

Fort Faith Camp Manual/Handbook

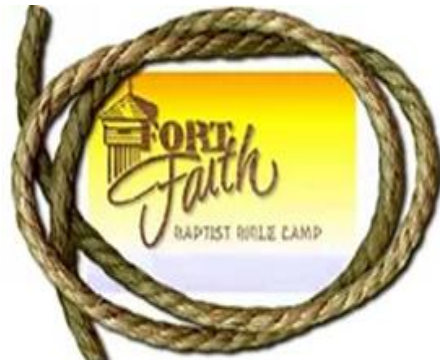


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I. INTRODUCTION

This material is prepared to provide information and instruction for the personnel of the Fort Faith Baptist Bible Camp.

No one shall be denied the benefits of the camp program on the grounds of race, color, religion, or national origin.

It is hoped that the task of developing an efficient, creative camping program will be attractive to young people, acceptable to our churches, and faithful to the Word of God.

All persons serving on the staff are required to read and comply with all of its stipulations.

II. OBJECTIVES

Fort Faith Baptist Bible Camp is owned and operated by the Fort Faith Baptist Bible Camp Board and is dedicated to further the development of bodies, minds, and spirits of each camper. We do believe that the camper is important, and unless we are organized to meet his/her needs, we cannot achieve our goals. The Living Word of God, which is an integral part of our program, has primary emphasis.

The activities of our camp are planned so that each camper will learn the truth of God from the Word of God as he/she sees the Glory of God in the natural surroundings. We strive to lead each camper to Christ or to assist the camper in allowing Christ to be Lord in his life.

The curriculum is Christ-centered. The staff members are Christ-honoring. The Bible is taught. (We do not have campers only for the natural surroundings, but also to teach them God's Word and to endeavor for them to hide it away in their hearts.)

The church is important. We recognize the sovereignty of each local church and know that the camp is responsible to that church. The camp is geared for the campers. Each week must be

organized and supervised so that the young people will have a genuine Christian camping experience. The beautiful setting of our camp lends itself to exploration and enjoyment of its facilities.

The camp staff is comprised of volunteer staff selected carefully from our cooperating churches to further the needs of our youth. The small counselor-related group is the building block of our camp.

We are endeavoring to follow the objectives and goals listed below, knowing that it is difficult to list all of them, for these vary with each individual camper.

GENERAL OBJECTIVE: Realization of maturity in Christ as found in Ephesians 4:13-15.

SPIRITUAL AIMS:

1. Personal salvation;
2. Personal growth;
 - a. Development of a quiet time, Scripture memory, and personal Bible study;
 - b. Application of Jesus Christ to all phases of life;
 - c. Development of Christian attitudes and responsibility toward others (home, friends, church, school, community, world, and authorities); and
 - d. Opportunity for individual and group worship experiences.

PHYSICAL AIMS:

1. To provide opportunity for the development of sound, healthy bodies;
2. To encourage good personal health and safety habits;
3. To develop enjoyment of outdoor living (conservation, appreciation, wonder and worship) by a variety of experiences; and
4. To train in skills for each age level.

SOCIAL AIMS:

1. To develop self-reliance, insight, acceptance and appreciation of others through direct experiences in group living;
2. To encourage wholesome attitudes and conduct toward others;
3. To develop leadership ability;
4. To develop a pride of civic responsibility; and
5. To develop the ability to function in a democratic society.

MENTAL AIMS:

1. To simulate creative and independent thinking;
2. To provide opportunity to develop deep and enlightened personal convictions; and
3. To communicate information effectively.

EMOTIONAL AIMS:

1. To help the camper develop stable inner controls; and
2. To provide wholesome fun and also a sense of achievement.

III. POLICIES AND PROGRAM

The governing body of the Fort Faith Baptist Bible Camp, Inc. is the Fort Faith Board of Directors, whose officers are elected annually. These officers are the President, Vice President, Treasurer, and Secretary.

Any persons desiring to become a member of the Fort Faith Board of Directors must have their name endorsed and submitted by their local church. The local church must be one of the charter member churches or from a church approved by the Board of Directors. The present Fort Faith Board will then discuss this suggestion and vote by secret ballot as to the acceptability of this individual to work harmoniously with the present board. Eighty percent passage is required.

