

Welcome to Redberry Bible Camp!

As a staff member you are an integral part of the team that makes summer camp happen here every summer.

The purpose of this manual is to familiarize you with who we are, what we believe and teach, and what we expect of you, our staff.

We want to wish you God's rich blessing as you connect with campers this summer and share with them the love of Christ in the wonderful setting of the world he created.

OUR MISSION

“To communicate the good news of Jesus Christ through the uniqueness of a camp experience.”

OUR VALUES

We strive to conduct all camp initiatives in alignment with the following core, rank-ordered values:

1. Faith

Dependence on God in all things; committed to being lives of prayer, worship and love, which He enables.

2. Relationship

We are committed to God-honoring relationships with campers, staff and affiliates.

3. Growth

To allow the Holy Spirit to work in and through us, making us more like Christ.

4. Equipping

Committed to helping people to become all that God intends them to be, giving them a sense of blessing, confidence and fulfillment.

I. HISTORY OF REDBERRY BIBLE CAMP

Redberry Bible Camp is owned by the Saskatchewan Conference of Mennonite Brethren Churches. It is operated by a group of Mennonite Brethren Churches who belong to the Redberry Bible Camp Association.

The roots of Redberry Bible Camp lie in the vision for children's ministries started through Vacation Bible School under the Canadian Sunday School Mission in Saskatchewan. In 1935 efforts to form a joint mission between the Bethany Prayer League of Bethany Bible Institute and the CSSM, failed. The Bethany mission was renamed in 1937 as the Western Children's Mission. The work of the WCM was highly successful.

The vision for a Mennonite Brethren Camp in northern Saskatchewan began in 1943. A site was purchased at Sandy Beach, on Lake Mistawasis, under the auspices of the Western Children's Mission. That first year 75 campers attended. The establishment of the camp was characterized by the giving of time and services by many people to assist in its ministry to campers.

After a number of years of operation at the Sand Beach site, a decision was made to move the camp to the shores of Redberry Lake. This move was made because of complications in travel to Sandy Beach as well as the desire for a facility, which was closer to the churches. In 1952, the entire camp facility and buildings were moved to the present site at Redberry Lake. The first summer of camping at Redberry was in 1953. Attendance that year was 250 campers.

The current administration office, the first lodge, and the tabernacle (current maintenance quonset) were constructed in 1953. The current dining hall was built in 1968. This was also the year of the start of the horsemanship program at the camp with construction of the corrals. Horsemanship quickly became one of the most popular activities at Redberry. The swimming pool was added in 1980.

The initial vision of the camp was to disciple and train young people to become committed to the Lord and become responsible members of the body of Christ in their local churches. A strong emphasis was placed on outreach to non-churched youth as well.

The early vision of the camp has continued to the present. The facilities and program have gone through many changes since then, but the goal of the Camp's ministry is still to reach campers for Christ and disciple them into the body of Christ.

II. STATEMENT OF FAITH

We believe in God as eternal Father, Son, and Holy Spirit. God created and sustains the universe. The eternal purpose of God the Father is to create a people who will bring glory to God forever. God alone is worthy of worship.

We believe that God became human in Jesus Christ. Jesus came to restore the world because humans have rejected God in disobedience. Jesus taught and modeled the way of God's kingdom. He died on the cross, making it possible for us to accept a renewed relationship with God. He rose from the dead, broke the power of sin and death, and frees us to live in obedience to God's will.

We believe that God the Holy Spirit invites all people to be reconciled with God and to join the global family of faith. Believers confess their faith, are baptized, and join in the celebration of the Lord's Supper. Through the power of the Holy Spirit and guided by the Bible, members of the church seek to live as followers of Christ and invite others to experience this new life.

As Christians we are called to turn:

- from ignorance of God to a personal relationship with God.
- from bondage of sin and past mistakes to freedom, forgiveness, and healing.
- from individualism to interdependence with others in the local church.
- from lifestyle choices that harm us, others, and the earth to choices that nurture wholeness, healing, joy and peace.
- from hating enemies and ignoring neighbours to showing love and justice to all.
- from loving possessions to sharing with all in need.
- from aimless existence to a mission of representing and proclaiming God's kingdom on earth.

As Christians we look forward to the day when God will once again send Jesus to bring all things under God's eternal rule.

