

HUME LAKE CHRISTIAN CAMPS

# **COUNSELOR GUIDEBOOK**



**HUME**

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Welcome!

We are excited to have you as a counselor at Hume, partnering with the rest of the Hume team; a team dedicated to reaching people for Jesus Christ. We believe, as counselors, you are a key part of this ministry.

Camp Counseling is definitely not a vacation. Counseling involves hard work, long hours, and sleepless nights, but can be one of the greatest blessings of your life. You are going to be watched very closely by the campers. Your spiritual life, words, attitudes, and how well you know your Bible will also be watched closely. How we live our lives is a more powerful tool than how we tell others to live theirs. God has you and your campers here for a reason.

If you are feeling a little overwhelmed, it is understandable. Find your strength resting completely in God. You may want to ask God to examine and prepare your heart. Ask for His wisdom. Find yourself resting in His Grace. We also will be praying for you that He will keep you sensitive to the campers' needs. Prayer is a powerful tool. Pray for your campers, and come prepared to see God work. This booklet is designed to give you some information and ideas about your responsibilities as a counselor. After you arrive at Hume, you will be given more specific instructions. Please read this booklet carefully.

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## CAMP PHILOSOPHY

Our primary goal is to glorify God through the preaching of His Word and the provision of an environment where His voice is heard above all else. Believing each individual camper, counselor, or guest must repent of sin and put their faith in Christ Jesus alone for salvation, we strive to create programs that draw participants to this ultimate end. In addition, we also value programming that encourages life-long discipleship, evangelism, and replication at home or abroad.

Recognizing that young people come to Hume to have fun, we endeavor to provide an atmosphere of excellence in food, housing, recreation, free-time opportunities, teaching, music, and adventure. By providing excellence in all we do, we believe students' respect and trust can be earned in a short period of time, and an avenue of opportunity can be created through which the gospel of Christ can be shared effectively. If we fail to provide excellence in any category, the "fun" disappears, and we lose the opportunity to influence the lives of campers.

Obviously, a clear goal and organized philosophy of ministry are not enough to transform the lives of students and we recognize this from the start. If not for the work of the Holy Spirit in individual hearts and minds, all our human efforts would be for nothing. With this in mind, we encourage you to join us in prayer. Prayer for the individual students, prayer for the speaker, prayer for the worship leaders, referees, fryers, toilet cleaners, volunteers, youth pastors, hosts, parents, full-time staff, and all the rest. We encourage you to trust in the God who works and is faithful to use you as an instrument to impact lives of campers here at Hume.

# COUNSELOR RESPONSIBILITIES

## REQUIREMENTS

- You must be a born again Christian and exemplify a consistent testimony for Christ (1 John 5:11-15).
- Counselors must possess good moral character and have no involvement in the criminal justice system on moral charges.
- Counselors must be at least 18 years of age, and Hume requires them to be high school graduates. In addition, counselors need to be at least two years older than the oldest camper in the age group they are counseling.
- You need to understand the age characteristics of your campers and be prepared to deal with personal decisions for salvation and other commitments. For questions regarding more serious commitments or problems, see the speaker or Hume Lead Counselors.
- You will be expected to provide primary supervision of your campers at all times.
- Whenever possible, you must have two counselors present while supervising your students.
- Having a positive attitude in regard to the food, cabin, speakers, leaders, recreation and any other situations that may arise is essential. Please express any concerns to a lead counselor instead of to your campers. Please confront your campers one-on-one, rather than in a large group.
- Campers and Counselors are expected to abide by the "4 Ms":

### - Be At All Meetings

### - Be At All Meals

### - Be Modest

- Please do not wear spaghetti straps, strapless or halter tops, sagging pants or shorts which expose undergarments, spandex shorts, clothing that exposes bare midriffs, and no short shorts/skirts/dresses. When wearing leggings, please tie a shirt, flannel or sweatshirt around your waist. Swimsuits: One piece suits are required. No speedos, tankinis or high cut bathing suits. We ask that all guests remain fully clothed, except when wearing bathing suits while in and around the waterfront or pool areas.