CHILD/ADULT PROTECTION LAWS PLAN

A. Definitions from Michigan state law:

Act 238 of the Public Acts of 1975, as amended, and act 280 of the Public Acts of 1939, as amended. Please review Laws on Michigan government website.

B. Staff Procedures:

1. Upon arrival of campers, health officer shall screen all campers as to their physical condition. Health office shall note any bruises, cuts, or marks on a camper's body. If a camper has suspicious marks, the camp director is to be notified.
2. The group counselors shall watch for any signs of abuse or neglect.
3. If abuse or neglect is "suspected", report to the camp director.
4. If a camper confides in anyone of having been abused or neglected, relate this information to the camp director only. Do not tell any camper or other staff member.
5. If abuse or neglect is alleged to have been caused by a current staff member, the staff member is to be temporarily removed from camper contact.
6. Camper's records and application forms shall be kept confidential. No one shall have access to the camp and camper files except the camp director, camp secretary, health office, and authorized government officials.
7. No campers will be released until the end of the camp period unless in an emergency situation. The child will not be picked up anywhere other than the camp property and only in a safe and legal manor. No person will be permitted to pick up a camper unless their name is listed on the registration and clearance forms.

C. Reporting Procedures:

1. The camp director shall make an oral report to Camp Licensing within 24 hours.
2. Within 72 hours, a written report shall be made to the Department. The written report shall contain the name of the camper and a description of the abuse or neglect. If possible, the report shall contain the names and addresses of the camper's authorized person and other information which might establish the cause of abuse or neglect and the manner in which it occurred.
3. If the camper is injured, medical treatment will be given by the nearest hospital or clinic.
4. Reporting is handled as follows:
 - a. Contact the local county Protective Service Unit for a situation which did not occur at camp.

The office number is: _____

Centralized Intake Number: (855) 444-3911

- b. Contact the Camp Licensing consultant for a situation which occurred at camp.

Consultant's name is: _____

The phone number is: _____

The Camp Licensing office number is: _____

IV. POSITION REGARDING CHILD ABUSE

BACKGROUND

INTRODUCTION:

The longest, most expensive criminal proceeding case, in the United States legal history, concerned child abuse. In 1983, a nationwide poll has shown that child abuse ranks above drunk driving and drug abuse as the crime most worrisome to U.S. citizens. In recent years, a new organization known as the National Center for the Prosecution of Child Abuse has been formed. This organization trains thousands of prosecutors nationwide annually on the best procedures to follow in handling child-abuse cases. Without doubt, child abuse is a serious problem of major proportions that must be addressed realistically.

CHILD ABUSE DEFINED:

The National Committee for Prevention of Child Abuse, located in Chicago, Illinois, defines child abuse as: "non-accidental physical injury, emotional abuse, neglect, sexual abuse, and exploitation of children".

CHILD ABUSE IS BOTH ILLEGAL AND IMMORAL:

Child abuse is against the law as well as a violation of human conscience and dignity. Every state in the United States of America has laws against the abuse of children. Moreover, because the identification of child abuse in every form is vital to its prevention and its treatment, each state has enacted mandated reporting statutes. Child abuse cases must be reported. Even when there is reasonable suspicion, meaning that it is objectively reasonable for a person to entertain such a suspicion, based upon facts that are observed, a report must be made. This requirement is part of the penal code of most states. To facilitate reporting, at least one statewide agency throughout the nation has been named officially to receive and to investigate all child abuse reports. Remember then, if you have knowledge or “reasonable suspicion” that abuse has taken place, a report by telephone to proper authorities must be made immediately. A follow-up written report is required in some states within 36 hours of your knowledge or “reasonable suspicion” that abuse has taken place.

STATISTICAL DATA:

A national study on child neglect and abuse found that in one year alone (1982), there were 929,310 official reports of child maltreatment in the United States involving over 1.3 million youngsters. These were reported cases only. It is well-known that large numbers of child abuse cases go unreported. The number of reported cases in the U.S.A. in 1984 was 1.7 million and, unfortunately, reported cases have escalated dramatically since then.

