

# Summer Ministry Staff Personnel Policies



Dear Camp Concordia Summer Ministry Staff

I have served in outdoors ministry since 1981, when I served an internship at Camp Luther in northern Wisconsin. Through trial and error, professional training and graduate studies, I have come to many philosophies. This document is a legal obligation to support you as a staff; to keep things on the table so we can work well together. But it does not reflect the *grand outcome* we are after, that is, kids knowing Jesus Christ. All of us knowing and following Jesus Christ. Please place this on the front burner as you contemplate what this summer will be for you.

*CRAIG*

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## Staff Care Stuff

### 1. Christian Growth

Staff devotions are beneficial for staff – and all camp devotions, although “showy” (but are *not* shows), are times for summer ministry staff to connect with Jesus. Private devotions are also important for each staff member. Staff members are encouraged to attend Sunday worship at area congregations during time off and seek guidance from other camp staff and the camp Navigator.

### 2. Navigator

Camp Concordia will attempt to invite in a pastor, DCE or other professional church worker to guide the staff in Bible study each week and be generally concerned with healthy personal faith of each staff person. This is a new invitation and we are anticipating only a few weeks of guests.

### 3. Evaluations

To provide effective and efficient programming, evaluation of staff members will be *attempted*. These evaluations could take the following forms:

- a. **Staff Meetings** - An analysis of the camp's programs in progress, the spiritual growth of individual campers, and actions of the staff affecting campers will be discussed.
- b. **Informal Individual Discussions** - Discussions between the Director and individual staff members will occur several times during the season. These will be used to assist the individual in contributing to the program.
- c. **Formal Individual Discussions** - Discussions using a written form of evaluation will be conducted between the staff member and the Director at mid-season and prior to the individual's departure at the end of the season.

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## 4. To Do List (***PLEASE DO NOW***)

- ☐ **Physical (Form attached)**
- ☐ **References and Health History Form (done online)**
  - a. Please go to <https://www.ultracamp.com/clientlogin.aspx?idCamp=516&campCode=ccm> and create an account.
  - b. After creating an account, choose "Staff References and Health History," and request 3 people to fill out references electronically and complete your health history form.
  - c. NOTE: You can save your Health History form and complete it later if you do not finish.
- ☐ **To Pack List**
  - a. See the camper "What to Pack" list from <http://www.campconcordia.org/2017essential.pdf>
  - b. ...and Summer Ministry Staff can add to the camper "packing" list:
    - ☐ **Room decorations:** Especially if they help with a cabin theme or lift up the name of Jesus.
    - ☐ **Cheap Watch:** don't spend a lot. Some can be found for under \$10 that just tell time.
    - ☐ **Musical instruments** you would like to play at camp.
    - ☐ **New Worship Songs**
    - ☐ **Hat:** An inexpensive hat to protect you from long days in the sun. We sell hats at the Canteen too!
    - ☐ **Old Clothes:** One set of old clothes or GRUBS for painting or dirty work.
    - ☐ **Bike:** Best is a mountain bike due to sandy soil. Used during time off or Alternate Ministry duties. Maybe you will help lead campers on a mountain bike.
    - ☐ **Old shoes or water shoes**
    - ☐ **OPTIONAL:** Fishing tackle (you will need a Michigan fishing license if you want to fish), alarm clock (you won't have phones when campers are on camp – camp bell is rung 30 minutes prior to breakfast).

## Staffing Stuff

### 5. Staff Assignments

The Camp Director, or his designee, shall be the sole judge regarding staff assignments. Staff may be assigned an alternate duty which may include, but are not limited to responsibilities involving the kitchen, maintenance, program support, or special projects. Such assignments are, at times, for the good of the camp and campers and an effort is made to make it

good for the summer ministry staff also. But...sometimes there just might not be enough campers and staff need to be assigned to alternate duty. Alternately, sometimes camp is overflowing with campers and each staff is stretched. Please be understanding – it is not a personal vendetta. These assignments may be made at any time during the camp season.

Should termination of services, dismissal, or retrenchment occur, the Camp Director will be the sole judge as to the realignment of staff.

Flexibility in ministry is necessary on the part of each staff member in accepting ministry assignments.