### - No Messing Around

- No drugs, alcohol or tobacco
- No firearms, fireworks or weapons of any kind
- No wrestling or horseplay
- No GUYS in GIRLS cabin area
- No GIRLS in GUYS cabin area
- No electronic devices
- Stay out of the way of traffic
- No Diving in the Lake/Pond/Cove
- Anything else not included here that should be

## MANDATED REPORTER

By law, you are a mandated reporter. This means if you suspect a camper has been abused in some way, you are required to report such abuse to Child Protective Services. Abuse is categorized in four ways (physical, sexual, emotional, & neglect).

All counselors and youth workers are required by law to be live-scanned and have specific training as a mandated reporter before arriving to camp. It is the responsibility of the church/school/group to ensure that all counselors have completed this prior to your arrival.

## COMMON SENSE REQUIREMENTS – PLEASE DO NOT:

- Bring your own children with you (this includes nursing babies).
- Bring animals or pets of any kind with you.
- Come expecting a vacation (It's hard work!).
- Expect to have time to spend with your boy/girlfriend. Spend time with your campers.
- Discuss personal problems in front of campers. See your Lead Counselor if you need to talk.
- Introduce questionable or controversial doctrines or beliefs.
- Allow or tolerate cabin raids, food fights, playing with food or any destructive or harmful activities.

## DUTIES

You are responsible to the Lead Counselors and are expected to cooperate with all other camp leadership. THEREFORE,

- Keep the Lead Counselor informed of any discipline problems.

- Keep the Lead Counselor advised of any emotional problems that might affect other campers.
- Advise the Lead Counselor of any physical damage to Hume facilities.

## COUNSELING & DISCIPLINE

- You are legally required to report any observations or information relating to campers in abusive situations (i.e. physical, emotional, sexual or neglect). Please notify the Lead Counselor.
- There is a delicate balance between counseling and policing your campers. We expect you to have control, but with a caring, counseling attitude.
- Physically and/or mentally cruel punishments shall not be administered.
- Counselors must refrain from any inappropriate touching of campers which might be misinterpreted. Please refrain from roughhousing or manhandling campers in any manner which might be viewed as offensive, or could be physically harmful to the camper.
- Be sure to include the Lead Counselor in any significant discipline matters.
- Be careful not to tolerate any inappropriate behavior by campers (i.e. hazing, harassment or anything questionable). If you have doubts, it probably should not be happening.

## MISCELLANEOUS

- Learn campers' names and make "appointments" with them as soon as possible. The Lead Counselor will provide more information when you arrive. You are encouraged to spend quality time with your campers, even during "free time."
- Attendance at all counselor meetings, meals and other meetings is mandatory. Please be prompt. You will be held accountable for your campers during meetings, meals, recreation, lights-out time, etc.
- Be aware of your campers' special needs. Comply with all special requests from the nurse regarding limitations, etc.
- You may be asked to counsel campers from schools or churches other than your own. If some of your campers are not from your school or church, make a special

effort to include them, and make them feel a part of the group.

- During meeting times, we believe that guys should counsel guys, and girls should counsel girls. Please see the Lead Counselor to discuss special situations.
- Be prepared to lead cabin discussion time (refer to "Discussion Time").
- Please confer with the Lead Counselor for all medical needs, with the exception of free time.
- Help your campers protect their valuables (theft happens...even at Hume).
- Please remember that your responsibility to your campers does not end at camp.

Make every effort to follow up on decisions they make while attending camp.

- Smoking and alcohol consumption are never permitted by campers or staff at Hume. Be on the lookout for drugs, alcohol, cigarettes, etc. Report to the Lead Counselor if found. Prescription drugs will be administered under the supervision of a Health Supervisor (with exceptions for inhalers and Epipens).