RESULTS OF NEGLIGENCE:

The results of negligence can be monumental in scope. Let me name several: (1) the emotional and spiritual trauma to the victims, both immediately and long range; (2) the devastating effects on the religious organization when parents, who trusted the leadership, become enraged and when the communities affected become irate and revengeful; and, in the case of individual Christians the loss of personal testimony before both Christians and non-Christians; (3) the injury to or loss of important ministries to youth that have taken years to build; (4) the tremendous cost, using funds intended for vital ministries, to pay for litigation in courts of law because of legal claims, arising from such instances; and (5) the sad consequences to the abusers themselves or failure to recognize the problem before serious dysfunctional activity occurs, which omitted recognition might have prevented them from having effective treatment and subsequent rehabilitation.

LITIGATION AND NEGLIGENCE:

Within the last decade, many hundreds of churches and other religious organizations, such as mission societies and youth camps, have been sued for implication in child abuse and sexual molestation. Richard R. Hammar, a legal counselor for a large church denomination, points out that “in most of these cases the plaintiffs allege either or both of the following: (1) the church was negligent in hiring the molester to work with minors (i.e. the church hired the person without any screening or evaluation), and (2) the church was negligent in supervising the individual”. To this, it should be added that a religious or church organization may be liable for

negligence for not making a diligent investigation when charges or rumors of child molestation are first made. Churches may also be criminally liable under state statutes for failure to report instances of child abuse when there is reasonable grounds to believe that there has been child molestation.

The tragic truth relating to the occurrences of child abuse is that, all too frequently, religious organizations are willing to use, without proper screening, almost anyone expressing an interest in working as a volunteer with minor children. It is not difficult to imagine how vulnerable such organizations become as easy targets for child molesters. It is also tragically true that Satan does not ignore professing Christians, including ministers, in inducing them to sin in this manner.

POLICY

THE FORT FAITH BAPTIST BIBLE CAMP, INC.'S POLICY:

What you are presently reading is our position relating to child abuse which has been adopted officially by the Board of Directors of the Fort Faith Baptist Bible Camp, Inc., whose headquarters are located at 5005 210th Avenue, Morley, MI 49336.

The Fort Faith Baptist Bible Camp, Inc., a non-profit corporation, is aware of the Child Abuse Prevention and Treatment Act, (Public Law 93-247) passed by Congress in 1974, and amended in 1978, which defines child abuse and neglect as follows: "the physical or mental injury, sexual abuse or exploitation, negligent treatment, or maltreatment of a child under the age of 18, by a person who is responsible for the child's welfare, under circumstances which indicate that the child's health or welfare is harmed or threatened thereby".

The Fort Faith Baptist Bible Camp, Inc. is also aware that it has a responsibility to provide as safe and as healthy an environment as is reasonably possible to all children and young people who seek its services. In order to discharge this responsibility, the Fort Faith Baptist Bible Camp, Inc., requires all persons, officially or voluntarily associated with this camp in leadership roles, to be familiar with the total contents of this position paper, and to abide by these standards that are established in it. Any person who fails to abide by these standards may be refused access to areas where children and young people are under the care and protection of the Fort Faith Baptist Bible Camp, Inc. for persons under 18 years of age. Other disciplinary action may be taken also.

SCREENING AND EVALUATION (Each Dean or Director's Responsibility):

Since it is a documented fact that child abusers emerge from all areas of life experience, from all ages, economic – social – ethnic – and religious backgrounds, careful screening and evaluation of personnel working with children and youth especially are essential. This necessity becomes even more pronounced when one recognizes how adept child abusers are at disguising themselves, and how slow they are to recognize and deal with their problem of abusing children. Obviously, abusers may resist screening and refuse to give the background information needed. Refusing to do so, without a justifiable reason for doing so, is reason

enough to reject their participation in Fort Faith Baptist Bible Camp activities involving young people.

