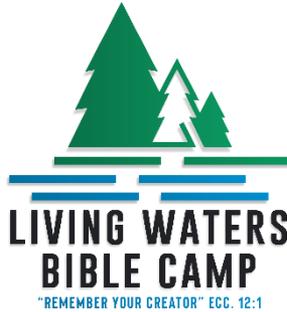




SUMMER STAFF HANDBOOK 2025

v 1.0



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INTRODUCTION

Dear Summer Staff Member,

Thank you for giving your time and efforts to what the Lord is doing at Living Waters Bible Camp. You have made a significant decision which gives you the unique opportunity to share your testimony and life with young people. Through your Godly example you can be a part of life-changing events in their lives. We pray that you will give your best of the gifts and talents God has blessed you with.

This handbook will give you more information regarding the Summer Staff role as well as consistency and unity for all Summer Staff. We ask that you read over all this material carefully.

We are praying for you as you seek to follow the Lord's will for you this summer. Please let us know if there are any other questions you may have. We appreciate you and we know quality staff is necessary for the success of this ministry. We want you to know you are valuable and we thank you for serving the Lord at Living Waters this summer.

From all the Year-Round Staff, Thank you!



DATES

The Summer Staff commitment is from June 3 (Tuesday) to August 9 (Saturday), 2025. We would like you to arrive on June 3 between 1:00 pm and 3:00 pm. There are opportunities to serve before June 3 or after August 9. Please let us know if you are interested in serving during the spring or fall.

SUMMER SCHEDULE

2025 Summer Camp Schedule

- Jun 3 – 14 Staff Training
- Jun 14-28 Foundation Camp
- Jun 15-21 Kids Camp #1 (3rd-6th)
- Jun 22-28 Boys Camp (7th-9th)
- Jul 2 - 5 Family Camp
- Jul 6-12 Senior High Camp (10th-12th)
- Jul 13-19 Girls Camp (7th-9th)
- Jul 20-26 Kids Camp #2 (3rd-6th)
- Jul 27-Aug 2 Kids Camp #3 (3rd-6th)
- Aug 3-5 Little Squirts Camp (1st-3rd)
- Aug 7-9 Omega Camp



WELCOME TO THE MISSION FIELD

Living Waters Bible Camp was built by many families making large sacrifices of time and finances to build and maintain a ministry where campers could come and hear the Gospel of Jesus Christ. These families would come and serve, bring supplies and food and then leave contributions to help the ministry continue.

For over fifty years, Living Waters has continued to be blessed by dedicated volunteer staff. Like foreign mission fields, we feel there are two important considerations to apply to the volunteer staff ministry at Living Waters.

1. The local church engages in sending out individuals to serve, as well as caring for their spiritual and practical needs.
2. Those individuals serving in short-term missions do not add additional financial burden to the campers they are serving.

We recognize the need of a young person to save for college or to prepare for ministry is important. We also believe that believers have a biblical calling to avoid debt. Therefore, we offer opportunities for Summer Staff to receive a weekly salary for their work at camp. Note that time spent in training at Staff Training, Foundation Camp, or Omega Camp will not be paid.

All staff, including year-round staff, are expected to raise a portion of the finances needed to cover their weekly salary. Living Waters Bible Camp administration will work with you to help raise the necessary funds to offset your salary at camp. If minimum funds are not supplied through fundraising efforts, Living Waters Bible Camp will supply the difference as necessary.

We thank you and will pray with you for the Lord to draw you closer to Him and supply all your needs.



WHO WE ARE

Living Waters Bible Camp is a scenic year-round Christian camp nestled in a beautiful valley in southwestern Wisconsin, which displays the wonders of God's creation. At Living Waters Bible Camp, we are committed to salvation through Jesus Christ, God's Son, and to making everyone complete in Christ from children to adults.

We seek to glorify God by providing an environment where diverse people of all ages can hear His Word and develop a meaningful relationship with Jesus Christ. We believe the camp experience is a tool God has used for years to bring individuals and families closer to Him as they draw near to His creation and take a break from their everyday lives that are so often full of distractions. Our Christian summer camps have been serving individuals and families since 1970.

OUR MISSION

To reach, train and equip individuals to become servant leaders through the truth of God's Word, intentional godly relationships, and learning adventures in His creation.

OUR VISION

To be a resource for Christian Servant Leadership Development and Creation Experiences in the Midwest.

DOCTRINAL BELIEF STATEMENT

You can review our Doctrinal Belief Statement on [this link](#) or by scanning this QR code:



2025 THEME

“O God, you are my God, earnestly I seek you; my soul thirsts for you, my body longs for you, in a dry and weary land where there is no water. (NIV 84).”

Psalm 63:1



THEME DESCRIPTION

Physical thirst is a constant reminder of our needs. Like the woman at the well (John 4), we can find eternal satisfaction for our soul's thirst when we turn to Jesus as the source of living water. Faith in Christ gives eternal life, grants us righteousness before God, and inspires us to praise our Father God.

Physical water provides experiences that scripture uses to illustrate many spiritual principles. We will explore the world of water, learning from its properties to value God's word, grow according to God's truths, and marvel at God's character. Water creatures are amazing at showcasing the Creator's abilities and His nature. We will be inspired by God's designs to glorify Him and serve others around us. We look forward to this theme as it illustrates truths to help us navigate the world around us. Come join us as we explore, learn, and rejoice that our soul's thirst is fully satisfied in Christ.

NATURE PROGRAMS

Wonders of Water

Marvel at water as we do experiments to reveal this incredible molecule of life. As you learn about water you will understand some awesome works of God in life and salvation.

Fishers of Men

Expand your fishing skills as you learn the basics of rods, reels, and tackle boxes. Fishing also teaches many lessons that help us become fishers of men by sharing the love of God.

