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# 914 Ministry

## Counselor Handbook



WHERE KIDS COME TO  
CHRIST'S CAMP



The purpose of this handbook is to provide information to anyone joining Camp 1914 as a counselor. It follows the Chapel in the Hills Policies & Procedures. Any questions regarding the information presented should be directed to the Children's Ministry Coordinator.

### Camp Mission Statement

Camp 1914 exists to use God's inspired Word to lead children to live Christ-centered lives and to build authentic relationships in love and service with others.

### Chapel Values

To Glorify God by making much of

Christ through being:



### Camp Focus

Our focus in Camp 1914 Ministry is to

- Introduce campers to God through Jesus Christ, HIS SON
- Grow in the knowledge of Jesus Christ through the Holy Scriptures
- Praise and worship our Heavenly Father
- Fellowship in love with other Campers

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### Counselor Behavior Expectations

It is imperative that Camp Counselors adhere to the Biblical expectations for overseers from 1 Timothy 3. "If anyone aspires to be an overseer, he

desires a noble work. An overseer, therefore, must” be above reproach, self-controlled, sensible, respectable, hospitable, and able to teach with gentleness & in love. In addition to having a good reputation among outsiders, worthy of respect, not slanderers, and faithful in everything.

### Serving Schedule

Counselors will serve monthly, depending upon availability. A schedule board is in the hallway which will be updated monthly. The monthly counselor & lesson schedule will also be communicated via email. If there is a scheduling conflict, please use the *Counselor Contact Information* document to find a substitute and also notify the Camp Coordinator and/or Assistant Counselor to any schedule changes.

### Cabin Information

**Hummingbird Cabin:** 0-3 years old

Hummingbird Cabin is comprised of the babies and toddlers of the Chapel. Their classroom is located downstairs in the classroom at the end of the hallway on the left. Hummingbirds meet during the sermon time and need to be picked up by a parent or guardian promptly at the conclusion of the service.

This class’s main role is to introduce the ministry’s littlest campers to the church environment. In order to make them feel the most comfortable, it is recommended that counselors greet children and their parents with a smile. The supervising counselor will also discuss with parents any specific directions or information regarding the care of their child(ren). Each parent will need an assigned pager as a communication device with the counselor. Please make sure the parent understands the pagers intended use, function, and need to be returned when picking up their child(ren) after the end of service. Information regarding the pager system is in the next section.

The safety of all children must always be a priority through constant supervision. Infants who are bottle-fed need to be held until they are old enough to safely hold their own bottle. Please monitor bottles and sippy cups so other children don’t unnecessarily share germs. At the end of class, remove used linens and place them on the changing table for cleaning, clean used sippy cups, properly dispose of dirty diapers, pick up toys, inspect and remove any broken or damaged toys.

**Deer Cabin:** PreK-2<sup>nd</sup> grade

Deer Cabin is comprised of early elementary school-aged children. Their classroom is located downstairs in the first big classroom and they meet during the sermon time. The supervising counselor will return all campers to the sanctuary for the closing benediction song and prayer.

**Owl Cabin:** 3<sup>rd</sup>-7<sup>th</sup> grade

Owl Cabin is comprised of mid-upper school-aged children and meet in

the Fellowship Hall during the sermon time. At the conclusion of class, the supervising counselor will return all Owl campers to the sanctuary for communion and end of service benediction.

### Pager System

A pager system has been implemented as a communication tool for counselors to reach a parent, a member of the Chapel security team, or the Camp Coordinator. Parents will be instructed to take their assigned pager from the charging station and keep it on their person during the sermon. If the parent needs to be notified, the counselor will buzz the corresponding pager. At the conclusion of the service, the parent is responsible for returning the pager to the charging station. There is a pager specified “EMERGENCY” which will be carried by a member of the Chapel Security Team. If a counselor experiences an emergency and needs assistance immediately, they are to buzz the emergency pager. For nonemergency situations, the Camp Coordinator can also be summoned using the pager labeled “Coordinator”.

### Curriculum Overview

The Hummingbird toddlers will have a simplified curriculum mainly based on learning worship songs and Bible verses, while the full nursery accommodates the babies. Both the Deer & Owl Cabins use *Generations of Grace* curriculum which tells the redemptive story of sinners from Genesis to Revelation. This curriculum is ideal for Camp 1914 because it not only supports the Chapel’s essential values, but it is easily adaptable for all age groups. Each lesson includes a Central Truth, Key Verse, Supporting Truths, Spotlight on the Gospel, discussion questions, activities, and crafts. Activity books are provided for each Deer and Owl camper. Lesson schedules and teacher books will be sent out via email the month prior to instruction.