## GENERAL INFORMATION

### DOCTRINAL DIFFERENCES

As a matter of operational policy while at Hume, we ask our staff and counselors not to teach, promote or practice any major doctrinal issues which have historically brought disunity or division. We are not asking staff or counselors to change their personal beliefs, simply to adhere to this policy which exists for the order, harmony and good of all.

### DRESS CODE

- Modesty is the policy of Hume. Modesty in all areas of dress is a strong part of every Christian's testimony. Special attention should be given to fit, appropriateness and slogans. Also, shoes and shirts are required during all meals and around camp.
- Please do not wear spaghetti straps, strapless or halter tops, sagging pants or shorts which expose undergarments, spandex shorts, clothing that exposes bare midriffs, and no short shorts/skirts/dresses. When wearing leggings, please tie a shirt, flannel or sweatshirt around your waist.

- Swimsuits: One piece suits are required. No speedos, tankinis or high cut bathing suits. We ask that all guests remain fully clothed, except when wearing bathing suits while in and around the waterfront or pool areas.

## MEETINGS

Counselors are responsible for helping to maintain control during meetings. During concerts, we ask that campers refrain from any type of dancing that draws undue attention to themselves, is overtly sexual or dangerous. We also ask that everyone keep out of the aisles for safety reasons. Please help the Lead Counselor maintain control in this area.

## DINING HALL

- Please be sure there is one counselor at each table. You are responsible to keep order at your table. Please do not allow mixing food, garbage piles or playing games with food/utensils, etc.
- When someone is speaking from the platform, you are responsible to keep your table quiet.
- Please be sure all dishes are cleared to the dish corner and your table is wiped down before leaving the Dining Hall.

## ATTENDANCE

- Attendance is required for everyone at all meetings, meals, seminars and activities unless excused by the Lead Counselor or the nurse.
- No one is to leave the grounds without permission. Even then, this should be done only with counselor's knowledge and approval by Lead Counselors.
- Armbands must be worn on the wrist at all times. Lost or broken armbands must be replaced. There will be a charge, and they can be obtained from the Lead Counselor.

## HOUSING

Each cabin group is responsible for keeping their cabin clean. Please inspect your cabin upon arrival, reporting any deficiencies to the Lead Counselor. Your church or school will be held financially responsible for any damage to your place of housing during your stay. Please stay out of other's cabins. Girls' areas are "off-limits" to all guys; guys' areas are "off-limits" to all girls.

## PERSONAL PROPERTY

Radios, Phones, electronic games, and equipment are not permitted by campers at Hume. Lead Counselors will ask you to collect and label them. They will be returned before you leave camp. Because of increased vandalism and graffiti, we encourage you to confiscate all felt pens and any other items that may be used to write or carve with. Please be aware squirt guns, water balloons, fireworks, knives, etc. are also not allowed.

## TRANSPORTATION

Due to liability considerations, after you arrive on the Hume grounds, please do not transport campers without permission from the Lead Counselor or Camp Nurse until you depart for home.

## RECREATION

Be enthusiastic and positive. Lead your team in activities and be willing to participate when called upon by the recreation leader. Your campers will only get as excited as you do. Your attitude toward the referees is critical. You should be an example of Christian maturity during this time.

## BOAT/CANOE/KAYAK RENTAL RULES

- Every student must wear a lifejacket. Every adult must at least have a lifejacket in the boat with them.
- No boats in the Sandy Cove Beach area.
- No standing in the boats.
- No swimming from the boats.
- No beaching the boats for more than one hour.
- Damage to boat is church's or school's responsibility.
- Boat must be clean when returned.

## HIKING

Campers must be accompanied by a counselor whenever they leave Hume property.

## IN-LINE SKATES & SKATE RENTAL RULES

- Skates may be used in Ark skate rink only.
- No skateboards are allowed on the walking paths, stairs, wood decks, or porches.
- Rented equipment must stay at the Skate Park.
- Skateboarders must wear helmets at all times.

