.
- The sun is more intense at higher altitudes. Prevent sunburn by using sunscreen daily and reapplying often.
- Always be aware of approaching storms. During a lightning storm, you and your campers need to go inside the nearest building as soon as possible. Remain in the building until the storm has passed or LS/FTS give the all clear.
- If a building is not accessible, please **take the following precautions:**

Find a stand of similar sized trees and spread out. Have your campers get into lightning position (squatting or sitting). Spread out at least 30 feet from one another, still within sight of each other, and crouch down on the balls of their feet.

Wildlife

- Observe wildlife from a distance. Do not follow, approach, or handle any wild animal.
- Never feed animals. Store food, garbage, and other “smelly” items inside secure and designated buildings or containers.

IdRaHaJe Summer Staff Manual

- If anyone intentionally baits, entices, or handles a wild animal, employment may be terminated.
- If you see wildlife that you perceive could be harmful to campers or staff, contact a Leadership Staff or a Full-time staff member immediately.

Section 2: Camp Overview

2a – Mission Statement

IdRaHaJe is established for the mission of glorifying God through the spreading of the Gospel, the edifying of the Church through the preaching and teaching of the Word of God, and the evangelization of campers through witnessing and missions. The method of fulfilling this mission shall include the use of the facilities to promote all areas of service and worship that agree with the principles in the Holy Bible, until Jesus comes.

2b – Doctrinal Statement

- We believe in the verbal inspiration, inerrancy, and plenary authority of both the Old and New Testaments of the Bible (2 Timothy 3:16-17).
- We believe in the triune God (the Trinity): Father (Genesis 1:1); Son (John 1:1-3, 14 & 10:30); Holy Spirit (John 4:24; Matthew 28:19).
- We believe in the virgin birth and the deity of Jesus Christ (Luke 1:34-35; Colossians 2:9).
- We believe the Holy Spirit is the Divine Person who convicts the world of sin, and regenerates, seals, indwells, enlightens, and guides the believer. (John 16:7-8; 1 Corinthians 3:16).
- We believe in the death, burial, bodily resurrection, and ascension of Jesus Christ, and His Lordship (Acts 2:32; 1 Corinthians 15:3-4; Philippians 2:9-11).
- We believe in the personal return of our Lord Jesus Christ and the bodily resurrection of humanity (Acts 1:11; 1 Thessalonians 4:16-17; Revelation 20:11-15).
- We believe in the depravity of all humanity and their lost condition by nature (Romans 3:19, 23).
- We believe in the shed blood of Jesus Christ as the only atonement for sins (Romans 3:25; Hebrews 9:22).
- We believe humanity can only be justified before God by grace alone, through faith alone, in the finished work of Jesus Christ alone (Acts 13:38-39; Ephesians 2:8-9; 1 Corinthians 15:3-4).
- We believe in the eternal, conscious punishment of all unsaved humanity (Rev. 20:11-15).
- We believe those who receive Jesus Christ as Savior have full assurance of their salvation based on the promises of Scripture (John 10:28-29, Romans 5:9-10, Ephesians 4:30).
- We believe all true believers in Jesus Christ are members of the body of Christ, the Church (1 Corinthians 12:12-13).
- We believe all believers are called into a life of personal holiness, including separation from sinful practices. (James 4:4; Romans 12:1-2; 1 John 2:15-17; 1 Peter 1:15-16).
- We believe in the personality of Satan (Job 1:6-7).

IdRaHaJe Summer Staff Manual

- We believe followers of Christ are commissioned to make disciples through the proclamation of the Gospel by deed and word to all the world (Matthew 28:19-20; Acts 1:8).
- We believe that marriage has been instituted and ordained by God, and that marriage is defined as the exclusive covenantal union of one male and one female in which such union is a lifetime commitment (Matt. 19:4-6). We believe that same sex relationships which are romantically expressed are unacceptable according to the teaching of Scripture. Any sexual activity outside the confines of Biblical marriage is unacceptable (Gen. 2:23-24).
- We recognize that there are people who experience gender dysphoria. The truths we affirm on this subject are that God has immutably created each person as either male or female in His image (Gen. 1:27) and that the differentiation of the sexes, male and female, is part of the divine image in the human race (Gen. 1:27).

2c – Camp Policies and Rules

**The rules listed below are arranged alphabetically. The order does not signify importance.*

WE VALUE:

- 1. Professionalism among our staff**
- 2. Loyalty to IdRaHaJe- and the Lord**
- 3. Safety for everyone**
- 4. Parental involvement and customer service**
- 5. God’s creation**
- 6. Respect of others**
- 7. Ethical behavior** over mere compliance to policies

Our values are demonstrated in our camp policies and rules.

Rules can often be seen as rigid, unfair, and stifling. We ask all staff members to look at the following rules through the lens of what IdRaHaJe values. These policies protect our campers, all of us as staff, and mirror what IdRaHaJe believes. Refer to IdRaHaJe’s Christian Code of Conduct for a more detailed explanation (Appendix - A).

Audio Visual Equipment

Every camp is equipped with an Audio-Visual Sound System, projector, laptop, microphone(s), and corresponding remotes. The designated full-time staff member will teach the Leadership Staff and a handful of additional staff how to use the equipment. It is imperative that none of our AV equipment is lost or broken. Please shut down, return and lock all AV equipment when not using it, so that it is not accessible

to the campers. **AV equipment is to be used for Camp programming purposes only!** IdRaHaJe laptops should only be used for worship (to project the words on the screen), integrated media clips during chapel sessions and predetermined programming purposes. Only trained and approved staff should have access to the laptops. Store laptops in a locked/secured area away from campers when not in use.

Baptism

Campers may not be baptized unless full-time staff have received permission from their parents.

Camper Appearance

Summer staff and campers may not cut, shave or dye any campers' hair. There is also to be no marking on oneself or others with pens or markers.

Why: This is a respect issue regarding parents and their preferences.

Camper Transportation

- The transportation of campers during the week is the responsibility of Camp and must be done in compliance with this policy, including transportation on and off the grounds.
- There shall be at least one adult supervisor in addition to the driver when campers are being transported. No camper shall be permitted to remain unattended in any vehicle.
- We will only transport as many people as we have legal seating space. No one will be allowed to stand while the vehicle is moving. No person shall sit on the floor or in the aisle of any bus or passenger van.
- Any person being transported in any Camp vehicle must use the seat belt provided for them. No doubling up of passengers is allowed. ****Transportation by bus is excluded.**
- No campers shall ride in the bed of any truck at any time.
- If summer staff can ride in the bed of the truck, they must be seated on the bed floor always.
- Campers can only be transported in Camp vehicles. Only licensed drivers who have been approved by the Camp administration will operate these vehicles.
 - **Why:** If a camper is in a personal vehicle and there is an accident, the owner of that vehicle will be liable as well as Camp being liable.
- Each vehicle designated for transporting campers is equipped with a first aid kit, a fire extinguisher, and roadside markers. Staff members shall be oriented as to the location and use of these items.
- Campers are to be informed of the following rules while being transported.

IdRaHaJe Summer Staff Manual

- Remain seated while the vehicle is moving.
- Do not place any part of your body out of the window.
- Do not distract the driver.
- Do not sit on the floor or block the aisles with any part of your body or with personal belongings.
- Do not scream or yell.
- Location and use of emergency exits.
- Throw all trash in the trash container.
- In case of an emergency, all passengers must remain in the vehicle until arrangements have been made by the driver at which time they will advise as to the appropriate action. In case of an accident, the campers will be advised to evacuate the vehicle and move to a safe location away from the vehicle and the road. They must stay together and attend to any injuries as needed.

Cell Phone Usage

- Staff and Campers may not have cell phones or watches that communicate with/like a phone during their time at IdRaHaJe.
 - **Why:** We want our staff to be free of distractions. Staff are at camp for the campers, and we expect that they will give them 100% of their attention and focus.
- The Leadership team, off-site Adventure staff and medical staff will carry IdRaHaJe cell phones for use in emergencies and in carrying out their duties.
- If you need to make a call for family emergencies, schooling issues, etc. during your work week, you may ask a FTS member to use your cell phone, but you must place the call from right outside the main office.
- Phones must be checked in prior to lunch on Sunday. If you are not here at Sunday lunch, you must check it in immediately upon arrival at IdRaHaJe.
 - **Why:** By checking in your phone, you will not be tempted to pull it out and use it. It will also be safe from theft or accidents caused by campers.
- Phones can be picked up at check-out on Saturday.
- Any phones left at the end of the summer will be mailed to you at your expense.
- Full-time staff members and guest speakers are permitted to carry and use personal cell phones as necessary to carry out their duties. Please do not ask to use the phones of these persons.

Cleanliness- Facility & Property Care

IdRaHaJe's grounds and facilities belong to the Lord and we should be good stewards by keeping them clean.

- Do your part by picking up litter, encouraging campers to not litter, putting things back where they belong and taking ownership.
- Keep your sleeping quarters neat and organized ALWAYS. There must always be an unobstructed path to each exit in case of an evacuation.
- Luggage or any other items cannot be stored in front of heaters.
- Do not waste electricity or water. Turn down heat when not needed. Turn off lights when not in use. Make sure faucets, toilets and showers are not left running or dripping. Do not let water run in sinks while working in the kitchens. Report any water leakage to the Maintenance Supervisor or other full-time staff member immediately.
- Only blue painter's tape may be used to hang anything on walls.
- Due to limited amounts of water, Summer Staff are not allowed to use IdRaHaJe's laundry services. Transportation will be provided to off-site laundry facilities on the weekends.
- Help us be good stewards by recycling all applicable items. All cardboard is recycled separately.
- Take care of trash and recyclables properly. We have trash, cardboard and recyclable compactors at the shop. A full-time staff or maintenance staff will pick up these items from each facility after lunch (approx. 1:30) and dinner (approx. 7:30). Trash must not be left outside overnight. Do not leave any of these items outside the compactor. Do not leave your vehicle in front of the compactor at any time.
 - Please follow recycling lists that are placed on all recycling bins.
- Keep all entrance rugs inside of buildings. There are 3 in front of the gym and one on the back patio that can remain outside.

Computers & Media Devices

- Personal computers, laptops, I-pods, E-Readers, etc., may only be used during weekend time off.
 - **Why:** Devices can be a distraction. We are here to connect with God and with others, face to face, heart to heart.
- Office computer usage is limited to full-time staff and summer office personnel.
- Our IT team will handle all computer maintenance.
- Email (info@idrahaje.org) may be received via the office and distributed to summer staff (and campers) during the daily mail call; however, NO email will be sent or replied to by the office staff. If you plan to receive email, please advise the senders to include both

your first and last name and inform them that it is received by a third party and may not contain attachments.

- Computers provided in facilities should be used for programming purposes only.

Construction Zone

- We are currently in the process of constructing a wastewater treatment plant. **No campers are allowed inside the construction zone at any time.** Be mindful of construction traffic as you are hiking on camp; yield to all heavy equipment. Summer staff should NEVER enter a construction zone. **Contracted construction workers should not interact with campers in any way.** Unless they are in a vehicle, workers should only be in the construction zone. If you have any concerns, please notify the Executive Director immediately.
- This will/could affect the hike to Capture the Flag field and the Mountain Village ball field.
- Please see the map in 1f to identify the construction zone.

Consumption

Smoking, vaping, alcoholic beverages, drugs including marijuana in any form, or chewing tobacco is not permitted during your term of employment with Camp regardless of your age. This applies whether you are on or off Camp.

Why: Some types of consumption are clearly stated as illegal by State or Federal Laws. Other areas of consumption are qualified as legal and not specifically stated as “sinful” in Scripture but are “stumbling blocks” or a “gray area” for many Christians. Because of the wide variety of views on consumption, we ask for summer employees to be above reproach in this area and abstain from any legal (or illegal) use of the substances listed above.

Medication and Toiletry Items, Aerosols

Colorado law states that no medication, homeopathic remedies, vitamins can be kept where minors can have access to them. For that all meds must be given to the nurses to keep during the summer weeks or if you are sleeping in a cabin that has minors.

Toiletry items like razors, and shavers must be locked up at WR (buy a lock) or kept in your suitcase zipped up and put away.

Aerosols- due to health concerns (i.e., Asthma) please do spray any aerosols in your cabin. Child care law also prohibits aerosols kept in a place where minors sleep.

Dress Code & Staff Appearance

Camp dress code (as outlined below in the Specific Clothing Standards) must be followed while on Camp or representing Camp.

IdRaHaJe Summer Staff Manual

Attire must always be neat, modest, and clean with graphics that are appropriate and glorifying to God.

Why: The work we do at IdRaHaJe is important, and we see ourselves as professionals. Because of this, we expect staff to dress in such a way that communicates self-respect and professionalism to all that we serve and interact with. Attire that is sloppy, dirty, immodest or which focuses attention away from our ministry goals is inappropriate.

Specific Clothing Standards for Female Staff

Tops:

- Pay attention to the neckline. You should be able to move freely; up, down, side to side, seated or bending over without exposing your stomach, back or chest. Layers are a wonderful way to help keep yourself covered.
- Tank tops need to be a minimum of 2 inches wide in the straps.
- Bras and all undergarments are not to be visible at any time.

Bottoms:

- Shorts: We encourage an approximate 6 inch inseam in all shorts. Please err on the longer side of this judgment.
- Leggings: If you pack leggings, please plan on wearing shorts or a skirt over them.
- Skirts: Skirts worn without leggings must come at least 3-4 inches above the knee; skirts worn with leggings need to be the same length as shorts.
- Holes: We realize it is in style to have jeans with holes; however, jeans with gaping holes, or holes above the knees will not be allowed.
- No writing across the rear end.

Swimwear:

- No high-cut legs, low fronts, overly revealing backs or bikinis.
- Modest one-piece suits are preferred.
- Tankinis that cover your entire stomach and back are acceptable.
- Rash guards and board shorts can be worn over suits.

Sleepwear:

- You will be up at night, possibly outside and/or in the presence of campers and co-workers. Keep the above standards in mind when selecting your pajamas.

Jewelry:

- Earrings may be worn.
- Body jewelry (nose, eyebrow, lip, belly button piercings, etc.) MUST be removed.
- Appropriate rings, necklaces, anklets, and bracelets are allowed.

Specific Clothing Standards for Male Staff:

Tops:

- Tank tops/sleeveless shirts need to be a minimum of 2 inches wide in the strap and not expose any part of the chest or sides
- Shirts must be worn at all times, unless at the pool
- Shirts must be appropriately sized and cover the stomach and back during normal movement

Bottoms:

- Shorts must have a minimum of a 6 inch inseam.
- NO SAGGING or low riding jeans - we should never see your underwear or boxers
- Holes: We realize it is in style to have jeans with holes; however, jeans or shorts with gaping holes, or holes above the knees will not be allowed.

Swimwear:

- No Speedo's or tight fitting shorts (longer, loose fitting swim shorts are a good choice)

Sleepwear:

- You will be up at night, possibly outside and/or in the presence of campers and co-workers. Keep the above standards in mind when selecting your pajamas.

Jewelry:

- Appropriate rings, necklaces, anklets and bracelets are allowed
- All piercings MUST be removed

Staff Hygiene and Appearance:

- All staff must keep up their Hygiene and professional appearance while working. All staff must take at least two showers during the week (pool counts as one) and wear clean clothes. Staff shirt must be washed every weekend.

Food

While on Camp, **no off-site food** is to be eaten anytime campers are present. When eating with campers, staff must eat what the campers are eating (except medically approved requirements).

Why: This shows respect for our cooks and campers.

Full-Time Staff Families

Spouses of full-time staff are considered full-time staff. Please treat them with respect. Do not walk through staff yards or use staff yard furniture without permission.

Staff houses are their private residence. Please respect their privacy. Do not visit full-time staff houses during mealtimes or after 5:00 PM except in an emergency or by invitation.

Hair (Including Facial Hair)

All staff members are expected to have and maintain a well kempt hair style.

- A natural hair color must be kept during the summer.
- Well-groomed beards, goatees and mustaches are allowed, but we ask that you not start growing one while at Camp.

Hammocks

During camp sessions, **hammocks** are not permitted. On the weekends, staff may use hammocks if no damage is done to trees or camp property. Hammocks must be used by a single person. Do not secure hammocks to camp bunks.

Why: Hammocks do not give the appearance of a professional environment. We want staff with campers- in action, playing and interacting. Hammocks can also scare our horses during trail rides. Finally, we do not allow campers in hammocks; therefore, our staff need to set this example.

Harassment

IdRaHaJe is committed to providing an environment free from all forms of harassment. We ask that **all staff members**, at all levels, act in a way that supports this commitment.

Sexual Harassment

Sexual harassment is defined by law and includes requests for sexual favors, sexual advances or other sexual conduct when (1) submission is either explicitly or implicitly a condition affecting employment decisions; (2) the behavior is sufficiently severe or pervasive as to create an intimidating, hostile or repugnant environment; or (3) the behavior persists despite objection by the person to whom the conduct is directed. IdRaHaJe considers such behavior, whether physical, verbal or electronic, to be a breach of professional conduct and will seek to prevent such incidents and take corrective action when sexual harassment occurs.

Examples of Sexual Harassment

The following descriptions, while not all-inclusive, will help you understand the types of behavior that are considered “conduct of a sexual nature” and that, if unwelcome, may constitute sexual harassment:

- Unwanted sexual statements: Sexual or “dirty” jokes, comments on physical attributes, spreading rumors about or rating others as to sexual activity or performance, talking about one’s sexual activity in front of others and displaying or distributing sexually explicit drawings, pictures and/or written material. Unwanted sexual statements can be made in person, in writing, electronically (email, instant messaging, blogs, web pages, etc.) and otherwise.

IdRaHaJe Summer Staff Manual

- Unwanted personal attention: Letters, telephone calls, visits, pressure for sexual favors, pressure for unnecessary personal interaction and pressure for dates where a sexual/romantic intent appears evident but remains unwanted.
- Unwanted physical or sexual advances: Touching, hugging, kissing, fondling, touching oneself sexually for others to view, sexual assault, intercourse or other sexual activity.

Ways to Prevent Sexual Harassment:

- Act in a professional manner always while fulfilling your summer contract.
- Treat all staff with respect and dignity.
- Avoid conduct such as inappropriate compliments, derogatory comments (including regarding physical attributes), and inappropriate posts or comments on social media.
- Do not ask someone repeatedly for a date whether in person or on a media device.
- Avoid physical behaviors that create any type of hostile environment such as staring, leering or touching that makes a person feel uncomfortable. While side hugs are acceptable, be sure they are welcome and received well.
- No one should ever feel that camp is a hostile environment. We want to stop and deal with issues long before it becomes a hostile environment. Please report any feelings of being uncomfortable around another staff member immediately.

Reporting Harassment:

- If you are feeling uncomfortable or feel someone has crossed a line, we strongly encourage you to report it.
- If you feel you are being harassed in any way, report it in person or in writing to an authorized full-time staff member.
- If you hear of or observe incidences of harassment happening to another person, report it in person or in writing to an authorized full-time staff member.