Trout Stream Exploration

As you explore a natural spring, a beautiful stream, and a trout raceway you will discover what is needed in your own life for spiritual growth.

Creature's Aquarium

Be amazed as you see water creatures up-close, and celebrate how they display God as our Awesome Creator! The creatures may include: catfish, gar, turtles, lobster, and even a sturgeon.

Pond Life Encounter

Plunge into the abundant life under water with nets, and microscopes. As you discover plentiful life you will marvel at God's provisions for your own life.

The Deep

Mysterious, strange, undiscovered are how we describe much of the ocean's depths. We will take a refreshing look at this amazing place and see truths revealed about God's world and God Himself.

THEME EVENTS

Extreme H₂O

Come get wet with your friends as you share some friendly competition in a water obstacle course!

Orienteering (7th grade – 12th grade)

You will be challenged in this adventure as you work with your team to complete a mission! Using maps and strategy to find resources, your team will then construct a vessel to transport missionary supplies to the final destination.

REQUIREMENTS

CODE OF CONDUCT

During the registration process, you signed the Code of Conduct agreement. If you would like to review the Code of Conduct on [this link](#) or by scanning this QR code:



TRAINING

We require all volunteers to attend the staff meetings on the Saturday prior to your camp starting. These staff meetings give important updates and reminders along with a spiritual challenge.



GENERAL SUMMER STAFF INFORMATION

SCHEDULE

1. The schedule varies weekly with different weekly directors.
2. The camp is designed to accommodate campers from approximately 2:00 p.m. on Sundays through 11:00 a.m. on Saturdays. Occasionally campers that are traveling further distances arrive on the Saturday before the start of camp.
3. Summer Staff is expected to be available at the camp from approximately 5:00 p.m. on the Saturday before the campers arrive at 12:00 p.m. the following Saturday.
4. All non-dorm-leading Summer Staff is expected to be a part of scheduled Bible studies, devotions, and prayer meeting in the evenings. As you serve throughout the summer, we feel these are an important and beneficial way to help you be able to defend your faith, dig deeper in the Word, and be aware of current topics taught in schools, such as creation. This is also a good time for Summer Staff to share insights from things they have learned.
5. If a Weekly Director has already asked you to dorm lead their week, please let Andrew know so he can confirm this; otherwise, work through Andrew before you confirm dorm leading with a Weekly Director.

ARRIVING EARLY

- Contact Andrew Jackson (GuestServices@lwbc.org) if you plan to arrive early.

TIME OFF

We need all hands-on deck during the summer. It will be ideal if our Summer Staff is at camp the whole summer. However, we understand that there may be special events during the summer where you may need to leave for a few days (Family or very close friend's wedding, big family reunion, school starts early, etc.). For this reason, and only for special events, camp allows up to 3 days off for paid staff (Up to 7 days off for volunteers) during the Summer Season.

If you need to take days off, you will need to let us know a few months before the summer so that we can add those days to your contract/agreement.

DORM LEADING

1. We encourage it!

2. Summer Staff needs must be considered (Not all your department gone for that week on vacation or also dorm leading)
3. Don't commit, express your interest but mention that you will need to check with your supervisor prior to committing.

DISCRETIONARY TIME

1. Scheduled time off is Saturday 12:00 p.m. to Sunday 12:00 p.m. unless there is a department need.
 - o This time may be shorter or longer on Saturday, depending on the supervisor's needs. On occasion, you may be needed for early camper supervision during this time. Dorm leaders are expected to attend every Saturday evening director's meeting.
2. Discretionary time is generally used for accomplishing personal tasks (i.e., laundry, sleep, errands).
3. We want to foster community among Summer Staff. So, we ask you that, when planning activities with Summer Staff friends, please be inclusive and invite everyone. We want to avoid cliques and avoid Summer Staff being left out.
4. With permission, various activities may be available for you during this time as well (ex. archery, piano, etc.).
5. On Saturday evenings, you are encouraged to get to know the incoming volunteer staff that you will be working with. You may not think you need to meet them, but they normally like to meet you.
6. All Summer Staff are expected to be in the camp valley before 10:45 p.m. and in their cabins before 11:00 p.m. each evening. It is important that staff abide by the curfew and do not disrupt campers and other staff. Discuss any exceptions with your supervisor.
7. When leaving camp (after securing approval from your supervisor or a Full-Time Staff), Summer Staff are required to follow these steps so you may be found in case of an emergency:
 - a. Anyone leaving the valley must sign out on the chart provided in the office.
 - b. Upon returning to camp, sign in.

INTERNAL COMMUNICATION

1. There are weekly staff meetings for all the Summer Staff with the Program Coordinator and the Guest Group Manager. These are typically held on Thursday mornings but may be changed as necessary.

2. Each Summer Staff will receive a binder which will contain weekly schedules, programming information, and/or any other necessary information. These binders are your responsibility.
3. If confused about something, make sure to ask someone for clarification. We don't expect you to know everything when you arrive.

EVALUATION

1. There will be two formal evaluations during the summer. One at Mid-Summer and one at the end of Summer.
2. These evaluations are intended to encourage positive work behavior and correct issues before they become a problem.

CAMP STORE

1. Work: You may need to assist in the store on occasion.
2. You will be given 2 summer-themed shirts and 1 hoodie to be used as uniform while serving at Camp.
3. Accrued accounts: Any account accumulated in the store needs to be paid prior to leaving camp for the summer.

FLEXIBILITY

Frequently, you will encounter scheduling and equipment changes. A flexible attitude is essential – we all enjoy working with those with Christ-like attitudes.

PREPARATION

1. Physical readiness includes good nutrition and the proper amount of sleep prior to and during the summer.
2. Spiritual preparation includes scripture memorization, Bible study and consistent prayer prior to and during the summer.