TEACH AWARENESS:

Prior to the screening process, The Board of Directors of Fort Faith Baptist Bible Camp, Inc. strongly urges those that they appoint to leadership roles, to educate themselves about child abuse. This includes the causes, symptoms, characteristics, and effects that are common to many child abusers. The principle involved here is that, hopefully, the better informed a person is, the better equipped he/she will be in preventing or dealing with cases of child abuse.

Look for such characteristics, for example, as a strong sexual attraction to children (pedophilia); for relationships with children that seem to fulfill unusual needs for power and control; for those who acknowledge they had poor parental models; and for persons who do not relate well with their peers. The presence of these characteristics does not guarantee that you are dealing with a child abuser, but they are symptoms that should not be ignored.

As part of your education relating to abuse, be aware of state and county laws. You can obtain copies of these laws from Child Protective Services, Children and Youth Services, the Department of Child Welfare, the district attorney's office, or local law enforcement agencies. Read these laws carefully. Understand what constitutes neglect and abuse. Know the procedures for reporting and the penalties for not reporting incidents of real or suspected child abuse. It would be wise also to become acquainted with the supervisors and workers in the Child Protective Services Department of your county. They are trained to assist you in procedures and protocol. On the one hand, they can also warn you to exercise precautions that will enable you to avoid situations that might lead to false accusations of abuse or, on the other hand, to prevent the abuse from occurring. They can give excellent advice concerning disciplinary measures so you do not become liable for abuse when discipline is necessary. If and when needed, they can be of immeasurable help.

IT IS IMPERATIVE TO AVOID NEGLIGENCE:

In order to avoid the two most vulnerable areas involving legal responsibility, all Fort Faith Baptist Bible Camp, Inc. leadership personnel working with children under 18 years of age are responsible: (1) to avoid negligence in recruiting persons to work with children, and (2) to avoid negligence in supervising those who are working with children.

To help with the first of these areas, you need to have sufficient screening and evaluation tools. Use the written application form that secures information concerning the applicant's background and experience with children, along with at least two references. Check these references carefully. Do not hesitate to ask salient questions about the applicant's relationships toward children. If applicants who are newcomers to our organization have participated in other youth camps or vacation bible schools, get references from such organizations and check them carefully.

Keep in mind, also, that some states permit employers of childcare workers to check with a State Registry in order to determine if there is any record of abusing children. This is a wise precaution. A few state governments require this type of check to be made. The local Child Protection Agency can be helpful when further investigation is necessary. We realize that this is a sensitive and difficult problem to deal with at times, but good judgment must be exercised in each instance. Remember that the victim is the person at greatest risk.

IMPORTANCE OF THE INTERVIEW

A significant part of your evaluation process regarding the applicant centers around the interview. Ask pertinent questions. Seek information that is meaningful regarding child relationships. Observe the nonverbal communication with care. Be sure that you mention the policies of the Fort Faith Baptist Bible Camp, Inc. regarding work with children. Show them this Fort Faith Baptist Bible Camp, Inc. written policy statement. Note their reaction. It is wise to inform the applicant in advance that any criminal conduct by staff members will be reported to legal authorities. Whenever possible, it might be advisable to have more than one camp staff person present during the interview.

TRAIN YOUR STAFF:

Train staff personnel. Discuss laws. Consider child abuse indicators, camp policies, investigating and reporting procedures, guidelines for discipline, how to handle displays of affection, and how to respond to young persons who disclose that they have been abused. All camp personnel and lay leaders working in positions of authority with the Fort Faith Baptist Bible Camp are required to train their staff concerning these vital issues. Be sure that protocol for responding to reports of abuse is clearly understood and agreement secured. Have a written statement to the effect that sexual, emotional, and physical abuse will not be tolerated, and that any and all offenders will be reported to the proper authorities.

WHAT TO DO WHEN ACCUSATIONS OR RUMORS OF CHILD ABUSE COME TO YOUR ATTENTION:

- A. **ACCUSATIONS:** These are to be immediately reported to the authorities and Business Manager/Operations Director in order to allow the authorities to conduct a professional investigation.
- B. **Rumors:** although you should never act on rumor alone, nevertheless, check out every rumor, carefully and objectively. Do not arbitrarily dismiss rumors simply because they are made by the children themselves. Investigate with a witness each rumor by interviewing each person involved in the alleged incident individually.