1. God

We believe in the one true God, the source of all life, who reigns over all things as Father, Son and Holy Spirit, and who lovingly cares for all creation. God the Father planned the redemption of humanity and sent Jesus Christ the Son to be the Saviour of the world. Jesus proclaimed the reign of God, bringing good news to the poor and triumphing over sin through His obedient life, death, and resurrection. God the Holy Spirit empowers believers with new life, indwells them, and unites them in one body.

2. Revelation of God

We believe God has made Himself known to all people. Beginning with creation and culminating in Jesus Christ, God has revealed Himself in the Old and New Testaments. All Scripture is inspired by God, and is the authoritative guide for faith and practice. We interpret the Scripture in the church community as guided by the Holy Spirit.

3. Creation and Humanity

We believe God created the heavens and the earth, and they were good. Humans, God's crowning act, were created in the image of God. Sin has alienated humanity from the Creator and creation, but God offers redemption and reconciliation through Jesus Christ.

4. Sin and Evil

We believe sin is individual and corporate opposition to God's good purposes and leads to physical and spiritual death.

5. Salvation

We believe God saves all people who put their faith in Jesus Christ. By His obedient life, sacrificial death and victorious resurrection, Christ delivers people from the tyranny of sin and death and redeems them for eternal life in the age to come. All creation eagerly awaits its liberation from bondage into the freedom of the glory of God's children.

6. Nature of the Church

We believe the church is the covenant community called by God through Jesus Christ to live a life of discipleship and witness as empowered by the Holy Spirit. The local church gathers regularly for worship, fellowship and accountability, and to discern, develop and exercise gifts for ministry.

7. Mission of the Church

We believe the mission of the church is to make disciples of all nations by calling people to repent, to be baptized, and to love God and neighbor by sharing the good news and doing acts of love and compassion.

8. Christian Baptism

We believe baptism by water is a public sign that a person has repented of sin, received forgiveness, died with Christ and has been raised to new life through the power of the Holy Spirit. Baptism is also a public declaration of a believer's incorporation into the body of Christ as expressed in the local church.

9. Lord's Supper

We believe that in obedience to Christ, the church observes the Lord's Supper as a remembrance of His atoning death and to celebrate forgiveness, new life, and the fellowship and unity of all believers.

10. Discipleship

We believe Jesus calls people who have experienced the new birth to follow Him in a costly life of service to God. The power of the Holy Spirit transforms believers from the unrighteous pattern of the present age into a life of joyful obedience with God's people.

11. Marriage, Singleness and Family

We believe that singleness and marriage are honored by God and should be blessed by the church. God instituted marriage as a lifelong covenant between a man and a woman for the purpose of companionship, encouragement, sexual intimacy, and procreation. Children are a gift from God and should be nurtured by parents in the ways of God.

12. Society and State

We believe that God instituted the state to promote justice and to maintain law and order. Christians' primary allegiance is to Christ's kingdom. Believers are called to witness against injustice, exercise social responsibility, and obey all laws that do not conflict with the Word of God.

13. Love and Nonresistance

We believe that God in Christ reconciles people to Himself and to one another, making peace through the cross. We seek to be agents of reconciliation, to practice love of enemies, and to express Christ's love by alleviating suffering, reducing strife, and promoting justice. Because violence and warfare are contrary to the gospel of Christ, we believe that we are called to give alternative service in times of war.

14. The Sanctity of Human Life

We believe that God is creator and giver of life, and highly values each person. Procedures designed to take human life are wrong. We oppose all attitudes which devalue human life, especially the defenseless lives of the unborn, disabled, poor, aging and dying.

15. Stewardship

We believe the universe and everything in it belong to God the Creator and that we have been entrusted by God to manage its resources. All God's gifts, including money, time, abilities and influence, are to be received with thanksgiving, used responsibly, and shared generously.

16. The Lord's Day, Work and Rest

We believe God's act of creation provides the model for work and rest. In work, we use our abilities to glorify God and serve others. In rest, we express thanks for God's provision and trust in God's sustaining grace. In worship, we gather to commemorate the resurrection through worship, instruction, fellowship, and service.

17. Christianity and Other Faiths

We believe God's atoning work in Jesus is the only means of reconciling people with God. God has not left any without a witness to the Creator's goodness and power. Christians treat people of other faiths with respect, but urgently proclaim Christ as the only way of salvation.

