



Policy Manual
for
Servant's Heart
Camp Ministries



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As the SERVANTS of Christ doing the will of God from the HEART. Eph 6:6

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Our Mission

Servant's Heart Camp Ministries is a mission ministry dedicated to bringing glory to God; supporting local churches; strengthening families; and helping men, women, teenagers, boys and girls come to Christ and then to grow and become more like our precious Lord and Savior, Jesus Christ. *Servant's Heart Camp Ministries* would like to see all that come in contact with the ministry develop a true servant's heart for the Lord Jesus Christ.

This is accomplished by:

- Providing an environment that is protected from worldly influences
- Providing a biblical pulpit centered atmosphere
- Providing committed Christ-like staff for campers to model
- Providing an environment where biblical standards of separation are upheld
- Providing a schedule that is action packed and fun-filled

Our Position

- We will not support or unite with any church, institution, or organization that is ecumenical, charismatic or neo-evangelical.
- We will only use conservative Christian music and will avoid trends toward Contemporary Christian Music.
- We will use the KJV in all teaching, preaching, and memorizing.
- We will maintain a biblical standard of modesty that is honoring to our Lord Jesus Christ.

Servant's Heart Camp Ministries recognizes that some godly and committed Christians may hold to a different standard in some areas than what we uphold. In some of those areas we sincerely respect their position. We simply request that SHCM's staff and campers fully comply with our policies while ministering or attending any of our organized functions.

Our Conviction

- We believe that the Holy Bible is inerrant, infallible, and God-breathed, and therefore the final authority for faith and practice. (II Timothy 3:16-17; II Peter 1:20-21)

- We believe in one eternal God manifesting Himself in the Father, Son and Holy Spirit. That God created the heavens and earth and all that is in them. (Matthew 28:19; II Corinthians 13:14; Genesis 1-2)
- We believe Jesus Christ was conceived by the Holy Spirit, born of the virgin Mary, and lived a sinless life, in order that He might reveal God and redeem sinful man. He is true man and true God. He was crucified, died, buried, and bodily resurrected to life, ascended to heaven, and is coming again. (Luke 1:34-35; Ephesians 1:17; Hebrews 9:24)
- We believe that the Holy Spirit, third person of the Godhead, indwells, teaches and guides believers. (John 14:16-17; Ephesians 1:17-18, 5:18).
- We believe that God created man in His own image, and that man willfully sinned and is totally depraved and utterly helpless to redeem his lost soul. (Romans 3:22-23; Ephesians 2:1; Genesis 1:27; Deuteronomy 4:32).
- We believe that salvation is the gift of God, and all who receive the Lord Jesus Christ by faith are born again, possessing eternal life. (John 3:6-7, 15-16; Ephesians 2:8-10)
- We believe in the bodily resurrection of every person. The saved go to heaven and those who are unsaved go to an eternal hell. (John 5:28-29)
- We believe that God commands believers to live separate and holy lives, free from religious apostasy, cults, ecumenical and charismatic groups, and all worldly pleasures, practices, and associations. (Romans 12:1-2; II Timothy 2:1-5)
- This brief Statement of Faith does not exhaust our firm convictions and faith. The entire Bible is the sole and final authority of all that we believe. We do believe, however, that the foregoing Statement of Faith accurately represents the teaching of the Bible, and, therefore, is binding upon all the Directors and employees of the Corporation.

Counselors

- Be available from the beginning of staff training to the end of the last week of camp unless permission is granted by the camp director.
- Be moved into your cabin and ready for the staff meeting at 9:00 AM on Monday mornings.
- Give up selfish ambitions, and by God's grace, give yourself totally to the service of God, the camp, and the campers each and every minute.
- Review camper devotional sheets and be prepared with discussion questions to review with the campers.
- Prepare and deliver a devotional to the campers each night.
- Spend individual time (one-on-one) with each camper sometime throughout the week to determine his or her spiritual condition. Fill out a one-on-one sheet for every camper. Turn in these sheets to the secretary by the end-of-week staff meeting after the campers leave. *Please be sure to write the camper's first and last name on the one-on-one sheets and use only a pen for these sheets.*
- Counsel campers of the same gender as needed after each session.
- Participate in staff choir. (Singing ability is not required, only a desire to glorify God.)
- Actively encourage campers in each game.
- Memorize the first 10 sections of the teen memory list before arriving at camp.
- Write a birthday card to each camper you have each week. Turn in these cards, in addressed envelopes, to the secretary by the following Monday morning at breakfast.
- Look for opportunities to talk to parents before and after the closing rallies.
- Be available to help with any task or chore that you may be asked to do which will include cleaning your cabin, helping in the kitchen

on weekends, and various other work projects.

- Be willing to participate in skit time.
- Carry and be responsible for inhalers during junior weeks.
- Make sure campers are dressed appropriately for the next activity.
- Never complain about the rules, staff, program, or any other aspect of the camp ministry. Constructive criticism is welcome during staff meetings.
- Be willing to abide by all camp policies.
- Pray that God would do a work in your own heart as well as a work in the hearts of campers.
- Attempt to practice and apply Ephesians 6:6, “Not with eyeservice, as menpleasers; but as the servants of Christ, doing the will of God from the heart;”

Junior Counselors

- Attend the required portion of staff training and one week of Teen Camp prior to junior counseling.
- Be available from 9:00 AM on Monday until 8:00 PM on Friday of the Junior Camp that you are counseling.
- Give up selfish ambitions, and by God's grace, give yourself totally to the service of God, the camp, and the campers each and every minute.
- Support the senior counselor as he/she has devotions each morning and evening.
- Spend all your time during the week with the juniors from your cabin, unless you are asked by the leadership of the camp to do something else.
- Be prepared to counsel campers as needed after each session. (Jr. Counselors should only counsel when specifically requested by a director.) After you have finished counseling, you should take the camper to his/her senior counselor for additional confirmation of the decision made.
- Participate in staff choir. (Singing ability is not required, only a desire to glorify God.)
- Actively encourage campers in each game.
- Help set up, tear down, and run games as needed.
- Be available to help with **any** task or chore that you may be asked to do.
- Help to clean up flatware and plates after each meal.
- Make sure campers are dressed appropriately for the next activity.
- Monitor cabins during shower time and whenever the counselor is gone.
- Supervise campers with cabin clean-up while the counselor is in the staff meeting.