Make written notes of what is said. In every instance, proceed with tact and good judgment with utmost dependence upon the Holy Spirit's guidance and the use of fervent prayer. Do what you can to treat wisely both the real and alleged victim and the real or alleged abuser.

If it is brought to your attention that a child has been abused at home by parents or others,

follow the above procedure in regards to interviewing the child.

A word of caution is in order here. When child abuse is apparent or suspected, you are to refer all involved persons to the proper authorities immediately rather than attempt to conduct an investigation yourself or to make any accusations. They are much better trained to do the investigative work than you are. If you made accusations that proved to be groundless, both you and the Fort Faith Baptist Bible Camp, Inc. might be subject to a lawsuit.

In every incident that is reported, either rumor or accusation, two additional procedures must be kept in mind. When you notify the authorities, first, be sure to quickly notify the parents and secondly, in every instance be sure to make an "Incident Report" in writing and send the original to the Business Manager/Operations Director. Keep a copy for yourself.

We recognize the difficulty that faces every leader when reports of child abuse arise. On the one hand, it is wrong to ignore the report and fail to make careful investigation. On the other hand, investigation must be made discreetly, avoiding false accusations and character assassinations in the absence of substantial and convincing evidence. Bear in mind that careful investigation does not equal false accusation. In every case, act as calmly as possible, objectively, and consistently as possible, and have another person present as a witness when the questioning is in progress. In the event of a decision by the Dean or Director not to report the incident to the authorities has been made, the Business Manager/Operations Director or the Camp Board may overrule and report the rumor to authorities for their investigators to handle.

- Do not attempt to rehabilitate the accused person. Allow professionally trained persons to do that.
- Never state that abuse has taken place; always refer to the alleged incident.
- Listen carefully to the child who is considered to be the victim of child abuse. You may have to ask specific questions; but when you do so, be careful not to lead the child into his/her answer.
- Do not make promises about what may or may not happen to the person accused, or to the child.
- No rumor is to be treated as if it actually happened, even if reported to the authorities. The final determination is by the authorities.

As previously mentioned, if the evidence of the rumor is substantial and convincing, the authorities must be notified immediately. Never advise a child not to discuss even an alleged instance with his/her parents. More than that, if other campers or personnel are aware of what happened, do not advise them to refrain from telling their parents. Naturally, it is not desirable to tell everyone; however, any intentional attempt to cover up what has happened, or alleged to have happened, is a serious offense and cannot be tolerated.

BEHAVIOR MANAGEMENT POLICY

1. Discuss camp rules with all campers.
2. Discuss the consequences of breaking any rule.
3. Be consistent in application. Enforce all rules at all times.
4. Apply the consequences of rule breaking in a uniform and consistent manner.
5. Help campers understand and develop positive alternative behaviors which are appropriate to replace the unacceptable ones.
6. Use positive intervention methodologies.
7. Acceptable consequences of rule breaking include:
 - a. Quiet time
 - b. Restriction from activity
 - c. Restriction to the campsite
 - d. Cleaning appropriate designated facility or area (specific approved procedures & applications only)
 - e. Conference with the director
 - f. Conference with camper's authorized person

Note: Define acceptable consequences, specify under what conditions and circumstances consequence is permitted, and identify who is allowed to administer specific consequences.
8. Keep the camp director informed of all disciplinary measures. Prepare an unusual incident report.
9. At no time is discipline to include:
 - a. Depriving a camper of sleep or food
 - b. Placing a camper alone without supervision
 - c. Subjecting a camper to ridicule or threat
 - d. Subjecting a camper to excessive physical exercise or excessive restraint.*
10. Periodic evaluations of program/staff/camper groupings shall be conducted to insure that the camp environment is not contributing to behavior problems.
11. *If restraint is required to protect a camper from him or herself or to protect other campers from the camper, only those staff who has received training in the use of restraint may implement the restraint.
12. Follow camp procedures explicitly. Do not freelance. At no time is a staff member to deviate from this policy.