18. Christ's Final Triumph

We believe that the Lord Jesus Christ will return triumphantly at the end of this age to destroy all evil powers, condemn all who have rejected Christ to eternal punishment, and unite believers with Christ to reign forever with God in glory.

III. GOALS AND OBJECTIVES

A. Ministry and Programming.

Redberry Bible Camp seeks to provide campers with the opportunity to grow in their relationship with God and other people, and to develop an appreciation for His creation.

B. Staffing.

Redberry Bible Camp seeks to develop and maintain a dedicated, dynamic, and competent staff.

C. Management.

Redberry Bible Camp seeks to effectively manage its resources (finances, staff, supporters, property, facilities, etc.) to support the camp's ministry.

D. Public Relations.

Redberry Bible Camp seeks to maintain effective public relations with its constituency as well as the public at large.

E. Site & Facilities.

Redberry Bible Camp seeks to maintain and improve its site and facilities.

IV. KEY PRIORITIES

Through the following Key Priorities, Redberry hopes to provide campers with a place and an opportunity to grow personally as well as in their relationships with God and with other people.

A. Christ Centered – Meeting Spiritual Needs

1. Clear presentation of the Gospel - Redberry Bible Camp recognizes that the most basic need that all people have is the need to know God and to accept Christ as personal Saviour. Therefore it is our responsibility to share the need the reality, and the results of salvation through Christ.

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| Need: | Jesus says, "I am the way and the truth and the Life. No one comes to the Father except through me." John 14:6 |
| Reality: | He also says, "Here I am! I stand at the door and knock. If anyone hears my voice and opens the door I will come in." Revelation 3:20 |
| Response: | "If you confess with your mouth and believe in your heart... you will be saved" Romans 10:9-10 |
| Result: | Paul writes, "Being confident of this, that He who began a good work in you will carry it on to completion until the day of Christ Jesus." Philippians 1:6 |

New life begins upon accepting Christ as Saviour. From that point on Christ continues to work in and through us, helping us to grow and develop and ultimately will return to provide us with an everlasting life with Him.

It is the goal of the Camp to help campers come to a realization of this need and then assist them to understand and accept it.

2. Spiritual Growth Through Discipleship - One of the responsibilities in meeting people's spiritual needs is to disciple them and help them become responsible members of the body of Christ.
 - a. Understanding Spiritual Maturity - An essential part of helping campers become mature believers is to recognize and understand their level of spiritual maturity and understanding. Because each camper is unique in their relationship with God, it is important that staff workers and cabin leaders get to know each camper personally and develop a clear understanding of that camper's spiritual condition and maturity. Teaching and discipleship must recognize the level of spiritual maturity and begin at that point in helping the camper take further steps in their relationship.

- b. Modeling Christ-likeness in speech and actions - Camp workers are responsible to model Christ-likeness as well as sharing it verbally. It is an opportunity to apply truth to life. As Jesus invited his disciples to join Him and learn from Him, His command was, "Follow me." Campers will learn from the examples that are lived in front of them. Therefore, it is the goal of camp staff and of the program to provide positive examples of Christ-like actions for campers to learn from.
- c. Encouraging Growth as a natural process - Jesus expected his disciples to learn and practice what they had learned. It is our responsibility as a camp to affirm, assist and challenge campers in the development of their relationships with Christ, others and themselves.
- d. Becoming Responsible Members of the Body of Christ - Believers need ongoing support and encouragement from other believers. They also have the responsibility to introduce others to Christ and support them in their growth. Christ has provided local churches through which this growth and support is carried out. The camp is not and cannot provide the Christian education and discipleship of a church body; therefore we encourage campers to actively attend a Bible centered church and to become involved in the support and growth of that church.

B. Person Oriented Ministry – Meeting Basic Human Needs

Campers who attend Redberry come from a wide variety of backgrounds with a wide variety of different personalities and needs. Meeting these needs involves responsibilities.

1. Unconditional Love - Christ showed the same love for the socially acceptable and the unacceptable. He taught us to do the same. We seek to provide care and love for all campers who attend and to show unconditional love regardless of the problems individuals face (Romans 5:8).

Value of the Individual - Every individual has different needs, gifts and talents. Redberry recognizes the value and the need for acceptance of each individual. Therefore, we seek to provide sufficient personnel and time to meet each person's needs (Luke 12:6-7).