### 6. Training

Each staff member agrees to participate in the summer ministry staff training program when signing the summer ministry agreement. There will be one to two weeks of training prior to the first week of camp. Part of training could include real campers whose parents have agreed to allow us to use them in our training.

### 7. Telephone

Cell phones are to be used only during your time off and we ask that you keep them in the camp office. Cell phones are not to be used when operating any camp vehicles. The camp phone is available on an as needed basis. Telephone calls should be made during time off in a private location (not in front of campers). Any incoming calls (to the camp office) will be documented and given to the individual at the earliest convenience or immediately if deemed necessary by the office staff.

### 8. Staff Mail (USPS) and Packages

Staff mail will be given to the staff at the earliest convenience, depending on when the mail is delivered and picked up, and who is on or off duty. This could be during time off or during a staff meeting. It should never be handed out when on duty with campers or when campers are around. **Just** in case!!

### 9. Laundry and Linens (Yay!)

Staff need to furnish bed linens (best to use a sleeping bag since you may camp out). Each staff member is responsible for their personal laundry. Washers and dryers are available for use at no charge. Yay! CC will occasionally purchase large buckets of laundry soap for everyone to use. If Cabin Group Counselors have a "laundry emergency" the Program Coordinator is there to help out. We will "git 'er done!"

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## 10. Visitors

Staff members should encourage family and friends to visit only on their days off. For basic camper safety, and according to the state of Michigan, ALL adults must have background checks and training to spend time around campers. Also, visits during camper periods disrupt program and are usually disappointing to visitors because of the staff person's inability to spend much time with them.

If your family stops by, remember that all visitors are required to check in at the camp office. They are asked not to use required facilities while the camp is in use. Meals and lodging may be provided at the current rate if prior arrangements are made with the camp office.

If your family or friend shows up, please assume your responsibility as a summer ministry staff to instruct them accordingly. Thank you.

## 11. Time Off to Refresh

Because of the nature of the ministry we do, staff members are considered employed 24 hours a day for the duration of their agreement. A concerted effort will be made to see that each counselor receives at least one hour off each day and an average of one 24-hour period off each week to take care of personal matters, rest, enjoyment of solitude and recreation.

You may use the Camp Concordia equipment during your time off if you have been trained in using it, it is checked out (or the office knows what you are using) and time is set aside to be sure it is returned and stored properly.

What about time off at night? Both Cabin Group Counselors are in their cabin with campers in the evening/night for the purpose of sharing personal faith stories, caring for homesickness, supervision, prayer, etc. All other staff are requested to support the Cabin Group Counselors generally (share your faith story, help campers get to the showers and back) and if they have special needs. Night time is the most important faith building time for campers.

## 12. Gratuities (No-No)

Staff members will in no way solicit personal gifts from campers or other clientele. Furthermore, with the exception of small remembrances, staff members will not accept gratuities in the form of cash or expensive gifts from any camper. If a parent really wants to support the camp staff, they can arrange something through the Camp Director that will benefit the

entire summer staff – encourage them to speak with the Director.

## 13. Smoking (Please NO)

Please don't....and...because of health and safety issues, smoking will only be allowed in designated areas. At no time will smoking be allowed while campers are on site and/or in the presence of campers.

## 14. Alcohol (Also Please NO)

Alcoholic possession or consumption is not permitted at any time while on camp property or while on duty by summer staff. It is understood that while staff are under the employment of Camp Concordia, they are a reflection of camp and are expected to act in a manner which represents the camp and our mutual ministry. **We are asking you to abstain from drinking alcohol during the approximately two months you are on staff with Camp Concordia.** We have found it makes for an easier summer for everyone and that it allows for less conflict.

## 15. Vehicle Use

Use of the camp vehicles (tractor/golf cart) will only be done with the permission of the Camp Director. All operators must be screened by the Camp Director. Excessive use of staff-owned vehicles on camp property cannot be allowed.

Personal vehicles may be stored on camp but are not to be used for any camp program unless specific arrangements have been made with the Camp Director. In such cases, mileage will be reimbursed.

## 16. Kitchen Use (No-No)

No one except assigned kitchen staff and other authorized personnel are allowed in the kitchen or food storage areas. Food and kitchen equipment are not to be removed from the kitchen without the permission of the Head Cook. Request materials through the Head Cook. Pack out foods will be boxed and handed out by the kitchen staff.