Staff Signature: _____

V. BEHAVIOR MANAGEMENT STATEMENT

The discipline of a child is under the responsibility of the Dean/Director with consultation of the counselor. **“The camper shall not be deprived of food or sleep, be placed alone without staff supervision, observation, and interaction, or be subject to ridicule, threat, corporal punishment, or excessive physical exercise.”** If you think you are losing control, it is time for you to come to the Dean/Director. The parents should be consulted if persistent misbehavior occurs. The result could be the parent coming after the child.

The need for discipline is often the result of low expectations on the part of the counselor. Set your expectations HIGH and you will be amazed at the results. Do not, however, expect to be a miracle worker. You may have problems!

On the whole, discipline is a matter of creative effort on the part of the counselor, for each camper and each new situation is unique. **We do however observe guidelines here at Fort Faith.**

POSITIVE INFLUENCE:

1. Maintain a proper example before campers at all times.
 - a. Be attentive to camp policy and program.
 - b. Be cooperative with leadership.
2. Demonstrate love and concern for each camper by getting acquainted with the needs and interests of each and leading them accordingly.
3. Anticipate problems and try to motivate campers to positive and enjoyable action. Be a leader of good things
4. Be with your campers or know where they are as much as possible.
5. Instruct the campers on good personal relationships.
6. Use the Bible as your authority to present the Lordship of Jesus Christ.
7. Lead the campers to pray either as a group or individually, asking for understanding and help to overcome the problem.
8. Often the problem child is unsaved and is demonstrating the frustrations of one under conviction. Prayerfully seek to lead them to trust Jesus Christ as Savior. However, under no circumstances force them to believe.

BEHAVIOR MANAGEMENT:

1. Always maintain a reasonable attitude. Seek help from other personnel if you are beginning to lose control of your emotions.
2. Make sure that you make an honest effort to get to the facts before making a judgment. If it involves a conflict between two, make sure that you let each one present his/her side. It usually turns out that both are wrong.
3. Never strike a camper with your hand or anything else.
4. Don't yell at the camper; yet, be firm.
5. Make sure that discipline matches the offense.
6. Never allow or initiate any type of hazing.

WHAT CONSTITUTES MISBEHAVIOR?

1. When the camper disrupts camp life adversely; and/or
2. When the camper willfully disobeys camp rules.

TYPES OF ACCEPTABLE DISCIPLINE: First of all, advise the Dean/Director of the problem.

1. Withhold canteen privileges;
2. Take away part or all of swimming time, if incidents occur at waterfront;
3. Clean out cabin area;
4. Do extra cleaning on work crew;
5. Talk with Dean/Director;
6. Phone home; and
7. Send home.

VI. FACILITIES

The present location is six (6) miles northwest of Morley, Michigan, on 210th Avenue, comprising 120 acres. We have a beautiful two-story building, with the main sleeping area above and dining area below with adjacent cooking facilities. The camp capacity of 100 campers uses, in addition to the second floor of the main building, a room next to the dining area, a room in the rear of the chapel, and an additional cabin.

We have facilities for the health officer, including an isolation ward, plus a separate cabin for the cooks. At the front end of our beautiful rustic chapel are quarters for male staff and teachers.