Developing Emotional Maturity - The development of emotional maturity and resources are essential for successfully responding to the pressures and developmental processes of life. All campers face pressure and change in their lives. It is our goal to equip campers with the resources to deal with situations in their lives. The staff and program of the camp must provide a safe environment in which campers can learn and grow.

Emotional Healing Assistance - Some campers come with extreme emotional crises. In cases where camp personnel do not have the resources to enable campers to deal with these issues, the camp assists in establishing contact with helping agencies and people.

C. Camper Focus

1. Religious Backgrounds - Redberry Bible Camp has a mandate to assist churches and parents in the discipleship of their children and to reach non-churched campers with the message of Christ. This creates a challenge to provide training and teaching that is challenging for those who are more spiritually advanced while maintaining an approach that is clear and simple. This requires a clear focus, direction and a program that is inclusive, inviting, and exciting. It also requires that we expend time, energy and resources to ensure that campers from all backgrounds know about and have the opportunity to attend camp.
2. Age Groups - A camping experience is valuable to people of all ages. Different age groups require different programs and activities to meet their needs and expectations. Our goal at Redberry is to provide meaningful and enriching camping experiences for children, young people, adults, seniors and families.
3. Affordability - Because of the great potential for changed lives and growth, it is the goal of the camp to enable campers of all economic levels to attend. To that end, the camp has committed itself to maintaining affordable fees and providing financial assistance to campers requiring it.

D. Leadership Training

Camp is a challenging ministry opportunity. It is a place where leaders are developed through training and experience. Commitment of staff members to the Camp is high as is the commitment of the Camp to the staff.

1. Staff Commitment
 - a. To Christ - Paul writes, "Your attitude should be the same as that of Christ Jesus" Philippians 2:5. All Christians are to be humble and obedient to God's desires for our lives. The work at camp requires a high level of commitment to Christ through a daily growing relationship with Him. Camp staff exhibits this relationship in their actions and attitudes toward campers and other staff.
 - b. To the goals and objectives of the camp - The success of the ministry of the camp depends on the commitment of staff. Staff commits themselves to support the Key Priorities of the camp. This involves a willingness to place the needs of campers and the program before personal desires and interests.

2. Camp Commitment to Leadership Development - Redberry is committed to developing mature Christian leaders. It is our goal to provide helpful practical resources for training and discipling campers.
 - a. Leader Education and Development Program - The L.E.A.D. Program provides opportunities for young people to experience camp leadership with increasing levels of responsibility. Levels of the program include Leader in Training, and Junior Cabin Leader. This training provides valuable experience for other leadership roles both in the church and in future vocations.
 - b. Staff Training - Working as staff at Redberry requires some level of leadership training and experience. However, the Camp recognizes that work at camp can be an excellent opportunity to develop new leadership skills and gifts. Staff are given pre-camp training during a staff training retreat. During the summer, staff are given the opportunity to work in areas of their interest and ability as well as gain some new experiences.

E. Follow-Up

The ministry of the camp carries with it the responsibility to provide campers with meaningful, practical nurture after the camp experience is over.

1. Cabin Leader Follow-Up - The most significant relationships that are formed at camp are between campers and their cabin leaders. Campers develop a respect and trust in the cabin leader. This provides a unique opportunity for ongoing support. The camp recognizes that cabin leaders will not be able to maintain regular communications with all of their campers from the summer. Cabin leaders are requested to do at least two things:
 - a. *Camper Decision Contacts - Many campers make significant spiritual decisions during their week at camp. Cabin leaders are asked to send at least one follow-up letter of encouragement to campers who accept Christ or make other important spiritual decisions. Addresses or telephone numbers of campers will be made available to staff upon request. We would request that these are written even before you leave camp at the end of the week. You can hand them in with camper reports.*
 - b. Response Letters/Emails - Many campers will contact their counselor after the summer. Please respond to their letters or emails. It will have a great impact on them if you do. Special occasion cards are also appreciated greatly by campers.
 - c. Birthday Cards – Cabin Leaders are asked to write a short message to their campers on postcards that will be sent to campers in the month of their birthday. These must be completed before leaving camp for the weekend.