A committee of full-time staff will investigate all complaints promptly and in a confidential manner. If it is concluded that harassment has occurred, appropriate disciplinary action will be taken.

Horse Usage

- No riding without the permission of the Horse Program Supervisor or Executive Director at any time.
- **Why:** Horses are unpredictable; any accident would put Camp and those involved at risk.
- Counselors may only participate in daily horse rides if scheduled and approved by the wranglers. Campers have priority.

IdRaHaJe Summer Staff Manual

- Horses may only be ridden at a walking pace.
- No riding will occur during unsafe weather conditions.
- A wrangler must accompany all horse rides.
- Horse rides must stay on established trails and away from buildings.

Internet Usage

Any camp computer or personal device using IdRaHaJe's network to access the internet falls under IdRaHaJe's technology policy.

All communication done over IdRaHaJe's network is considered property of IdRaHaJe; this includes but is not limited to texts, skypes, emails, websites, and instant messages.

Appropriate consequences will be issued for any staff member who accesses or sends inappropriate material using IdRaHaJe's network, which could include dismissal.

Camp's internet access will not be available for summer staff use except during scheduled times or weekends.

Leaving IdRaHaJe Property

It is expected, per your contract, to stay on Camp during the week to attend to your responsibilities. If you need to leave Camp, you must have written permission from your immediate full-time staff supervisor before leaving Camp.

- Sign out with the office staff or the on-duty full-time staff member (night watch).
 - **Why:** In case of an emergency, we must know where you are and how we can contact you.
- You must be back at Camp and signed-in by the time indicated on your written permission from your full-time staff supervisor, or 10:00 PM at the latest.
- In the event of a personal or family emergency, you must notify your full-time staff supervisor or night watch before leaving Camp.
- **If you are under 18 years of age you must:**
 - Have written permission from your parents to travel off Camp.
 - Only travel with a driver with whom you have written permission.
 - You may not transport passengers of any age, in your own vehicle, without written permission from parents. Underage passengers must also have written permission to ride with you.
 - **Why:** As a minor, you are legally under the authority of your parents. IdRaHaJe will enforce these rules to protect you, to protect the authority of your parents, and to protect Camp itself from lawsuits.
- Any time off must be arranged three weeks in advance with your full-time staff supervisor.

IdRaHaJe Summer Staff Manual

- Do not leave your specific area on Saturday until you have written permission from your supervisor and have been clearly signed out by a designated full-time staff member.

PTO/Sick Days

Seasonal Summer staff members do not get paid time off. If you have approved time off from your supervisor, it will be unpaid. All time off must be approved by your supervisor by the **start** of General Staff training.

Sick Days- If you are sick, you will be paid. If you go home, you must check in with the nurse as needed. The nursing team will work with the Summer Ministry Coordinator on when you can return to work.

Lights Out

Mandatory quiet hours begin no later than 10:00 PM. “Lights out” will be at **10:30 PM or the time indicated on the individual camp schedule**, whichever is earlier. Being found outside your room after lights out is possible grounds for dismissal.

Movies

While employed at IdRaHaJe, we request that you use good judgment and attend/view movies that are decent and of good moral character. Only G-rated movies will be shown to campers, and nothing over a PG-rating will be shown to any staff on Camp property, including staff homes.

Why: Staff come from various backgrounds. We do not want anyone to feel uncomfortable with movie content that could be questionable. We want to honor God and others with what we watch.

Music:

- Music played in any facility must be Christian and be approved by either the SaLT supervisor (Kitchens), or the Summer Program Supervisor.
- Music must be played at an appropriate volume so as not to distract or disturb others.

Playground Guidelines

- Playground may only be used with supervision.
- No pushing, running or shoving.
- Climb down from all structures; don’t jump off.
- Footwear must be worn.
- Use equipment properly:
 - Do not sit on top of bars.
 - Do not climb up the slides.
 - Go down slides feet first only.
 - Do not climb on top of, around, or over any equipment

IdRaHaJe Summer Staff Manual

When campers are at the playground. They must be accompanied by their counselor or a 18 plus staff member that is watching over them. Staff members must be inside the playground fencing with their campers.

Pranks

Due to possible injury and property damage, pranks are not allowed.

Professionalism

For IdRaHaJe to operate effectively, each staff member must do their part with professionalism. Professionalism includes punctuality, commitment, integrity, respect for authority, willingness to serve in any capacity, and quality performance. *“And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through him” -Colossians 3:17.* If a staff member’s level of professionalism is lacking, he/she will be confronted. The confrontation may lead to termination of employment, or an improvement plan and accountability may be put in place.

Promoting IdRaHaJe

As an employee, you are a representative of IdRaHaJe. It is your responsibility to promote IdRaHaJe in a positive light while on and off site through your speech and actions.

Radios

- Radios are for business use only and are to be used in a professional manner. No singing or playing around on radios.
- Do not interrupt conversations on the radio (except in an emergency).
- Keep radio conversations concise.
- Only use the radio that has been assigned to you.
- No private or confidential information is to be transmitted over the radio, even in an emergency. If a name must be given over the radio, use the person's first name and last initial only.
- If you need to change a channel or setting, return it to the original setting when you are done.
- The channels will be assigned as follows:
 - Channel 1 – Medical Staff, Office, Full Time Staff, Leadership Staff, Housekeeping, and Counselors
 - Channel 2 – Wranglers and Barn
 - Channel 3 – Adventure Staff
 - Channel 5 – Kitchens, Summit House, Food Service Supervisor, and Road Runner

Restricted Areas

- No camper shall sleep in the same room or tent, tepee, the Fort, or the Outlook with any person of the opposite gender, except for members of his or her immediate family. (Colorado State Statue

IdRaHaJe Summer Staff Manual

7.711.52-I “Minimum Rules and Regulations for Children’s Camps”)

- Campers are not allowed in any staff-only areas.
- Stay out of the following restricted areas unless you are given authority by full-time staff:
 - video room
 - storage closets and sheds
 - locked buildings
 - camp vehicles
 - guest rooms
 - kitchens, unless you are working there (per state regulations)
 - maintenance shop
- Summer staff should only enter a construction zone with permission from a full-time staff member. **Contracted construction workers should not interact with campers in any way.** Unless they are in a vehicle, workers should only be in the construction zone. If you have any concerns, please notify the Executive Director immediately.

Romantic Relationships

As a staff member, you have committed yourself to working toward the achievement of the goals and objectives of IdRaHaJe’s ministry. We ask that no romantic relationships start during training or the summer program. If you would like to date someone, the last day of camp is a great day to start that relationship.

If you are already dating a fellow staff member, we ask that you follow the below expectations.

- All relationships are expected to be carried on in a manner that would be pleasing to God and not a distraction to you or another staff. Public displays of affection are not appropriate at any time while on camp.
- Sexual relations will be grounds for immediate dismissal.
- Due to the nature of the ministry, your relationships affect your employment. Therefore, we reserve the right to address issues that negatively affect this ministry.

For all staff: There **will be no romantic relationships with campers!**

IdRaHaJe is a great place to meet your spouse. Many FTS and past summer staff members have met their spouses here at IdRaHaJe! We just ask that during your time here you focus on the campers and sharing the Gospel. If you do meet that special someone this summer that is great. We once again ask that you wait to pursue that relationship till after camp ends. You could miss out meeting great friends, experiencing new things, and getting closer to God if all you focus on is that special

someone. If you start dating someone while at camp, you may be moved to work at different camps/positions.

Social Media

Social media involves any social networking sites. For example: Facebook, Twitter, Instagram, YouTube, Vimeo, Blogs, TikTok or any other platform.

Social Networking

During your time on staff, we ask that you limit your social networking. When you do access your account(s), please be mindful of a few things:

- Camper follow-up online on Facebook, e-mail, Instagram, TikTok, etc. can be dicey – use caution.
- Remember, your postings are not a public forum for issues you have with camp. If you have concerns, bring them to your supervisor or another FTS member. This type of posting could prompt your immediate dismissal.

Staff Pages/Accounts:

Staff cannot set up any “IdRaHaJe” social media accounts, even if it is a staff specific account, without approval from the IdRaHaJe Executive Director.

Honor our campers:

Staff cannot post any camper info, cannot use camper’s names in posts, and must protect any confidential information. Please don’t post photos of campers either. Some parents do not want pictures of their camper on social media. Do not post anything about schedules or locations either. This helps keep our campers and staff safe.

- No camper name, data, storyline is ever to be used in your postings, not even just “first names” or an alias story about “James” my camper. (Don’t post this story this week or ten weeks from now).
- If you know a camper from back home, it is more vital that you do not share worrisome stories about their time here at camp. If you have concerns, please talk to a FTS member.
- Discussions of camp events and activities should be limited so that campers are able to get a full-camp experience with no “spoiler alerts.”

Respect your audience, IdRaHaJe, and your coworkers:

While employed at IdRaHaJe, you represent camp through your actions on and off camp as well as by your use of social media. Not only do you represent camp, but our Lord as well. Make sure that you do not say or post anything contradictory or in conflict with IdRaHaJe’s Mission Statement or website.

- IdRaHaJe “inside jokes” are best left inside IdRaHaJe.

IdRaHaJe Summer Staff Manual

- Remember, camper parents are reading your posts.
- Anything found on social media sites can be subject to disciplinary action.

Protect IdRaHaJe Customers:

Customers should not be cited or obviously referenced without their approval. Never identify a customer without permission or discuss confidential information. Parents have given IdRaHaJe the right to use pictures and stories about campers for promotional purposes. As employees of IdRaHaJe, you do not have the right to post pictures or stories for personal use. If you do have great stories/pictures please give them to the photo team.

What can I do online?

- Post about how great of a summer you are having at IdRaHaJe!
- Post photos of your time at camp of you having fun. (Just no face shots of campers)
- Tell your friends – “You should be here too!”
- Ask friends and family for continued prayer for your ministry at IdRaHaJe!
- Remember to keep your postings positive and uplifting.

Special Activity Regulations

Any staff member who acts as a main instructor in one of the special activities listed below, must complete the required training (may include certification, hours of experience or a combination of the two) as outlined by the Colorado Department of Human Services and have documentation in their staff file.

Special Activities Include:

- Archery & Riflery
- Horseback Riding
- Climbing Activities & Belaying
- Ropes Courses/Challenge Courses
- Water Activities
- Mountain Biking
- Hiking
- Backpacking & Camping

Speech

Your speech should be honoring to the Lord and others. No profanity or vulgar language will be tolerated.

Staff Loyalty

One of the keys to success at IdRaHaJe is a staff that is loyal to each other and the purposes of Camp. When problems arise, discuss them only with the people involved and, if necessary, one’s immediate supervisor

(based on the principles laid out in Matthew 18). Staff members are never to take sides with a camper against the rest of the staff, and staff problems are never to be discussed with a camper.

Sun Protection Protocols for Campers & Staff

Refer to Medical Health & Safety section of manual.

Tattoos and Piercings

We know that many Christians exercise their freedom by getting tattoos and body piercings. While we do not see these as sinful, we have chosen to take a conservative approach in this area. Because of this, we require the following:

- You may be asked to cover your tattoos during your employment at IdRaHaJe and while on IdRaHaJe property if they are inappropriate or the summer team requests that you cover them for a specific reason.
- All body piercings must be removed prior to arriving at IdRaHaJe. Females may keep ear piercings in, and clear studs are acceptable for nose piercings.
- You may not get additional piercings while employed at IdRaHaJe.
- You may not get a tattoo while employed at IdRaHaJe.

Why: We want our campers and parents to view our staff as safe and professional. We have chosen a very conservative line on tattoos and piercings. Parents sending kids to IdRaHaJe have a variety of perceptions and emotions related to tattoos and piercings. There are some that view these things as just another way to express individualism, but there are also parents that see tattoos as wrong or rebellious, signifying an allegiance to the “world.” It is not our job to decide the merits of either view. Rather, we want to help all families to feel safe and secure when they drop off their kids.

New tattoos and piercings may also lead to infection and discomfort which can take away from a staff member’s focus on ministry and availability to serve.

Termination

Any decision to terminate employment will be done prayerfully by a committee of full-time staff members. In the case where termination is necessary, IdRaHaJe expects staff members to avoid any form of gossip or slander to protect all involved. The process of termination will vary depending on the situation. Typically, the terminated employee will be escorted away from all campers or areas of programming; this may include being escorted off IdRaHaJe property. After termination, a full-time staff member will inform summer employees directly impacted within a week. Specifics will not be shared to protect the person being terminated.

IdRaHaJe Summer Staff Manual

Terminated employees must obtain permission from the Executive Director to return to IdRaHaJe property, including staff homes, or to attend IdRaHaJe sponsored events. We would ask summer staff that are in contact with the person being terminated to speak with the Staff Ministries Coordinator about communication, so division does not form.

Vehicles, Driving & On-Camp Travel

- All summer staff cars will be marked by an IdRaHaJe parking permit which will be hung from the rear-view mirror, on the front windshield or on a designated spot. You can get one of these during staff training or in the main office.
 - **Why:** This is for the safety of campers and staff. We want to know who is on camp. Also, in case we need the car moved, we can find out who it belongs to quickly.
- All personal vehicles will be parked by 1:30 PM on Sunday and not driven unless given permission by a full-time staff member or in the case of an emergency.
- On Saturday, you may drive after 9:00 AM.
- When driving on Camp property, you must observe the 15-mph speed limit.
- Stay on camp roads always.
- Do not let anyone else drive your car.
 - **Why:** This is for your safety. No one expects an accident, but when they happen, insurance and friendships all get very complicated.
- Only approved summer staff can drive IdRaHaJe vehicles.
- Watch out for pedestrians on the roads, around cars and in between buildings!
- Parking during the week must be in approved summer staff parking areas.
- Please observe all parking signs.
- When hiking from the lower end of camp to the upper end of camp, please use trails. Campers should not hike on the main road of camp.
- If there is construction taking place on camp be mindful of construction traffic as you are hiking on camp; yield to all heavy equipment.

Weapons

No firearms or knives **of any type** are allowed on IdRaHaJe property by summer staff, at any time. *Exception: Some positions may require the use of a knife to carry out necessary responsibilities. In this case, expectations will be covered in area-specific training.*

2d – Understanding the Role of the Full-Time Staff

All full-time staff are here to support the summer staff and our summer ministry. Some full-time staff will be more involved with the programming elements of camp while others will assist with the operations of IdRaHaJe. During the summer camp season, you will interact with full-time staff in a variety of formal and informal ways. The categories listed below are some of the formal ways in which full-time staff will be involved in the summer ministry.

FTS At Your Camp

Full-time staff members will be checking in at your camp daily. Who this will be will rotate so that days are covered when FTS members are off. This will also help with FTS and staff getting to know each other. When a FTS member comes to your camp, they will do their best to check in with every staff member at that camp, see if anything needs to be fixed or cleaned, and ask how they can best support that camp. They will also take any mail to the office for inter-camp mail or mail delivered to the wrong camp.

Check-In and Check-Out will typically be done by the same FTS member. This FTS member will make sure all phones are checked-in and will be able to answer any questions you may have about the upcoming week. They will also debrief each week with the camp staff.

A FTS member will also be at your camp orientation or the first meal. This way campers can be introduced to at least one FTS member.

Night Watch

Night watch is made up of full-time staff. They are responsible for checking in those who arrive late on Sunday. They will also be checking all the facilities at night to make sure that the lights are off, doors are shut, and that all counselors, campers, support staff, etc. are observing the “Lights Out” curfew.

Section 3: Camp Procedures

3c – Cleaning: Daily & End of Week

Daily Cleaning

Cabin/Tepee Clean Up: This is a very important aspect of the week. We strive for our campers to have a great week at IdRaHaJe and an important part of that is to have our cabins and tepees clean and well-kept. **ALL facilities must represent an organized and healthy environment (a state requirement to keep our Child Care License).** Our standards include:

- High touch areas should be sanitized each day with EnvirOx or RED Heavy Duty Spray. This includes bed railings, door knobs, light switches and walls.

IdRaHaJe Summer Staff Manual

- Each camper's area should be free from clothes, candy wrappers, and debris.
- All dirty clothes should be put in a plastic bag or a laundry bag and placed with the camper's belongings.
- Wet towels, swimsuits, etc. are to be hung up inside buildings or tepees.
- At any time of the day or night, there needs to be a **clear path for evacuation** from all top and bottom bunks.
 - Push items under bunks
 - Stack luggage away from ladders and walking paths.
 - Nothing should be placed in front of or to the side of a heater.

All campers should be included in picking up their belongings, cleaning their bunk area, and removing trash and clutter from around the room. Counselors may need to be creative to motivate campers to clean their areas.

Leadership Staff and Full-time staff will be checking all cabins and tepees periodically to make sure these requirements are met.

Bathrooms: The bathroom areas will be cleaned twice a day by our housekeeping staff.

ALL staff can help keep our bathrooms clean and working well. Ways to help include:

- Make sure campers do not keep any of their personal items or toiletries in the bathrooms.
- Do not use sinks for foot-washing or shaving legs.
- Plunge a toilet if necessary, but then notify the housekeeping staff or a Leadership Staff member.
- Pick up trash off bathroom floors and wipe down counters as needed.
- Be willing to help clean the bathrooms if the need arises.

Outside Areas: Have all the campers go outside and pick up all the trash, candy wrappers, etc. in and around your facility. This is especially important on Saturday morning as this will help the area look clean before the parents arrive. Make a game out of it!

Main Buildings: The cleanliness and upkeep of all IdRaHaJe facilities is of the utmost importance. The way our facilities look represents how we respect what God has given us and our willingness to take care of what He has given. If you include everyone in the upkeep and cleaning of your facility, it will be less for the housekeeping crew and others to do.

Be aware of the cleanliness of our facilities and do your part in keeping it clean for our guests.

Additional Notes:

IdRaHaJe Summer Staff Manual

- Doors and windows need to be kept shut when the wind is blowing dirt and debris around.
- Do not allow campers and staff to kick the door open with their feet.
- Campers are not allowed to put their feet on the walls.
- Vacuums are available at each facility.
 - Pick up large items prior to vacuuming.
 - Change bags when full.
 - Do not remove vacuums from their assigned facility.
- Contact housekeeping, leadership staff, or full-time staff if a vacuum is broken.
- If sleeping bag or clothes need to be washed, put them in a trash bag with the camper's name, counselor name, cabin/teepee, and camp. Let FTS know or housekeeping so it can be taken care of.

End of Week Cleaning

Each camp will have a cleaning list for staff to complete before they are able to be checked out on Saturday.

- Use sanitizing spray to clean all mattresses. Spray both sides of each mattress and check under the mattresses for trash.
- Disinfect high touch areas with proper cleaning supplies.
- Sweep or vacuum: under all bunks, in rooms, hallways and common areas.
- Clean out trash cans and replace liners.
- Assist with cleaning bathrooms. Make sure to use designated cleaning supplies.
- When you finish with your specific area, ask how you can help with other areas.