### Restroom Guidelines

For safety of both campers and counselors, it is requested that a counselor is never to take a child to the bathroom alone. If a young child needs assistance attending the bathroom, a counselor may offer aid with the bathroom door open. Parents are strongly encouraged to have their children visit the bathroom prior to each class.

### Sick Child & Medication Policy

It is our desire to provide a healthy and safe environment for all of the children at the Chapel. Parents are encouraged to be considerate of other children when deciding to place a child under the care of the ministry. In general, children with the following symptoms should **NOT** be dropped off:

- Fever, diarrhea, or vomiting within the last 48 hours
- Green or yellow runny nose
- Eye or skin infections
- Other symptoms of communicable or infectious disease

Children who are observed to be ill will be separated from other children and the parent or guardian will be contacted through the pager system to request that the child be picked up for the day.

It is the policy of the Chapel not to administer either prescription or nonprescription medications to children. Medications should be administered by a parent at home. The Parent Handbook includes the sick child and medication policy. If there are children with potential life-threatening conditions (such as asthma or severe allergies), parents will develop a plan of action with the Camp Coordinator.

### Snack

Small healthy snacks are optional for all cabins. If a snack is provided, it will be administered by the cabin counselor. Counselors need to properly clean the snack area at the end of class.

### Craft

Most lessons will have a corresponding craft, game, or activity. Numerous supplies are available in the Deer Cabin and Camp Coordinator office. If needed supplies are not available, it is the counselor's responsibility to purchase the necessary materials and submit a reimbursement form to the Camp Coordinator. It is also the counselor's duty to clean the classroom area as soon as possible so it may be used throughout the week.

### Accidental Injuries to Children

It is the hope that all children are kept out of harm while at the Chapel. In the unfortunate event that a child is injured, the following steps should be followed:

1. For minor injuries, scrapes, and bruises, counselors will provide First Aid (Band-Aids, etc.) and TLC as appropriate. They will then complete the provided *Owie Report* form and give to the Camp Coordinator or Assistant Coordinator. The coordinator will then make a copy of the report for the Chapel file and give the original report to the parent or guardian. The counselor will also notify the parent or guardian of the injury as soon as possible.
2. For injuries requiring medical treatment beyond simple First Aid, the parent or guardian will immediately be summoned via the pager system in addition to notifying the Camp Coordinator. If warranted by circumstances, an ambulance will be called by a member of the Chapel Security Team.

3. Once the child has received appropriate medical attention, an incident report will be completed and kept on file.

### Discipline

It is the desire of the ministry for all campers to be active participants in class. If a camper is disruptive to the group, the counselor will go through the following steps in hopes of altering the child's behavior. Respectfully take the child aside and discuss the inappropriate behavior while explaining to them the proper behavior expectation. If the behavior continues, ask the child to sit away from the group for some quiet time to reflect on their choices and discuss the proper behavior expectation when an appropriate time allows. If these behavior modifications aren't effective, the camp coordinator will be contacted through the pager system to discuss the situation. The camp coordinator will then take appropriate measures through loving discussion with the parent or guardian.

### Responding to Suspicions of Child Abuse

Childcare overseers may have the opportunity to become aware of abuse or neglect of attending children. In the event that an overseer is made aware of, or is suspicious of, suspected abuse or neglect of a child, a report should be conveyed immediately to the Camp Coordinator. The Camp Coordinator will then follow the Chapel's Policies & Procedures outlining the suspected abuse as may be mandated by state law.

### Emergency Situation

In an event of an emergency (fire, smoke, unwelcomed visitor, or active shooter), children's safety is the Chapel's number one goal. The emergency situation will determine if classrooms need to go on lockdown, or be evacuated from the building. All counselors will follow the Chapel's Policies & Procedures regarding an emergency situation.

### Training

The Chapel in the Hills will provide training on this handbook and other vital Camp information through the use of videos. The Camp Coordinator will also strive to provide opportunities for additional training classes or events on an annual basis. All counselors are strongly encouraged to attend these training events.