Leftovers available to staff are placed in a "staff refrigerator" in the lodge.

## 17. Dating

Romantic relationships between staff and Jr. Counselors, other volunteers or program participants will not be tolerated under any circumstances. Violation of this policy is grounds for immediate dismissal.

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A policy on dating between staff members will be developed by the staff during staff training.

## 18. Camp Store (Discounts! Yay!)

Canteen items may be bought by staff, some at special prices. We try to give staff as close to the camp cost as possible (usually rounded up to nearest dollar). This includes camp t-shirts, water bottles and snacks. Canteen is available to the staff during scheduled times or special times arranged with the Camp Director. Staff may purchase their own snacks, but camp is limited on refrigerator storage (please be discrete eating "other" snacks in front of campers during their canteen time).

## 19. General Staff Behavior (Be Good)

All staff members are expected to function in relation to campers in a professional manner. It is the staff's responsibility to maintain an atmosphere and program which emphasizes a Christian life style. It is the responsibility of each staff member to personally exemplify such a Christian life style in all of their actions and in relationships with fellow staff members, campers, and camp guests.

The staff member agrees that while in the employment of the camp they will *adjust their personal habits and actions to the customs, policies, and standards of the camp*, and will keep up habits that will enable the staff member to remain in good physical condition.

It is expressly understood that illegal drugs and intoxicants are not permitted on the property or staff member at any time. Furthermore, it is understood that on or off duty, on or off camp property, the staff member's actions and dress reflect Christian values.

## 20. Stewardship

All staff members, in order to provide the best possible ministry environment, assist in the general appearance of the property and preservation of equipment.

## Camper Stuff

*"And we all, with unveiled face, beholding the glory of the Lord, are being transformed into the same image from one degree of glory to another. For this comes from the Lord who is the Spirit." 2 Corinthians 3:18 ESV*

## 21. Camper Supervision

Cabin Group Counselors are expected to be with the campers at all times during programming hours, except during

scheduled time off and alternate duty assignments. Campers are never to be left unsupervised.

Supervision means they are within visual and speaking distance. The exception to this is when campers are sent, using the "Buddy System," to the bathroom, etc. remembering to assess this based on age and maturity of the campers, the weather and time of day.

## 22. Health and Safety

Health and safety are top priorities. All summer ministry staff are expected to be alert for unhealthy conditions or an unhealthy camper, staff member, or guest. All staff members are expected to report or personally correct any dangerous situation in or out of their specialty area.

## 23. Accidents and Sickness (Ouch)

All accidents and sickness must be reported to the Health Officer, or if necessary the Camp Director. A report will be submitted by the Health Officer listing the name, date, and time of the accident, location and how it occurred, description of any injury, and treatment given. The Health Officer keeps the Camp Director apprised of ALL camper and staff.

Once an injured or sick camper has been delivered to the Camp Director or Health Officer, the staff member's primary responsibility is to return to their duties.

## 24. Administration of Medication and/or First Aid

The Health Officer, or if necessary the Camp Director, is responsible for the administration of all medication and/or first aid. Therefore, all treatment, except emergency first aid, will be done by the Health Officer, or if necessary the Camp Director, or their delegate. The administration of all medication and/or first aid will be properly logged by the Health Officer. At no time should a camper be allowed to administer medication unsupervised.

## 25. Rental Groups - Campground Use

During the regular summer program, there should be NO rental groups using the facilities and NO families using the campground. When children's and youth camps are NOT going on, there will be a clear definition of facility usage outlined with the group or campground users and shared with the staff. They may require support personnel from the camp. Staff members will be open to assist these groups as assigned, and all staff will be conscious of sharing the facilities and equipment with them.

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## Legal Stuff

### 26. Employment Procedures

Employment is based ultimately on the judgment of the Camp Director of Camp Concordia. Guidelines for such judgment have been defined by the Camp Concordia board of director, the American Camping Association, National Lutheran Outdoor Ministry Association, and other agencies concerned with organizational camping.

Potential summer ministry staff, as well as veteran staff, must submit an application for employment through the Camp Director or its NLOMA Representative and be available for an interview.