3d – Lost and Found

- If you see Lost and Found items during the week around your camp area, make sure to give them to a Leadership Staff member or place it in the designated “Lost and Found” spot.
 - Lost and Found items should be displayed in a central spot at your camp. Counselors are to stop by the table with their campers once a day to check for any lost items.
- The counselor shall ensure no items are left in the cabin or teepee before the first camper leaves. They should ask campers to identify and take leftover items.
- Any leftover items on Saturday should be taken to the FTS member at each camp.
- All unclaimed items from support areas (crafts, barn, pottery, nurses' stations, and gym) must be collected on Saturday morning and delivered to the *Lost and Found* shed in Mountain Village.

IdRaHaJe Summer Staff Manual

- Do NOT keep socks, underwear or other personal care items that are partially used. Throw them away.
- If parents inquire about an item that they cannot locate at the specific camp, send them to the office to **fill out a form** describing the item and a FTS member will work to find the lost item.
- If you lose something during the summer, you can fill out a form in the office describing the item or coordinate with a Leadership Staff member.

3e – Meals & Food Service

- General mealtimes are:
 - 8:00 AMBreakfast
 - 12:00 PMLunch
 - 6:00 PMDinner
- Times may vary based on individual programs.
- Any meals cooked by campers are to be overseen by counselors or cooking staff to ensure proper cooking techniques and hygiene are used. (WR/NWE)
- The kitchen staff will ensure campers have balanced meals and plenty to eat. Counselors and other staff must help the campers get what they need, encourage use of manners, maintain order in the dining hall, and help prevent food waste.
- Many campers and staff have special diets or food allergies. Please work with the kitchen staff to communicate these needs ahead of time (campers should have noted this during the registration process). For the most part, our kitchens can and will accommodate gluten free, dairy free and vegetarian diets. However, we cannot guarantee that cross-contamination will not take place.
- Staff with dietary needs must have a doctor’s note in their file in order for the kitchen staff to facilitate the need.
- Staff members are not allowed to take food out of the kitchen without permission from the cook or the Food Service Supervisor for games, activities, or personal use.
- No dishes, utensils, or glasses may be taken outside of the food service area.
- All staff members will be assigned a specific location to eat all their meals.
- Any use of Camp’s kitchen facilities must be cleared with the Food Service Supervisor.
- No horseplay or goofing off in kitchen—that includes towel snapping, water fights, or throwing of any kitchen implements.
- Do not sit on kitchen counters or tables!
- IdRaHaJe is a nut free facility.

At Meals:

- Make sure your campers are eating. (Let LS/Nurse know if your camper is not eating the meals.)
- If you have a camper with allergies, please instruct them to bring their plate to the window to get their food.

General Clean Up:

The following steps need to be complete before excusing the campers from their tables.

IdRaHaJe Summer Staff Manual

- All plates need to be scraped clean with a spatula. Then, plates should be stacked neatly in the middle of the table. Food scraps should be placed on a platter or a plate so that the food can be put into a scrap food container. There should be **NO** trash mixed in with the food.
- Beverages need to be poured back into the pitchers on the tables. Cups should be stacked no higher than four cups and placed in the middle of the table.
- Silverware should be separated into piles of knives, forks, and spoons. Do not put the silverware in the drinking cups because this will break the cups.
- Stack coffee mugs in stacks of two.
- All trash, Styrofoam cups, napkins, etc. need to be placed in a pile in the middle of the table.
- All trash from the floor, if any, should also be picked up and put in the trash pile or thrown in a trash can.

3h – Medical- Health & Safety

For Communicable Illness Response & Protocols- Please refer to Appendix B

Staff Safety and Health

- Watch for ways to prevent accidents. Make wise decisions!
- Shoes must be worn always.
- Report ANY work-related injury to the Camp medical staff immediately. Staff injuries that require more than first-aid level treatment will be taken to an approved provider as directed by the Head Nurse and a full-time staff member (see Worker’s Comp section).
- Summer staff are responsible for covering the cost of all personal illnesses and non-work-related injuries. Worker’s Compensation is available for work-related injuries ONLY. These must be reported to the Head Nurse immediately. Camp does not provide health insurance.
- Report to the medical staff at the first sign of a cold, sore throat, eye irritation, or any flu-like illness. This is imperative for preventing the spread of illnesses.
- Staff members who will be sharing accommodations with any camper are required to check-in prescriptions, OTC medicines, vitamins, essential oils or any homeopathic remedy with Camp’s medical staff each week. Approved medical staff will administer or make available medications at the proper times. This is a Colorado state regulation.
- Staff should make rest/sleep a priority during times off.
- If you have a soiled or urine-soaked sleeping bag - use gloves, place in a black trash bag, label it with masking tape as “soiled sleeping bag”

IdRaHaJe Summer Staff Manual

and by camp location and cabin (i.e. MV- Morrison.), and give to a Leadership Staff member. Housekeeping will launder and return it as soon as possible.

- Use rubber gloves when cleaning, handling soiled laundry and assisting sick persons due to the increased risk of contact with bodily fluids (vomit, diarrhea, etc.). Gloves and absorbent (bodily fluid cleaning solution) are available at each first aid box located in or near the kitchens of each facility.
- If you encounter any wildlife or think yourself or your camper have come into contact with wildlife (Bats, racoons, ground squirrels) please let a nurse know immediately.

Camper Safety and Health

- Report accidents to the Camp medical staff right away. Do not administer any medications or try to handle the situation yourself.
- Report all cuts, scratches, and puncture wounds to the medical staff.
- Report any cases of apparent flu or other illnesses right away so the camper can be isolated if necessary.
- Campers bringing medicine to Camp are required to give it to the medical staff (at Gym check-in) to administer at the proper times.
- Don't endanger campers. We are accountable for their welfare.
- Encourage campers to drink several glasses of water a day. This is very important. Make it fun. However, don't withhold activities if water is not consumed.
- Campers should be reminded to wash their hands regularly especially before all meals and after using the restroom.
- All campers should get plenty of sleep.
- All campers must take at least two showers during the week (except for Pioneer Camp, which is reduced to one shower per half-week).
- Camp has three AED's. Their locations are:
 - The Lodge dining room located by woodstove.
 - The Aspen View T-Intersection of the two main hallways.
 - The Gym and Education Center Entryway
- Do not leave any unsecured personal hygiene products in any of the bathrooms at any time.
- Do not take anything from the Hospital or a Nurses' Station without permission from the nurse. Do not take medications for yourself or for your campers. Return everything you borrow. Do not enter a Nurses' Station unless a nurse or full-time staff member is present.
- Due to the choking and puncture hazard, campers should not chew or suck on anything other than food.
- In case of any outbreak, all staff will be expected to help disinfect sleeping areas, bathrooms, doorknobs, and other central spaces.

Camper Medical Checks

As campers arrive to check-in at the Gym, medical checks will be completed as a part of the check-in process. Each camper must have the medical check stamp marked by a camp nurse before the check-in process can be completed and the check-in page is given to the camper. If there is evidence of sickness or other circumstance which would prohibit the camper from staying at IdRaHaJe, parents will be notified, and the camper will not stay at IdRaHaJe.

Camper Sun Protection

According to Colorado Department of Human Services, camp staff must, with parent authorization, apply sunscreen, have campers apply sunscreen, or use another form of parent or guardian approved sun protection, prior to going outside, to exposed skin on all campers. Sunscreen must also be reapplied as directed by the product label.

As requested on IdRaHaJe's packing list, parents should provide each individual camper with sunscreen or another form of sun protection.

Sunscreen must be labeled with the camper's first and last name.

If a camper runs out or misplaces their sunscreen or other form of sun protection, IdRaHaJe staff will provide and administer one of the following brands of hypoallergenic sunscreen: *Rocky Mountain Sunscreen SPF 30* or *NO-AD Suncare 50 Kids*.

Unless instructed differently at the time of camper check-in, the following instructions and accommodations will be provided by IdRaHaJe Staff in the area of sun protection:

- Regular times will be allotted in the camp schedule for applying and reapplying sunscreen.
- It will be the responsibility of the camper to know where their personal sunscreen is located. If personal sunscreen cannot be located in a timely manner, IdRaHaJe staff will administer the above-mentioned sunscreen at the allotted times.
- Campers will be expected to use and apply an adequate amount of sunscreen to cover all exposed skin which may include face, neck, ears, shoulders, arms, hands, legs and feet.

It is preferred that each camper will apply their own sunscreen. IdRaHaJe staff will assist campers if needed in a public setting to ensure proper application of sunscreen.

Bed Bugs

- On occasion, bed bugs may be brought into a cabin or bunkroom by an outside source.
- If you notice unusual bites on yourself or one of your campers, immediately contact Mike DeBoer or Travis Badding. Please keep

this concern as discreet as possible so that we do not unnecessarily alarm campers.

- If you suspect bed bugs in your cabin, **do not remove any clothing, bedding, or personal items.** Please leave everything in place until it is determined if treatment is necessary.
- A very effective treatment plan will be utilized. This will be completed by approved full-time staff members.

3i – Media Procedures

The goal of the Media Department is to use still images to promote the Gospel, the ministry of IdRaHaJe, and to produce quality summer photos that campers, families, and IdRaHaJe staff can enjoy for years to come. Each week, at each camp, our department takes a large group photo and individual photos of every cabin/tepee. They also take pictures of summer camp activities, chapels, and other experiences. These can be viewed via Waldo or Social Media. As a summer camp, we have guidelines that everyone, including staff and campers, need to follow while photos are being captured.

Photos:

A group photo is taken each week of the entire group at each camp. All staff needs to check that every camper is properly clothed before the photo. Shirts that display offensive images or words will not be allowed. Campers cannot be missing any clothes, such as shoes, shirt, or pants/shorts. No hats or beanies that cover the face are to be worn. Please help the photographer by leading the campers in paying attention. The faster we can get the photo taken, the more quickly everyone can get ready for the next activity! Please have campers sit quietly and smile. No gang signs, peace signs, or anything that the photographer deems distracting will be allowed. Thumbs up and high fives are completely fine, if they are not blocking a camper on the row behind them. We want everyone to smile, including staff!

A “Cabin Shot” (cabin photo) will also be taken of your cabin each week. The photographer will arrive for the Cabin Shot at a specific date and time (see Camp Schedule). Please respect their time and have all campers ready for them when they arrive at your cabin/tepee. The same guidelines as above apply.

3j – Emergency Action Plan and Protocols

In the event of a crisis on IdRaHaJe, we want you to be prepared to react appropriately for your safety and the safety of our campers. Please refer to the crisis response guidelines and the protocols which follow. You will also be provided a separate document for you to use as quick reference in an emergency. The quick reference and a camper rollcall (for counselors) should always be carried with you during the week.

Evacuation Plan

If a Camp wide evacuation is necessary, the order of evacuation is as follows: campers, guests, staff, livestock, and vehicles. Evacuation may be implemented by:

- **The Sheriff's Office**
- **Fire Department**
- **The Executive Director (ED)**
- **A Full-Time Staff Member in Charge**

Once one of the above parties orders the evacuation, the following plan will be implemented:

The highest-ranking full-time staff member on site will be designated as Incident Command (IC), and the IC will stay at the office (or other safe location) designated as the command post. The IC will implement and oversee the Evacuation Plan. Each week during summer camp season, the Executive Director will review and update the list of staff member responsibilities for the Evacuation Plan.

- All staff members will be alerted to implement the Evacuation Plan. If possible, the Office Manager will alert staff via text blast.

Assignments will be made by IC.

- The IC will contact the Park County Sheriff's office 719-836-4121, Platte Canyon Fire Dept. 303-838-5853 and the Park County Health Dept. 303-816-5970 once the evacuation has been ordered to inform these departments of evacuation and the final safe location. The Colorado Division of Child Care's Felicia Castro will be notified.
- IC will assign a Communications Officer (CO). The CO will account for, collect, and reassign all Camp radios as necessary. If you are unable to contact the CO, bring your radio to the Camp office if safe to do so.
- IC will then assign one staff member to each camp as a Unit Officer (MV, WR, AV, LD, NW). Each Unit Officer will be responsible for accounting for and evacuation of each person in his/her assigned unit to that unit's Evacuation Area.
- The following locations will serve as Evacuation Areas unless under fire threat:
 - **First:** Mountain Village/ SaLT– MV Ball Field
 - **Second:** Wilderness Ridge – Volleyball Court Area
 - **Third:** Aspen View – Flagpole
 - **Fourth:** Lodge - Flagpole
 - **Fifth:** Narrow Way Expeditions – Soccer Field
- Counselors, bring your campers to the Evacuation Area and have your roll call sheet and emergency notification paper. Please see Appendix E for the Standard Response Protocol card.

IdRaHaJe Summer Staff Manual

- Upon arrival at the Evacuation Area, campers will be organized into cabin/teepee groups; Counselors take roll of your cabin/teepee. Hold up green card if all your campers are with you. Hold up the red card if you are missing any campers or have extra campers. Hold up the medical card if you need medical assistance.
- Unit Officers are responsible to account for all cabin/teepee groups and staff for their unit. Report any missing or additional people and medical needs to Communications Officer.
- IC will assign a Transportation Officer (TO). TO will dispatch busses and Camp vehicles to pick up campers and staff members. The TO will assign bus and van drivers to evacuate all campers and staff members. We will use our buses and vans first. If necessary, buses from off camp and staff vehicles will be utilized. If time allows, buses will be brought from Denver to help with transportation to Foothills Bible Church. Any campers that are off-site for an activity will be brought to the final safe location and reported to the Final Safe Location officer.
- Campers will be evacuated in order of age (youngest to oldest), unless otherwise determined by IC.
- If a fire is close and time is short, we will evacuate to a place approved by the Sheriff's Department (Elk Creek Elementary or Platte Canyon High School, depending on the fire direction). If time allows, evacuation will proceed to Foothills Bible Church at C-470 and Bowles.
 - IC will designate a Departure Officer, Safe Location Officer, and Reunification Site Director.
 - Each vehicle that leaves Camp must submit a list of passengers to the Departure Officer and drive directly to the Final Safe Location.
 - All drivers must submit a list of passengers to the Safe Location Officer upon arrival at the Final Safe Location.
 - Parents of campers will be notified of evacuation and safe location via websites, local media, email blasts and/or telephone. Copies of all campers' emergency contacts are located above the Office Manager's desk for the campers of each week.
 - Campers will be released via a full controlled release or a modified dismissal release as determined by the Reunification Site Director. All parents/guardians will need a photo ID to pick up their camper.
 - Officers
 - **Incident Command (IC) Officer:** Will be the ultimate authority in charge of the safety and evacuation of all campers, staff members and livestock.
 - **Unit Officers:** In charge of the safe evacuation of all campers and staff from their assigned unit.

- **Horse & Livestock Officer:** Coordinates the evacuation of all horses and livestock with the IC.
- **Transportation Officer (TO):** Responsible for all Camp vehicle use and coordination during an evacuation and will procure other vehicles as necessary.
- **Office Evacuation Officer:** In charge of evacuating office.
- **Communications Officer (CO):** Will be responsible for all incident communication.
- **Departure Officer:** Will be stationed at the exit of Camp and maintain a list of all campers and staff members leaving the campgrounds. They will also be responsible for keeping unauthorized parties from entering Camp.
- **Reunification Site Director:** Will be stationed at the Final Safe Location and will be responsible for signing out all campers to parents or legal guardians. This individual will also keep the camper's files with them.
- **Safe Location Officer:** Will be stationed at final safe location and will notify CO of arrival of all campers and staff at that location.
- The Executive Director will post Fire Incident Command assignments weekly. A copy of the evacuation plan with a list of all campers will be kept in a binder marked "Evacuation" above the Office Manager's desk.

**THE EXECUTIVE DIRECTOR OR THE PUBLIC
INFORMATION OFFICER ARE THE ONLY PEOPLE
AUTHORIZED TO COMMUNICATE ON IDRAHAJE'S BEHALF
WITH THE MEDIA!**

Utilizing the Buddy System

- One way to ensure safety and security is to set-up a buddy system for campers at the beginning of the week. Instruct campers to notify a staff member if their buddy is ever missing.
- Staff can also benefit from utilizing the buddy system. Staff should be aware of each other and their coworkers. If a staff member is ever missing, notify a supervisor immediately.

Kidnapping / Missing Person(s)

If you think a camper or staff member may be missing, immediately contact the nearest Leadership Staff and they will alert a full-time staff member if necessary.

- Full-time staff will initiate a search of facility/grounds for missing person(s).
 - The highest-ranking full-time staff member first on scene will become the Incident Commander (IC).

IdRaHaJe Summer Staff Manual

- Communicate using channel 6 on the radio during the search for missing person(s).
- Determine the last known location of the missing person and begin a thorough search spreading out from that location.
- Interview other campers and staff who may have any additional information.
- IC will notify local law enforcement and the fire department.
- IC will inform the parents of the situation.
- IC will arrange for any other medical or physical needs of searchers and lost person(s).

Fire

Leadership Staff will conduct weekly fire drills to inform every one of the procedures relative to their camp location. Fire drills must be done within 24hrs of camper's arrival per CO state law.

- It is against the law to remove any fire, smoke, or carbon monoxide detection device from its original area of placement or to remove any power source (battery or electrical wiring) from that device. These devices will be checked on a weekly basis. If batteries are needed, please contact a full-time staff member and they will see that the batteries are replaced.

In case of a fire:

- If the fire is serious enough to use a fire extinguisher, you must call 911!
- Sound the alarm used at the individual camps (pull station).
- Move all campers and staff to the flagpole at your facility (soccer field for NWE). Verify all staff and campers are accounted for.
- Make a written list of anyone not accounted for. Never attempt to re-enter a compromised structure.
- Notify the office or night watch of the situation.
- Move all campers and staff to a safe location (i.e., the meadow nearest the individual camp).
- Notify office or night watch of new location.
- Any fires requiring a Camp-wide evacuation must follow the Evacuation Plan procedures.

Power Lines Down

Do not allow anyone to approach or touch down lines. Immediately notify the office or night watch and they will contact authorities.

Utility Failure

Notify the office or night watch and they will contact the appropriate services.

Earthquake

If an earthquake occurs while campers are outside, staff will take the campers to the nearest open area and remain there until the tremors cease.

- Once the tremors cease, staff are to take their campers to the meadow nearest the individual camp they are working in. Leadership Staff will verify all campers are present or appropriately accounted for.
- Full-time staff will be shutting off all utilities, which will remain off until the extent of damages can be determined.
- If the extent of damages is severe, and the camp must be evacuated, follow the Evacuation Plan procedures.

Securing the Site – Non-Emergency

All staff must wear a name tag and visitors must always wear a visitor badge while on Camp grounds.