CHURCH

You are expected to attend church every Sunday. Transportation will be provided by Camp. There are two options for church attendance:

GRACE AND TRUTH BIBLE CHAPEL

Denomination: Brethren Church

From their website: As a local assembly, we seek to follow New Testament Church principles by teaching the apostles' doctrine, encouraging Christian fellowship, regularly celebrating the Lord's supper, and praying together (Acts 2:42). Our top priorities are to worship the Lord together as a body, encourage one another in the

faith, care for one another in practical ways, and to share the good news about Jesus Christ with those around us.

Website: www.graceandtruthbiblechapel.org

GRACE CHURCH

Denomination: Evangelical Free

From their website: Our desire is to be a grace filled community of people who honor God, care for each other, and serve the community and world around us. We would love to have you be our guest at our Sunday worship service. Whether you're checking out God and church for the first time or are looking for a new place to grow closer to Him, our church has a place for you!

Website: www.grace-efca.org



CHILD PROTECTION

360-DEGREE SUPERVISION

Help us keep camp safe! When observing interactions at camp ask yourself 3 questions.

1. Who are they? (Is it an authorized person interacting with the camper?)
2. Where are they? (Are they in a public place and if not why are they in private?)
3. What are they doing? (Is the behavior appropriate for the people and place?)

If one of the 3 questions is not checking out, please inform the Full-Time Staff so appropriate corrective action can be taken.

The following are guidelines for appropriate/inappropriate conduct with campers:

TOUCH

APPROPRIATE

- Handshakes and high-fives
- Girls walking hand-and-hand.
- Short, congratulatory, or greeting hugs
- Arm around the shoulders
- Piggybacks with young Campers
- Leg sitting

INAPPROPRIATE

- Private back rubs, arm tickles, massages, etc.
- Touching of private parts (no exceptions!)
- Touching a child in anger, disgust, or frustration
- Frontal hugs with opposite sex
- Sexual embraces
- Lap sitting
- Kissing
- Intimate wrestling or tickling

TALK

APPROPRIATE

- Verbal praise for achievement or behavior
- Verbal encouragement
- Scripturally based teaching (non-sexual)

INAPPROPRIATE

- Compliments or questions relating to physique or body development.
- Sexual jokes, homosexual innuendoes, or bathroom humor
- Swearing or vulgar language
- Verbal harassment or abuse
- Individual secrets or special gifts
- Sexual coaching or conversation

TERRITORY

APPROPRIATE

- Public one-on-one interaction (see policy below)
- Group or public environments

INAPPROPRIATE

- Lying on a bed with a Camper
- Private one-on-one interactions
- Private one-on-one walks in the woods with the opposite sex
- Private time in a parked vehicle or bus
- In or near dorm rooms of the opposite sex

CHILD ABUSE

Living Waters Bible Camp is fully committed to the health and safety of every camper and guest. The camp procedures clearly and explicitly forbid any kind of child molestation or abuse and require all staff personnel (including volunteer staff) to report any suspected incidents of abuse. Any individuals suspected/involved in child abuse incidents will be reported to the Vernon County Human Services Office and/or the Vernon County Sheriff Department by the camp administration. Living Waters Bible Camp will cooperate fully with these authorities in their investigation. The Executive Director or other designated person shall be the only spokesperson for the authorities regarding any child abuse situations.

Even the appearance of wrong or a false allegation can cause irreparable damage to the reputation of the staff member and Living Waters Bible Camp. Therefore, all staff members must be very cautious to avoid doing anything that could be interpreted as sexual, physical, or emotional abuse, or giving anyone the opportunity to make allegations.

Some reminders include:

1. Do not spend time with camper alone in secluded areas (Restroom, dorms, classrooms, vehicles, or trails).
2. Please stay in the open but use private areas if you need to talk privately with a camper (Bell tower, benches, opposite end of a room) when a group is present.

CHILD ABUSE REPORTING PROCESS

FOR CHILD ABUSE AT LIVING WATERS BIBLE CAMP

If a staff member at Living Waters Bible Camp is suspected of child abuse, the Executive Director **MUST** be informed at once. The child should be removed from ALL contact with the suspected staff member.

FOR CHILD ABUSED BEFORE ATTENDING LIVING WATERS BIBLE CAMP

If you suspect that a child has been abused prior to coming to camp the following steps should be taken. This suspicion may arise from your observation of bruises and marks on the child's body or from the child confiding that information to you. The staff members should only inform the Executive Director.

Note: In all situations directly report to the appropriate person to avoid gossiping and to keep confidentiality.



EMERGENCIES

If you are aware of an emergency, immediately contact Full-Time Staff. Examples of emergencies include:

- Fire
- Earthquake
- Flash Flood
- Injury
- Medical Emergency
- Active Shooter
- Aggressive Intruder
- Bomb threat
- Lost camper

If you can't find any staff use your cellphone or a camp phone (Kitchen, Fort, Maintenance Building Bath House, Office) to call:

- Ivan Munguia (Executive Director): 608-632-0018
- Andy Douglass (Operations Manager): 608-632-1151
- Andrew Jackson (Guest Services): 608-606-4603

Use common sense while you wait for the staff person to be contacted. For example:

- Fire: Get away from the source of fire
- Earthquake: Get away from buildings and trees
- Flash Flood: Get away from the water.
- Active Shooter: Get out, hide out and stay out.



POLICIES

One of the goals of camp is for this to be fun and one of the best summers of your life, always in a way that pleases God. In order for this to happen, we must make sure certain things don't happen, so we have the following policies at camp.

Please note that the policies are set in place for a specific reason and purpose. However, for some of the policies, permission from the Weekly Camp Director and Executive Director may possibly be obtained in order to allow something special or different to be done.



TRANSPORTATION

Volunteers who are 17 and under do not ride to camp with their parents. The minor transportation form will need to be completed.

