



COUNSELOR HANDBOOK

WELCOME

On behalf of the Elevate Staff welcome to the team.

We highly value youth ministry and the youth workers that love on students every day. You are an essential part of our camp program. As a counselor students are looking to you to set the pace. Your example is as important as your words. We know that this is hard work, you will get little sleep and students have a way of testing every ounce of your patience. God is going to use you so rest in His strength, pray for wisdom and come prepared to go all in this week. This guide is intended to help you make the most of this week.

While we are all here for the students, our staff wants you to know that we appreciate you and we are here to serve you as well. If you need anything, speak up, don't be shy. God is going to work in your life also. Let us pray for you and with you.

Please know that each of us is praying for you and for your campers. We are looking with great anticipation to what God is going to accomplish in and through you during our time ministering hand in hand. All our lives will be changed because of His grace and mercy.

IT'S GOING TO BE A GREAT WEEK!!

STAFF

Executive Director/Counseling Director: Jeff Breshears

Program Director: Scott Alexander

Lead Counselor: Jennifer Miller

Dawn Alexander: Set Design

Angela Breshears: Elevate Store Manager

Media: Mark Behrens & Steve Batz

Head Nurse: Authur Gorman

OUR VALUES

Love God

It is our desire to share the gospel with every student who attends Elevate Camps. We believe that our creator God knows the best possible way for us to live and desires a personal relationship with us.

Love Others

We value the importance of relationships and loving one another. We value the importance of adults investing in meaningful relationships with students. We believe that one of the best ways so show God's love is through the local church. Elevate's desire is to assist the local church through camp ministry. We believe that a week of camp is one of the most effective ways to build and develop long lasting relationships with students.

Love Camp.

He came so that we might have life and live it more abundant. We choose to love life and enjoy how God has blessed us. Getting away and up into the mountains is one of the best ways to hear from God and enjoy his creation. We value worship around a campfire, and hanging out with friends at the lake. This is where meaningful conversation and contemplation can take place.

ASPECTS OF CAMP:

Every aspect of the camp experience is designed to meet each campers needs, and each component of camp, from meetings, to free time, serve a purpose and are a part of a plan to create an environment in which God may easily work in the lives of students and adults.

Arrival and Registration:

Friendly staff and available counselors greet campers in the parking lot, beginning the process of establishing a relationship.

Meals:

Good food provided in an orderly manner. Counselors will encourage good eating habits and engage in inquisitive conversation.

Activities:

These various activities are planned so that young people can release their energy as they build relationships, learn to work as a part of a team, and have fun.

Clear Gospel Message through teaching:

Morning and evening meeting are designed to engage and confront students with the word of God. There is no more important message than the one we have from God. It is our desire for students to hear God's truth and respond to it. It's our goal that the Gospel of Jesus be presented in a clear way that students can understand and have the opportunity to accept and follow Jesus with their lives. Speakers and themes are chosen to make the most of these meetings.

Authentic Worship:

The opportunity to get away from many of life's distractions really helps in our focus and times of worship. Students and leaders will have time for corporate and individual worship to God. Our worship teams are committed to leading students towards a heart of worship. Teaching them that true worship begins in the heart and in those secret times alone with God. No phones, ipods, or media also help in teaching us to be quiet in order to truly worship.

Game Time:

We are going to get loud, get pumped, and have fun. We want to encourage team work, determination, and physical exercise. Points will be earned throughout the week leading up towards our Game Time Camp winner.

Break Out Sessions:

After both the morning meeting and the evening meeting time is scheduled for breakout sessions. Counselors will have time to debrief the meeting and discuss the message with their students. Youth Pastors may use this time to meet as a group or as cabins.

Personal Quiet Time

After the morning break out session campers will have the opportunity to spend time with God themselves. Being quiet and alone is rare today. We believe every believer should spend some time with God every day and this part of the program may introduce students to a lifetime of personal devotions.

Workshops

Each workshop is designed to help students think biblically about issues facing their generation today. Some workshops focus on fun topics and students get the opportunity to choose the session that holds interest to them.

Theme:

We spend months each year determining what biblical truth from scripture we want to speak into students' lives. We then come up with a creative, entertaining, and fun way to present that truth. Whether it's by means of superheroes or sasquatch, we are going to have a blast sharing the message of Jesus.