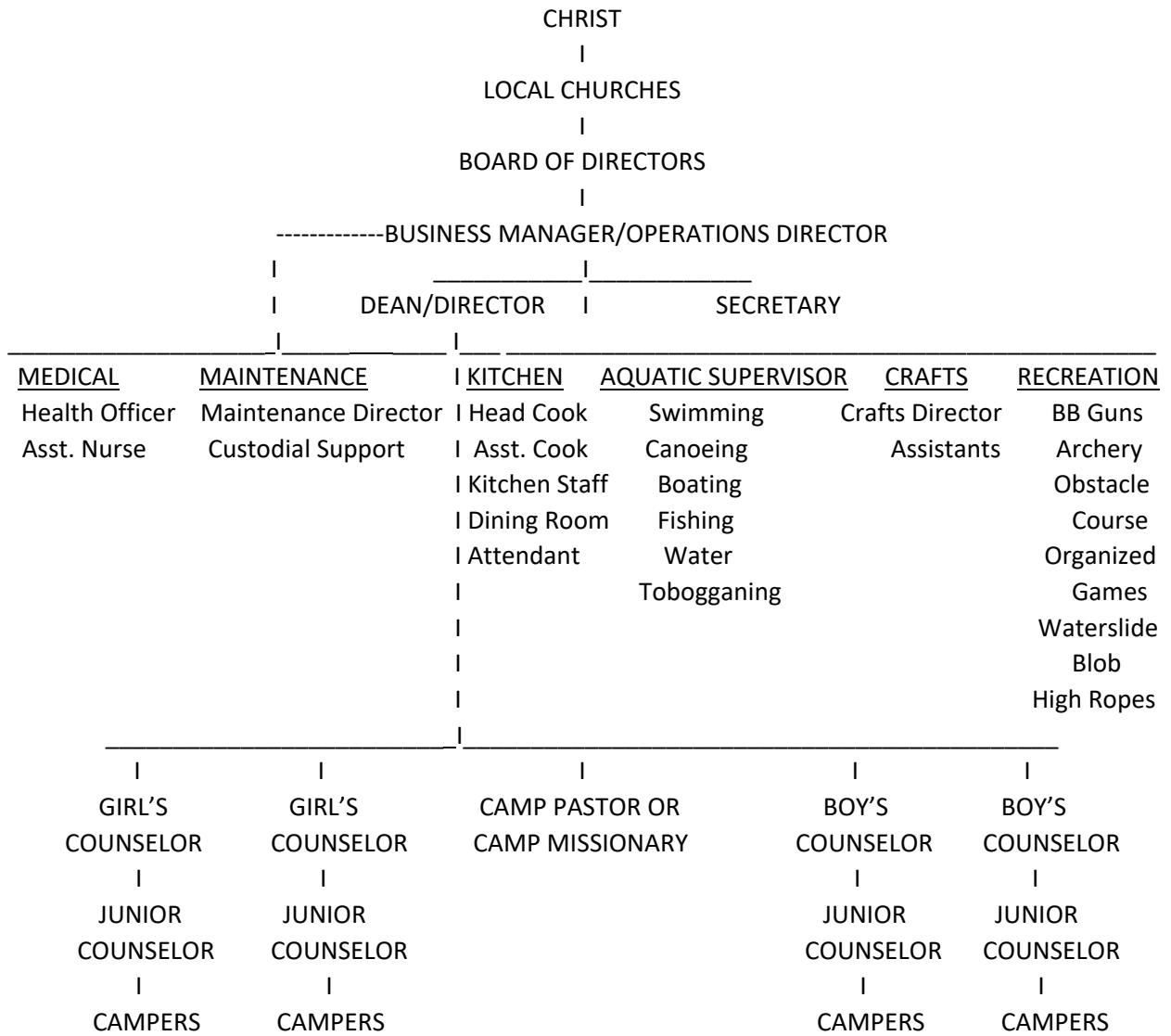
The recreational building, providing a canteen, bookstore, sports equipment storage, and ample facilities for handicraft, is situated with close proximity for the campers.

Recreational facilities include our own swimming pond with a 280 foot water slide, basketball court, volleyball court, miniature Frisbee golf course, horse shoes, badminton, ping pong, box hockey, tetherballs, and nature trails.

REVIEW THESE MATERIALS AS OFTEN AS POSSIBLE BEFORE CAMP BEGINS.

The self-study of these materials is a requirement of the State of Michigan for all camp staff. Please be faithful in this important responsibility.

VII. FLOW CHART



MANUAL / HANDBOOK STATEMENT

I have fully read/reviewed and understand my responsibilities described in the FORT FAITH BAPTIST BIBLE CAMP HANDBOOK and will conduct myself according to its guidelines.

Name

Date

Please detach this statement from the Handbook and mail to your Dean/Director or the Business Manager/Operations Director. The self-study of these materials is a requirement of the State of Michigan for all camp staff. Please be faithful in this important responsibility.