- Be responsible for your cabin any time that the counselor is unavailable.
- Assist in writing camper birthday cards as the counselor requests.
- Never complain about the rules, staff, program, or any other aspect of the camp ministry.
- Be willing to abide by all camp policies.
- Pray that God would do a work in your own heart as well as a work in the hearts of campers.
- Attempt to practice and apply Ephesians 6:6, “Not with eyeservice, as menpleasers; but as the servants of Christ, doing the will of God from the heart;”

Operational Staff

- Be available from 9:00 AM on the Monday of camp until three hours after the scheduled close of camp for the week that you are working.
- Give up selfish ambitions, and by God's grace, give yourself totally to the service of God, the camp, and the campers each and every minute.
- Attend staff training as applicable.
- All junior operational staff members should attend one week of Teen Camp prior to their week(s) of service.
- Junior staff members do not have the same authority as senior staff members, although they should take authority when a senior staff member is not available.
- Attend all evening rallies.
- Participate in staff choir. (Singing ability is not required, only a desire to glorify God.)
- Help with any project even if it is outside your primary area of responsibility.
- Be available to help with any task or chore that you may be asked to do which will include cleaning your cabin, helping in the kitchen on weekends, and various other work projects.
- Never complain about the rules, staff, program, or any other aspect of the camp ministry. Constructive criticism is welcome during staff meetings.
- Be willing to abide by all camp policies.
- Pray that God would do a work in your own heart as well as a work in the hearts of campers.
- Attempt to practice and apply Ephesians 6:6, "Not with eyeservice, as menpleasers; but as the servants of Christ, doing the will of God from the heart;"

Staff Scholarship

- Interested churches and individuals provide the scholarship money.
- The staff scholarship is typically \$1,500 for those returning to college and \$750 for those who have served on junior staff previously and are entering college (see below).
- Staff must apply for the scholarship using the online form.
- The scholarship money is only available for those that have already completed one year of college and are planning to return to college the following year.
- In certain situations, freshman may qualify for the scholarship if they have served as junior staff in previous years.
- The money will be sent directly to the college to go on the student's college bill.
- An applicant does not need to make a final decision about serving at camp until he/she receives a final answer on scholarship approval.

Dress Code

All Campers

- Footwear must be worn at all times, except when playing sand volleyball, when doing the slackline, and when swimming.
- No worldly advertisements or pictures should be on any T-shirt (i.e. Fortnite, Guns n' Roses, etc.).
- Dark clothes (athletic material does not have to be dark) must be worn for swimming and other water activities. This attire must follow the modesty rules outlined below.
- Knee-length attire with sleeves is required for sleeping.
- No clothing should show the midriff at any time (i.e., crop tops).

Female Campers

- Knee-length skirts and a shirt with no writing (excluding polos with logos) *or* dresses must be worn for all rallies.
- Loose fitting pants, jeans, or knee-length shorts/culottes may be worn for all other activities.
- Slits in skirts or dresses may not come above the bottom of the knee when sitting or standing.
- Tank tops, blouses, or dresses without sleeves (or that expose the shoulders or the back) should not be worn at any time.
- Tops may not be more than three finger width below the collar bone.
- No writing or pictures should be on the back of any shorts/pants.
- A swimsuit should be worn under dark clothing for swimming and water activities.

Male Campers

- Slacks (one step above jeans) and collared shirts must be worn for all rallies.
- Loose fitting knee-length shorts, slacks, or jeans may be worn for all other activities.
- Sleeveless shirts or tank tops may not be worn at any time.

Dress Code (continued)

Female Staff

- As a staff member, all attire should be abundantly modest in an attempt to be a good role model, to not offend any camper, and to ultimately bring glory to God.
- All garments must be loose fitting. All fads and trendy styles should be avoided.
- When kneeling and holding a footrule or yardstick on its side (so it does not slide under the knee) there must be 4” of material beyond the knee for any skirt or dress.
- Slits in skirts or dresses may not come above the 4” rule.
- A short person may ask for an exception to the 4” rule if the attire is still mid-calf.
- Exposed leggings (longer than the skirt) should not be worn to even-ing rallies.
- Dresses *or* blouses and skirts (no T-shirts, skorts, or culottes) must be worn to all rallies.
- Tank tops, blouses, or dresses without sleeves (or that expose the shoulders or the back) should not be worn at any time.
- No worldly advertisements or pictures should be on any shirt and no shirt using spiritual or religious words with secular slogans, logos, or advertising should be worn (i.e. “Ketchup with Jesus” & “Got Jesus?”).
- Flip-flops may be worn for all other activities, but shoes or dress sandals must be worn to rallies.
- No baseball hats should be worn at any time.
- Jewelry can include one small set of earrings (less than 1/2” below the ear), one small necklace, one small bracelet, and one ring (excluding wedding bands).
- Thumb rings or toe rings should not be worn at any time.
- No dark fingernail or toenail polish should be worn—only natural shades.
- Blue, green, red, or any other unnatural dyed hair is not permitted.
- All staff must abide by the staff dress code during staff training.
- Junior staff may not wear pants during their week as a camper.

Dress Code (continued)

Male Staff

- As a staff member, all attire should be abundantly modest in an attempt to be a good role model, to not offend any camper, and to ultimately bring glory to God.
- All garments must be loose fitting. All fads and trendy styles should be avoided.
- Hairstyles must be off the ear and collar.
- Bleached or dyed hair is not acceptable.
- Shaved heads are not acceptable.
- Collared shirts, dress slacks, socks, and shoes are required for all rallies.
- Long pants are required for all activities.
- No worldly advertisements or pictures should be on any shirt and no shirt using spiritual or religious words with secular slogans, logos, or advertising should be worn (i.e. “Ketchup with Jesus” & “Got Jesus?”).
- Tank tops or sleeveless shirts may not be worn at any time.
- No jewelry may be worn except for a watch (and a wedding band, if married).
- All staff should be clean shaven and should shave daily if required.
- All shirts must be tucked in at all times except when worn with wind pants when swimming.
- Only the topmost button may be unbuttoned on polo shirts.
- A jacket and tie are required for all Sunday services.
- All staff must abide by staff dress code even during staff training.
- Junior staff may not wear shorts during their week as a camper.