When a person is selected as a Camp Concordia Summer Ministry Staff, a Summer Ministry Staff Agreement is sent to the person for review and signature. One copy is signed and returned to the camp and the second copy is signed and retained by the individual. The Summer Ministry Staff Agreement contains the conditions to which the individual voluntarily agrees to bind themselves for the term of employment regarding wages, insurance, terms, etc.

### 27. Salary Information

Salaries, including room and board, are established by Camp Concordia's Board of Directors. Payroll occurs at the end of each month. Any and all advances and/or credits (e.g. canteen) will be deducted from the check. Salary will be adjusted accordingly for staff requiring extended time off for personal or health reasons. All applicable tax withholdings will be deducted. Staff members are asked to complete the appropriate employment eligibility and certificates of deductions for taxes during staff training. You will need the specific identification with you for completion of the I-9 Employment Eligibility form. See page 4-5 of <http://jobs.irs.gov/sites/default/files/wysiwyg-uploads/files/IRSDownloads/I-9EmploymentEligibilityVerification.pdf>.

### 28. Insurance

**Worker's Compensation:** Worker's Compensation Insurance is provided for all salaried staff but does not include unsalaried staff spouses or children. The insurance will cover all accidents incurred at the camp or while on duty off the campsite. The cost of the insurance is paid by the camp. Coverage is only for those accidents incurred while on camp business. The policy does not provide for individual staff losses of equipment, clothes, eye glasses or contacts, personal belongings, etc.

Medical services as a result of a previous illness, allergies, or accidents prior to employment are not covered in the policy and must be the responsibility of the individual.

The camp does not provide health (sickness) insurance. Each person is expected to provide their own health insurance and pay for such health care expenses. Should a staff member become sick or injured during employment, the camp will provide salary during that period, not to exceed five days total during the agreement of employment. This is for instances that do not fall under Worker's Compensation requirements.

### 29. Physical Examinations

You will need to create an account on UltraCamp, our online database, and fill out an electronic Health History form. After that is complete, from within your account you can go to MY FORMS and print a PDF of your Health History Form if you need it for your physical exam.

Click here to make account:

<http://www.ultracamp.com/info/sessiondetail.aspx?idCamp=516&campCode=ccm&idSession=182748>

All staff members are required to have a physical examination or equivalent before the opening of camp. This can be a copy of a sports physical from your university, etc. Most insurance plans include free physicals as part of their services.

Summer Ministry Staff Agreements are complete when they include an electronically signed health form on file (this is done online through UltraCamp).

### 30. References

Each staff is to have references on file for the state to examine. These are done electronically through the same link in #29 above. Staff Ministry Agreements are not complete unless three electronically signed references are on file in each staff's UltraCamp account.

### 31. Termination of Employment

The camp reserves the right to terminate any staff member at any time, with compensation equal to one week beyond the termination notice. The camp also reserves the right to temporarily place staff members on unpaid employment leave, where the camp shall provide room and board should the staff member choose to remain at camp for this period. Staff members whose illness or accident results in their being unable to perform their duties for a period of 7 days, are liable for termination of employment and pro-rated payment of salary.

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Reasons for employment termination or placement on unpaid leave include, but are not limited to: Lack of campers; physical, sexual, or verbal abuse of camper or staff; displaying behavior improper for a Christian; failure to adequately guard the spiritual, emotional and physical life of the camper; teaching doctrine not compatible with teachings of the Lutheran Church - Missouri Synod; injury or illness that keeps a staff member from fulfilling his/her obligations.

Dismissal of the staff based on inadequacy, poor relationships, etc., during the course of the camp season shall be preceded by a conference with the staff member, their immediate supervisor, and the Director. At that time the individual will be formally placed on probation for a minimum of 5 days, at which time the final decision regarding dismissal will be made.

Probation and/or dismissal will be based on definite written reasons for the inadequacies. The Director makes final judgment in all dismissals.

All dismissal probationary periods will not prevail in instances where malfeasance or insubordination is involved. Such instances may include but are not limited to: striking a camper or fellow staff member; failure to comply with camp regulations, procedures, and policies; and actions affecting the health, safety, or morals of a camper. In such cases, the staff member is subject to immediate dismissal. The Director makes the final judgment and dismissal.