Minor volunteers can ride with an adult age 25 or older in a camp vehicle for a camp sponsored activity.



FACILITIES POLICIES

CAMP BOUNDARIES

The boundaries of Living Waters Bible Camp are shown on the map in the office. Know where they are and do not permit summer-staff or campers to cross them except on chaperoned hikes.

DRIVING

DRIVING CAMP VEHICLES

Summer Staff can only drive Camp Vehicles if instructed to do so by their supervisor. In that case they need to submit the following documentation prior to driving any vehicle:

- CDL license for bus drivers.
- A copy of driver's license taken and driving record check prior to transporting passengers.
- Complete the proper training for the vehicle being used.

Also note the following:

- All camp owned vehicle drivers must be approved by the Operations Manager to ensure proper operation.
- Drivers must be at least 18 years old to transport adult passengers (18+) in a camp vehicle.
- Drivers must be at least 25 years old to transport minor passengers (under 18) in a camp vehicle.

PERSONAL VEHICLES USED FOR CAMP BUSINESS

If a personal vehicle is used for camp business, it must be driven by the owner and proof of insurance must be submitted to the Operations Manager prior to driving for camp business.

Vehicles not owned by Living Waters Bible Camp are covered under the owner's insurance company as the primary coverage. Living Waters has secondary coverage for bodily damage only exceeding the level of the owner's coverage. Due to this guideline, we need your cooperation with the following:

- Remember while driving in the community, you are an ambassador for Jesus Christ and a representative of Living Waters Bible Camp.
- Drivers without passengers are recommended to be over 21 if driving alone.

- Drivers with campers are to be 25 years of age.
- Drivers transporting adult staff are to be 18 years of age (prefer 21) unless parental release form is on file for passengers under 18.
- Cell phones can be a distraction while driving. Please take every precaution to ensure your cell phone doesn't compromise the safety of your driving.
- Pull off the road to use the cell phone.
- Ask a passenger to oversee the phone while driving.
- Let incoming calls go to voice mail. Return these calls when you reach your destination.
- Keep conversations short when it is absolutely necessary to use the phone.
- Do not attempt to talk while driving in heavy traffic.

OTHER VEHICLE POLICIES

1. Observe all traffic signs and laws. The cost of any driving violation is the full responsibility of the driver.
2. Passengers should not distract the driver.
3. It is illegal in Wisconsin to operate a pickup truck (or other truck with a gross vehicle weight of 10,000 pounds or less) with children under age 16 riding in the open cargo bed.
4. Seat belts are required for drivers and passengers as provided. It is a law!
5. Camp vehicle requests should be made to the Guest Groups Manager or Executive Director prior to leaving the grounds.
6. Running vehicles should not be left unattended.

PARKING

Vehicles should be parked in the parking lot except for loading and unloading. **Please drive slowly in the parking lot.**

MOTORCYCLES/ATVs

Please do not bring an ATV or Off-road motorcycle to summer camp. (Unless brought for a specific purpose and permission is granted prior to arrival)

At no time may campers or any minors be given rides on ATVs.

Motorcycles, snowmobiles and ATVs are allowed on the main camp road. Drivers are asked not to ride these vehicles on the camp trails and sidewalks unless for maintenance.

BIKES

No riding bikes on sidewalks or hiking paths unless needed as part of maintenance or a program. Since we do not have a place for small children to ride their bikes at camp, we ask that no bikes be brought.

CONFERENCE ROOM

Check with Guest Group Manager prior to using the conference room for availability.

DORMS

Dorm Decorating: Dorm leaders are encouraged to make their dorms a welcoming place for both campers and their families. These guidelines will help us maintain the safety and quality of our facilities.

All decorations should be hung from the hooks provided. Please do not use tape, glue, tacks, sticky putty, staples, nails or temporary hanging systems on the walls, windows, mirrors, painted walls, and beds.

All decorations should be hung around the perimeter of the rooms from these hooks.

No decorations should be hung across the living space. Hanging decorations across the living space increases the potential of electrical shock and fire, as well as making dorm clean up more difficult.

All questions about decorating should be brought to the Guest Groups Manager or the Maintenance Dept before proceeding with decorating.

PHYSICAL PRIVACY

All sex-specific dorms, restrooms, and changing areas are to be used by members of the designated biological sex only.

GOLF CART

The golf cart is meant for work use only. It is required that all drivers be tested and receive further guidelines from the Facilities Manager or Program Manager before there is ANY use of the golf cart.

STORE

Some reminders concerning the store:

1. The younger camps have limits on snack spending to help their money last all week and to not take away their appetite for the next meal.
2. For younger campers, please remember to allow extra time in the afternoon and/or evening for snacks and/or store time. It will take a little longer to select their items. (This is an opportunity to talk with campers.)
3. NO ONE should be behind the counter without being asked by the store supervisor.
4. As volunteer staff we would ask that you deposit money into your account at the beginning of the week. Any unspent money will be returned to you at the end of the week.

VIDEO EQUIPMENT

We have video equipment and a selection of videos. We have purchased Christian videos for public viewing if you need one. We ask that other movies not be shown at camp as we are not licensed for public viewing. Please have movies approved by the Executive Director prior to playing them at Camp.

WAGON RIDES

Please have all passengers remain seated at all times while the wagon is moving.

LAUNDRY

The laundry room is located in the bathhouse. These facilities are primarily meant for staff (Full-time, Summer Staff, and Weekly Volunteers) use but may also be used by older campers if necessary. Staff is to assist younger campers with washing needs. Please observe the posted laundry room hours.