Couples

We realize that it is a beautiful process when a man and woman come together in marriage. An attraction to the opposite gender, however, can be a huge distraction during summer camp. Here are a few guidelines for couples during the camping season.

- The "who do you like and who do you like" routine is not appropriate for staff or campers.
- A couple is any guy and girl that frequently gravitate toward each other at meals, services, and other activities.
- Couples are not permitted unless they meet the following guidelines:
 - * Both people must be 19 years of age or older or have graduated from high school at least one year ago.
 - * Both sets of parents must give permission for the couple to spend time together.
- Couples should not spend *ANY* time together during the camp week!
- On weekends the following guidelines must be met:
 - * The couple must spend time in a public place like the dining tent, dock, or fire ring.
 - * There should be 12 inches between the couple at all times.

Weekends

- Anyone coming to the camp over the weekend must get prior approval, even if only coming for a few minutes.
- Permission to leave camp must be granted from one of the directors prior to leaving camp.
- Everyone staying at camp is required to attend three services on Sunday with the Servant's Heart staff.
- SHC staff dress code must be followed even when leaving camp.
- No two people of the opposite gender may ever be alone—in a building, on a trail, in a car, or anywhere alone. There must always be the third person when there are both genders.
- Guys and girls must be in their respective cabins at the assigned time and may not leave their respective cabins before 6:30a.m.
- The four-wheelers, tractors, and other equipment may not be driven during the weekends without permission from one of the directors.
- Permission must be requested from one of the directors to use any "event," and it must be used in accordance with the guidelines outlined in this policy manual.
- Everyone is responsible to help cook on the weekends. One person may be assigned to take leadership responsibility.
- Except in the case of an emergency, shopping for camp or personal items should not be done on Sundays.

Laundry

- SHC will provide laundry detergent and a washer and dryer for the staff to use each week.
- A sign-up laundry schedule will be prepared, posted on the Dairy Queen refrigerator and the washing machine, and included in the back of your staff manual. If staff members miss their appointed time, they forfeit their laundry spot. If you are more than 10 minutes late for your appointed time, please do not put your laundry in the washer. To secure a new laundry spot, see the Bear Den Manager.
- If there is a guy's finished laundry in the washer, put that laundry in the dryer and start the dryer. If there is a girl's finished laundry in the washer, put the laundry on the table and notify a female staff member ASAP (unless you are a girl and you have been given instructions on how to dry the load).
- If there is finished laundry in the dryer, put it on the table.
- Do not count on another staff member to switch your laundry. You are responsible for it from when it goes in the washer until it comes out of the dryer unless you have made previous arrangements.
- Laundry should always be done between the hours of 7:00a.m. and 10:30p.m., with exceptions made only with direct permission.
- The lint trap in the dryer should be cleaned after every load.
- The "End of Cycle" dial on the dryer should always be left in the "off" position.

Hiking & Trails

- No hiking may be done off the camp property.
- The Rails to Trails should not be used without permission from a director.
- Campers should not leave the trails, except for during specific group activities.
- Campers should never hike on the trails without a staff member.
- Staff members should never hike on the trails with only one camper. There must always be at least three people when on the trails.
- The hiking trails may not be used after dark, except for during a specific group activity.
- Never attempt to touch, attract, or chase any animal.

Evenings

- During Teen and Junior Camps, all non-counseling junior staff should be in their cabin by 9:30 PM and in bed by 10:00 PM unless they are assigned to a task. (If the evening snack begins at or after curfew, you may stay to fellowship with campers or help serve if you are a kitchen worker. However, you should still be back to your cabin before the night game starts. Senior staff: Be considerate of junior staff who are already in bed when returning to the cabins later.)
- During Teen and Junior Camps, all non-counseling senior staff should be in their cabin by 10:30 PM and in bed by 11:00 PM unless they are assigned to a task.
- During Junior Camps, senior counselors should be in bed within 45 minutes after campers.
- During Junior Camps, junior counselors should be in bed within 45 minutes after campers, but no later than 11:00 PM. In other words, if campers go to bed after 10:15 PM, the junior counselor should still be in bed by 11:00 PM if at all possible.
- During Teen Camps, senior counselors should be in bed as soon as possible after the campers.
- Counselors should never be inside another building or more than one cabin away from their assigned cabin after Lights Out.

Vehicles & Equipment

- Anyone using a camp-insured motorized vehicle on public roads must be between 21 and 70 years old, unless direct permission is given by the insurance company and on file with the camp office.
- Staff shall not use vehicles, tractors, mowers, ATVs, or any other motorized equipment without permission from a resident staff member for each use. However, an operational staff member may be given permission to use a specific piece of equipment throughout the summer.
- The speed limit on the Ramey side of the lake is 25 MPH. The speed limit coming across the lake and everywhere on the camp side of the lake is 20 MPH. However, if campers are present where you are driving, the speed limit is 10 MPH. Vehicles that appear to be traveling too fast cause safety concerns. Be aware that dusty conditions, loud motors, and skidding stones may make it seem like you are driving too fast even when you are under our speed limits. *These rules apply all year-round, including summer weekends and the off-season.*
- See chart below to see who can drive what where and with whom.

Driver's license required					No license needed	
Age	Road vehicles (trucks, cars, etc.)		Tractor, skid loader, backhoes	ATV/UTV	Golf Cart	Garden Tractors
	On public roads**	Not on public roads				
71+	With permission					
21-70						
18-20*						
16-17*						
15						
6-14						

*Staff ages 16-17 are permitted to carry staff passengers. Staff 18 and older are permitted to carry campers or staff passengers. (Staff ages 15 and younger may not carry any passengers.)

**This applies to camp-insured vehicles. If a staff member younger than 21 has his/her own vehicle, he/she may drive it on public roads.

Vehicles & Equipment (cont.)