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**CAMPER HEALTH-CARE RECOMMENDATIONS  
by LICENSED MEDICAL PERSONNEL FORM 2**

Developed and reviewed by: American Camp Association,  
American Academy of Pediatrics Council on School Health, &  
Association of Camp Nurses

**Mail this form to the address below by \_\_\_\_\_ (date)**

**To Parent(s)/Guardian(s): Complete this section and give this form (FORM 2) and a copy of your completed CAMPER HEALTH HISTORY FORM (FORM 1) to your child's health-care provider for review.**

Dates will attend camp: from \_\_\_\_\_ to \_\_\_\_\_  
Month/Day/Year Month/Day/Year

Camper Name: \_\_\_\_\_  
First Middle Last

☐ Male ☐ Female Birth Date \_\_\_\_\_ Age on arrival at camp \_\_\_\_\_  
Month/Day/Year

Camper home address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Custodial parent(s)/guardian(s) phone: (\_\_\_\_\_) (\_\_\_\_\_) (\_\_\_\_\_) \_\_\_\_\_

**Parent(s)/guardian(s) stop here. Rest of form to be completed by medical personnel.**

Camper Name \_\_\_\_\_  
First \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_  
(For Camp Use) Cabin or Group \_\_\_\_\_  
(For Camp Use) Session Code(s): \_\_\_\_\_

The following non-prescription medications are commonly stocked in camp Health Centers and are used on an as needed basis to manage illness and injury. **Medical personnel: Cross out those items the camper should not be given.**

Acetaminophen (Tylenol)  
Ibuprofen (Advil, Motrin)  
Phenylephrine (Sudafed PE)  
Pseudoephedrine (Sudafed)  
Chlorpheniramine maleate  
Guaifenesin  
Dextromethorphan  
Diphenhydramine (Benadryl)  
Generic cough drops  
Chloraseptic (Sore throat spray)  
Lice shampoo or scabies cream (Nix or Elimite)  
Calamine lotion  
Bismuth subsalicylate (Pepto-Bismol)  
Laxatives for constipation (Ex-Lax)  
Hydrocortisone 1% cream  
Topical antibiotic cream  
Calamine lotion  
Aloe

**Medical Personnel: Please review the CAMPER HEALTH HISTORY FORM (FORM 1) and complete all remaining sections of this form (FORM 2). Attach additional information if needed.**

**Physical exam done today:** ☐ Yes ☐ No (If "No," date of last physical: \_\_\_\_\_)  
Month/Day/Year

ACA accreditation standards specify physical exam within last 24 months.

Weight: \_\_\_\_\_ lbs Height: \_\_\_\_\_ ft \_\_\_\_\_ in Blood Pressure \_\_\_\_\_ / \_\_\_\_\_

**Allergies:** ☐ No Known Allergies

☐ To foods (**list**): \_\_\_\_\_

☐ To medications (**list**): \_\_\_\_\_

☐ To the environment (**insect stings, hay fever, etc.— list**): \_\_\_\_\_

☐ Other allergies (**list**): \_\_\_\_\_

**Describe previous reactions:** \_\_\_\_\_

**Diet, Nutrition:** ☐ Eats a regular diet. ☐ Has a medically prescribed meal plan or dietary restrictions: (**describe below**) \_\_\_\_\_

**The camper is undergoing treatment at this time for the following conditions: (**describe below**)** ☐ None.

\_\_\_\_\_

**Medication:** ☐ No daily medications. ☐ Will take the following prescribed medication(s) while at camp: (**name, dose, frequency—describe below**) \_\_\_\_\_

**Other treatments/therapies to be continued at camp: (**describe below**)** ☐ None needed.

\_\_\_\_\_

**Do you feel that the camper will require limitations or restrictions to activity while at camp?** ☐ No ☐ Yes

**If you answered "Yes" to the question above, what do you recommend? (**describe below—attach additional information if needed**)**

\_\_\_\_\_

**"I have reviewed the CAMPER HEALTH HISTORY FORM (FORM 1), and have discussed the camp program with the camper's parent(s)/guardian(s). It is my opinion that the camper is physically and emotionally fit to participate in an active camp program (except as noted above.)"**

Name of licensed provider (please print): \_\_\_\_\_ Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Office Address \_\_\_\_\_  
Street City State Zip Code

Telephone: (\_\_\_\_\_) \_\_\_\_\_ Date: \_\_\_\_\_