Local Church Ministry:

Camp is one week out of a year, so make no mistake we value youth pastors and youth leaders who work year round with students. We want to honor and value those who are making youth ministry in a local church their life calling. Those youth leaders know their students best and are building lifelong relationships with those students. It is our desire to simply come along side and assist youth pastors in the programming and logistics of camp, so that they can focus on what's most important.

COUNSELOR QUALIFICATIONS

Counselors must be able to pass a background check. They are to be reputable, trustworthy, individuals who have a proven track record of integrity.

- The California regulations for organized camps requires that counselors be at least 18 years of age.
- Complete and Submit the Elevate Counselor Application
- Read the Elevate Counselor Handbook
- must be a follower of Christ and demonstrate a consistent testimony for Christ.
- Must possess good moral character and have no involvement in the criminal justice system on moral charges.

COUNSELOR RESPONSIBILITIES

As a counselor, you are responsible for a cabin group of campers. Additionally, you are to help every camper grow towards maturity in Christ by becoming an understanding friend and guide.

General Responsibilities:

- Do all that is possible to meet the spiritual, emotional, intellectual, physical, and social needs of your campers. Observe carefully.
- Be responsible for the discipline, cleanliness, health, and safety of your cabin group.
- Communicate any health or safety concerns to the Lead Counselor, Director and Camp Nurse.
- Instill in your cabin group a spirit of enthusiasm, responsibility, participation, helpfulness, and camp loyalty.
- Work cooperatively with the other counselors on your team, your Lead Counselor, and the administration of Elevate Camps.
- Counselors must be at least 2 years older than the oldest camper in the age group they are counseling.
- It is important to understand the age characteristics of your campers and be prepared to deal with the personal decisions for salvation and other commitments. For questions regarding more serious commitments or problems see your youth pastor or lead counselors.
- You will be expected to provide primary supervision of your campers at all times.
- Having a positive attitude in regard to the food, speakers, leaders, games and any other situations that may arise is essential. Please express any concerns to a lead counselor instead of to your campers. Please confront campers one on one, rather than in a large group.

Camp Rules

Campers and Counselors are expected to abide by the three C's:

- no cutting meals, meetings or activities.
- no contact - between guys & girls, wrestling or horseplay
- no contraband - drugs, alcohol, tobacco, firearms, fireworks, weapons, electronic devices, etc...

Common Sense Requirements - PLEASE DO NOT

- Bring younger children with you. (this includes nursing babies)
- Bring animals or pets of any kind.
- Come expecting a vacation (It's hard work!)
- Discuss personal problems in front of campers.
- Introduce questionable or controversial doctrines or beliefs.
- Allow or tolerate cabin raids, bullying, food fights, playing with food or any other destructive or harmful activities.

Additional Request

- Keep girls out of guy cabins and guys out of girls cabins. No one of the opposite sex should be in or around the bathrooms or cabins that are not for their use.
- Help move your group to the next activity promptly. Campers should be where the action is not alone or wondering around the camp property.
- Encourage students to stay in the meeting, remind them to go to the bathroom before meetings.
- Be on time to all meetings. When we eat, meet or play attendance is required.

DUTIES

The students under your care have been entrusted to Elevate, their church leadership and yourself. You are responsible to communicate with the Lead Counselors and your Youth Pastors and are expected to cooperate with all other camp leadership.

- Keep the Lead Counselor informed of any discipline problems.
- Keep the Lead Counselor advised of any emotional problems that might affect other campers.
- Advise the Lead Counselor of any physical damage to the Camp property.

DISCIPLINE

The word discipline comes from the same root as disciple. All discipline "problems" are really opportunities to disciple. Often the offending student really needs the extra attention or one on one time. With that in mind we always want to make sure that discipline is done in love and not anger. The purpose of discipline should be repentance and growth, not punishment. No

threats of punishment should be made without following through. Never deal with a group all discipline should be handled individually, even if the offence was done as a group. Offending Groups should be separated immediately by Lead Counselors or counselors to be dealt with one on one.