- No passengers should ever ride in the rear dump bed of an ATV/UTV.
- Non-resident staff members may not haul passengers on the back of the four-wheelers.
- Summer staff cars should be parked in the designated area by curfew on Sunday night and not moved until after the final staff meeting at the end of a week of camp. Permission for exceptions may be given by resident staff for certain purposes but should not be requested.
- A resident staff member should give a tutorial to anyone given permission to drive any motorized equipment. Summer staff *should not* train other summer staff on how to operate any vehicle. If uncomfortable or unsure about how to use equipment, ask a resident staff member for additional or refresher training
- If equipment breaks or begins to operate unusually, take appropriate action, including notifying an appropriate resident staff member.

Telephones & Other Electronics

- Campers are not permitted to use any telephones. (Exceptions will be made for a camper to call to confess sin or to nail down a decision).
- Phones will be collected from campers at registration and returned at the end of each week.
- Counselors are not permitted to use camp or personal cell phones for phone calls or text messages during the week without the permission of the camp director.
- Staff phones and other electronic devices will be stored in the pantry from breakfast on the Monday morning of each camp until the work projects are completed after the end of that week of camp.
- The one exception to the two rules above is that senior counselors can use their cell phones/electronic devices during their free hours (during Director's Hour).
- Operational staff (including kitchen staff and office staff) may stop by the pantry and use cell phones or electronic devices sparingly (no more than 10 minutes per camp day).
- No camper should ever see a staff member using a phone, laptop, or tablet.

Money

Campers

- During summer Teen and Junior Camps, campers must turn in all of their money at registration. (Campers should not keep any money. Even if the money is to be used on the trip home, they must still turn in all their money.)
- The Bear Den will keep a running ledger of the amount of money spent and the amount of money still available to spend for each camper.
- Unspent money should be picked up at the Bear Den on the last day of each week of camp after the final rally.
- If campers find money in their luggage or get money in the mail throughout the week, that money should be given to their counselor. The counselor should then turn the money in to the Bear Den staff.
- Try to keep campers from excessively convincing other campers to buy them things. If a particular camper seems to be doing this, please notify the Bear Den staff.

Staff

- All staff members will keep their own money but should be careful where they keep it.
- Each staff member will be given a \$4.00 Bear Den credit per week that they serve. Any unspent money in this account goes back to camp after the summer is over.
- Bear Den staff will not keep a running tab for staff members to pay at a later date. You must pay each time you purchase something or you can bring in a load of cash and we will set up an account for you, much like what the campers have. Any leftover money from this account will be returned to you at the end of summer camp.
- Staff members should refuse tips at all times. Any tips received must be given to the camp director to be used at his discretion.

Emergencies

- When in question, always call 911.
- Our 911 address is 600 Servants Heart Drive, Ramey, PA in Gulich Township.
- Notify the camp director, camp nurse, and activities director of any accident or incident. They should be notified even if the situation appears to be over.
- Do not clean up the area or otherwise modify except as needed to prevent additional injury.
- Do not assume guilt or make confessions. Hold any and all comments until the appropriate time.
- Do not render first aid unless you are competent. If you initiate artificial respiration or CPR, do not stop until the emergency team has arrived.
- If you are not actively involved in the incident, take campers to another location and try to keep them calm.
- In the event of a fire or any weather related emergency, all campers and staff should report to the chapel.
- When the bell rings at an unappointed time, all campers and staff should report to the chapel.
- The camp nurse should make a thorough and careful documentation for every step of the crisis.
- Allow prayer to be a significant part of the crisis response. Seek the Lord for guidance and pray with the camper(s) who are involved and with the group of campers who are not involved.

Medical Needs

- In the case of any medical emergency, someone should be sent to call 911 while the individual is being protected from any further injury and the camp nurse is summoned.
- In the event of a person needing non-emergency medical treatment, the camp nurse and camp director will make the evaluation if the person should be taken to a doctor or hospital.
- In the event a person does need to be taken to the doctor or the hospital in a non-emergency situation, he/she shall be taken by two members of the operational staff in an approved vehicle after obtaining the proper insurance papers. The camp nurse and camp director should not leave the camp property.
- For every summer Teen and Junior Camp, all prescription and non-prescription medication as well as supplements shall be turned into the camp nurse at registration. Prescription medication should be brought in its original bottle. The camp nurse will be responsible to see that each person gets his/her medication at the appropriate time.
- Anyone that comes to any teen or adult camp may keep his/her own inhaler and/or EpiPen.
- During Junior Camp, senior counselors are responsible to keep and have readily available any inhaler and/or EpiPen brought by their campers. (A backpack may be ideal for this purpose.)
- Campers who are unable to participate in activities because of illness may be asked to stay at a place prescribed by the camp nurse.
- If a camper misses a preaching session due to illness, he/she must miss the next fun activity as well.
- Staff who are not in cabins with campers may keep their own medications and supplements in their own cabin. Counselors' medication will be kept in the bottom drawer of the serving table.
- The camp nurse should turn in each camp week's medication administration and incident/injury reports to the secretary by the following Monday morning at breakfast.

Sexual Abuse

Sexual abuse of any sort is a terrible and hideous violation of God's principles. However, the simple accusation of sexual misconduct, even if it is unfounded, causes an unnecessary burden to the cause of Christ and also to *Servant's Heart Camp*.

Because of our concern and desire to be of the highest ethical standard, the following precautions should be taken at all times.

- All volunteers must fill out and sign an application that gives SHC the right to do a complete criminal and child abuse background check.
- The application shall include the question "Have you ever been accused of, participated in, or been convicted of any sexual abuse?"
- A PA Child Abuse History Clearance should be completed for each staff member, regardless of his/her state of residency, who has not completed one within the sixty months prior to September 1st of that year of camp (i.e., September 1, 2021 for the summer of 2026).
- A PA Criminal Background Check should be completed for each staff member, regardless of his/her state of residency, who has not completed one within the sixty months prior to September 1st of that year of camp.
- All staff members who reside out-of-state should have a DHS fingerprint-based FBI Criminal History Background Check completed if they have not completed it in PA within the sixty months prior to September 1st of that year of camp.
- All staff members who have been a resident of PA for the entirety of the previous 10-year period or have been fingerprinted since establishing residency in PA should sign a swear/affirm statement if they have not signed one within the sixty months prior to September 1st of that year of camp.
- Do not touch! There should be **NO** physical contact between genders.
- Casual embraces between members of the same gender should be brief.
- Never be alone with a single camper. Always be in groups of three or more. (One exception is one-on-ones, which must be done outside in a generally public setting.)