- No person or vehicle should be allowed on the site at any time unless approved by full-time staff.
- All visitors to the site will be required to check in with the office upon arrival and check out with the office upon departure.
- All individuals without name tag or visitor badges will be considered trespassers. Staff and campers must report any strangers or unidentified persons to a Leadership Staff or full-time staff member.
- Any person that does not immediately comply with a request to leave or remove his or her vehicle will be reported to the Park County Sheriff's department by full-time staff.
- Each night there will be a full-time staff member on night watch patrol. The person on night watch is responsible for handling any problems that might arise. For situations where there is immediate danger and a full-time staff member is not available, call 911.
- The main gate will be closed during summer camp. Guests will be allowed access by the office staff, night watch personnel, or an access code that they have been given.
- All summer staff cars will be marked by an identifying sticker placed in the lower passenger's side of the windshield or rearview mirror, or any other designated location.
- Radios will be kept on in the office as well as in each individual camp to ensure the quickest possible communication with staff personnel in case of an emergency or security problem.
- Leadership staff will also have phones for emergency purposes.

Medical

- If a camper or Camp staff member is seriously injured and needs immediate care, call 911 and inform them of your exact location.

- Then, notify the closest Camp medical staff immediately.
- Contact the office or night watch.
- Parents will be contacted by a full-time staff member.
- Camp staff will provide medical attention to all injured persons until emergency personnel arrive.
- Camp medical staff will provide the health records and medical release information to the emergency personnel.

Other

If there are any emergencies not covered in this manual, dial 911.

- The local Law Enforcement officials have been notified of the dates and times Camp will be in operation this summer. They are aware of the location of the Camp and are ready to give necessary assistance in case of a security problem.

When a camper leaves Camp, they must be returned to their parent or designated guardian. **Anyone picking up a child shall have their ID verified by a Camp staff member before they can remove the child from Camp.** No camper will be discharged to individuals on the “Not-Authorized For Pick-Up List.”

Section 4: Caring for Campers

4a – Child Protection Plan

Staff / Volunteer Code of Conduct

We will **ALWAYS** be above reproach when interacting with campers both in and out of Camp. Our actions and intentions must always be pure and honoring to Christ. The subject of physical contact is so fragile with kids and should be taken with the utmost concern and seriousness by every staff member.

NOTE: Any infraction of the below policies will be **immediate grounds for dismissal** with no chance of re-hire. A violation of one of these policies could not only be misunderstood by campers/staff, but result in legal consequences from parents. We are here to lead campers to Christ, and a violation of one of these policies is not necessary to do that.

Always respect the other’s physical boundaries:

Camp is not a place for physical relationships of any kind:

- No kissing
- No sharing of shower or bathroom stalls
- Everyone sleeps in his/her own bed
- No hitting, kicking, slapping or punching
- No tickling
- No touching of private areas (this includes slapping someone on the rear)
- No physically demeaning humor (wedgies, etc.)

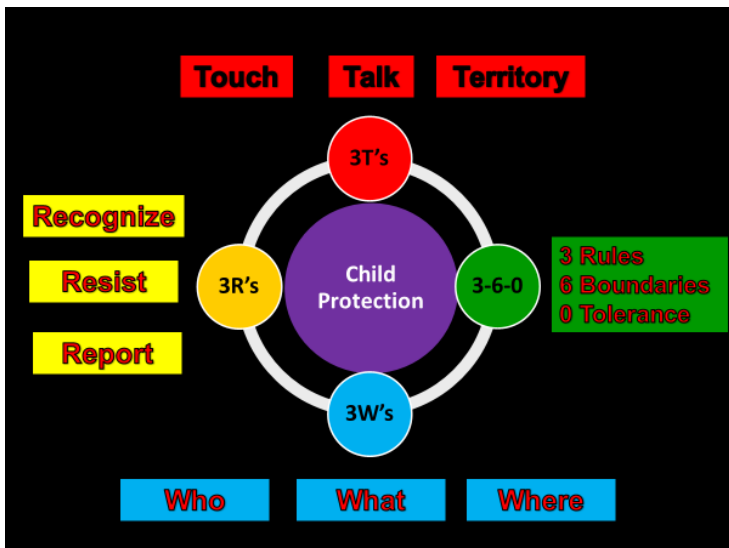
- No walking about cabin without covering private areas (not even campers of same sex)

Always use appropriate verbal communication:

- No lying
- No gossiping about other campers or staff
- No negative talking about another's physical body
- No profane language or use of slang terms (homo, fag, etc.)
- No discussions of a sexual nature

Camper's rights:

- To have privacy when in private areas (bathroom, shower, cabins)
- To tell someone when feeling uneasy about ANY situation
- To be treated with respect
- To be taken seriously



The following charts should be used as a guideline for appropriate/inappropriate conduct with campers and fellow staff members:

Touch	
<p><u>Appropriate</u></p> <ul style="list-style-type: none"> • handshakes and high-fives • short, congratulatory or greeting hugs • guiding young campers by the hand • arm around the shoulders • piggybacks with young campers • leg sitting 	<p><u>Not Appropriate</u></p> <ul style="list-style-type: none"> • private back rubs, arm tickles, massages, etc. • touching of private parts (no exceptions!) • touching a child in anger, disgust, or frustration • frontal hugs with opposite sex • sexual embraces • lap sitting or extended hand holding • kissing • intimate wrestling or tickling
Talk	
<p><u>Appropriate</u></p> <ul style="list-style-type: none"> • verbal praise for achievement or behavior • verbal encouragement • scripturally based teaching (non-sexual) 	<p><u>Not Appropriate</u></p> <ul style="list-style-type: none"> • compliments or questions relating to physique or body development • sexual jokes, homosexual innuendoes, or bathroom humor • swearing or vulgar language • verbal harassment or abuse • individual secrets or special gifts • sexual coaching or conversation
Territory	
<p><u>Appropriate</u></p> <ul style="list-style-type: none"> • public one-on-one interaction (see policy below) • group or public environments 	<p><u>Not Appropriate</u></p> <ul style="list-style-type: none"> • sitting or lying on a bed with a camper • private one-on-one interactions

Shower Protocol

Staff and campers are required to take a minimum of two showers each week. If you are going swimming during the week at the pool, showering at the pool may count as one of those showers. While in the bathrooms all private areas should always be covered. All showers have an area where a person may change and dress in a private setting. If changing in a cabin/TP. Make sure all doors are closed and then just change. No one should be walking around without clothes on in a Cabin/TP at anytime.

One on Ones

All one-on-one interactions with campers must be done in a public place with others visible. (Must be seen, but not necessarily heard). A third person is always encouraged in these settings.

4b- Response for Dealing with Difficult Issues & Exceptional Needs

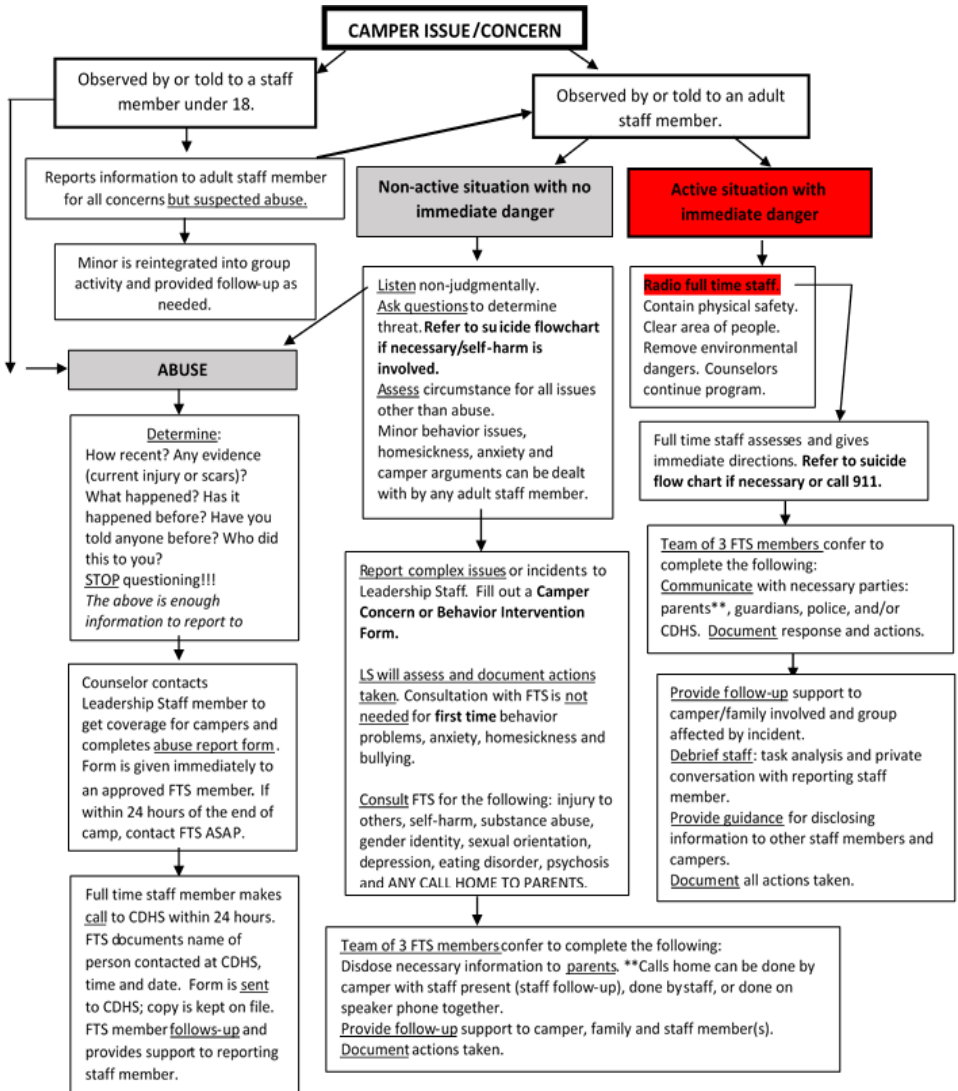
Overview: Many IdRaHaJe campers will have difficult issues and exceptional needs. These may include the following:

- Abuse
- ADHD
- Aggressive Behaviors or ODD
- Anxiety
- Autism/Asperger Syndrome
- Bed Wetting
- Bullying
- Depression
- Eating Disorders
- Gender Dysphoria
- Homesickness
- Homosexuality/Sexual Orientation
- Rape/Sexual Assault
- Running
- Self-Harm
- Sexual Activity
- Substance Abuse
- Suicidal Thoughts and Behaviors
- Trauma & Traumatic Events

Some campers may experience challenging situations while at camp, while others come from difficult and traumatic pasts. We want our staff to be equipped to minister to each camper and handle each situation with godly wisdom, love and the necessary resources while also knowing your limits and IdRaHaJe's expectations.

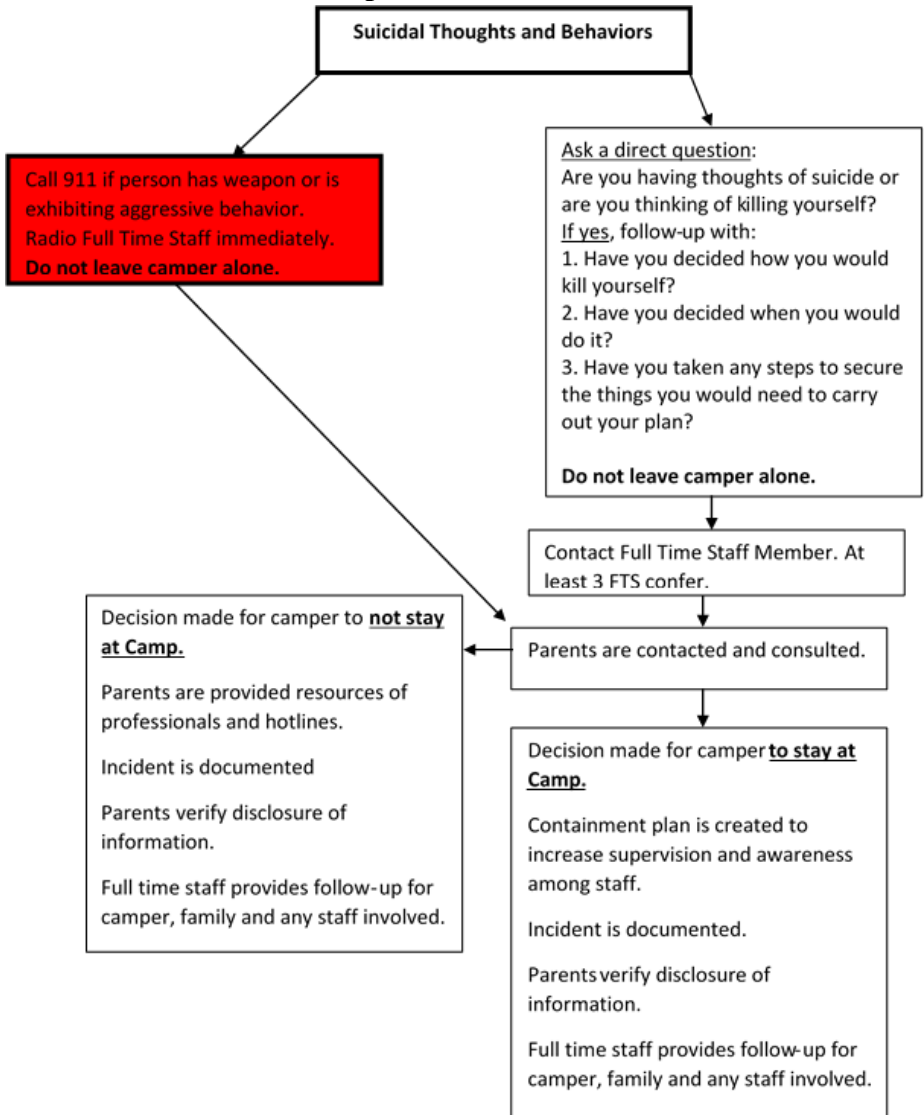
Many parents disclose information about their camper's needs prior to the week at camp. A team of Full-time staff will assess needs and determine if IdRaHaJe is an appropriate fit for the camper. Counselors and Leadership Staff will be made aware of these needs through a report called the Special Needs Report which will be available prior to camper check-in. In addition to the information provided in this manual, there will be resource booklets at each camp which provide supplemental information on the topics above and protocols for camper care while at IdRaHaJe.

IdRaHaJe Summer Staff Manual
Action Response Flowchart for Difficult Camper Issues



We ask that IdRaHaJe staff take time to document all abuse reports, any camper concerns that involve harm to the camper or are severe in nature, and difficult/complex behavior issues on the appropriate forms. See Appendix D.

Action Response Flowchart-Suicide



4c – Understanding and Reporting Child Abuse

The following section is to be filled out in conjunction with the training provided at:

https://coloradocwts.com/wbt/mandatory_reporter_guest/

Fill in the blanks or answer the questions below as you complete the TRAINING BASE “Door”.

Section 1: Recognizing Child Abuse & Neglect

Mandatory reporters are _____ by _____ to report suspicion of child abuse and neglect.

Approximately how many children and youth are victims of abuse or neglect each year? _____

Which is more common, abuse or neglect? _____

What are the 5 different types of abuse you may encounter as a mandatory reporter?

What is the most important concept you learned about **sexual abuse**?

Physical abuse is any _____ injury as a result of _____, beating, _____, biting, _____, throwing, _____, choking, _____ (with a hand, stick, strap or other object), _____, or otherwise harming a child.

What are some possible responses a child may show if they are being **emotionally abused**?

Institutional abuse occurs when any employee of any institution responsible for caring for the health, safety, or well-being of a child or youth

- causes a child or youth to be _____ or
- fails to _____ a child or youth from harm.

_____ is the failure of a parent, legal guardian, or custodian to provide for a **child's** _____ .
What are the 4 types of neglect?

What children/youth are at a **greater risk** of abuse and neglect?

Section 2: Responding to Abuse & Neglect

Give an example of each type of disclosure below:

Indirect Disclosure _____

Disclosure in Disguise _____

Direct Disclosure _____

List some key components of your role if a child/youth discloses abuse or neglect.

Section 3: Reporting Abuse & Neglect

Explain in your own words why you need to report.

What is your role as a summer staff? *Circle One*

Filling out IdRaHaJe's Report-see Appendix D

Calling the Hotline

Explain anonymity and confidentiality.

Additional Notes

The staff person reporting the suspected abuse or neglect must complete the Suspected Abuse Form and provide it to an approved full-time staff member. The information included on the form will be provided to the appropriate governing party. The form should be completed with as much

information as possible without attempting to pursue the facts further beyond the first conversation or observation leading to the suspicion of abuse or neglect. (Full-time staff and Leadership Staff will have these forms available as needed). Add only the information that you know. Do not add to or embellish the information or give personal opinions. This form must be completed within 12 hours of the disclosure. Calls to the hotline will be made within 24 hours of the disclosure.

- The matter should not be discussed with anyone outside of those making the report. The reporting party is protected by law and is immune from any liability, civil or criminal, which might result because of such reporting.
- If you are uncertain if a circumstance qualifies as abuse, please check with an approved full-time staff prior to filling out the form.

4d- Counseling Basics

DISCLAIMER......some of you have been hired for the position of counselor, AND others have not. Regardless, it is very possible and likely that every staff member may be asked to fill in for a counselor at any given time. So, we expect ALL STAFF to be familiar with the basics of being a Camp Counselor. It is also possible that there may be weeks of the summer that we ask you to serve as a counselor for an age group different from your original assignment. (And there may be some weeks that a counselor or two is asked to help with a support staff role.) We thank you ahead of time to be willing to serve in a variety of capacities this summer.

What Is a Camp Counselor?

The term “counselor” is used most often in our society to describe a professional-often a doctor- to whom people come with their emotions and psychological needs for professional help. This is not what is meant by a “camp counselor” ...nor should a camp counselor think that this will be his or her role at camp. Traditionally, the leaders of a small group of children or youth at a camp have been called “counselors.”

*The word “counselor” is found several times in the Bible. Isaiah prophesied that the Messiah would be called, “The Wonderful Counselor.” Jesus described the Holy Spirit as “another Counselor” like himself who would remain with his disciples forever. If you were an ancient Greek, you would know that the word for “counselor” is *parakletos*, which means, “one who comes alongside.” The Holy Spirit comes alongside to daily guide us, comfort us, teach us from God’s word, warn us and correct us. This is exactly what Jesus did with his disciples for the three years he was with them. He was their Counselor.*

So, if you want an excellent example of a counselor, you should take a good look at Jesus. Jesus loved his “campers.” He was so patient with

them, and yet did not hesitate to put them in their places or even scold them when needed.