2. *Church Contacts - Redberry seeks to provide ongoing support for campers through local churches. All significant decisions are passed on to campers' home churches or to a church located close to the camper if the camper does not attend a church. Pastors are provided with as much information as is available and are encouraged to assist the camper in becoming involved in the church and to assist in the ongoing support of the camper.*

F. Church Relations

Camp ministry offers unique opportunities for evangelism and teaching basic Christian values. Therefore, these are our primary functions. The responsibility for ongoing Christian education of youth belongs in the home and the local church. The camp seeks to assist in that process by providing campers with an excitement and enthusiasm for growth as well as clear teaching and instruction. The camp also seeks to support the ministries of local church bodies by training and discipling leaders with the skills and abilities to provide valuable leadership in their churches.

G. Program

The program functions to support the Ministry Priorities of the Camp. The goal of the program at Redberry is to provide an environment and atmosphere that are conducive to learning. It is designed to meet the following challenges.

1. Balance of Activities - A goal of the camp program is to provide a schedule with a balance of activities. The program seeks to incorporate fun and excitement as well as time to rest and reflect. The camp recognizes the differing needs and interests of different ages and groups of campers.
2. Contemporary Approach - Interests and needs are constantly changing in our society. To maintain an exciting and challenging program, Redberry seeks to constantly evaluate the activities and methods of the program to provide the best camp experience possible.
3. Application of Learning - A goal of the camp is to help campers learn that, "whatever you do, whether in word or in deed, do it all in the name of the Lord Jesus." Col. 3:17. The program and the staff provide specific opportunities for campers to learn how spiritual truth can become part of their daily practice.
4. Respect and Enjoyment of Nature - Nature can be a powerful aid in discovering the power and majesty of God. The program of the camp teaches campers how to enjoy and respect nature at the same time. It also seeks to teach campers responsibility for the earth that God has entrusted to us. Redberry also seeks to maintain the natural environment of the camp as a place where campers can enjoy a peaceful alternative to the routines of life.

V. STAFF

A. Qualifications

The potential for the impact of the camp's program on the lives of campers is great. A high quality staff promotes a high quality camp experience for campers. Some of the qualifications that Redberry looks for in staff members are:

1. General
 - a. Willing support of the Key Priorities of Redberry Bible Camp.
 - b. Willing to serve and work with others.
 - c. Adaptability - the ability to adjust to new and varied situations and people.
 - d. Positive attitude and good sense of humor (it's contagious).
 - e. Gives praise freely.
 - f. Likes other people and takes an interest and enjoyment in them.
 - g. Reliability - committed to carrying out assigned responsibilities.
 - h. Evidence of emotional stability and maturity - self confident, self controlled relationships.
 - i. Willingness to refrain from any conduct which might hinder the ministry.
 - j. Common Sense - Campers are not looking for superior intelligence but they do want someone who can make sensible decisions. Be honest with them, if you do not know the answer, tell them but, then do your best to see if you can locate an answer. It is okay to ask others for advice.

2. Physical
 - a. Enjoyment of camping and outdoor activities.
 - b. Neat in appearance and good health practices.

3. Spiritual
 - a. Evidence of a personal, growing relationship with Jesus Christ.
 - b. Acceptance of the Redberry Bible Camp Statement of Faith and willingness to abide by it.
 - c. Desire to lead campers to Christ and in steps of discipleship and Christian growth.
 - d. Displays Christian attitudes while under stress.

B. Responsibilities

1. Cabin Leader (Supervisor: Director)
 - a. General Description
 - Build relationships with cabin group; be careful not to have favorites. Love them all.
 - Present Jesus Christ to them during the course of the daily program.
 - Provide opportunities for campers to respond and grow personally.

b. Specific Responsibilities

- Provide responsible leadership through living in a cabin with the cabin group.
- Mentor/disciple the Junior Cabin Leader.
- Be mentored/discipled by Senior Staff.
- Attend regular staff meetings (please be on time, we need everyone).
- Wake campers up each morning and get them ready for breakfast.
- Provide spiritual instruction to campers through small group discussion, during morning and evening devotions, and cabin Bible Study.
- Always participate with campers in the daily camp program.
- *Lead cabin activities during Cabin's Choice (be creative).*
- Continually build relationships with campers, presenting them with Jesus Christ as opportunity is available throughout each day.
- Constructively discipline your campers as necessary for poor behavior.
- Pray for campers daily.
- Complete a brief evaluation of each camper at the end of each week.
- *Complete a thorough evaluation of the camp before leaving at the end of your ministry period.*
- Lead or assist as a Skill Instructor during skill periods (seek Skill Leader Responsibilities).
- Prepare birthday cards for campers during the week.
- Follow-up campers by letter, telephone, or personal visit as time allows.