- **First Offense—Warning**
 - •Late for meetings or meals with no excuse
 - •Cutting meals meetings or program
 - •Immodesty
 - •Out of cabin after curfew
 - •Other minor infractions
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- **Minor Discipline—trash pick up, meeting area clean up, dining hall, be creative...**
 - •Repeating minor offense
 - •Inappropriate conduct
 - •Any offence as deemed appropriate
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- **Major Discipline—Involve Lead Counselor or Counseling Director and Youth Pastor**
 - •Substance abuse (drugs, alcohol, smoking)
 - •Inappropriate sexual behavior
 - •Fighting or aggressive behavior
 - •Obvious disregard for the rules
 - •Disrespect to staff, counselors or Lead Counselors
 - •Anything else that constitutes the need for major discipline

Physically and/or mentally cruel punishments shall not be administered. Counselors must refrain from any inappropriate touching of campers which might be misinterpreted. Please refrain from roughhousing or manhandling campers in any manner which might be viewed as offensive, or could be physically harmful to the camper. Be sure to include the Lead Counselors & Youth Pastors in any significant discipline matters. Be careful not to tolerate any inappropriate behavior by campers (i.e. hazing, bullying, harassment or anything questionable). If you have doubts, it probably should not be happening.

*Please Reference **Elevates Child Abuse and Sexual Abuse Prevention Policy***

MANDATORY REPORTING

You are legally required to report any observations or information relating to campers in abusive situations (i.e. physical, emotional, sexual, or neglect). Please notify your Lead Counselor and Youth

Pastor. Consultation and referencing Elevates guidelines for determining reasonable suspicion is advised before reporting any incident.

COUNSELING

Learn camper's names as soon as possible. You are encouraged to spend quality time with your campers, even during "free time".

- Attendance at all counselor meetings, meals, and other meeting is mandatory. Please be prompt. You will be held accountable for your campers during meetings, meals, games, cabin time, etc...
- Be aware of your camper's special needs. Comply with all special requests from the nurse regarding limitations, etc...
- You may be in a cabin with campers from a church other than your own. Please make special effort to include them and make them feel a part of the group.
- During meetings, we believe that guys should counsel guys, and girls should counsel girls.
- Be prepared to lead breakout sessions after each meeting
- Please confer with Nurse for all medical needs.
- Help your campers protect their valuables (Theft happens even at camp)
- Please remember that your responsibility to your campers does not end at camp. Make every effort to follow up on decisions they make while attending camp.
- Smoking and alcohol consumption are never permitted by campers or staff at Elevate Camps. Be on the lookout for drugs, alcohol, cigarettes, etc... Report to the Lead Counselor if found.

DOCTRINAL DIFFERENCES

As a matter of operational policy while at Elevate, we ask our staff and counselors not to teach, promote or practice any major doctrinal issues which have historically brought disunity or division. We are not asking staff or counselors to change their personal beliefs, simply to adhere to this policy which exists for order, harmony and the good of all.

DRESS CODE

Modesty is the policy at Elevate Camps. Lead Counselors will help enforce the dress code. If you have any questions about what is appropriate please ask. In this area opinions will differ. As a rule, busts, belly buttons and bottoms should all be appropriately concealed by clothing. If when you bend over, stretch upward or look closely you can see the three "Bs" then you may not be dressed appropriately.

- Shoes and shirts are required during all meals, meetings, activities, and around camp.
- One-piece bathing suits are preferred or modest tank keeney style suits. If a suit is not modest enough we would ask that a t-shirt be worn over the suit.

ATTENDANCE

Attendance is required for everyone at all meetings, meals, seminars, and activities unless excused by the Lead Counselor or Nurse. No one is to leave the grounds without permission. Armbands must be worn on the wrist at all times.

DINING

Please be sure there is one counselor at each table. You are responsible to keep order at your table. Please do not allow mixing food, garbage piles or playing games with food/ utensils, etc. When someone is speaking on the microphone, you are responsible to keep your table quiet. Please be sure that all dishes are cleared to the designated area and your table is wiped down before leaving your table.

HOUSING

Each cabin group is responsible for keeping their cabin clean. Please inspect your cabin upon arrival, reporting any deficiencies to the Lead counselor. Your church will be held financially responsible for any damage to your place of housing during your stay. Please stay out of other cabins. Girls areas are “off-limits” to all guys; guys’ areas are “off-limits” to all girls.

MEETINGS

Counselors are responsible for helping to maintain control during meetings. We ask that you sit with your cabin. Remind students to use the restroom before the meeting starts to help keep down distractions during the services.

GAME-TIME

Be enthusiastic and positive. Lead your team in activities and be willing to participate when called upon by game leaders. Your campers will only get as excited as you do. Your attitude toward the referees is critical. You should be an example of Christian maturity during this time.