-Excerpt from the Christian Camp Counselor by Jim Badke, 2007

Requirements for Being an Effective Counselor

- **Spend time developing a growing relationship with the Lord.**
This involves studying the Bible, worshiping Him daily, striving to have a moment by moment walk with Him, meditating upon His Word, and continually seeking His face.
- **Spend time in prayer.** Pray for your spiritual growth and that God will make you aware of areas that you need to change in your life. Pray that you will be sensitive to the needs of your campers and have a servant's heart. Finally, pray that you will have wisdom in every situation.
- **Spend time examining your life.** *Is my life free from sin? Do I need to confess and turn away from an area of sin? What are my priorities? Am I living by them? Am I doing my job as well as it can be done? Am I fulfilling all my responsibilities? Is my ministry fruitful? Do I need support from another staff member? Am I in the Word? Am I spending daily time in prayer? Is there anyone I need to confront or discuss an issue with?*
 - **Spend time giving your body proper attention.**
 - Get as much rest as possible
 - Eat right
 - Stay fit
 - **Spend time preparing emotionally.**
 - Schedule daily time with God
 - Make sure to build in some times to be alone when acceptable
 - Practice flexibility and tolerance
 - Spend quality time in fellowship with other staff when given appropriate opportunities

The Role of a Counselor

As a counselor, you will be given a group of campers that are “yours” for the week. You will act as the primary caregiver and supervisor for your campers. While all staff will be committed to and involved in the campers’ participation in Camp, **the counselor is primarily responsible for the camper’s total well-being: emotionally, physically, socially and spiritually.**

Camper Check-In

Before Your Campers Arrive:

- Pray for your campers.

IdRaHaJe Summer Staff Manual

- Make sure you look professional (clean, name tag, camp t-shirt, etc.).
- Meet with your leadership staff prior to campers' arrival.
- Make sure your cabin/teepee sleeping area is organized and welcoming.
- Get a list of your campers and begin studying their names.
- Eagerly wait (body language matters) for your campers to arrive in your designated area.

Greeting Parents and Campers for the First Time:

- SMILE!
- When one of your campers arrives, introduce yourself to both the camper and his/her parents.
- When you greet the child, put yourself on his/her eye level. Smile and show excitement that he/she is at Camp.
- Look the parents in the eye.
- Offer to carry the camper's luggage to the cabin/teepee. On your way there, make small talk: How was your drive? Where are you from? Have you been to IdRaHaJe before?
- Help the camper get settled. Explain about choosing a bed/bunk and where to store their luggage.
- Ask the parent and camper if there is anything that you need to know to help take care of the camper's needs during the week. Some parents may want to talk with you privately about an issue for their child. Be prepared for this as well and FOLLOW THROUGH with all requests.
- Ask parents and campers if they have any questions for you.
- Don't rush your meeting with the parents but explain that you have other campers that you need to meet as well.
- Explain to the camper their choices for what to do after their parents leave and during the time that you are greeting other campers.

Making Campers Feel Welcome:

- Introduce campers to each other as different individuals start to arrive. Be aware of making campers who come alone feel like they are part of the group.
- Have several activities and games prepared to get your campers engaged and involved. From the very start, show genuine interest in getting to know the campers and spending time with them.
- **LEARN YOUR CAMPERS' NAMES!!**
- Once all campers have arrived...
 - Play name games and other icebreakers
 - Take your campers on a tour of your facility

IdRaHaJe Summer Staff Manual

- Go over the Five Finger Contract (see the next page) and discuss your expectations for the week
- Discuss the schedule
- Designate a “buddy” for each of your campers as a safety protocol

The First Night: Expectations, Bed Time & Light's Out

- Review any camper policies that are unique to the age group you are working with.
- Explain your expectations for bedtime and lights out before you start getting ready for bed.
- Help campers understand why it is important for them to get rest during their time at Camp.
- Make sure your campers have adequate time to use the bathroom and take care of any bedtime medications.
- Help your campers wind down before you expect them to go to sleep. (Transition from moving to talking, from talking to listening, and from listening to sleeping.)
- Have a BIG repertoire of long stories and riddles. **DO NOT** tell or allow campers to tell any stories that involve horror, obscenity, guts, gore, the occult, spiritual warfare, or real-life tragedy.
- When it is time for lights out, hold campers to that expectation. Let them know that you will not tolerate any disrespect or breaking of the camp rules. If campers are being disrespectful, make sure to follow the behavior management plan.

Creating A Group Contract with Your Campers

Each counselor is expected to set up a group contract with your campers each week. This can be collaboratively created as a group or provided by the counselors. It is suggested to stick to five components of the contract. For younger campers, this can be referred to as the Five Finger Contract. For older campers, you may refer to it as your Top Five Commitment.

The following are suggestions for the Five Finger Contract:

- **Thumb:** Stay positive and be encouraging.
- **First Finger:** Use effective communication.
- **Middle Finger** (don't hold it up...!!) **NO PUT DOWNS-** hold down your negativity with your thumb by being positive. No bullying!
- **Ring Finger:** Be committed.
- **Pinkie:** Little things matter, and trust is important.

Daily Responsibilities

The following areas outline the general responsibilities of the counselor:

IdRaHaJe Summer Staff Manual

- Keep track of your campers' basic information sheet which will be provided to you at Camper Check-in (see next page for an example).
- Be aware of any special needs your camper has and make sure to meet those needs throughout the week. (This includes daily medications.)
- Make your campers feel safe, welcome, and included.
- Wake up your campers each day.
- Make sure your campers are appropriately prepared for the weather and activities.
 - Apply sunscreen daily and as directed by the manufacturer.
 - Dress in layers.
 - Pack a full water bottle and rain gear.
- Make sure your campers are eating well-balanced meals and staying hydrated.
- Help your campers have a personal quiet time as appropriate for his/her age group.
- Make sure campers take showers during appropriate scheduled times.
- Make sure your campers are relatively clean and wearing new clothes each day.
- Make sure your campers' sleeping area stays clean and organized.
 - Make sure that your campers do not block or obstruct exits with suitcases. Each night before you go to sleep check that your sleeping area is free of clutter and that suitcases are positioned so that nothing blocks a camper from making it to an exit. Also, each morning do the same before you leave the cabin.
- Get to know your campers on an individual level: their home life, church life and spiritual life.
- **Know where all your campers are always. Campers must always be in areas of supervision.**
- Be a support system for your campers; pray for and with your campers.
- Facilitate cabin devotion times after each chapel session.
- Ensure your campers abide by "Lights Out" each night.
- **Manage your campers' behavior and interactions - put an immediate stop to any bullying.**
- Hang out and get to know your campers.
- Build team cohesion and unity among your campers.
- Make sure campers attend all prepaid horse rides and bike rides.
- Take any camper who makes a first-time decision to believe in Christ to sign Camp's Book of Life and get their picture taken.
- Fill the Spiritual Follow-up Report for each camper by the end of each week (explained below)

IdRaHaJe Summer Staff Manual

- Complete a “Birthday Postcard” (see example below) for each camper by the end of the week.
- Make sure camper is given the correct size of camp T-shirt on Saturday morning and is wearing it for parent pick-up.
- Ensure that the people/person picking up camper is authorized to take child from camp by checking a photo ID (Information provided on Check-in Sheet).

Example Camper Check-In Sheet

BOTTOM PORTION TO REMAIN WITH COUNSELOR																			
Last Name, First Name	Birthday: Size:	Gender: M/F	Session: Camp & Week, Year																
Parent(s)	Address:																		
	Phone:																		
Additional Pickup Authorization	Allowed to swim? Yes/No																		
	Level of ability Beginner/Intermediate/Advanced																		
NOT Permitted to take child from camp	Cabin _____																		
	Cabinmate Request																		
Added Online: <input type="checkbox"/> 1 Bike Ride <input type="checkbox"/> 1 Horse Ride <input type="checkbox"/> Special Dietary Package for GF, DF, Veg Spending Acct: \$0.00		<table style="width: 100%;"> <tr> <td style="width: 70%;">Dietary Restrictions</td> <td style="width: 30%; text-align: center;">Yes/No</td> </tr> <tr> <td>_____</td> <td></td> </tr> <tr> <td>_____</td> <td></td> </tr> <tr> <td colspan="2">Nurse Comments</td> </tr> <tr> <td colspan="2">_____</td> </tr> <tr> <td colspan="2">_____</td> </tr> <tr> <td style="text-align: center;">8 _____</td> <td style="text-align: center;">12 _____</td> </tr> <tr> <td style="text-align: center;">6 _____</td> <td style="text-align: center;">9 _____</td> </tr> </table>		Dietary Restrictions	Yes/No	_____		_____		Nurse Comments		_____		_____		8 _____	12 _____	6 _____	9 _____
Dietary Restrictions	Yes/No																		

Nurse Comments																			

8 _____	12 _____																		
6 _____	9 _____																		
Added At Check-In: <input type="checkbox"/> Additional Spending Acct _____ <input type="checkbox"/> Additional Horse Ride \$25.00 <input type="checkbox"/> Additional Bike Ride \$12.00																			

The sheet above is an example of what every camper will be given after their general check-in process is complete. This form will be brought to the Leadership Staff of your specific camp for check-in and then passed on to you, the counselor. **You must keep this sheet with you during the entire week.** It contains important information which will allow you to care for the camper and check-out the camper at the end of the week.

****If the camper has any special medical, health or dietary needs, that information will be provided to your camp’s nurse, cook and Leadership Staff. Please be aware of any campers who take regular medications or need a special diet and assist in making sure that the camper’s needs are being met.**

Camper Spiritual Follow-up Report

Each week, you will receive a spreadsheet designated to track spiritual decisions your campers make during their time at IdRaHaJe. It is your job to find individual time with each camper, in an appropriate setting, to get to know where they are at spiritually. Please only mark one column per camper (the only exception would be for a call to missions/ministry, if applicable). The information requested on the report will include the following categories:

- **First Time Decision** -This indicates that the camper has made a first-time decision to believe in Jesus as their Savior and openly confessed this decision during their time at IdRaHaJe. If you check this column you should also make sure that the camper signs IdRaHaJe's *Book of Life* before leaving camp.
- **Rededication** -This is a camper who believed in Christ as his/her Savior in the past but has not been living for Christ or displaying the fruit of a Christian lifestyle. Marking this column shows that the camper **decided to recommit their life** to Christ while at IdRaHaJe.
- **Call to Missions or Ministry** -Any camper who feels a significant and specific calling toward vocational ministry and/or missions while at IdRaHaJe should have this column marked. This can be marked in addition to one of the other categories.
- **Strengthened in Faith** -This is for a camper who already knew Christ and did not rededicate their life, but was significantly encouraged or strengthened in their faith while at IdRaHaJe.
- **Already a Christian** -This is for a camper who is a professing Christian, but did not rededicate their life, did not receive a call to ministry/missions, and was not particularly strengthened in their faith during their time at IdRaHaJe.
- **No Decision** -Mark this column for a child who is not a professing Christian and leaves Camp without deciding to believe in Christ as their Savior.

The information you are recording on this report is used for Camp's records, but more importantly it will be a way for the IdRaHaJe team to follow-up and pray for our campers. Make sure that campers do not perceive that you are "obligated" to get this information from them, but rather that you are genuinely interested in knowing them and celebrating any decisions made during the week. It is not ideal to have the report with you while you meet with the camper; instead, try to fill it out after you have taken time to get to know the camper. A full-time staff member will collect these reports at the end of each week prior to check-out.

Birthday Postcard

The Birthday Postcards will be provided to you by the Leadership Staff each week. It is your job to write an encouraging note wishing your camper a "Happy Birthday." These will be collected at the end of each week prior to check out, and camp will send them to your camper on their birthday month!!!

Camper to Counselor Ratio for Cabin/Tepee Assignments

Age:	max # of campers/ per counselor
6-7 yrs.	6 campers
8-10 yrs.	8 campers

11-13 yrs. 10 campers

14-17 yrs. 12 campers

Cautions in Counseling

- **Your title as “Counselor” does not mean that you have authority to act as a therapist this summer. Rather see yourself as a mentor, a guide, and a friend. You are an ambassador for Christ.**
- Never embarrass a camper.
- Avoid stereotyping.
- Work slowly and carefully as you get to know your campers each week. Be sensitive to the needs of everyone.
- Choose an appropriate place for any one-on-one sessions with campers.
- **Do not talk about other counselors or staff in any negative way in front of campers.**
- **Make NO physical contacts.**
- Don’t jump to conclusions.
- Try to see each situation as a whole.
- **Keep both confrontation and counseling private. Discipline should be referred to as discipleship and lead to positive change. Never use physical force and only use appropriate consequences and rewards. Campers should never feel frightened or threatened.**
- **Do not judge.**
- Don’t preach. Instead have conversations.
- Don’t give passive reassurances and simplistic encouragement to someone in trouble (e.g., “Everything will be alright”).
- Don’t joke about a person’s trouble. Even if he or she laughs with you, he or she is likely to resent your attitude and consider you hardhearted or cruel.
- **You should not counsel a member of the opposite sex unless a counselor of the opposite sex and/or the speaker is present.**
- Recognize that you cannot solve every problem. Admit that you may be wrong.
- **Remember that it is only the Spirit of God who can convict, change, and challenge. It is our responsibility and privilege to cooperate with Him.**

Refer problems to staff and more experienced counselors if there is any significant difficulty. Often it may be easier for another to look at the problem more objectively. Remember, that you are not trained to be a professional psychologist. Don’t take on more than you are capable of handling!

Homesickness Policy:

For some campers being away from home can be very hard. This can be for ANY age group, not just the Mountain Village campers. If a camper comes to you struggling with homesickness, please follow the steps below:

1. If the camper is consistently talking about being homesick or starts crying:
 - a. Talk to the camper about what they are excited about in the coming days. Recognize that they miss home, but then try to redirect them.
2. If the camper continues crying and is consistently wanting to go home:
 - a. Have them talk to a Leadership Staff member. This is when we will begin documenting the incident.
3. If the camper's crying persists for an extended period of time (half the day), the camper misses a meal, or makes themselves sick:
 - a. LS will call FTS who will call home. DO NOT tell the camper we are calling home (because what happens if no one answers?)
4. FTS will make the decision to keep camper or send them home.
 - a. **Important note:** If the camper is crying on and off for 24 hours, misses three meals, or makes themselves sick, this is an immediate send home! (**Only FTS** can make this decision and/or communicate it to the camper).

4e- General Characteristics of Campers

The key to effective camp ministry is the ability to get to know kids during a short period of time. The better you can get to know each camper, the more you will be able to do in meeting his or her physical, social, mental, and spiritual needs. The list of general characteristics and needs is meant to provide you a starting place for ministry this summer.

Basic Universal Needs of All Campers

- **Security and Belonging:** Every camper wants to be a part of the group. They need to feel needed. That means that you must get them involved from the start. Help them fit into the program and (especially) the rest of the group. Be careful that the camper never feels intimidated or put on the spot! Make them realize that they are part of camp.

- **Significance:** No one wants to feel like they are merely a piece of furniture or worthless afterthought. Everyone wants to feel a sense of value and that they are worth something. Don't ever put down your campers! They have value, especially to God. "Therefore encourage one another, and build up one another..." (1 Thessalonians 5:11)
- **Recognition:** The camper wants to be recognized as a person. He or she wants to be called by his or her name, at the first day of the week, not the last day. Some kids will be much more gifted and talented than others. Try to acknowledge every one of your campers even if they are less talented!
- **New Experiences:** This is the great appeal of camp. There are vast unexplored territories, countless new activities, and plenty of people they have never met before. Help the camper reach out and become involved in as many new prospects as possible. Do not let the camper just sit around. Get out there and do something with them!
- **Involvement:** Very few kids enjoy being a spectator. They want to be a part of everything. Again, don't let them just sit around. Noninvolvement is a one-way ticket to a lousy week of camp.

Understanding Different Age Groups & Developmental Differences

IdRaHaJe serves four distinct age groups during the summer camp season. It is important for staff members to recognize that each age group has different physical, emotional, mental, and spiritual needs and characteristics. A description of these characteristics will be provided in a separate training manual distinct for each program (Mountain Village/Pioneer Camp: 6-9, Wilderness Ridge: 9-12, Aspen View: 11-13, Lodge Camp: 14-17). Any staff member whose position interfaces with a wide variety of ages will find it helpful to familiarize themselves with these individual manuals. The Leadership Staff or full-time staff in charge of each age group will have a set of manuals prepared to hand out.

Angel Tree Campers

Once again this year, IdRaHaJe is partnering with Angel Tree (AT), which is a ministry that helps campers come to Camp that have one or both parents in prison. Campers coming through AT will be marked as such on the Special Needs Report. When they arrive, each AT camper will receive a backpack with a Bible and a few other items. **Please do not bring up or make a big deal about them being an AT Camper.** Treat them as you would any other camper. They are here to have a week away and to learn about Christ.

4f – Behavior Management

What Is Behavior Management?

Behavior management includes:

- Prevention of negative behavior
- Reinforcement of positive behavior
- Natural/appropriate consequences
- Rewards for desired behavior
- Guidance or redirection for undesired behavior

Having a variety of tools and techniques to manage campers' behavior will be a vital part of being a successful member of our Summer Staff Team. There are two approaches to behavior management: being proactive and being reactive. IdRaHaJe's philosophy around behavior management is to always use proactive measures (as a form of "guidance") in hopes to limit or divert negative or undesired behaviors.

All campers need structure and boundaries; our Camper Policies (see following section) need to be made clear from the very start. Campers also need to know that they can trust you. This means that you will follow through with consequences.

On the first day of camp, each camper will be made aware of Camper Policies and any other specific behavior expectations. It will be your job to reinforce these policies and expectations at the start of any new activity. For counselors, this will mean before the first bedtime, cabin devotion or rest time. For support staff, this may mean reviewing your expectations before you begin a session of Arts & Crafts, a skills class, a horseback ride, or a first visit to the General Store.

A quick and effective way to review your behavior expectations is by using the Five Finger Contract as outlined in Counseling Basics.

Connecting & Correcting:

Management of behavior is much easier when you can connect with your campers first. However, if a camper's behavior requires you to make a correction or to react, always connect with that camper afterward.

Along with connecting with campers and reviewing your expectations, it is important to make consequences very clear. Each camper has signed an agreement to follow our Camp Policies during their time at Camp. If they are choosing to not follow our policies, it may indicate that they are choosing to not stay at camp. The following steps should be followed if/when a camper is not following the Camp Policies or being habitually disruptive/disrespectful:

- Adjust your approach or behavior as a staff member (try moving your location, changing your tone of voice, presenting the material in a different format, waiting, etc.)
- Praise the campers who ARE doing what you expect without shaming other campers

IdRaHaJe Summer Staff Manual

- Call out the potential in individuals and offer them help with adjusting their behavior
- Call out the behavior, not the name. “I will begin once everyone...”
- Praise behaviors when corrections have been made by giving specific affirmations
- Use “active/talkative” campers as helpers and volunteers
- Give the camper an opportunity to fix their behavior by making a subtle reminder (“Mark, do you know what I am about to say to you right now?” Or, use the TEACHER STARE!)
- When needed, be kind but firm on stopping inappropriate behavior. Use “I” messages.
 - Examples:
“It makes it hard for me to lead the devotion when....”
“I am not okay with the decision you just made. Please adjust your behavior.”
- Give campers two options, both of which produce the desired behavior.
“You can either put that toy in your pocket for the rest of devotions, or I can hold it for you; you decide.”
- Put the ownership on the camper for the choices he/she made.
“It makes me disappointed that because you have chosen to _____ you will not be able to participate in the next round of shooting.”
“Bummer.... how sad that you couldn’t follow directions. Why don’t you take a few minutes to let me know how you are going to change your behavior so that you can participate in this game?”
- If all the above does NOT work, then remove the camper from the situation and talk with them privately (in an appropriate location).
- If there is not improvement, involve a leadership or full-time staff member. They will fill out a Behavior Intervention Form. Make sure to communicate the steps and strategies you have attempted so that these can be documented. See Appendix D.
- If there is still not improvement or if the original behavior was severe, a call will be made to the camper’s parent/guardian, and the camper may be asked to leave Camp.