2. Junior Cabin Leader (Supervisor: Cabin Leader)

a. General Description

- Perform all the duties of a counselor in the role of an assistant

b. Specific Responsibilities

- Assist in providing responsible leadership through living in a cabin with your cabin group.
- Attend the regular staff meetings.
- Help wake campers up each morning and get them ready for breakfast.
- Help provide spiritual instruction to campers through small group discussion, during morning and evening devotions, and cabin Bible Study.
- Always participate with campers in the daily camp program.
- Assist cabin activities during Cabin's Choice.
- Continually build relationships with campers, presenting them with Jesus Christ as opportunity is available throughout each day.
- Consult with Senior Cabin Leader to discuss discipline as necessary.
- Pray for campers daily.
- Complete a thorough evaluation of the camp before leaving at the end of your ministry period.
- Assist as a Skill Instructor during skill periods (see Skill Leader Responsibilities).
- Assist in preparing birthday cards for campers during the week.
- Follow-up campers by letter, telephone, or personal visit as time allows.

3. Skill Leader (Supervisor – Program Director)

- a. General Description
 - Responsible to plan and direct their assigned skill activity.
- b. Specific Responsibilities
 - Plan and instruct activities according to Redberry Skill Program Manuals.
 - Maintain high safety standards at all times.
 - Record weekly skill instruction and activities and submit to the Program Director.
 - Maintain all skill program equipment and report supply needs and damages to the Program Director

VI. LEADERSHIP RESPONSIBILITIES

A. Preparation for Coming to Camp

1. Spiritual
 - a. Establish solid devotional and prayer time.
 - Strength depends on how well we are fed.
 - Spiritual warfare requires strength and preparation.
 - b. Prayer for campers.
 - Prayer makes great differences in the outcome of camp.
 - Pray about the backgrounds of campers, special needs, and the continuation of the work of the Holy Spirit in their lives.

2. Personal Commitments
 - a. Take care of all personal commitments (doctor appointments, visits with friends, etc.) before coming to camp.
 - b. Devote camp time to camp ministry.
 - c. Let nothing hinder you from doing your best at camp.

3. Awareness of Resources
 - a. Begin collecting resources (teaching materials, aids to communicating with campers, devotional books, etc).
 - b. Remember to bring appropriate equipment, instruments, and books to help in leadership roles.
 - b. Your creativity will assist in developing your relationships with your campers.

4. Staff Manual

Read entire Staff Manual and sign commitment form, indicating your commitment to the Key Priorities of the Camp.

5. Preparing for Bible Study

Begin preparing in advance for Bible studies. Remember every week will require creativity in teaching campers. There may be a time to practice teaching a Bible Study in a simulated cabin study time at the Staff Training Retreat.

6. Personal Testimony/Story

Prepare to share your personal testimony/story during staff training session and with your cabin groups.

B. Spiritual Needs of Campers

1. Impact of personal testimony/story

- a. Be aware of the impact of your personal testimony/story to campers.
- b. Model Christ-likeness.
- c. Have a Christ centered approach. Direct the camper's focus to Christ just as He focused people's attention from Himself to the Father. Your goal is for campers to see Christ and desire to know Him as their Savior.

2. Camper Centered Approach

- a. Recognize the value and uniqueness of every camper.
- b. Get to know each camper and build a trusting, caring relationship with him or her. Befriend them.
- b. Accept each camper for who they are. Start where they are at and go from there.
- c. Share your love through your availability to your campers.
- d. Share about yourself but do not share personal problems with your campers.
- e. Remember your job is not to "change" campers, but to let the Holy Spirit work.