## WINTER CAMP

### SNOW FACILITIES

- **Inner tubes** – Must be returned after each session.
- **Ice skates** – Must be returned after each session.
- **Snowboards** – Rented on a half-hour basis to give the opportunity for many to participate.
- **Health Center** – A nurse will be available in the Health Center during recreation and free time. Consult the message board or see the Lead Counselors for help at other times.

### BROOM HOCKEY

The Broom Hockey Tournament will begin Saturday following the morning meeting. Sign-ups will be taken at breakfast. Teams consist of six to eight campers (separate guys' and girls' tournaments). You may want to come prepared with a clean, wholesome team name, etc. Team shirts are recommended.

### BOXSLED BLITZ

The Boxsled blitz takes place on the last night of camp. Each church is allowed to send down 1 boxsled with at least 2 but no more than 6 riders. You are allowed to use duct tape and cardboard **ONLY** to create your boxsled. Boxsleds can be built before coming up to Hume, but hopefully, students will put on the finishing touches while here at camp. You may build your sled in Memorial Chapel.

## WINTER REMINDERS

- Snow play in unsupervised areas is potentially dangerous. Please use extreme caution.
- Tube Runs are for **TUBES ONLY**.
- Snowboard Runs are for **SNOWBOARDS ONLY** (unless specified by Program Staff).
- Please, no snow play in cabin areas.
- **KEEP OFF FROZEN POND & LAKE!** This is extremely dangerous. Watch for posted hazard signs.
- Counselors, please help to police closed-off areas or off-limits to campers.

## DISCUSSION TIME

Each night, you are expected to have a discussion time with the campers in your cabin before you go to sleep. Listed below are some tips that may help you:

- Discussion time can be a review of what you learned from the speaker. The first night could possibly be a time of testimony and/or the expectations of campers. Have each camper share something, even if it is of little depth or meaning. Encourage interaction from the start. Use Scripture mentioned in the messages.
- Please stay away from controversial doctrines. As an interdenominational camp, we have campers from a variety of Christian backgrounds.
- Questions are a good way to stimulate useful discussion. Examples:
  - What did the speaker say?
  - What do you think about what he said?
  - What changes will you be making in your life?
- Include prayer either as a group or individually. Examples:
  - Pray for each other.
  - Pray for specific needs.
- Be courteous to those in other cabins or rooms in terms of length and volume.

## HEALTH CENTER, MEDICAL, & FIRST AID NEEDS

1. Medical Release Forms must be in possession of the camp nurse before any treatment can be given to a camper or counselor. (Medical Release Forms must be signed via Hume's website by parent or guardian prior to arriving at camp).

2. Campers taking medication while at camp must have a Medication Administration Record filled out and signed by a parent or guardian. All medication must be labeled according to the instructions given on this form.

3. You, as counselors, are responsible to help have a safe week. It is your responsibility to see your campers' health and safety are maintained while at camp.

- During the Health Center, Medical, and First Aid Needs hours, take the ill or injured camper to the camp nurse.
- If you take a camper to the hospital to receive medical treatment, you must inform the Health Center staff of the status of that camper, including if the camper went home, was admitted or is back at camp. Any additional medication must be turned in.
- Do not administer any of your own medicine to any camper.
- Drink plenty of water from a drinking fountain only, not a stream, pool, or lake.
- Encourage campers to eat all meals and drink fluids.
- Try to remain calm when someone is injured. When injury occurs, your responsibility is crowd control. Contact a staff person to transport the patient to the Health Center. Stay with the injured camper.
- Do not hike or compete in activities barefooted. Bare feet are allowed in the pool and waterfront areas only.
- Do not swim with an earache or sore throat.
- Make sure your campers use sunscreen or sun block lotion.
- Try to discourage friends from coming to the Health Center when someone is injured; there is no room for extras in the Health Center.