INTERACTION POLICIES

CAMPER SUPERVISION

1. One staff member, 18 years of age or older, (excluding kitchen and maintenance staff), shall be provided for every 10 campers under age 18. All dorms and cabins are to be staffed with at least one dorm leader over 18.
2. Campers shall be properly supervised during all group activities. Campers are not to be left alone. Two staff members are required to be in the dorm during lights out. Note: As a reminder, staff under 18 also needs this supervision (i.e. kitchen assistant, child care helpers).
3. Both dorm leaders need to be in the sleeping area of the campers (With the exception of medical emergencies. In such a case the Weekly Director Should be informed)

CAMPER CARE PROCEDURES

Common difficult circumstances campers and staff deal with:

1. Injury and illness
2. Behavioral issues
3. Emotional Health

A general rule is that we want to communicate these situations to parents to **partner with us in handling the situation.** We also don't want them to hear about something difficult from their child at the end of the week without the full context of the situation.

INJURY AND ILLNESS

- The Health Care Supervisor will call parents to notify them of any issues.
- We will inform parents before going to the ER if practical.
- The HCS, Operations Manager and Weekly Director make the decision to send a camper home.

BEHAVIORAL ISSUES

Our goal is to care for campers and find restoration/reintegration into the activities. At the same time, if a camper is affecting the experience of other campers, actions need to be taken to care for all campers.

Note: Camp staff will aim to act with compassion and understanding as they deal with the situation, following the example of the Lord Jesus Christ.

Whenever issues involving poor camper behavior occur, the following steps should be followed:

- **Step 1:** The dorm leader addresses the behavior privately and redirects, specifically noting a consequence if they repeat the offense.
- **Step 2:** A second incident: The dorm leader discusses the event with Weekly Director, and then enacts the consequence discussed.
 - Examples of consequences: Loss of pool time, sitting out during an activity, no store time.
 - We value the input of parents and strive to partner with families through the ministry. A phone call to parents is to attempt to understand any extenuating circumstances which could warrant the behavior.
- **Step 3:** Parents will be called to help deal with the situation, and if there is no success, the camper may go home.

EMOTIONAL HEALTH

Our goal is to minister and care for campers to be the best of our ability. At the same time, we aren't certified or prepared for psychological health or counseling. Serious situations need to be passed on to parents.

For any situations where a camper indicates a struggle with depression, cutting, suicidal thoughts, or any other serious emotional health struggles, the following actions should be taken:

- **Action 1:** The dorm leader addresses the behavior as discreetly as possible and redirects and encourages campers in this situation.
- **Action 2:** Do not leave them alone. Walk with them, keep them in sight. The Operations Manager or Executive Director should be notified.
- **Action 3:** The Operations Manager or Executive Director will call the parents, informing them of the issue at hand and asking them whether they are aware of the situation and what has been done to give support.

RELATIONSHIPS

If you are looking for a spouse, Camp is one of the best places to do so, since you can find people like you: strongly committed to serving the Lord sacrificially and loving camp ministry.

On the other hand, starting or maintaining a relationship is usually time-consuming and very distracting. Given that you have committed to a short-term dedicated

service to the Lord this summer we want you to keep your focus and avoid distractions. Therefore, the following guidelines are to be followed:

- **I am single:** Keep it that way. This is your observation time. Make the right move after the summer. Guy/Girl conversations in a group and public setting are encouraged. Avoid seeking times to talk in private.
- **I have a special one:** Learn to serve while putting the romance on hold. Look around and observe Full-Time Staff couples, that is how it is going to be when you get married!
- **I am friends of someone with a special one:** Don't encourage the romantic! You make it harder for your friend. Let them enjoy serving at camp and avoid asking, pushing, talking too much, or gossiping about a relationship.

If you are in a relationship:

- Let your supervisor know to be aware and provide accountability.
- No personal displays of affection while at camp to avoid distracting you and others from their service. (i.e., holding hands, affectionate hugs, back rubs, etc.)
- We want to be fair to you by allowing you to use your discretionary time on Saturdays to talk and make plans with your special one. During your discretionary time (After personal chores and rest, see [Discretionary time](#) section) you can use any public place at camp where people are around to have a private conversation.
- We ask you to refrain from leaving the valley to interact with your special one. As explained in the [Discretionary time](#) section, we want to foster community among the Summer Staff, so all outings should be part of a group.

STUMBLING BLOCK

In accordance with 1 Corinthians 8:13 and in consideration of our brothers and sisters in Christ, Living Waters has outlined the following guidelines. These are put forth in an effort to avoid becoming a stumbling block in both dress and interaction with others. We understand that most of these occurrences happen unintentionally for both guys and girls.

Thinking of guys, **ladies please avoid:**

- Short shorts or skirts.
- Showing cleavage.

- Showing midriff.
- See-through clothing.
- Tight fitting clothing.

Thinking of the ladies, **guys please avoid:**

Individual attention

- Special details.
 - Got you coffee, shared dessert
- Late conversations.
- Very personal conversations.
- Praying one-on-one with the opposite sex.
- Praying holding hands.

This is not an exhaustive list to follow but rather helpful guidelines in considering how to avoid hindering but rather uplifting your brother or sister in Christ.

DISCRIMINATION

Living Waters is committed to maintaining a ministry environment in which all individuals treat each other with dignity and respect, and which is free from all forms of discrimination, intimidation, exploitation, and harassment. Please see the administration if you are having any problems.

PRANKS

Pranks will often take away from the positive impact of the camping experience. Living Waters has a no pranking policy and campers involved in pranking may be sent home.

CONFLICT RESOLUTION

In accordance with Matthew 5 & 18, we ask that concerns, **frustrations**, and other problems be dealt with in the following manner. Our goal is to correct the situation or make amends, if possible, with the final outcome being reconciliation.

- First, go to the person making the offense.
- After going to the person, or if they are inaccessible, then go to their supervisor.
- If there is still no solution, then go to the Executive Director.
- If there is still no remedy, then contact the Chairman of the Board, in writing (with a copy to the Executive Director.)