Each staff member should be alert for other staff members that may inadvertently act in a way that could be misunderstood. This action should be immediately mentioned to the fellow staff member and also to the camp director if the action continues.

Any accusations or suspicious behavior will be carefully documented by the directors.

Discipline

- No camper shall be pushed, hit, spanked, pinched, slapped, or receive any other physical contact as a means of discipline.
- No camper should have any of his/her meals withheld as a means of discipline.
- Kind and firm words should be the first means of discipline without any threat of physical punishment.
- The loss of the privilege to participate in a specific activity is an appropriate means of discipline. A camper, for example, may be denied the privilege to use the archery equipment if he/she does not obey the rules.
- The camper's Bear Den money can be frozen for 24 hours as an appropriate means of discipline.
- Anyone having continual difficulty with a camper should ask the activities director or the camp director for assistance.
- A camper who continually breaks the rules will lose his/her privilege to stay on the campground. The parents or guardians will be contacted to come and pick up their child.

Decision Slips

- A decision slip should be filled out for each camper who makes any significant decision at any time (evening rallies, one-on-ones, incidental counseling, etc.).
- All sections of the decisions slip should be filled out, including the counselor's comments on the back of the slip.
- Be very specific about the nature of the decision, especially when writing comments on the back. If the camper can, let him/her fill out the front of the slip. However, the handwriting must be legible since these slips are being sent home with pastors.
- Decision slips should be put in the locked box inside the chapel's man door. The latest decision slips should be placed in the box is Friday night for Teen Camps and Friday lunchtime for Junior Camps. If a decision slip is filled out or found after these times, please hand the slip directly to the secretary.
- Several times per week, the secretary should collect the decision slips and enter them into the computer.
- At the end of the week, the secretary should compile all the decision slips from each church. They should be neatly put in an envelope and given to the camp director so he can give them to the pastor or youth pastor when he picks up his campers. (Because decision slips are to leave camp with the campers, please be as prompt as possible when placing the decision slips in the locked box or handing them to the secretary directly.)

Meals

- No counselor or camper should leave the dining tent without permission from the activities director or camp director.
- Junior counselors should go at the front of their cabin's line and pick up the prepared napkins and silverware for their whole cabin.
- Each cabin is responsible to clean off their own table unless otherwise instructed by the activities director or camp director.
- Counselors or junior counselors should be responsible to make sure that flatware is not thrown in the trash cans but placed in the appropriate dishpan.
- No food should be taken out of the dining tent.
- Plates and cups should be stacked neatly before throwing them in the trash can.
- Servant's Heart Camp will not be responsible to make specific meals for campers with special needs. Counselors should, however, help campers determine the foods that are on their approved diet.
- No individual should go for seconds until the kitchen staff has hung the "Seconds" sign.
- Counselors and junior counselors should remind campers to walk, not run, to the serving line whenever necessary. A camper who runs to the serving line may be asked to step to the back of his/her cabin's line by the activities director or his/her senior counselor.
- Staff are required to attend all meals with the exception of Sunday breakfast.

Lost & Found

- Any lost item should be reported to the activities director.
- Any found item should be given to the activities director.
- A table will be set up near the kitchen trailer after the last rally to display all found items.
- All found items will be kept after the close of that particular camp.
- If the found items are requested, they will be sent to the camper at his/her expense.
- At the end of summer camp, the lost items will be sorted through and appropriately used or disposed of by the resident staff. If an owner has requested his/her item, resident staff will work with them to locate and return the item. Shipping will be paid for by the owner.

Camper Cabins

- No camper, counselor, or operational staff member should ever be in a cabin of the opposite gender.
- Two campers may not sleep in the same bed.
- Outside lights should be on at night and off during the day.
- No camper may enter a cabin other than his/her own without permission from a counselor.
- DO NOT hang wet laundry on the railings of the porch.
- Cabin inspection will take place every Tuesday through Friday morning of Teen and Junior Camp.
- Campers, not counselors or junior counselors, should clean the cabin. Counselors and junior counselors may instruct or demonstrate what to do, but they may not do the work for the campers.
- Cabins will be judged by the cabin inspector for the following:
 - ◆ Grounds around Cabin
 - ◆ Wash Line - Empty wash lines do not equal perfect scores!
 - ◆ Porch & Steps
 - ◆ Lights & Door - Shower light off for inspection. It may be on during the day if needed.
 - ◆ Cabin Floor
 - ◆ Trash Can
 - ◆ Bed
 - ◆ Under Bunks - Line up bags at the front of the bed.
 - ◆ Sink
 - ◆ Bathroom & Shower Room
 - ◆ Bonus
- The cabin inspector may be of the opposite gender so please make sure the cabin and bonus points ideas are appropriate.
- The counselor must thoroughly clean the cabin and disinfect the beds after each week of camp.
- Campers should never adjust the thermostat
- Counselors and campers should not tamper with security cameras.
- 30 Counselors should never adjust the thermostat lower than 70.

Staff Cabins

- No staff member should ever be in a cabin of the opposite gender.
- Staff members may not sleep in the same bed. The only exception is during Junior Camp in which a senior and junior counselor may sleep on the same queen bed.
- Outside lights should be on at night and off during the day.
- DO NOT hang wet laundry on the railings of the porch.
- Staff cabins shall be inspected sporadically, usually once or twice during a Teen or Junior Camp. They will not be inspected during Family Camp.
- Cabins will be judged by the cabin inspector for the following:
 - ◆ Ground around Cabin
 - ◆ Wash line - Empty wash lines do not equal perfect scores!
 - ◆ Porch & Steps
 - ◆ Lights & Door - Shower light/fan may be on for inspection.
 - ◆ Cabin Floor
 - ◆ Trash Can - Does not need to be empty, but more trash equals less points.
 - ◆ Beds
 - ◆ Under Bunks - Line up bags at the front of the bed.
 - ◆ Sink
 - ◆ Bathroom & Shower Room
- After a cabin gets two scores below a 70 in the same camp week, the entire cabin shall be prohibited from taking any desserts and from spending any money in the Bear Den for the next 48 hours.
- If the low score is primarily the result of one person, only that person will lose his/her privileges as stated above.