Colorado Department of Human Services Principles Surrounding Behavior Management

7.711.32 Guidance

- Guidance must be appropriate and constructive or educational in nature and may include such measures as diversion, separation of the child from the situation, talking with the child about the situation, or praise for appropriate behavior.

IdRaHaJe Summer Staff Manual

- Children must not be subjected to physical harm, fear, or humiliation.
- The program director must not use, or permit a staff member to use, corporal (physical) or other harsh punishment, including but not limited to pinching, shaking, spanking, punching, biting, kicking, rough handling, hair pulling, or any humiliating or frightening method of guidance.
- Guidance must not be associated with food, rest, or toileting. Children should never be punished for toileting accidents. Children must not be denied food or forced to eat as a disciplinary measure.
- Separation, when used as guidance, must not exceed five (5) minutes and must be appropriate for the child's age. The child must be in a safe, lighted, well-ventilated area and be within sight and hearing of an adult. The child must not be isolated in a locked or closed area.
- Verbal abuse or derogatory remarks about the child are not permitted.
- Authority for guidance must not be delegated to other children, and the camp must not sanction one child punishing another child.

4g – Camper Policies

Respect for Authority

- I will attend and get involved in all scheduled classes and activities.
- I will listen to all announcements.
- I will not cause intentional distraction to others' camp experience.
- I will give all medications to the nurse.
- I will stay out of the kitchen (health code).
- I will not ride horses without the supervision of a wrangler.
- I will not leave Camp premises without permission from a full-time staff member.
- I will follow reasonable directions given by Camp Staff.
- I will park my car for the week (high school campers).

Respect for Creation

- I will stay on marked trails when hiking and exploring.
- I will not pick wildflowers, damage plants or trees, or throw rocks, pinecones, or sticks.
- I will leave all wild animals alone.
- I will not climb trees or cliffs or attempt the ropes courses or obstacle courses unless it is a scheduled activity.
- I will not play with fire.
- I will not litter.

Respect for Others

- I will not cause or participate in any fights or bullying.

IdRaHaJe Summer Staff Manual

- I will not use profane or vulgar language.
- I will not bring skateboards, cell phones, or any electronic device (not including digital cameras) to Camp.
- Girls and boys will stay out of each other's rooms (this is state law).
- I will not take part in pranks or raids.
- I will leave other people's things alone.
- I will not have food or water fights in buildings or damage property.
- I will be in bed and quiet by lights out.

Respect for Self

- I will not bring or use drugs, alcohol, tobacco or illegal/mood altering substances at Camp.
- I will wear modest clothing while at Camp that covers my undergarments, back, stomach, chest, and upper thighs.
- I will keep shoes on unless I am in my cabin or room.
- I will not engage in any romantic physical contact.
- I will keep my sleeping space and personal belongings neat and tidy.

4h - Cabin Buddies

All non-counseling support staff will be assigned to a cabin & counselor to serve them as a Cabin Buddy most or all weeks of the summer. Being a Cabin Buddy is just as important as your primary job, because it is another great way to build relationships with campers and support the ministry of IdRaHaJe. Cabin Buddies should be available to assist counselors and take part in other cabin activities as their schedule allows. The more time the Cabin Buddy spends with the cabin, the better.

The best way to get a Cabin Buddy involved is for the counselor to invite them to participate. Counselors, be sure to communicate with your Cabin Buddy about any situations in the cabin, prayer concerns, needs, etc. as appropriate.

The following guidelines are provided to acquaint staff with this responsibility:

Responsibilities of a Cabin Buddy:

- Eat at least one meal each day with your assigned cabin.
- Be involved in evening devotion time during the week.
- Interact with and encourage your campers when you see them throughout the day.
- Attend evening chapel sessions with your cabin.
- Participate with your cabin group in at least one game or large camp activity (as your job allows).
- Participate with your campers at other times during the week (as your job allows).
- Assist the counselor when special needs become evident.

- Pray daily for the campers in your cabin and the counselor.
- Inform the counselor of significant campers needs or problems observed.

Cabin Buddies Should Avoid:

- Participating in activities that conflict with your primary work responsibility unless prior arrangements have been made with your area supervisor.
- Being in the cabin or with campers after lights out or at other unreasonable times.
- Taking the place of the counselor or doing things that are contrary to his/her judgment.

Section 5: Pointing Campers to Christ

5a – Integrated Programming

At IdRaHaJe, we believe in integrated programming. **Integrated programming** means that every single aspect of our summer camp program has one goal: to point campers to Christ. Colossians 3 is an excellent reminder of our philosophy of integrated programming. In the beginning of the chapter, Paul reminds the Colossian church to set their minds on things “above” rather than on “earthly things.” At the end of the chapter, Paul challenges the church to do everything to the “glory of God.”

Many parts of our summer program may at first appear to be “earthly things,” like archery, ziplines, horseback rides, snow cones and water fights. However, we believe that these activities can be done for the glory of God when our staff have their hearts set on “things above” when leading or facilitating the activities.

This happens in two different ways:

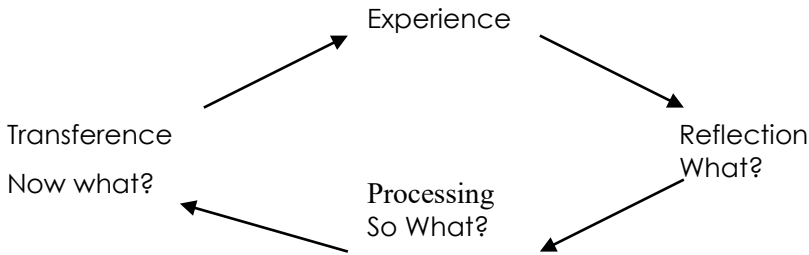
Positive attitude and excellence

A **positive attitude and excellence in the way you complete each task** is the first way we will point campers to Christ in activities that normally do not seem “spiritual.” We want parents and campers to associate their Christian camping experience at IdRaHaJe with excellence. From the minute people step onto IdRaHaJe, this can be accomplished by the way we treat our guests and take care of our facilities and property. So, whether you are helping to park cars, serving a meal, doing dishes, vacuuming carpets, cleaning toilets, washing a soiled sleeping bag, belaying on the climbing tower, or picking up trash, you have an opportunity to point campers to Christ. Embrace each task as an opportunity to serve God.

Experiential Learning Cycle

We can accomplish taking “earthly things” and transforming them into experiences that turn hearts toward Christ by understanding a

concept called the **Experiential Learning Cycle**. This idea has more to do with activities at camp that do not naturally have a spiritual basis or biblical foundation.



For example: A group of campers just finished Archery class. As the instructor walks them back to their facility, they ask “What did you guys think of archery class today?” The campers share about their successes and challenges; one camper mentions how difficult it was when she kept making mistakes. The instructor asks what that camper learned from facing so many difficulties. The camper replies that she learned to not give up, because by the end she got better and made a bull’s eye. The instructor then applies that principle to a real-life situation and includes a biblical truth. “The Bible talks about not giving up. In James 1:2 it says to consider it pure joy when you face trials because those trials will make you a stronger person.”

The instructor might then ask the camper if they have anything back at home that is difficult like archery; then this would provide an opportunity to encourage the camper and pray for her. This same cycle can be used with any camp activity, and we encourage all staff to take every opportunity as a chance to help campers discover biblical truths.

This is also a great time to refer to the Daily Counselor Aims. Each day, the goal is to lead one activity, game, skill, debrief, or devotion that hits the counselor aim. This is a great opportunity to exercise creativity and emphasize the main point of each day for campers.

We do not want the camper to merely learn a lot about the Lord and the Christian life. We want them to become a Christian and live the Christian life. That involves at least four steps:

- **Learning Biblical Truth:** this is done mostly in formal teaching situations.
- **Reinforcing Biblical Truth:** taking what has been learned in formal teaching sessions and emphasizing it throughout the day considering different situations.
- **Practicing Biblical Truth:** taking the biblical truth and using it in life.

- **Assimilation:** making biblical truth part of your life. This is our goal for the camper.

To assimilate a biblical truth or principle into your life, you must practice it in every part of your life. There can be no spiritual schizophrenics – living one way in church and another way at home. Therefore, the camper must see how biblical principles can become a part of their everyday lives. That means that you must show them how these principles can be applied in every activity of the day and help them practice these principles.

Before engaging in any activity, ask yourself these questions:

- What suggestions does my Field Guide (provided for each resident camp) offer for debriefing this activity?
- What biblical truth is being presented today in chapel or devotions?
 - Can this activity be used to teach, reinforce, or practice this biblical truth?
 - What must I do or say to help my campers learn, reinforce, or practice this biblical truth?
 - What are some areas where my campers do not exhibit this biblical principle in their lives? How could this activity help them change?

5c – How to Share Your Testimony

“They triumphed over him by the blood of the Lamb and the word of their testimony.” -Revelation 12:11

Your testimony is the story of God’s transforming work in your life through the power of Jesus Christ. Below there are suggestions for how to share your testimony effectively.

- Pray: Ask God to speak through you and to prepare the heart of your listener(s).
- Create an Outline or Plan:
 - Before: What was your life like before Christ?
 - During: How did you come to the point where you realized you needed a Savior?
 - After: How has your life changed since believing in Christ?
- Be Honest—Do not exaggerate or lie to make your story sound better. The Holy Spirit will use your words to reach your audience.
- Be Specific—give real events from your life. There is no need to tell details of past sin or struggle to the point of making it about you, but state enough so people can relate.
- Watch Your Time: Stick to the given time constraints! (5-10 minutes is appropriate with campers.)

Make sure God is the key to your story. Your testimony should point your campers to Christ, not you or your past. If you haven’t

shared the Gospel in your testimony, you haven't really shared your testimony.

*Depending on the age and maturity of your campers, you may need to modify or generalize the details of your testimony. Your past may involve sensitive topics (see "Caution Words" below) which are not appropriate to introduce campers to in our ministry setting (a week-long program that is limited in ability to disciple or follow-up with campers). While we praise and honor God for the work He has done in your life, we want to be sensitive to campers who have grown up in sheltered homes or are not equipped to discuss tough issues.

If your testimony involves a tough issue/event (see "Caution Words" below), follow the steps provided:

- Determine if the tough issue or event is essential to your testimony.
- If a tough issue or event is essential to your testimony, share with generalizations.

Examples:

- If you were **molested or raped** as a child, instead say, "When I was a child, **someone hurt me.**"
- If you struggled with **pornography**, instead say, "I went through a season where I struggled with choosing to **watch and look at things that were right and good.**"
- If you were **suicidal**, say, "There was a time I felt really **hopeless and I wanted to escape.**"
- If you dealt with **bulimia**, state, "I really wrestled with my body image and self-worth; having a healthy relationship with food and weight were part of my past."
- After sharing with generalizations, make it clear that you want to be available for campers who have questions about your testimony or who can relate to your story. Do this by saying something like, "If what I shared sounded like your own story, or if you have questions about my story, I would love to talk with you one on one." Our goal is not to avoid difficult issues, but rather to deal with them appropriately and with legal responsibility; we believe the introduction of the "Caution Words" or similar topics should be up to a parent's discretion.
- If a child brings up a tough issue or "Caution Word" on their own initiative, you can then discuss that topic with them (not the whole group) following the boundaries of our Child Protection Plan.

Caution Words: Suicide, Rape, Sexual Assault, Cutting, Sex, Incest, Pornography, Drugs (such as Marijuana, Heroin, etc.), Molestation, Masturbation, Bulimia, Anorexia, Lesbian, Gay, Queer, Homosexual, Bisexual, Transgender

**Also, know that a story of growing up in a Christian home and

trusting God from a young age and never wavering is a beautiful story. Do not feel you must dig deep and search for a hard story because that is what you think kids want to hear.

Key Elements of the Gospel Message

Elements		Scripture References
Creation	Perfect union with God No sin or death God walked with Adam & Eve	Genesis 1-2 (Creation, Adam & Eve)
The Fall	Original sin & disobedience Separation from God Curse = death All have sinned	Genesis 3 (The fall of man) Isaiah 59:2 (iniquities have separated you from God) Romans 5:12 (Sin entered the world through one man) Romans 6:23 (wages of sin is death) Romans 3:10 (no one righteous) Romans 3:23 (all have sinned)
Redemption	Need to be saved/not by works God's plan for redemption comes through <u>Christ alone</u> and is motivated by love Christ's deity & perfection Christ crucified as a payment for sins Resurrected-conquered death Reconciled to God and receive eternal life through confession, repentance, and belief in Christ Savior	John 14:6 (way, truth, life) John 11:25-26 (resurrection and the life) Ephesians 2:8-9 (not by works) Luke 19:10 (came to seek and save) John 3:16-17 (whoever believes shall not perish) Romans 5:8 (God demonstrates His love) 1 Corinthians 15:1-4 (Summary of the Gospel) 1 Timothy 1:15 (Christ came to save sinners) Romans 6:23 (gift of God is eternal life) Romans 10:9-10 (believe in heart and confess with mouth)

Restoration	<p>Christ's second coming</p> <p>New heaven and new earth</p> <p>End to all evil & the curse is ended</p> <p>Perfect union with God will be restored</p>	<p>1 Corinthians 2:9 (what God has prepared)</p> <p>Matthew 16:27 (Son of Man returning)</p> <p>Revelation 21:22 (New Heaven & Earth)</p>
--------------------	--	---

The Gospel Message is a foundational part of IdRaHaJe's ministry.

- IdRaHaJe's Mission Statement includes the phrase, "IdRaHaJe is established for the mission of glorifying God through the spreading of the Gospel."
- One of IdRaHaJe's Core Values is Evangelism in which it is stated, "We believe that it is God's desire and commandment that we share the Gospel with others. To accomplish this, we will present the Gospel, so that people may hear and respond to the invitation of Christ for salvation."
- IdRaHaJe's Philosophy of Christian Camping includes the following, "The chief purpose of Camp should be to lead young people to an understanding of Christ's atoning work and encourage them to put their trust in Him."
- IdRaHaJe's Purpose Statement declares, "Our purpose is to provide a safe, enjoyable, and educational experience in Christian living which will be used at a tool to lead young people to a saving knowledge of Jesus Christ and in-depth personal discipleship based on the ministry of God's Word, and empowered by Him, so that we might have a significant part in 'presenting man complete in Christ' (Colossians 1:28)."
- One of IdRaHaJe's Curriculum Objectives affirms the above points: "The curriculum **clearly presents truths leading to a full knowledge of the salvation**, Lordship, and the various aspects of daily Christian living."

Steps to Salvation: Teaching Campers to Respond to the Gospel Message

1. **Admit**- Confess you are a sinner in need of forgiveness and express genuine desire to be reunited with God
 - Romans 3:23 "...for all have sinned and fall short of the glory of God..."
 - 1 John 1:8-9 "If we claim to be without sin, we deceive ourselves and the truth is not in us. If we confess our sins, he is faithful and

just and will forgive us our sins and purify us from all unrighteousness.”

- Matthew 15:8 “These people honor me with their lips, but their hearts are far from me.”

2. Believe- Jesus is God’s son and died as a payment for your sins. He rose again to conquer death and make a way for you to be reunited to God. It is through Christ alone, by grace alone, in faith alone that you are saved. As a Christian, God’s Spirit is at work in your life making you a new creation.

- Romans 10:9-10 “That if you confess with your mouth, ‘Jesus is Lord,’ and believe in your heart that God raised him from the dead, you will be saved. For it is with your heart that you believe and are justified, and it is with your mouth that you confess and are saved.”
- John 14:16-17 “And I will ask the Father, and he will give you another Counselor to be with you forever-the Spirit of truth. The world cannot accept him, because it neither sees him or knows him. But you know him, for he lives with you and will be in you.”
- 2 Corinthians 5:17 “If anyone is in Christ, he is a new creation. The old has gone, the new has come.”

3. Commit- Your life is now God’s and should be committed to repentance, obedience and becoming like Christ.

- Acts 20:21 “I have declared to both Jews and Greeks that they must turn to God in repentance and have faith in our Lord Jesus.”
- Luke 6:46 “Why do you call me Lord, Lord and do not do what I say?”
- James 2:26 “...faith without deeds is dead...”

1 John 2:3-6 “We know that we have come to know him if we obey his commands. The man who says, ‘I know him,’ but does not do what he commands is a liar, and the truth is not in him. But if anyone obeys his word, God’s love is truly made complete in him. This is how we know we are in him: Whoever claims to live in him must walk as Jesus walked.”

Section 6: Curriculum

6c – Chapel Lessons

Chapel sessions will focus on truths leading to a full knowledge of salvation, Lordship, and various aspects of daily Christian living. The summer theme will be integrated into all components of the chapel service.

Campers will attend two chapel services a day, one in the morning and one at night. Chapel services will run for approximately an hour.

IdRaHaJe Summer Staff Manual

The service will typically begin with a time of worship in music which will be facilitated by designated IdRaHaJe staff members. Any staff who is interested in leading worship should meet with the designated full-time staff member to coordinate this happening in an effective way while not neglecting any other preassigned duties. After worship, the guest Chapel Speaker will teach for approximately a half hour.

Counselors are expected to attend morning and evening chapel services. **All other staff are expected to attend and participate in an evening Chapel Service at their preassigned camp.** If you are a Cabin Buddy, you must attend with your assigned cabin group. While the guest speaker is teaching, summer staff members need to help manage behavior of campers. This is also a time to mindfully pray for campers as they hear God's Word and grow in their knowledge and understanding of Him. During some chapel sessions, staff may be asked to help participate in a skit or puppet show. This will be coordinated by the Chapel Speaker, the Leadership Staff or full-time staff.

6d – Missions

IdRaHaJe believes in exposing our campers to God's work being done through missions both locally and around the world. We want campers to see that God calls Christians in a variety of ways.

To accomplish this, each camper will have the opportunity to interact with a missionary teacher during their time at Camp. The missionary teacher for the week will teach campers biblical truths surrounding missions and share about their specific mission work. This will be accomplished through four formal teaching sessions. Like chapel sessions, we ask our IdRaHaJe Staff (not the missionary) to manage camper behavior and help campers be respectful and focused during these teaching times.