PERSONAL PROPERTY

Radios, ipods, Cell Phones, Electronic games, and equipment are not permitted by campers at Elevate Camps. Lead Counselors will ask you to collect and label them. They will be returned before you leave camp. Because of increased vandalism and graffiti, we encourage you to confiscate all felt pens and any other items that may be used to write or carve with. Please be aware that squirt guns, water balloons, fireworks, knives, etc. are not allowed.

BREAKOUT SESSIONS

After each meeting, you will have time with the campers in your cabin to discuss the meeting and anything else that is relevant to their spiritual growth. Listed below are some tips that may help you:

- It can be a review of what you learned from the speaker. First night could possibly be a time of testimony. Have each camper share something, even if it is of little depth or meaning. Encourage interaction from the start. Use scripture mentioned in the message.
- Please stay away from controversial doctrines. As an interdenominational camp, we have campers from a variety of Christian backgrounds.
- Questions are a good way to stimulate useful discussion
- Examples:

- What did the speaker say?
- What do you think about what he said?
- What changes will you be making in your life?
- Include prayer either as a group or individually
- Be courteous to those in other cabins or rooms in terms of length and volume.

MORNING BREAKOUT AND PERSONAL QUIET TIME

We believe in the power of personal quiet time with God. Please make sure you give your campers time to get alone with God each morning after the morning breakout session.

NURSE & MEDICAL NEEDS

All medical forms must be turned in to the Nurse. Medical Release Forms must be in possession of the camp nurse before any treatment can be given to a camper or counselor. (Medical release forms must be signed by a parent or guardian prior to arriving at camp).

- All medications taken by campers will only be administered by the Camp Nurse.
- You as counselors, are responsible to help have a safe week. It is your responsibility to see that your campers' health and safety are maintained while at camp.
- Take ill or injured campers to the camp nurse.
- Do not administer any of your own medicine to any camper.
- Drink plenty of water from a drinking fountain only, not a stream, pool or the lake.
- Encourage campers to eat all meals and drink fluids.
- Try to remain calm when someone is injured. When injury occurs, your responsibility is crowd control. Contact a staff person to transport the patient to the Nurse station. Stay with the injured camper
- Do not hike or compete in activities barefooted. Bare feet are allowed on the beach or waterfront areas.
- Do not swim with an earache or sore throat
- Make sure your campers use sunscreen
- Try to discourage friends from coming to the Nurse Station when someone is injured; there is no room for extras in the Nurse's station.

CLEAN CABIN COMPETITION

Each day cabins will compete for clean cabin points. Cabins will be checked during the evening meeting each day.

- All trash picked up
- Waste baskets empty
- All belongings and clothes put away NEATLY

- All beds made
- Floor swept
- Lights out during the day
- Porch and steps swept
- No trash around cabin
- Wet clothes/towels hung up neatly

Check for Cabin Damage.

If damage is found, write it down and give it to the Lead Counselor.

If something is broken, find out who did it (if possible) and report it to the Lead Counselors immediately.

Each group is responsible for damage or vandalism committed by their group campers.

Check the following

- No graffiti
- Toilet problems
- Lights that do not work
- Broken bunk rails
- Sinks/showers that are leaking and/or broken
- Electrical outlets that do not work
- Broken doors

EMERGENCY RESPONSE PLAN

In the event of a fire, medical emergency, active shooter or other emergency event we want a clear, simple, and easy to remember plan to be able respond quickly and efficiently.

1. ALERT - AIR HORN – 3 blasts repeated 3x initiates the emergency response plan
2. Move all campers to UPPER FIELD (alternate location is Basketball Court)
3. Staff, Lead Counselors and Counselors should account for all campers by cabin
4. Wait for instructions. Staff and LCs have radios and the staging area will receive updates as soon as possible.

In case of an active shooter RUN, HIDE, FIGHT.

Evacuate the area if possible Find cover, move campers to hiding, in cabins and block doors. If all else fails over power the shooter. Use overwhelming force and numbers to stop the shooter.

FIRE

Elevate and Lassen Pines monitor the fire reports. The authorities also give advance notice when there is any danger of fire near the camp property. Evacuation of the camp would be conducted in an organized manner away from the direction of any fire. Notice would be posted on our website and leaders would contact parents upon safety-first protocols.