Cheers

Extreme caution must be exercised when creating, teaching, and doing cheers. The following guidelines should be observed.

- Cheers must not resemble rock or rap in their style.
- Cheers must not use worldly terms or phrases.
- Cheers must not speak in a negative fashion of the other team.
- Cheers must not have any motions that mimic dancing or any worldly practice.
- Cheers, as much as possible, should relate to the theme of camp.
- All cheers must be approved by the directors.
- Cheering may not be done during any session or while any staff member is speaking unless the person speaking indicates that cheering is appropriate.

Team Spirit

Counselors and junior counselors are encouraged to generate team spirit and enthusiasm throughout the week. Team spirit, however, should never detract from our ultimate goals. The following are things to be remembered concerning team spirit.

- It should never be derogatory toward the other team.
- It should not be proud or boastful but rather should emphasize unity and giving your best.
- Face paint should not be used.
- Team-colored fingernail or toenail polish should not be used.
- A small mascot or other team spirit item is appropriate.

We Care

The “We Care” program is for those who care about preserving the testimony of Servant’s Heart Camp, protecting the integrity of other staff members, and providing a safe and wholesome environment for the campers.

- If any staff member sees or hears something from a resident or summer staff member that does not seem to be glorifying to God, they may get a card from the side of Dairy Queen, complete the card, and deposit the card in the large, locked “We Care” box on top of Dairy Queen.
- The staff member may include his/her name on the card or leave that section blank to keep their concern anonymous.
- Summer staff members are welcome to speak to resident staff directly about an issue, but they should not simply spread rumors among fellow summer staff members. This is the difference between trying to solve the problem and trying to stir up drama.

You will have the opportunity to fill out a survey at the end of the summer to give your feedback in numerous areas and give suggestions as to how we can improve camp. However, we want to hear about issues before the summer is over when the issues can no longer be dealt with. If you care about Servant’s Heart Camp and the cause of Christ, we encourage you to use these cards.

Lake

- No teen or junior camper should be in or close to the lake without a staff member.
- The trail around the lake will be the safety buffer. No teen or junior camper should be closer than on the trail unless permission is granted from a staff member.
- The dock is off-limits without a staff member.
- All campers are required to wear a life jacket when using any boat, corcl, or other floatation device.
- There will be no intentional tipping of boats, corcls, or other floatation devices.
- Life jackets are required for everyone who is in the water over knee deep, unless he/she has passed the swim test. However, everyone must wear a life jacket for the Teen Camp night swim.
- A swim test will be administered during the first 20 minutes of the first swim time of each camp or retreat with the exception of Junior Camp. Leniency of this time frame is given during Family Camp.
- Campers (not juniors) who pass the swim test are not required to wear a life jacket *for that particular camp or retreat*. If that camper returns later in the summer, he/she must pass the swim test again.
- Everyone 11 and under must wear a life jacket for all camps and retreats when in the water over knee-deep.
- A staff member must check every camper's life jacket before the camper enters the water.
- All campers must stay away from the overflow pipe, even in boats.
- Rocks or stones should not be thrown into the lake.
- No running out the path of the dock.
- Diving or flipping into the lake from the shore, dock, boat, or any other perch is prohibited. Everyone must go into the lake feet-first.
- In the event of lightning and/or thunder (even off in the distance), everyone must leave the lake for 30 minutes. Each instance of lightning or thunder restarts the 30-minute clock.

- At least one Red Cross certified lifeguard shall be on duty when the lake is open during any scheduled swim time and on weekends when staff goes swimming.
- Lifeguards will use the following protocol with their whistles.
 - Whistles should not be blown for fun. They communicate a message whenever they are blown.
 - One long whistle blast means “Clear the lake.”
 - Two shorter whistle blasts mean “Listen up.”
 - Three whistle blasts mean “I am going to rescue someone. You may need to go get help.”
- The swim test will be administered the first day of swimming for each scheduled camp in the following manner.
 - The camper must swim from the edge of the dock to the tree at the corner of the lake and back (roughly 100 yards).
 - Swimming should be above water and fairly continuous. A particular stroke is not needed, but the camper should be swimming, not struggling the whole way.
 - After swimming, the camper should tread water for 1 minute.
 - The lifeguard administering the swim test should walk along the shore while the camper is swimming and should stand on the dock to time the camper treading water.
 - The lifeguard will evaluate the swimmers and pass only those who are competent. In other words, a camper may “pass the test” but the lifeguard may not feel safe passing the camper. That camper may not try with another lifeguard. He/she failed the swim test for that particular camp.

Water Mat

- The water mat should only be used during designated swim times.
- No diving off the water mat.
- No swimming under the water mat.
- No attempting to flip the water mat over.
- Only 12 juniors may be on the water mat at the same time.
- Only 10 teens or adults may be on the water mat at the same time.
- Flips and other acrobatic maneuvers are prohibited on the mat.
- Jumping between the dock and the water mat is prohibited.
- The water mat may not be used during the Teen Camp night swim.

Slingshots

- The slingshots may only be used when a staff member is present.
- The slingshots will be stored in a secure location and inspected prior to use each day by a staff member.
- Slingshots can only be used at the slingshot range.
- Safety glasses must be worn when using the slingshots. Regular eyeglasses are a suitable substitute for safety glasses.
- Only slingshot ammunition should be shot from the slingshots. Campers should not touch ammunition except for what is handed to them by a staff member.
- Never aim a slingshot, loaded or unloaded, at a person.
- Never pull back an unloaded slingshot.
- Never release a shot when someone is in front of the shooting booth. Only a staff member should ever be in front of the shooting booth.
- Only one camper should shoot at a time.
- Each camper gets ten shots per turn.
- There are various circular targets with point values affixed to them. The staff member should add up the score a camper gets with his ten shots.
- The ammunition is clay so it does not need to be collected.
- Any camper not obeying these rules must leave the slingshot range.