Each missionary teacher will have a project they are raising funds for. Encourage (but do not force) the campers to give to these projects, or what we refer to as "Missions." Your excitement helps the cause for each of the missionaries. To additionally encourage campers, the Leadership Staff may plan and announce "Mission Goals" during Sunday Orientation. These goals will be some type of reward for amounts of money raised. For example, if a camp raises \$50, they may be rewarded by getting an extra 15 minutes of sleep. Or, for \$200 dollars, a staff member may shave their beard. The "Missions Goals" are designed to create excitement for giving and a sense of accomplishment and comradery among the campers. Rewards **must be approved** prior to being initiated by the Summer Program Supervisor

6e – Cabin Devotions

After most chapel sessions, campers will participate in a cabin devotion time, or a small group discussion, which will be facilitated by

the counselor or counseling SaLT. Support staff may be asked to help with a cabin devotion time, so they should also become familiar with the format of running these times.

Each summer, the curriculum will include outlines for cabin devotion times following what we refer to as the **5 R's: Remember, Read, Relate, Respond, Requests/Rejoicing**. These outlines will be provided separately to each counselor/staff member depending on the camp they are appointed to. The outlines will directly correspond with the previous chapel session. Because of this, **it is imperative that anyone leading a cabin devotion attends the chapel session that corresponds with the cabin devotion.**

The purpose of the cabin devotion time is for the campers to have an opportunity, in a small group setting, to discuss and process the information presented in the chapel service. Cabin Devotions may be one of the most rewarding times you spend with campers or one of the most difficult and frustrating. The way that you prepare for and facilitate this time can make all the difference. Make sure you are in a setting that is distraction free zone (or remove distractions). Come prepared and excited for this time. Personalize each devotion. Get everyone involved and hold campers accountable to participating. **Studying the Bible and praying with campers is one of THE MOST important things we do!**

6f – Camper Personal Devotions

We want to provide opportunities for campers to spend personal time with God daily while at Camp. Many campers have never learned how to spend personal time with God and will need to be instructed on having a quiet time or personal devotion. Campers will also need help understanding the importance behind spending daily time with God. There may be some campers who are already accustomed to doing personal devotions and will gladly embrace this time looking forward to the opportunity to study God's Word and pray. Depending on the age of the camper, personal devotion time will look different. Below shows the design for each age group camp:

Mountain Village/Pioneer Camp (Ages 6-9)

At this age, campers will be given "alone time" with God during REST Time. Campers will be provided with a hands-on, but quiet, learning experience (such practicing the memory verse, a coloring page or workbook page). This should be guided and directed by the counselor or staff leading that time.

Wilderness Ridge (Ages 9-12)

At Wilderness Ridge, campers should be given about 10 minutes to complete their personal devotion for the day. For nine and ten-year-old campers, they should sit at the table near their tepee and be guided by the

counselor during this time. Eleven and twelve-year-old campers (and more mature, younger campers) should be encouraged to find a quiet spot by a tree or rock to spend time praying, journaling and working on the memory verses for the day. If time allows, counselors should facilitate a time of discussion after the campers finish their devotions.

Aspen View (Ages 11-13)

Each Aspen View camper will be given 10-15 minutes in personal devotion time. Booklets will be provided for the campers which will contain all their devotions for the week. Counselors will need to make sure that each camper has a Bible and can navigate through their Bible. Campers should be encouraged to find a quiet spot outside to complete their personal devotion time. If time allows, counselors should facilitate a time of discussion after the campers finish their devotions.

Lodge Camp (Ages 14-17)

Lodge campers will have time (25-30 min.) built into their schedule most days for personal devotions. This time will often correspond with the group devotion time. Each camper will be given a booklet that will provide Bible passages to read and topics to reflect on. Counselors will need to make sure that each camper has a Bible and can navigate through their Bible. Campers should be encouraged to find a quiet spot outside to complete their personal devotion time. If time allows, counselors should facilitate a time of discussion after the campers finish their devotions.

6g – Summer Memory Verse

In the Psalms, David reminds us of the importance of hiding God's word in our hearts and meditating on God's law, day and night. In addition to hearing God's word in chapel sessions, we believe that incorporating memory verses into our program is a way to **encourage campers to build a foundation in Christ and biblical truths**. *Staff are expected to memorize the verse listed below* so that they can guide the campers in doing the same. In addition, each age group curriculum will have a list of daily meditation verses.

6h- Camper Backgrounds

Campers come from a **wide variety of backgrounds** (culturally, religiously, economically, and ethnically); please deal with these differences with sensitivity. Our goal is to point campers to Christ through teaching basic Biblical concepts.

Focus on the Gospel and on Gospel issues. If it is a secondary issue or issue of preference, please do not focus on it as our campers come from many different denominations and will likely have differing beliefs on secondary issues.

Our Doctrinal statement is also a great thing to go to with questions on IdRaHaJe's stances and beliefs.

Section 7: Camp Activities

7a – Skills Overview

Purpose

Skills classes take place all around IdRaHaJe property. All skills classes provide campers with the opportunity to learn or improve existing abilities/skills. The skills offered vary by age group and increase in variety/difficulty with each age group. Offering new or unique skills to older campers allows them something to look forward to as they advance through the camps.

Each week, counselors will be assigned by leadership staff to act as the main instructor or provide support for skills classes. General staff will be trained on skills according to their job position.

For detailed lesson plans and what is expected of instructors, see individual field guides.

Pioneer Camp Skills

General Information

All cabins will participate in two skills classes a day with each running for 30 minutes. The classes offered will depend on the number of campers attending each week, but each camper will experience one “active” and one “artsy” class each day.

Counselor Led Skills

- Field Day
- Nature Hike
- Map Reading
- Friendship Games
- Arts & Crafts

Counselor Supported Skills

- Pottery

Mountain Village Skills

General Information

Each cabin will experience all 8 skills classes during the week with each class being around 1 hour.

Counselor Led Skills

- Field Day
- Nature Hike
- Friendship Games
- Map Reading

Counselor Supported Skills

- Archery
- Arts & Crafts
- Climbing Wall
- Pottery

Wilderness Ridge Skills

General Information

Campers will get a chance to choose 4 out of the 10 skill classes. During the week with each class taking 1 hour and 30 min.

IdRaHaJe Summer Staff Manual

Counselor Led Skills

- Obstacle Course
- Archery
- Riflery
- Classic Sports
- Nature Hike

Counselor Supported Skills

- Arts & Crafts
- Climbing Tower
- Pottery
- Rappelling
- Boulder House

Aspen View Skills

General Information

Campers will get to choose 2 out of 5 skill classes with each class being around 1 hour and 30 min. Each skill class will span two days. LS will post the skills schedule at your camp.

Counselor Led Skills

- Maps and Discs
- Outdoorsmanship
- Classic Sports

Counselor Supported Skills

- Pottery & Crafts
- Rock and Rappel

Lodge Camp Skills

General Information

Campers will choose 4 of the 6 skills classes during the week with each class taking 2 hours.

Counselor Led Skills

- Lifetime Sports
- Disc Golf
- Archery

Counselor Supported Skills

- Arts & Crafts
- Giant's Ladder
- Breath Taker
- Team Ropes

7b – Free Time Activities

During Free Time, campers will have the chance to visit the stores at either the Gym or Mountain Village. While at one of those locations, campers will be able to either play in the Gym or on the Mountain Village playground.

***All campers must be supervised during free time with appropriate staff to camper ratios (see page 70). Free time is for the campers; it is not free time for staff.**

Mountain Village & Pioneer Camp Free Time Activities

- Pottery
- Playground (see playground rules)
- Village Café
- General Store/Uncle Paul's Outpost
- MV Volleyball & Basketball Courts
- Arts & Crafts

Wilderness Ridge Free Time Activities

- Pottery
- Arts & Crafts
- General Store/Uncle Paul’s Outpost
- Village Café/Canteen
- Gym
- Soccer Field
- Volleyball (upper meadow)

Aspen View Free Time Activities

- Pottery
- Arts & Crafts
- Village Café/Canteen
- General Store/Uncle Paul’s Outpost
- Volleyball (at AV)
- Gym
- Soccer Field
- Playground (see playground rules)

Lodge Free Time Activities

- General Store/Uncle Paul’s Outpost
- Village Café/Canteen
- Arts & Crafts
- Volleyball (upper meadow)
- Gym
- Soccer Field

Additional Information on Free Time Supervision:

Counselors may be assigned areas to be in to watch over campers. See your LS for assignments/ to let them know where your campers want to go.

Additional Information on Free Time Activities:

ARCHERY

AV and WR campers who do not have an archery skills class will have the opportunity to participate in archery during free time. Detailed instructions can be found in the AV and WR Field Guides.

ARTS & CRAFTS

During free time, there are many arts and crafts to purchase and create. Lanyards, survival bracelets, and color-your-own projects are available for purchase with the Camper Spending Account. A variety of paper and drawing utensils are available for free.

POTTERY

- We offer a wide variety of ready-to-paint items ranging in price from \$.50-\$10. The option to glaze items can be done for an additional fee and must be completed by Wednesday.
- Campers may purchase pottery with their Camper Spending Account.
- A counselor or SaLT should accompany campers to pottery whenever possible. It is also helpful for counselors/SaLT to remind campers of pieces that need picked up if they were left to dry or be fired in the kiln.

STORES & CAMPER SPENDING ACCOUNT

Campers will only be allowed to visit the stores during scheduled times (Free Time).

Mountain Village, Wilderness Ridge & Aspen View campers must have an established Camper Spending Account (CSA) if they have money to spend at Camp. Lodge & Narrow Way campers are encouraged to use the CSA system, but it is not required.

CSAs are established online during initial registration or when campers arrive during camper check-in at the Gym. Campers can use their CSA to make purchases at the General Store, Village Café, Uncle Paul's Outpost, The Canteen, Pottery and Arts & Crafts. They will access their CSA by giving their name & cabin to the appropriate store staff member.

- Money can also be donated to the missionary of the week using their CSA.
- If a camper keeps cash, that camper is completely responsible for their money.

A 20% Summer Staff discount is available on all regularly priced items at the stores (this does not include food items).

VILLAGE CAFÉ/CANTEEN

Our concession areas have a variety of treats for all ages. Items on the menu include snow-cones, soft pretzels, giant pickles, popcorn, baked good, smoothies, milk shakes, chai tea and espresso drinks. Mountain Village and Wilderness Ridge campers may not purchase espresso drinks.

Staff should work together to limit camper sugar intake to a reasonable amount. This includes all campers (MV, WR, AV, LC, and Narrow Way). **Each camper is only allowed one ice cream a day.*

Please help the workers in the Canteen and Village Café by being there to manage your campers and help out in any way needed by the support staff.

Gymnasium and Education Center

The Gym is open during free time for WR, AV and LC. Campers must be accompanied and supervised by a staff member. Counseling staff will make sure the Gym is picked up/cleaned before leaving. If another group requires the use of the Gym for programing, then “free-time users” must leave.

7c – Adventure Programming

Overview:

Each camp has various adventure activities available to them throughout the day. It is a staff member's responsibility to ensure that campers follow the correct procedures prior to arrival to these areas and

know what their conduct should be like when they arrive. Adventure activities are great for developing trust, teamwork, and faith in Christ. Our activities are considered “Challenge by Choice” (see explanation below) and **no camper should be forced to do an event**. However, we want to encourage them to challenge themselves to do something they may have not done, or challenge them to go further than they thought they could. These activities build lifelong memories.

Prior to Arrival:

- Ensure campers are wearing **closed toed shoes**
- Have campers bring a full water bottle and make sure they have applied sunscreen
- Make sure campers and staff know the departure times and places
- All participants should bring a rain jacket or poncho

Conduct Upon Arrival:

- Do not run around
- Sit down and listen to the instructions from the Adventure Staff
- Be encouraging of all participants
- If it is a belayed activity and you are belay certified, ask the Adventure Staff if they would like help

Why do we do adventure activities?

We offer these activities as a tool to help campers grow physically, emotionally, and spiritually. We want our campers to take what they do and apply it to life situations and their spiritual walk. Adventure experiences can offer the following benefits:

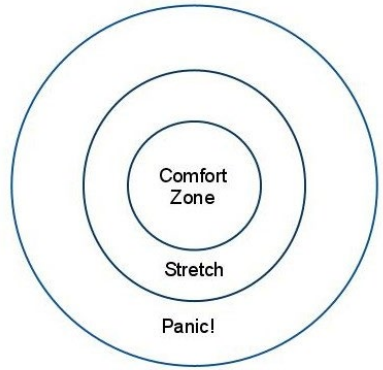
- Improve Self-Confidence
- Enhance Communication Skills
- Develop Decision Making Skills
- Teach Conflict Resolution Skills
- Develop Leadership Skills
- Promote Trust
- Increase Individual Responsibility
- Increased Dependence on God
- Facilitate Healthy Change in Individuals
- Develop Group Cohesion
- Improve Physical Fitness
- Fun for Everyone

Overview of Adventure Activities at IdRaHaJe

Activity	Description	MV	WR	AV	LC
Big Zip	670 ft zip line			X	X
Breath Taker	Giant swing. Group hoists the participant to desired height and facilitator pulls quick release to initiate swing				X
Climbing Tower	45 ft tall, six sided climbing tower		X	X	X
Climbing Wall	16 ft tall climbing tower in Town Hall	X			
Flying Squirrel	Flying away with the swing you always wanted	X			
Giant's Ladder	30 ft tall giant ladder where pairs must work together to succeed				X
High Rappel	150 ft rappel on a natural rock face				X
High Ropes	High ropes course. Finishes with a zip line			X	
Initiative Games	Team building activities designed to challenge campers to grow individually and as a group	X	X	X	X
Low Elements	Team building challenges where groups must work together to accomplish specific tasks				X
WR or 52 Rappel	30 ft rappel on a natural rock face		X	X	
Rock Climbing	30 ft climbs on a natural rock face			X	
Power Pole	Climb 25 ft up a tree to a small platform and jump for a trapeze				X
Slackline	Walking on a suspended length of flat webbing.		X		
Team High Ropes	A high ropes course where groups of 2-4 individuals must work together to successfully complete it				X

Understanding Challenge by Choice

The “Challenge by Choice” philosophy (patented by Project Adventure) should permeate all adventure experiences. This philosophy empowers participants to choose the extent to which they are willing to participate. In doing this, it recognizes a participant’s need to opt for only the portions of an experience that will encourage growth, and not push them too far into a state of panic. As an instructor, you are not only obligated ethically but legally to establish this basic premise. This ideology should be stated and referred to often. By allowing the participant to choose the level at which he or she is willing to participate, the possibility of physical and/or emotional injury is reduced.



As a leader, you must continually find ways to offer understandable challenges that can be accepted by the group as it maintains its right to make choices. However, it may be necessary, for safety’s sake, to make decisions for the group or participant.

The Challenge by Choice philosophy establishes a basic trust between the challenge course facilitator and the participants. This trust is vital for experiential education to take place. Each participant needs to feel that the facilitator and other participants respect their comfort zone.

The participant is most comfortable while in his/her comfort zone. Life is normal and good. Our goal is to “stretch” participants by offering challenges that make them feel a little uncomfortable, causing them to view differently what is most often “normal”. Personal growth takes place in the “stretch” zone. Nothing positive is accomplished for a person who has been pushed beyond their stretch zone into their panic zone. Most often, individuals in the panic zone cannot even think logically, let alone grow personally. An intentional plan that follows a sequence of events that gets a participant out of his or her comfort zone should be utilized when facilitating adventure activities.

Processing

Any adventure experience at Camp should conclude with a powerful wrap-up. Throughout the entire experience you should be helping campers process the individual elements of any adventure experience, but the experience as a whole should also be processed. This helps empower them to take ownership over what they have learned and apply it to their lives as they leave.

7d – Horse Rides

Horse Program Information

- Campers pre-register and pay for their horse rides. Horse rides generally take place during a camper's Free Time.
- Leadership Staff will receive 3 copies of the trail ride schedule each Sunday night (Week 5: Monday midday) in their box in the office. One copy is for LS, one for posting in a common meeting area and one for each counselor to take on the ride they will oversee and keep a copy with them. Counselors will check the ride schedule to verify their camper's name and number of each ride. If there is a discrepancy in the counselor's information on the check-in sheet with the ride schedule, please notify the Head Wrangler no later than Monday at noon.
- Counselors and staff will bring campers who are riding to the barn on time and appropriately dressed. Mountain Village will meet at a designated area and bring the campers up to the outdoor chapel and down by the shop to the barn road. All other camps can follow the paths along the road to the barn road. **Each camper must be wearing long pants and closed toed shoes.** Campers should also bring rain jackets and water bottles.
- Counselors should be prepared to ride also. If we have a horse available for the counselor or staff accompanying the campers, you may need to ride. If a horse is not available, you will wait in the barn area until the campers are finished riding and will accompany them back to the camp. You will not leave the barn area while your campers are there. Counselors and SaLT will be expected to help lead horses and follow along with the Pioneer Camp rides. Please be helpful when at the barn and respectful of the wranglers.
- Enter the barn through the main entrance. Keep your campers together and do not enter the corral until a wrangler has given you permission. Jackets and water bottles will be left at the barn in a designated area unless jackets are needed on the ride. Please do not allow campers to climb on the hay, the fences, enter storage rooms in the barn or pet any horses tied up.
- After the ride, remember to have your campers take all of their belongings with them.
- If weather does not permit a ride from going out, all efforts will be made to reschedule the ride during the week. Rides will only be cancelled due to lightning storms and torrential rain/hail. Rides will not be cancelled due to light or moderate rain unless the trails are deemed unsafe. Do not assume rides are cancelled without contacting the wranglers. If rides are late, they will affect the whole day's schedule. Please be on time.

IdRaHaJe Summer Staff Manual

- Rides will only be refunded if we cannot reschedule a ride postponed due to weather or the camper has left Camp. If the camper chooses not to ride, no refund will be made.
- If you come upon a trail ride, stop and wait for the ride to pass. Do not approach the ride, hide behind a rock or tree, or call to the riders on the ride. Think about the safety of the riders and your own if you cause an unpleasant incident. Keep campers together and at a safe distance from the ride.
- Please make every effort to be aware of where the trails are and do not give any reason for wranglers and horses to wonder what you are doing there.
- Do not take anything from the barn without permission from a wrangler.
- There will be no horseback riding on weekends. Please don't ask.
- Horses will be let out onto the campgrounds every night to graze. Just be aware of their presence. Do not chase them, try to ride them or play with them. Keep your campers away from them when they are grazing. Do not try to push them out of the way with a vehicle if they are on the road.
- Because the horses are let out to graze at night, there may be horse poop in key programming areas the next morning. Work together as a team to remove all horse poop from programming or play areas with provided tools (rakes and shovels).

Camper Rules for Trail Rides

- Please do not run or yell when you are at the barn, on a trail ride, approaching the horses, or just visiting the small animals.
- Everyone will need to wear closed-toed shoes or boots.
- Everyone must wear a helmet. Be sure your helmet fits properly and securely (a wrangler will help you fit your helmet properly).
- How to Stop, Start, and Guide your horse:
 - To go right – Pull the RIGHT rein towards your RIGHT hip
 - To go left – Pull the LEFT rein towards your LEFT hip
 - To stop – Pull back with both hands toward your stomach and say “Whoa”
 - To go – Put both hands forward toward the horse's ears and “click” with your voice. If your horse does not walk, “click” to them again and squeeze their sides with your legs. Do not kick them unless a wrangler tells you to do so.
- Riders must keep both hands on the reins throughout the whole ride.
- Horses are not allowed to eat on the trail. Please keep their heads up. If they stop to eat, pull up on ONE rein and ask your horse to walk (pulling up on only one rein gives the camper more leverage to get the horse's head up).