3. Instruction

Instruction times are very important in a camper's spiritual growth. The camp program is carefully developed so that cabin leaders have adequate opportunities to share the gospel with campers and assist in their growth. The responsibilities include:

- a. Morning Devotions - Use the time to set the tone for the day. This is an opportunity to provide campers with a "thought for the day".
- b. Cabin Study Time - Through stories, creative teaching methods and enthusiastic presentation, this is an important time for teaching campers in a small group setting.
- c. Evening Devotions - This time can be one of the most meaningful experiences at camp. This time of the day should relate to the rest of the camp day and program. It is a natural "family time" for the cabin group.
- d. Helpful Ideas
 - Devotions should be camper centered (this is not the time or place to share your problems).
 - Be ready and willing to discuss their questions and challenges.
 - Be alert for experiences which happen during the day that can relate to the devotional time.
 - Involve every camper in discussions.
 - Be sensitive to the different levels of spiritual maturity in your cabin group. Remember "no question is a dumb question."
 - Invite the camp speaker to join your cabin group for devotions.
 - Try to apply God's Word to everyday situations. Share, don't preach.
 - End the day with a time of prayer.

VI. PROCEDURES AND POLICIES

A. Camp Code of Conduct and Safety Rules

This code of conduct has been established to ensure that the Key Priorities of the camp will be met. All campers and staff using the facilities of Redberry Bible Camp are expected to conduct themselves accordingly. Staff are to inform campers clearly of expectations.

1. Modesty and discretion are expected. Clothing which is immodest or imprinted with images or messages which are not in keeping with Christian values are not acceptable. Footwear and shirts are to be worn at all times except when in the swimming pool area. When addressing issues of modesty with campers, be sure to understand the camper and be considerate. We want to instill in them the ability to make healthy choices for themselves.
2. Disorderly or immoral conduct and foul language are not permitted. Redberry has a “hands off policy.”
3. No alcoholic beverages, tobacco or illicit drugs are permitted on the Camp premises.
4. No one shall leave the camp premises during the camp week without permission of the Camp Director.
5. Consideration for the privacy, rest and legitimate needs of others must be given. All building must be dark and quiet by curfew.
6. Personal entertainment is not to be used in any way that compromises the Key Priorities of the camp. To promote a retreat environment the use of radios, mP3 players, ipods, cell phones or any other personal audio devices are not permitted.
7. The activity equipment is provided for the use of campers and staff. Please use it with care and return it to its proper storage areas immediately after use. Losses or damage must be reported and paid for if negligence is involved.
8. Any actions that are dangerous to personal safety or camp property are not permitted. Do not write, carve or scar cabin walls, furniture or woodwork.
9. Respect the natural environment of the camp. Do not cut or injure trees. Observe but do not disturb wild animals or birds.
10. Pets are not allowed on the camp grounds or in camp buildings.
11. Fires are permitted in designated areas and under staff supervision only.

12. There is a \$50.00 fine for any misuse of fire extinguishers or other fire fighting equipment.
13. Corrals are off limits except during activity periods when a wrangler is present.
14. Campers are permitted to swim at the waterfront or swimming pool only with a lifeguard present.
15. No one shall use the program areas (i.e. climbing wall) without permission and a qualified instructor.
16. Maintenance areas are off limits except when authorized.

B. Staff Policies

1. Kitchen – For health and safety reasons, access to the kitchen will be regulated by the Head Cook. Staff are asked to use the refrigerator provided in the staff lounge for personal food items.
2. Laundry Facilities - We request that you do personal laundry at home or on the weekends. The laundry facilities at camp are available in case of urgent need but otherwise should not be used during the week.
3. Camp Store
 - a. All store and clothing purchases made during the week are recorded and are to be paid at the conclusion of each camp week. Staff's purchases will be deducted from pay cheques.
 - b. Only authorized camp store staff are allowed in the camp store. Staff are expected to make any purchases during regular camp store hours.
 - c. Your help is requested! A sign-up sheet will be posted.
4. Telephone Calls
 - a. The telephone is primarily for camp administration calls. Personal staff calls should be kept to a minimum. All personal calls are to be made from the office only, and are to be made collect or on your calling card. Do not bill calls to the camp even if your intention is to pay later. A separate line for long distance calls may be made available.
 - b. Incoming calls will be recorded and messages left in staff mailboxes to be answered during 'time off.' All incoming calls in the evening will be answered by an answering machine.
 - c. Telephone calls out must be made before 11:00pm. Calls after that time may be made by permission only.
 - d. All cell phones are to be turned in to the office at the beginning of each week and can be used in the office upon request and the discretion of the Director.