**FOR ALL FREE
TIME EVENTS:
If something
breaks or stops
working for any
reason, please
notify a resident
staff member as
soon as possible.**

Blamzookas

- The Blamzookas may only be used when a staff member is present.
- Only aim and shoot the Blamzookas at the intended targets.
- Shoot only tennis balls through the Blamzookas.
- Shooting pressure should not be adjusted.
- When starting the day, the staff member should turn the bottom red valve parallel to the pipe (see picture below for when it is “off”) to allow pressured air to reach the cannons.
- Each camper will be given 10 balls. The ball should be pushed to the back of the gun and the action on the gun should be closed before the triggers are pulled.
- The camper should collect the balls after each session as instructed by the staff member.
- Any camper not obeying these rules must leave the Blamzooka range.
- The staff member will distribute balls and instruct when it is safe to go in front of the firing line. It is only safe to go in front of the firing line if:
 - * The air pressure at each gun is zero. (The pressure in the guns must be released by closing the valve before the last shot or by closing the valve and squeezing the trigger without a ball.)
 - * The gun action is open (forward).
- When finished for the day the staff member should:
 - * Turn the valve on the compressor “off” by turning the bottom red valve perpendicular to the pipe. (See picture at right.)
 - * Store balls in a water-repellant container.
- Maintenance of the cannon system will include draining water from compressor tanks and air tank at the beginning of each week.



Target Range

- The Target Range may only be used when a staff member is present.
- Guns and equipment will be kept in a case in the program shed.
- The equipment should be inspected by a staff member before each use.
- Even Airsoft guns are dangerous weapons and should never be pointed toward a person.
- Only guns and ammunition provided by SHC should be used at the range.
- Never shoot at anything other than the given target.
- All shooting must be done from the designated shooting areas.
- Safety glasses must be worn when using the guns. Regular eye-glasses are a suitable substitute for safety glasses.
- Spectators must stay behind the shooting line.
- Each camper gets ten shots at the paper target. The camper may keep his/her target if desired.
- If a bullet hits between two different colors, always give the higher score.
- Gun should be unloaded when not in use. (Remove clip and lift bolt.)
- All guns must be unloaded and pointed in a safe direction before anyone goes beyond the shooting line.
- A staff member must grant permission for anyone to go beyond the shooting line.
- A staff member should contact the secretary when he/she is getting low on targets.
- Any camper not obeying these rules must leave the Target Range.

Slackline

- The slackline may only be used when a staff member is present.
- The slackline should be inspected before each use.
- The slackline shall not be installed more than 18” off the ground.
- Only one person may be on the slackline at any time. A staff member, however, may sit on the line to provide stability.
- Only the two trees to which the slackline is connected may be used for stability in order for the run to count toward a record.
- Campers may remove their shoes to walk on the slackline.
- Any camper not obeying these rules must leave the slackline.

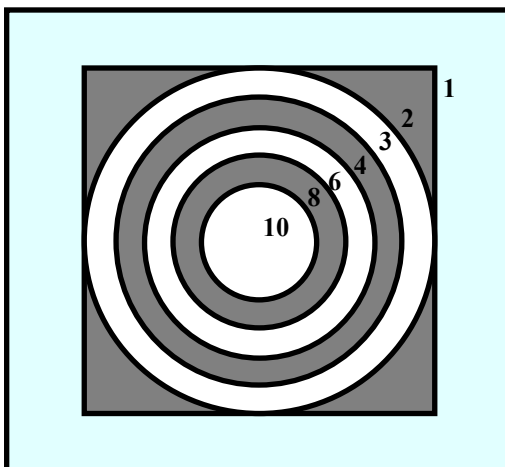
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Speed Pitch

- The speed pitch may be used when a staff member is not present, but a staff member must verify a speed for it to count for a record.
- The radar machine should only be touched by a staff member. The machine should only be on during free time hours.
- The radar machine must always be set to MPH.
- Balls should be kept in a water-repellant container when not in use (at all times except during free time).
- Campers should be courteous in rotating through turns when there is a line.
- Campers must stand outside of the cage (behind the wooden board) for their throw to count for a record.
- A speed that is obviously wrong may be discredited by a staff member at his/her discretion.
- Any camper not obeying these rules must leave speed pitch.

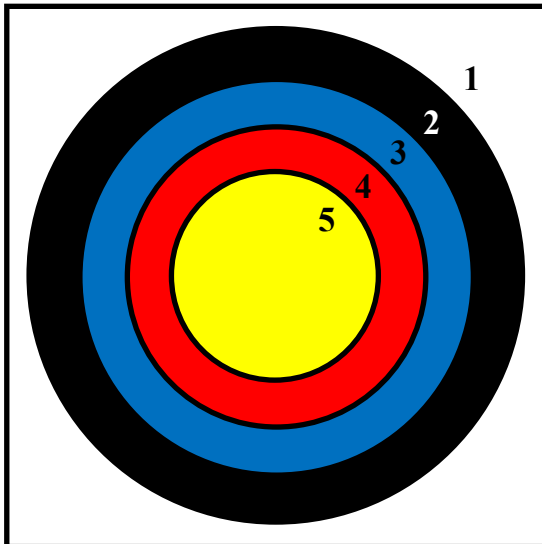
Blowguns

- The blowguns may only be used when a staff member is present.
- The blowguns will be stored in a secure location.
- Blowguns can only be used at the blowgun range.
- Only blowgun darts should be shot from the blowguns.
- The blowgun darts may only be shot at the target—no other item.
- Never aim a blowgun, loaded or unloaded, at a person.
- Never shoot a blowgun when someone is in front of the shooting line.
- The mouthpiece must be replaced between each person using the blowguns and each mouthpiece must be taken to the kitchen and sanitized after each use.
- In the event that all the mouthpieces have been used, the blowgun range must be shut down until additional mouthpieces have been sanitized by the kitchen staff.
- Up to two campers may shoot at a time, but every camper must shoot from behind the shooting line.
- Each camper gets ten darts per turn.
- Scoring works as shown at right. If a dart is stuck between two different point values, always give the higher score.
- Any camper not obeying these rules must leave the blowgun range.