IdRaHaJe Summer Staff Manual

- The horses will be in the order the wranglers want them in. Please make sure that your horse stays in line. Your horse will go where his nose goes! Keep their noses following the horse in front of you! If your horse starts to wander off, just pull their nose back in line right behind the same horse you were behind before leaving the trail.
- Do not get on your horse until a wrangler has checked the saddle and helped you get on the horse. All stirrups will be adjusted for every rider.
- When you return to the barn do not get off until a wrangler comes to help you dismount.
- Be sure you know the name of your horse so we can help you throughout the ride.
- In case of an emergency, please follow the directions of the wranglers.
- We are happy that you are here and want to make your ride a fun one. If you have any concerns or questions, please ask a wrangler for help.
- As with any animal, there is a risk involved with riding horses. If you do not wish to take this risk, please let us know now. We will help you with any questions you may have. We need your help to minimize risk. You can help us by following these rules on today's ride.
- Pray with each trail ride before you leave the barn and assign horses.

7e – Games

Large Group Games

The camp schedule is filled with various games. Leadership staff will be in charge of facilitating all games for their camp, but counselors may be asked to step in to help. The guidelines for games are outlined below.

**Rules for each game can be found in the large group games binder at each camp.*

General Guidelines

- Games are for the camper's benefit.
- Games should be fun for all campers. Adjust, as needed, to include everyone!
 - Look for ways to include all campers that are at the activity but not participating.
- Safety is a priority for our games.
- All staff playing games are to honor the same rules as campers.
- Remember, you are being watched by your peers and campers.

Small Group/Counselor Led Games

Each Sunday night, and throughout the week, counselors should involve their campers in various small group games, known as initiatives or icebreakers. The lists in Appendix C provide ideas and guidelines for running these games.

7f – Additional Activities

Swimming

MV, WR, and AV will be going swimming during the week at an off-site pool, which is a 10-15-minute bus ride away. MV and AV will swim on different days. WR will split into halves and go on two separate days.

When dismissing from lunch, all campers who are swimming that day need to have their bathing suits, towels, and change of clothes ready so the buses can leave on time. Before the campers leave the bus, the pool instructions will be read to the campers by a counselor. This needs to be read **word for word**, and the campers need to be listening (this is to save time at the pool and give the campers more swim time). Counselors are encouraged to swim with the kids, remember to keep in mind your “Touch, Talk and Territory.” While at the pool, support the lifeguards and pool staff in any way possible and support the rules that they have set in place.

The pool is a great opportunity for the kids (AND YOU) to get a shower after they are done swimming. When showering, keep bathing suits on. You/the campers do not need to be in a stall to change- just make sure people are quick and efficient and nobody is running around/hanging out without clothing on. For any questions regarding modest changing practices, refer to our Child Protection Plan.

Each cabin or tepee will be assigned a bus to ride (make sure you are on the same bus when coming back from the pool).

Rafting:

Instead of swimming, Lodge campers go white water rafting at Noah’s Ark in Buena Vista. This will take up most of the day and it can be a highlight of the week while also being exhausting for many of the campers. Each camper’s parents must sign a waiver to go prior to arrival.

Sunrise Point Hike

Throughout the week WR, AV, and LC will go on what is called the Sunrise Point Hike. This is a sunrise hike, so you will need to plan to leave early enough (usually around 4:30 AM) to make sure that your whole group makes it to the top in time to see the sunrise. It is mandatory that all campers go on this hike (except for medical issues). Remember to maintain supervision during the hike.

7g – Progressive Plans

These plans are individualized for each camp as described below and provided in the counselor *Field Guide*.

- MV - Sheriff Badge
- WR/AV/LD -Collectible Yearly Theme Button

The Progressive Plans are a set of challenges designed to get the camper involved in the overall Camp program. Examples of challenges are:

- Pick up 10 pieces of litter
 - Memorize and recite the theme verse
- Get the campers excited about the things that can be done on the list and the rewards and points they can win for their team.

These sheets should be made available to your campers as soon as possible, allowing more time for the campers to work on them. If you need more badges/buttons, inform the Summer Program Coordinator.

7h – Point Systems

Blue Team VS. Red Team

What is it?

During the summer season, we divide up each camp into two teams and they compete against each other throughout the week. The winning team gets honored at the end of the week, and receives a prize, usually being given three toppings on their ice cream instead of two. Come up with different names for the teams to get the kids excited. Points will be announced and tallied up at Mail Call each day.

Point System Break-Down

Honor points may be given out at any time and should be reserved for campers/cabins that do things worthy of recognition. You can recognize and distribute honor points to campers/cabins for things like:

- The team who lines up first
- Picking up a piece of trash without being asked
- Someone displaying Christ-like love to another camper
- Showing great sportsmanship
- Paying attention in chapel

Points can help reinforce positive behavior. This helps the campers remember where to sit for chapel or where to line up when asked. If a group takes entirely too long to be quiet, the speaker can take a few points away from a cabin.

Only full-time staff and Speakers may take points away from any team. However, counselors can only take away points from their own team if they deem it necessary. (A maximum of 10 points can be taken away at any one time). We want to focus on the positive things at camp and reward those more than the negatives.

7i – Mail Call/Facility Time & End of the Day Wrap-Up

Mail Call will take place on Monday-Friday evenings at all camps. During this time, please include all the items listed below:

- **Camp Wide Team points update**
 - Add up the points earned for the day.
 - Point totals and winning team will be clearly displayed on the chapel white boards.

- **Report on Missions totals and encourage campers to give toward the Mission Goal during Free Time**
- **Hand out mail**
- Campers will receive all their mail without having to do anything (e.g., perform tasks designed to embarrass) to receive it.
 - It is **IMPERATIVE** that all campers receive and enjoy their mail. (This keeps the moms happy!!)
 - If a camper or staff does not come up to get their mail, make sure to place the item in the designated “Unclaimed Mail Tub.” This mail will be distributed later by a FTS member.
 - If there is mail for a camper or staff from another camp, radio a FTS member so they can take it to the correct camp.

Additional Notes on Mail & Email

- Mail for campers and counselors will be delivered in a marked tub for your camp during mail call.
- Support staff mail will be delivered to the camp they are staying at for that week.
- All phone messages will be delivered during mail call. If the phone message is urgent, staff will be contacted as soon as possible.
- There will be a designated tote for outgoing mail. A FTS member will ensure that outgoing mail is delivered to the office daily.
- You can receive e-mail at info@idrahaje.org
 - Your first & last name must be in the subject line.
 - We cannot print attachments or e-cards.

7j – Music: Camp Songs & Worship

The outline below gives some basic guidelines for music, a very important part of the camp experience:

- Two separate types of music at camp:
 - Playful songs that are just for fun – used before meals, or other times, but are not chapel-worthy because the lyrics don’t point toward the Bible or Jesus.
 - Songs that communicate Christian truth and set the mood of a chapel service.
- Chapel worship sessions are geared for the *campers*. The goal of the musical worship time is to present the Word of God in a musical setting for encouragement and inspiration. Our hope is that each camper and staff member has a genuine experience in the presence of Jesus Christ during chapel.
- What music do we use?
 - Each camp has its own worship binder containing the plan for songs by chapel session which are geared to the age of campers in that camp program.

IdRaHaJe Summer Staff Manual

- Camper chapels must follow the plan in the worship binder.
- Why?
 - The songs go along with the speaker's message or the overall goal of the curriculum this summer.
 - The songs are communicating truths that are in line with camp's doctrinal statement and goals.
 - The songs have our CCLI license (#343498) on them, so we comply with legal requirements.
 - Chapel powerpoints have been made to match the songs in the binders.
- Several chapel services throughout the week, including the final stick service, will end with "*I'd Rather Have Jesus.*"

Appendix A: Position Statements & Christian Code of Conduct

A1 - Position Statements

IdRaHaJe Homosexuality Position Statement

Camp IdRaHaJe believes that homosexuality can be properly considered only in the broad context of a biblical understanding of human sexuality in general. The creation account set out in the opening chapters of Genesis reveals the following truths:

- Men and women are created in the image of God (Gen 1:27)
- The differentiation of the sexes is part of the divine image in the human race (Gen 1:27)
- The loneliness of Adam was remedied by God through the creation of a woman not a second man (Gen 2:21-22)
- Sexual union leading to a one flesh relationship is intended to be between male and female (Gen 2:23-24)
- The sexual union is intended to be the setting of a permanent and publicly acknowledged relationship forming the basis of a new family unit (Gen 2:24)

The Bible thus teaches that God's intention for men and women created in his image is that society should be ordered on the basis of lifelong, legally sanctioned, heterosexual union. Such unions (marriages) lead to the formation of social units (families) which provide the optimal milieu in which human nurture and development may take place.

Camp Id-Ra-Ha-Je recognizes that same gender friendships can be enriching, Christ honoring relationships bringing joy through mutual companionship and sharing. However, same gender relationships which are sexually and/or romantically expressed are unacceptable according to the teaching of Scripture. Attempts to establish or promote such relationships as viable alternatives to heterosexual-based family life do not conform to God's will for individuals or society.

Homosexual behavior, like heterosexual behavior is controllable and must be judged in the light of Scriptural teaching. Homosexual practices render a person ineligible for a camp staff position.

Camp IdRaHaJe believes our identity is in Christ alone.

Camp IdRaHaJe recognizes the strength of feelings about sexual identity and the difficulty many find in expressing this identity in keeping with Scriptural standards. Camp believes firmly in the power of God's grace to enable the maintenance of a lifestyle pleasing to Him, including a lifestyle built upon celibacy and self-restraint for those who are not, will not, or cannot marry. No one who yields to the Lordship of Jesus Christ and who undertakes by His grace to live in accordance with the teaching of Scripture is excluded from fellowship or service with Camp IdRaHaJe.

Scripture condemns homosexual practices by direct command and implication in both the Old and New Testaments. Romans 1 sees homosexual acts as a symptom of a deeper refusal to accept the organizing scheme of God for His created order.

*Approved by the Board of Camp IdRaHaJe on October 17, 2011.
Special thanks to the Salvation Army's Commissioners Conference 1992
Position Statement. Updated on 4/19/2021.*

IdRaHaJe Gender Dysphoria Position Statement

Camp IdRaHaJe is established for the purpose of winning souls for Jesus Christ through spreading the Gospel, edifying believers, and evangelizing campers. This policy statement exists to help Camp IdRaHaJe fulfill this mission by including all campers while still affirming God's design for the two sexes.

We recognize that there are people who experience gender dysphoria. Rather than add to their pain and confusion, we will attempt to empathize with them just as Jesus empathized and reached out to those in need.

We believe that true healing and clarity come through both grace and truth. The truths we affirm on this subject of gender dysphoria are:

- Men and women are created in the image of God. (Gen. 1:27)
- The differentiation of the sexes is part of the divine image in the human race. (Gen. 1:27)

A person who identifies as a gender opposite their biological sex (e.g., a biological male who identifies as a female or a biological female who identifies as a male), who is uncertain of their gender, or considers their gender fluid, is ineligible for a camp staff position.

We welcome campers with gender dysphoria disorder and require that they abide by the following policies which pertain to all campers:

- All campers will be treated in accordance with their biological sex in regard to all facilities such as housing, and restrooms, activities in which students are divided by gender and any other area of camp that is designated by gender.
- All campers are expected to dress appropriately to their biological sex. For activities such as swimming and recreation: girls are expected to wear a modest top and bottom, whether that is a modest 1 piece, tankini, or board shorts and a top; boys are expected to wear shorts and are welcomed to wear a shirt top.
- All campers experience challenge activities by choice and have the ability to refrain from recreational activities regardless of reason if they so choose.
- All campers are expected to participate in group activities such as chapel and dining.

- All campers are expected to refrain from causing or participating in any fights or bullying. Bullying is defined as any activity that will inhibit an individual's learning, safety, engagement, and camp environment.

We remember these commands to love one another:

“A new command I give you: Love one another. As I have loved you, so you must love one another. By this everyone will know that you are my disciples if you love one another.” (John 13:34-35, NIV)

“Jesus replied: ‘Love the Lord your God with all your heart and with all your soul and with all your mind.’ This is the first and greatest commandment. And the second is like it: ‘Love your neighbor as yourself.’ All the Law and the Prophets hang on these two commandments.” (Matt 22:37-40, NIV)

Updated on 4/19/21.

A2 – IdRaHaJe’s Christian Code of Conduct

1. Policy Inclusions. This camp’s code of conduct is consistent with the following:

- The Ten Commandments (Exodus 20:2-17)
- The Great Commandments as stated by Jesus Christ (Matt. 22:37-40)
- IdRaHaJe’s Doctrinal Statement
- IdRaHaJe’s Position Statements
- IdRaHaJe’s Child Protection Plan

2. Personal Conduct. All persons connected with this camp community, be they employees, volunteers, board members, etc. shall hereinafter be referred to as camp community members. All such camp community members must conduct their personal affairs so there can be no opportunity for unfavorable reflections upon the Christian beliefs and mission of the camp, either expressed or implied. The use of common sense, good ethical standards and discretion will guide all who are called into community with the camp in proper conduct. Failure to maintain reasonable standards is subject to discipline up to and including termination from the camp community. It is expected that all members of our camp community will conduct themselves in a manner consistent with biblical standards, values, and character.

3. Rules of Conduct. In every organization where many people interact on a regular basis, some specific rules and policies are necessary to establish acceptable standards of conduct, assure fair treatment of all members of the community, and enhance the smooth operation of the organization. Camp community members are expected to become

familiar with and abide by the standards outlined in this policy. The purpose of these rules is to maintain a community environment that protects the safety and dignity of each community member without placing unreasonable restrictions on anyone.

Camp community members are expected to model appropriate behavior and conduct both on and off-campus and model relationships that demonstrate a growing Christ-likeness manifested in a lifestyle that serves and gives itself to reconcile others. Camp community members are also expected to model appropriate language on and off-campus and model speech that demonstrates a growing Christ-likeness (Ephesians 5:4). Camp community members shall maintain appropriate attitudes of concern for others. Problems concerning camp community members' roles, relationships, and professional conduct should first be handled directly with the person involved. If a satisfactory resolution cannot be concluded, the matter should move up the relevant chain of responsibility. Specifically, camp community members shall respect the integrity and confidences of other community members and those outside of our community attending any of our camp's functions. Camp community members are expected to operate within their respective roles.

In summary, Christian ethics demand that camp community members act in love and integrity, in confidentiality, and in alignment with the mission/purpose of this camp.

4. Inappropriate Conduct. Violation of camp rules and policies may result in an oral warning, a written warning, and/or termination of a member's role in the camp community. There is no requirement that discipline be progressive or that a warning be given prior to demotion or any other disciplinary action, including discharge from the camp community. Set forth below are some examples of misconduct which will not be tolerated by the camp. This list is not exhaustive, and examples are not listed in order of seriousness.

- Falsification of personnel and/or student records and information or other camp records.
- Dating, or otherwise becoming romantically involved with, anyone under legal age.
- Engaging in any activity which a camp community member knows, or has reason to know, will adversely affect the mission of the camp.
- Engaging in sexual acts and/or relationships outside the confines of biblical marriage between one man and one woman.

IdRaHaJe Summer Staff Manual

- Failure to follow IdRaHaJe’s Child Protection Plan.
- Deliberate damage or destruction of any camp property or the property of any camp community member.
- Engaging in criminal conduct.
- Insubordination, including but not limited to, failure or refusal to obey the orders or instructions of a supervisor, teacher, or other camp leader, or the use of abusive or threatening language toward a supervisor, teacher, or other camp leader.
- Using abusive, profane or threatening language at any time on camp or at a camp off-site activity.
- Failure to notify a supervisor when unable to report to work.
- Sleeping on the job unless assigned to supervise campers overnight.
- Violation of any safety, health, security or camp policies, rules or procedures.
- Committing a fraudulent act or a breach of trust under any circumstances.
- Unlawful harassment of a sexual manner.
- Engaging in behavior that suggests a willful violation of the religious beliefs and practices of the camp including rejection/altering of one’s sex assigned by God at birth.

If a camp community member has any doubt about whether certain conduct will constitute misconduct or behavior that suggests a willful violation of the religious beliefs and practices of the camp, the community member should ask an appropriate camp leader.

By signing this code of conduct, the camp community member acknowledges they have read, understood, and agree to abide by this Christian Code of Conduct and that this camp reserves the right to discipline said community member (up to and including termination from the community) for any action(s) in violation of this Code of Conduct.

Appendix B: Communicable Illness Response & Protocols

Hygiene/Respiratory Etiquette

- Please be mindful about your respiratory etiquette and hygiene practices while at camp. Sneeze and cough into fabric every time (not your hands!) and wash your hands often. Please be sure that you are taking good care of your body throughout the week, such as taking showers, eating healthy, and drinking a lot of water. These are things that will help your immune system stay strong and fight off infections. This is especially important!

Cleaning

- You will learn to clean and disinfect facilities and equipment at IdRaHaJe. Please carefully note these instructions.

Off Camp

- We will provide more information as training goes on, however, there will be similar expectations when you are off camp.

These policies are in place to help us minimize the risk for our staff and campers as well as maintain our ability to run this summer.

Appendix E: Standard Response Protocol Card



The Standard Response Protocol (SRP) is a classroom response to emergency events that may occur at school. In the event of an evacuation, please take this card with you.



Lockout

Secure the Perimeter

Lockout is called when there is a threat or hazard outside of the school building.

Students:

- Return to inside of building
- Do business as usual

Teachers

- Recover students and staff from outside building
- Increased situational awareness
- Do business as usual
- Take roll, account for students



Evacuate

To the Announced Type and Location

Evacuate is called to move students and staff from one location to another.

Students:

- Leave stuff behind
- Form a single file line
- Take the hands of person in front and behind
- Be prepared for alternatives

Teachers:

- Grab roll sheet if possible
- Lead students to Evacuation Location
- Take roll, account for students



Lockdown

Locks, Lights, Out of Sight

Lockdown is called when there is a threat or hazard inside the school building.

Students:

- Move away from sight
- Maintain silence

Teachers:

- Lock classroom door
- Lights out
- Move away from sight
- Maintain silence
- Wait for First Responders Only to open door
- Take roll, account for students



Shelter

Using the Announced Type and Method

Shelter is called when the need for personal protection is necessary.

Types:

- For Tornado
- For Bomb
- For Hazmat

Methods:

- Drop, Cover and Hold
- And Seal
- In Silence

Students:

- Use Appropriate Method

Teachers:

- Use Appropriate Method
- Take roll, account for students