- The Chairman will acknowledge receipt of grievance and respond in writing within 30 days.
- The Chairman may choose to address this to the entire Board but is not required to do so.

After this process has played through, the final option is to request a Christian mediator. Once both sides have agreed upon this and upon the mediator, his/her decision will be final.

SHOWER PROTOCOL

Staff or campers shall never “sit around” or “walk around” the cabin or cabin area without a towel or clothing covering private areas. Towels must be worn at all times going to and from shower. (No exceptions!) It is against the policy to display sexual body parts intentionally. (Even if it’s a joke)

Removal of shorts, tops (for girls), or swimsuits will NOT be allowed for swimming at ANY time.

ONE ON ONE’S

All one-on-one interactions with campers must be done in a public place with others visible. (Must be seen, but not necessarily heard) A third person is always encouraged in these settings.

Note: Any infraction of the above policy will be immediate grounds for dismissal with no chance of re-hire. A violation of one of these policies could not only be misunderstood by campers/staff but result in legal consequences from parents. We are here to lead campers to Christ and not one of these policies is necessary to do that.

COMMUNICATION POLICIES

CHECK IN/OUT

During Summer months all volunteers are expected to arrive on Saturday afternoon and participate in the Saturday night orientation meeting. Please make special arrangements if you will not make it to the meeting.

While serving at camp you will be under the supervision of your department manager. You are accountable to them until you check out of camp.

Please be considerate of the needs and goals of our guest groups. Our actions must not interfere with our guest groups' needs.

CURFEW

A curfew is established to help make sure campers and staff are rested to be able to focus on lessons and participate in the daily events. Also, curfew ensures campers and staff can trust that nothing is going on while they are trying to sleep. (Note: There are times when spiritual conversations come up that may not be able to be completed at a more convenient time.)

Although curfew may vary from week to week for campers the Summer Staff curfew will remain at 11:00 p.m. Campers and staff must be in their dorm (not the bathhouse or on their way to the dorm) by curfew. Campers/Staff are expected to stay in your dorms after curfew. Campers/Staff found out after this time may be sent home.

If Weekly Volunteers are staying in Summer Staff housing, they must follow the Summer Staff curfew.

PA SYSTEM AND PAGING

If assistance is needed with paging for games or general announcements, please ask the Full-Time Staff.

SENSITIVE TOPICS

We should be sensitive in how we handle the following issues. This does not mean we cannot talk about them, but how we approach the subject and deal with the topics. We are to recognize some are matters of Biblical interpretation, others are areas of political correctness, and others are family dynamics. We need to remember that God hates sin but loves the sinner. Even though most of these topics have scripture we do not need to isolate or insult individuals (especially unbelievers) who have not studied God's Word yet. Some areas are opinions only

and stretch the scripture to make "our" point. Let us use God's Word as a sword but be careful with such a powerful weapon. However, we do not want to hide from the issues. Today we see attacking from both sides of many arguments which doesn't help anyone listen to God's Spirit.

1. Spiritual issues:
 - Tongues
 - Baptism
 - Levels of filling of the Holy Spirit
 - End-times
 - Christian music
2. Family issues:
 - Divorce & remarriage
 - Abuse
 - Spanking
 - Dating/Courting
 - Schooling (Christian vs. public vs. home schooling)
3. Societal Issues:
 - Politics – Democrats vs. Republicans/Liberals vs. Conservatives
 - Unions
 - Media – television, movies, music (language, violence, immorality)
 - Current war
 - Denominational issues (judging churches or church bashing)

EARLY/LATE CAMPERS

If any volunteer needs to bring campers with them, please let the Weekly Director and Guest Groups Manager know.

STAYING BETWEEN CAMPS

On some occasions, weekly volunteer staff need to stay at Camp after the end of one week of camp and the start of the next camp. As Summer Staff, you need to know that during this time the following guidelines need to be followed by them:

- Attend the mandatory Saturday meetings for the next camp.
 - Kitchen meeting: 3:00 pm in the kitchen
 - Volunteer meeting: 6:00 pm in the fireside room
- Sign out if you need to leave camp (Sign out sheet is in the office)
- If you are under 18 years old, communicate with the Guest Groups Manager if you need to leave camp since special Parent/Guardian forms need to be in place.

- Always be with a group. If you want to have time alone or a hike at camp, communicate with the Guest Groups Manager.
- You are expected to attend church on Sunday.
- Come back from church promptly to prep for the arrival of campers.



FINANCIAL POLICIES

EXPENSE REIMBURSEMENTS

Please turn in the receipt or invoice to the Weekly Director or Guest Groups Manager for approval and reimbursement. If you need a receipt for tax purposes, please see the Finance Manager.

GIFTS

A tax-deductible receipt may be issued for money and any materials or food which are given to the camp. If the donor wishes to have a receipt issued, please request it from the Guest Groups Manager. The camp will attempt to honor the wishes of the donor but reserves the right to use gifts as needed.



HEALTH POLICIES

CASUALLY TRANSMITTED DISEASES

Children who are known to be in the communicable stage of these diseases shall NOT be permitted to attend camp as youth campers because of the highly contagious nature of these diseases.

NON-CASUALLY TRANSMITTED DISEASES

Children who are known to be carriers of Non-Casually Transmitted Diseases (i.e. AIDS Virus) may be permitted to attend Living Waters Bible Camp as youth campers.

EXPOSURE INCIDENT

Report to the nurse immediately if you or anyone else comes in direct contact with the blood of another person or if someone has contact with any body fluids of another person from a scratch, abrasion, open wound, or lesion.

BLOOD AND OTHER INFECTIOUS FLUIDS

In the event of needing to clean up blood and body fluids, please contact a staff person since they have the proper training to handle this.