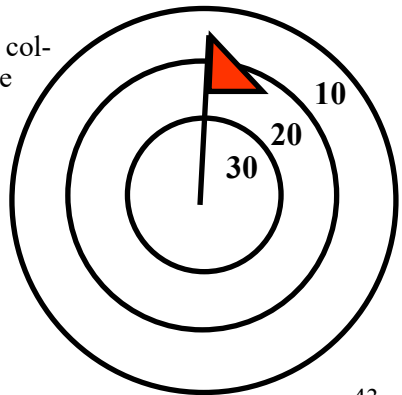
Archery

- Archery equipment may only be used when a staff member is present.
- Archery equipment will be stored in a secure location and inspected prior to use each day by a staff member.
- The bow is a dangerous weapon and should never be aimed, loaded or unloaded, at a person.
- Never point arrows in fun or jest.
- Never shoot at anything other than the given target.
- Do not dryfire the bow.
- All shooting must be done from the shooting line.
- Each camper gets three arrows per turn.
- Scoring works as shown below. If an arrow is stuck between two different colors, always give the higher score.
- The staff member should contact the secretary when he/she is getting low on targets. (These targets must be ordered, so please say something as soon as you notice them getting low.)
- Any camper not obeying these rules must leave the archery range.



The Chariot

- The Chariot will be pulled by the ranger, a four wheeler, or the John Deere 855.
- In addition to the towing ball, the safety chains must be used.
- The towing vehicle must be driven by someone who is 21 years old or older.
- For juniors, the Chariot will only be used to give rides.
- For teens and older campers, the Chariot will be used with spears and targets.
- For Family Camp, a junior or younger camper may throw spears only if accompanied by a parent.
- Excessive speeds (over 12 mph) should never be exceeded when pulling the Chariot.
- Seat belts must be worn by all riders on the Chariot.
- Campers should not climb on the Chariot when not hooked to the towing vehicle (i.e. when not in current use).
- Pick-up for a spear-throwing turn on the chariot is at the end of the kitchen trailer/dining tent and targets line the driveway going out the camp lane (right past the lake).
- Scoring works as shown below. There are eight targets so the highest possible score is 240 points. If the spear lands touching more than one circle, give the highest score.
- A camper may get off the chariot to collect spears and count their own score on the way back, but the staff member operating the towing machine should supervise and verify the score before the spear is retrieved.



Gun Range

- The gun range may only be used when a staff member is present.
- Guns will be stored in a secure location.
- Guns should only be retrieved by an approved staff member.
- Gun safety rules shall be reviewed each day before the gun range is used.
- Each camper will get one magazine of bullets to hit the six targets. Campers will be timed.
- There are no points awarded for this free time event.
- Any camper not obeying these rules outlined here and the gun safety rules orally reviewed must leave the gun range.

Lakeglide

- The Lakeglide may only be used when two trained staff members (18 years old or older) are on duty.
- The door to the Lakeglide tower shall be locked when not in use (code is last four digits of the camp phone number).
- The harnesses, trolleys, lanyards, carabineers, and helmets must be inspected before each use and an inspection form must be filled out each day. If any piece of equipment is found to be faulty, it must be recorded on the inspection sheet and that equipment must not be used until it is cleaned, fixed, or replaced.
- All above-mentioned equipment is stored in the program shed and should be laid out on a tarp during free time.
- One trained staff member should ride the Lakeglide and inspect and observe the cable and braking system before the first camper rides each day.
- Each rider must wear a harness and helmet. This equipment should be double-checked by a staff member before the camper zips.
- Riders must always be clipped into a static belay while on the zip platform until ready to zip.
- Riders may take one golf ball per zip and try to hit the target anchored in the lake. Each camper should keep track of how many times he/she hits the target throughout the week.
- Riders may not clip or unclip their harness or carabiners. Only trained staff members should clip and unclip equipment.
- All equipment should be returned to the designated room in the program shed when finished for the day.
- Campers may use the changing room in the program shed to get into the harnesses. Female campers may put the harness under their skirt if the main loop is still accessible.
- Any camper not obeying these rules must leave the Lakeglide.

Whack-a-Ball

- Whack-a-Ball may only be used when a staff member is present.
- The staff member shall collect the balls, clubs, tees, and greens and set them up in on the breast of the lake before the event starts.
- Campers may come at any time while the event is open, choose a club, and hit 10 balls into the lake.
- Two campers may hit at the same time but should be conscious where their clubs are at all times so as not to hit anyone.
- All spectators must stand far behind or to the side of the hitters.
- If the event runs out of golf balls, the event will be closed until balls are retrieved by a staff member. Two staff members will be assigned to collect all of the balls later in the evening.
- If a camper **hits** the metal rowboat anchored in the lake, that camper will receive a coupon from the staff member to get a free milkshake from the Bear Den.
- There are no points awarded for this free time event.
- Any camper not obeying these rules must leave Whack-a-Ball.

Shooting Gallery

- The shooting gallery may only be used when a staff member is present.
- Guns and equipment will be kept in a bin in the shed.
- The equipment should be inspected by a staff member before each use.
- Laser guns should never be pointed toward a person or anything other than the intended targets.
- The gun must always be pointed in a safe direction *even when not in use*.
- Never shoot at anything other than the given targets.
- All shooting must be done from the designated shooting line.
- Spectators must stay behind the shooting line.
- The setup for the cans/targets will vary some but the timer should always be in the middle and the staff member should be consistent throughout the summer.
- The record is held by the fastest time. A camper may not begin shooting at the targets until a beep is heard from the timer.
- The large center target has three different targets on it. The bottom right circle resets the clock; the bottom left circle starts the timer; the big center target stops the timer.
- The staff member should be sure all targets are turned off before being put away at the end of the day.
- Any camper not obeying these rules must leave the shooting gallery.



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As the SERVANTS of Christ doing the will of God from the HEART. Eph 6:6

*Not with eyeservice, as
menpleasers; but as the
servants of Christ, doing the
will of God from the heart;
~ Ephesians 6:6 ~*