### SUMMER CAMPS 8:00AM - 5:00PM

- During the hours of 8:00am - 1:00pm, contact the Lead Counselors before bringing your ill or injured camper to the Health Center. They will have a complete first-aid kit. Stay with your campers because you need to be aware of what is happening to each of them.
- Please take campers to the Lead Counselors first. ***Do Not Take Campers To The Health Center Without Seeing A Lead Counselor First.***
- The Health Center is open from 1:00pm - 5:00pm for walk-in patients.

### WINTER CAMPS

A nurse is on duty 24 hours a day. During recreation and free time, the nurse will be in the Health Center. If he/she leaves, there will be instructions on the door as to where he/she may be reached. If the nurse is not in the Health Center and there is an emergency, the quickest way to reach him/her is to go to the Welcome Center or recreation window in the Ark and have him/her paged. You can also find a Redcoat (Lead Counselor) and they can call or radio the nurse.

### OUTDOOR EDUCATION & SPIRITUAL EMPHASIS

A NURSE IS ON DUTY 24-HOURS.

During the Fall & Spring, the nurse is on call and may not always be at the Health Center. The best way to reach her is to find a Hume OE/SE Staff Member and have them call her on the radio.

AFTER HOURS: 5:00pm - 8:00am

Please use discretion regarding the Health Center at night.

### EMERGENCY SITUATIONS

You can call 911 from any landline phone around camp. Stay on the line and be specific about the nature and location of the emergency.

In the middle of the night, do not just take a student to the health center. If it is truly an emergency and cannot wait until morning, either call 911, or wake up a Hume Lead Counselor who can quickly get ahold of the camp nurse or EMT.

## **CAMPER/COUNSELOR FIRE POLICY**

Due to the location of Hume Lake Christian Camps and its potential fire danger, it is vital to understand the Emergency Fire Policy.

### **REPORTING FIRES**

In the event you witness a fire, it is critical to get help as quickly as possible. You may sound the fire alarm by manually activating it at the alarm box located in front of the Administration Building. The alarm can be activated by dialing 911 from any in-camp phone. A dispatcher will respond to the call, please stay on the phone until help arrives.

### **FIRST STAGE ALERT**

The initial alarm will alert the Hume Lake Volunteer Fire Department. This sets into motion the process of determining the specific response to the reported fire. Campers and counselors are encouraged to be alert but no response is necessary at this time.

### **SECOND STAGE ALERT**

Campers and counselors are requested to report back to their respective camps and await instructions from the camp's staff under the following conditions:

- A. If after the initial siren sounds, a second alarm is activated and stays on for longer than two minutes.
- B. If imminent or visible fire danger exists.
- C. If requested to do so by the Hume staff.

### **EMERGENCY EVACUATION LOCATIONS**

Ponderosa Camp – Ponderosa Chapel

Meadow Ranch Camp – Meadow Ranch Chapel

Wagon Train Camp – Middle Grass Lawn by the Outpost

Winter Camp – Ponderosa Chapel

Wildwood – Dining area

Spiritual Emphasis – Memorial Chapel

Outdoor Ed – Meadow Ranch Chapel

## **OTHER CAMP POLICIES**

### **SICK CAMPER POLICY**

Campers who feel ill while at camp, and are brought to the health center by their youth leader, will be evaluated for a fever and other contagious symptoms. If a camper is found to have a fever in excess of 100.4 and have potentially contagious symptoms, they will be isolated at the health center until the fever is gone for 24 hours without any anti-fever medication in their system, and their symptoms are improved. If symptoms persist or temperature goes above 102, then arrangements will need to be made to have the camper picked up from camp by a parent or guardian in the shortest time frame possible. If the 24 hour isolation period would exceed the time remaining in camp, a parent or guardian will be responsible for the pick up of the camper in the shortest time frame possible.