HEALTH EXAMINATIONS

All volunteers shall complete an up-to-date health history that describes any physical condition, medications, or allergies requiring special considerations, prepared, and signed by an adult legally responsible for the individual. These health history forms are part of the on-line registration process. Special health concerns shall be brought to the attention of the Weekly Director and camp nurse.

It is required that the camp nurse perform a Health Screening of all campers and volunteers within 24 hours of arrival at the camp.

LEGAL POLICIES

OSHA

Living Waters Bible Camp complies with all OSHA standards and laws. Volunteers working in areas involving, power tools, chemicals, electricity, ladders, scaffolding, motor vehicles and hazardous materials must complete LIVING WATERS BIBLE CAMP OSHA training prior to working.



PERSONAL POLICIES

TOBACCO, DRUGS, ALCOHOL

Living Waters Bible Camp, consistent with state and federal laws, has established a policy that prohibits smoking, use of illegal drugs, alcohol consumption or use of tobacco in any form while on camp property. The enforcement of this policy shall be based on the following guidelines:

- Volunteers shall be given the opportunity to voluntarily surrender all items related to this policy.
- Any violation this policy shall be brought to the attention of the Weekly Director and the Executive Director
- Anyone having possession or acting under the influence of illegal drugs shall be reported to the Executive Director will be reported to the appropriate authorities,

COMPUTERS

The office computers are meant for the use of office staff ONLY. However, permission from the office staff may be obtained for occasional, special use of the computers for camp needs. Please check with your supervisor first regarding the time and specific computer that you may use.

Computers may be used to stream Christian music, radio or webinars (not movies or long videos). Discretion should be used to consider volume around co-workers and peak times of bandwidth use.

Staff must not make, store, transmit or make available copies of copyrighted material using Living Waters computers, networks, or storage media.

We ask that computers and electronics not be used during working hours unless the direct supervisor has made an exception (or in the case of computers, it is used for camp or ministry purposes.)

During our off hours, we ask that computers and electronics be used *discreetly* in the dorms (except for dorm leaders with campers who should not use them at all.) If someone needs to check their e-mail, they may use the wireless connections available by the Lodge and Chapel. We ask that computers not be left lying around the facility (even in the Conference Room) or used where it may be a distraction to the camp ministry.

Please contact Andrew or Brant for the wireless codes.

PERSONAL EQUIPMENT/GEAR

Personal belongings are not covered by Living Water's insurance but under your own insurance. Storage for personal belongings is limited to your personal car and the room where you are staying.

SMARTPHONES

Our mission strongly encourages *Intentional Godly Relationships*. This should be reflected in the use of your smartphone.

Summer Staff are allowed to use smartphones. We recognize that a smartphone has multiple uses. Please follow these guidelines of usage:

As a camera, clock, flashlight, Bible, calculator, and alarm:

- Yes!

Note: Be very careful with inappropriate pictures (I.e., Dorms, bathrooms, pool, etc.)

As a telephone

- Mom and Dad emergency: Yes, please answer promptly!!
- Friends and family: Briefly on your break time. Let them know you are trying to focus on serving the Lord at camp!

As a computer (social media, calendar, email, messaging, texting, etc.):

- In front of campers: No, no!
- Summer-Staff WhatsApp: Yes! during break times.
- Calendar, email, and messaging: Briefly on your break time.
- Social media: Briefly on your break time. Take a break from it to enjoy God's creation and fellowship at camp!

Note that volunteers are encouraged not to use their cell phones. If you are found violating these guidelines, your smartphone privilege will be removed.

SOCIAL MEDIA

We encourage our staff to share content such as photos and stories of their positive Living Waters Bible Camp experiences on social media. Remember that while on staff you are a representative of Living Waters Bible Camp and therefore are expected to reflect the values and goals of the ministry. Offensive speech or photographs will not be tolerated. Statements or activities displayed in a social

media setting will be treated as if they occurred in person at camp. Inappropriate behavior in this venue is not acceptable.

HEADPHONES/EARBUDS

Relationships and godly living are important to the individual Christian life and to the ministry at Living Waters Bible Camp. Electronics can be a distraction or take focus away from the ministry, so it is of much concern as to when and where they are used. When electronic media devices are used at camp, they often are a disruption or take away opportunities for the Lord to speak to campers and/or staff. We know they can be tools to aid in ministry, but we also know they can be addicting to some and tools that aid in tempting individuals to sin.

Personal media devices should not be used in public. Camp is meant to be a place where godly relationships are formed, and opportunities are available for spiritual discussion. Wearing headphones in a public area sends the wrong message to campers and workers. Headphones may only be used in the following situations:

- In private away from other people.
- When working alone, if approved by your supervisor.

DANCING

Please, no dancing at camp, or camp activities outside camp (i.e. Swing dancing, square dancing, etc.)



MUSIC

Music is a gift from God that can warm the heart, stimulate emotions, edify the mind, lift the spirit, praise the Lord, and be physiologically soothing.

“I shall sing with the spirit, and I shall sing with the mind also.” I Corinthians 14:15

Living Waters Bible Camp recognizes that music is a powerful tool and has a strong influence on campers. It is our desire that music be used appropriately in all camp programs and activities. It is the desire of Living Waters Bible Camp that campers take home music that has a memorable and positive influence on their lives.

Singing at Living Waters Bible Camp should be enjoyable and scripturally correct. Selected songs should include gospel, instruction, praise, and worship.

RECORDED MUSIC

- Should be enjoyable, understandable, and scripturally correct.
- May be a very appropriate part of programming with a purpose.
- For entertainment while at Living Waters Bible Camp is clearly discouraged. Campers are requested to leave all players and recorded music at home.
- Staff may use music for qualified program purposes after approved. Approval may be obtained from Guest Groups Manager or his appointee when adequate time is given for review.
- The volume of recorded music for background during activities should be kept at such levels that normal conversations are not hindered. This enables relationships to be built for the Lord.
- The lifestyle of the musicians whose recorded music is being played for Living Waters Bible Camp campers, although difficult to determine, should generally be known to be consistent with the Word of God.

SONG SELECTION

Songs just for fun, i.e., “Father Abraham” are appropriate for campfires, bus trips, etc. and chapel occasionally. They should not be disrespectful to God or His creation.

- Does it fit the timing, location, activity or meeting to follow?
- Group make-up. It might not be fitting for a group composed largely of nonbelievers or believers with little serious interest in following Christ.
- Music at camp should generally be upbeat and appropriate to the situation and the message of the song.

- The songs should be acceptable and appealing to the age group. Music preference changes over time and culture.
- Music during mixed age events should generally be acceptable for both young and old.
- Camp is a place where we encourage preserving some of our heritage by singing familiar, meaningful songs of the past.
- It is valuable to build on and expand a common treasury of songs that bridge the generations.

PITFALLS TO AVOID

- Meaningless repetition.
- Disrespect to God and/or His creation.
- Songs which produce carnal emotionalism and disorder.
- Songs with inappropriate content for the group.
- Songs that are Scripturally incorrect or inappropriately applied.



CAMPER RULES

These are the rules for the campers. As Summer Staff, if you are aware of any violation, please report it to the Operations Manager or to the Weekly Director.

CAMP BOUNDARIES

Campers are to stay within the mowed areas. Anywhere else, campers must be accompanied by a staff member. (If you drove a vehicle to camp, you may not drive the vehicle off the grounds until camp has concluded.)

CURFEW

Stay in your dorms after the lights are out. Campers/Staff found out after this time may be sent home. A curfew no later than midnight must be set by the Weekly Director (exceptions must be discussed with the Guest Group Manager).

DORMS

Campers are not allowed on porches or in dorms of the opposite sex. We are often away from camp, and the dorms are unattended; consider securing money in a locked vehicle or turn it in for your store account. (Clean-up: dorm bathrooms are to be cleaned daily.)

Please refrain from using tape or nails to hang decorations in the dorms. Permanent hooks and cork boards are provided for hanging signs, lights, or decorations.

PHYSICAL PRIVACY

All sex-specific dorms, restrooms, and changing areas are to be used by members of the designated biological sex only.

DRESS CODE

“Do you not know that your body is a temple of the Holy Spirit, who is in you, whom you have received from God?” I Corinthians 6:19

In today’s society, we believe clothing guidelines are necessary. At Living Waters Bible Camp, we ask all campers and staff to adhere to certain expectations. Listed below are articles of clothing we consider to be inappropriate:

- Clothing that has suggestive ads or sayings.
- Strapless, spaghetti straps, halter-tops or one-strap tops.
- Tops or shirts that reveal the midriff area.
- Clothing that reveals undergarments or private parts.

- Two-piece swim attire such as bikinis or tankinis that reveal the midriff.
- Swimsuits on campus (except when going to or returning from the pool or water activities). All campers and staff are asked to wear a cover-up going to and coming from water activities.
- Guys are not to wear hats during meetings out of respect for the Lord.
- All piercings should be modest in size, to not be a distraction or drawing attention.
 - Females may have multiple ear piercings and one modest stud nose piercing. No lip, face, or other body piercings are allowed.
 - Males may have one piercing in each ear. No other lip, nose, face or body piercings are allowed.

Modesty and cleanliness are required throughout the week. Shirts & shoes must be worn at all times at camp, unless it's a water event. (Staff is to be models of this).

FIRE EXTINGUISHERS

Fire extinguishers are for your safety and not to be tampered with.

FOOD

No food in dorms due to problems with ants etc.; take food to the kitchen and the head cook will store it.

GUYS/GIRLS

We ask you to restrain yourselves from physical affection toward one another. A week of camp is not the time or place for physical intimacy.

KITCHEN LIMITS

Only kitchen staff are to be in the kitchen.

MEDICATION

If a camper is on any medication (prescription or non-prescription), it must be given to and administered by the nurse (except inhalers and epi-pens which are carried by the Dorm Leader).

MUSIC

Music will be provided throughout the week. Camp policy prohibits music players (phones, speakers, radios, etc.). If you do have them, we ask you to keep them in your suitcase. (If we find they are being used, we will ask you for them and return them to you on Saturday.)

CAMP PHONES

Please do not ask to use the camp phones unless it is camp business or an emergency. All campers need to ask the Weekly Director or Nurse first.

CELL PHONES

Campers are given specific instructions in the camper handbook they receive explaining Cell Phones and other personal electronics should be left at home. At check-in we will have a collection point for any electronic devices that have been brought to camp. The Weekly Director may schedule time throughout the week to make these devices available to the campers.

PLAYGROUND SET

The playground set is designed for children. Ninth grade and older children should be careful not to abuse the structure when using it.

SWIMMING

Campers are not to go into town during swimming time. If you need anything, check the store or have a staff member go to the store for you.

TOBACCO, ALCOHOL, DRUGS

These are not allowed on camp property. Dispose or turn them in on the first day. Campers found with tobacco or alcohol after the first day may be sent home. Campers found with illegal drugs must be sent home. Please see a staff person if you need help. (To most of you this is not an issue. To those who would have a problem, see the Executive Director. If we send you home, it is not because we do not care, but rather that we must care for others whom you may influence.)

WILLFUL DAMAGE

Individuals are required to pay for damage done out of anger, carelessness, or on purpose. We appreciate your help in covering the cost even if it is an accident.

DO NOT BRING

Firearms, firecrackers, or weapons, pets, radios, CD Players, electronic devices, or pornographic material.



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