### **SICK CAMPER TRANSPORTATION**

It is imperative that parents are aware of this policy and are ready to pick up their camper in the case where they become sick and potentially contagious. Hume does not recommend transporting sick campers home in the same bus or vehicle that is being used to transport healthy students. In the event of serious injury or a life-threatening emergency, Hume will assist with the transportation of campers, but we strongly urge all churches to have an additional vehicle on site for the medical transportation of campers in non-emergency situations or due to illness.

### **YOUNG CHILDREN OF YOUTH PASTORS OR COUNSELORS POLICY**

At Hume, we desire to support the ministry of the local church and its leaders to the fullest extent possible. Youth leaders, in particular, are some of our most valued partners. Our ministry has a lasting impact because of the countless number of youth pastors, leaders, and volunteers who dedicate their time, finances, and even their families to the ministry. We recognize that doing ministry is often something that the entire family is involved in. To that end, we want to be a support to youth leaders who are counseling at camp and want to bring their spouses and children to experience a week/weekend at Hume as well.

If you are able to bring your family to Hume, and they are staying in a lodge, rented cabin, or just visiting for the day, we have just a couple of guidelines that we ask you to follow.

1. Only youth counselors and campers who are registered for the week/weekend event are allowed to sleep in our youth cabins. Practically, this means no infants or children



of the youth leader or counselor of that cabin are allowed to sleep overnight in the cabin.

2. Throughout the event there are numerous opportunities for the families of youth leaders to interact with their students. These can include church breakouts, free time, recreation, meals, evening activities, and many more. However, one of our core values is to provide a distraction free environment for the students to worship, engage in solid biblical teaching, and respond to the Lord. Understanding the difficulty of creating an environment like this with teenagers, we ask that the infants and small children of youth leaders not attend the main chapel sessions.

Again, our desire is that students attending a camp or retreat at Hume are provided a safe, distraction-free environment for them to be challenged and changed by the Lord. Please help us do that by following these two guidelines.

## **DOCTRINAL STATEMENT OF BELIEF**

1. We believe in the Scripture of the Old and New Testament as verbally inspired by God, inerrant in the original writings, and that they are of supreme and final authority in faith and life.
2. We believe in one God, eternally existing in three persons: Father, Son, and Holy Spirit.
3. We believe Jesus Christ was begotten by the Holy Spirit, was born of the Virgin Mary, and is true God and true man.
4. We believe man was created in the image of God; he sinned, and thereby incurred not only physical death, but also Spiritual death which is separation from God; and all human beings are born with a sinful nature, and in the case of those who reach moral responsibility, become sinners in thought, word and deed.
5. We believe the Lord Jesus Christ died for our sins according to the Scriptures as a representative and substitutionary sacrifice and all who believe in Him are justified on the grounds of His shed blood.
6. We believe in the resurrection of the crucified body of our Lord, in His ascension to Heaven, and in His present life there for us as High Priest and Advocate.
7. We believe in "That blessed hope," the personal, pre-millennial and imminent return of our Lord and Savior, Jesus Christ.

8. We believe all who receive by faith the Lord Jesus Christ are born again of the Holy Spirit and thereby become children of God.

9. We believe in the bodily resurrection of the just and unjust, the everlasting blessedness of the saved and the everlasting, conscious punishment of the lost.

10. We believe God wonderfully and immutably creates each person, designated as male or female at birth, and that these two distinct, complementary genders together reflect the image and nature of God. We believe that God created marriage in His love for us to be exclusively the union of one man and one woman and that sexual conduct is only proper within those bounds.

### **ADDITIONAL NOTE**

We believe the ministry of the Holy Spirit in the life of a believer is to glorify Jesus Christ in and through that life. Since the Holy Spirit desires to unify and edify all members of the Body of Christ, we do not teach or practice any interpretation of the ministry or gifts of the Holy Spirit which have historically acted to bring disunity to the Body of Christ.



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