5. Mail - Place outgoing mail in the assigned tray in the office. Mail is picked up twice weekly and will be distributed into your mailbox. Cabin leaders deliver mail to campers.
6. Curfew - To assure sufficient rest for everyone at camp all campers and staff observe the same schedule. Non-cabin leader staff is expected to be in their rooms by no later than 30 minutes after the assigned curfew during the camp week.
7. Time Off
 - a. Each staff member is provided with some daily time off without responsibilities. This will be scheduled according to camp duties.
 - b. All staff are on duty until all campers have left on closing day. "Time off" will begin following a brief meeting and a closing time of prayer on closing day.
 - c. As representative of the Lord and of Redberry, staff are expected to guard their reputations and the reputation of the camp and conduct themselves according to the Camp Code of Conduct both on and off the premises.
 - d. Staff members are encouraged to leave camp on the weekends, but with permission may be able to stay at camp between camps. Since there are no campers the facilities are available to be enjoyed, but not abused. All staff staying at camp for the weekend are expected to attend a local church of their choice on Sunday morning.
 - e. All staff are to report at 4:00pm for staff meeting on Sunday afternoon before each camp week. Exceptions shall be made by special request only.
8. Dress Code-
 - a. Shirts and footwear are to be worn at all times except when in the swimming pool area and at the waterfront.
 - b. Swimwear must be modest. It is our responsibility to display sound judgment before campers at all times.
9. Visitors-
 - a. Adequate supervision of the campers is essential at all times. Therefore all visitors must be approved by the Director. Staff are requested to arrange for visitors to come during their 'time off.'
 - b. All visitors must report to the office to sign in and receive a visitor tag.
 - c. Overnight visits are not permitted.
10. *What to Bring*

| | | |
|--|----------------------------------|----------------------------|
| <i>Bible Rain Jacket</i> | <i>Summer Clothing</i> | |
| <i>Pen, Notebook</i> | <i>Boots for rainy weather</i> | <i>Swimwear and towel</i> |
| <i>Alarm Clock (not radio)</i> | <i>Heavy sweater or Jacket</i> | <i>Camera</i> |
| <i>Teaching aids & Resource material</i> | | <i>Flashlight</i> |
| <i>Personal Hygiene items</i> | <i>Cabin Games</i> | <i>Fun items for Skits</i> |
| <i>Musical Instruments</i> | <i>Sleeping Bag & Pillow</i> | |

11. Radios, CD players, MP3's, Cell Phones
 - a. To promote the retreat atmosphere of the camp, radios and portable audio devices are not allowed in the cabins, except with permission from the Directors.
 - b. Music is permitted in the kitchen when no campers are present in the dining hall and at the discretion of the head cook.
 - c. Radios and portable audio devices are permitted for non-cabin leader staff with the provision that volume levels will not interfere with the privacy of others. No music is allowed after curfew.
 - d. Staff is expected to use sound judgment regarding choice of music.
12. Activity Equipment
 - a. Activity Equipment is available for your use.
 - b. Priority must be given to camper use of activity equipment.
13. Weekends - Any staff staying over on Friday and Saturday nights is to be in their rooms by 12:00 midnight.
14. Pranks - Pranks of any nature are not allowed. People do not always understand the intent behind pranks or do not take them the way they intended. Usually someone gets hurt by them.
15. Dating
 - a. The camp has a no dating policy.
 - b. Staff are not to express physical affection towards individuals with whom they may be "going out."
 - c. Staff is not allowed to initiate or respond to romantic relationships of any form with the campers.
16. Vehicles - All vehicles are to be parked at the outset of camp in the staff parking lot (by the maintenance shop) and all keys are to be handed in to the director. Vehicles are not to be used during the camp week unless authorized by the director.
17. Staff Lounge
 - a. Open until assigned curfew for support staff.
 - b. A daily clean up schedule will be posted. Clean up includes vacuum or sweep, remove trash, old food, and personal items.
 - c. Please do not hang out in the lounge at every free moment you have. It is for your enjoyment, but our priority is that we are here for the campers.
18. Internet Access - Temporary internet access for business and educational purposes are a discretionary privilege with permission from the executive or associate director only.

VIII. SAFETY PROCEDURES

A. First Aid

1. The camp provides Basic First Aid Training at the Staff Training Retreat. The purpose of this training is to provide staff with information necessary to make wise judgments in the event of situations requiring first aid.
2. In case of situations requiring minor first aid (simple cuts, scrapes, and bruises) staff are expected to deal with the situation without the aid of the nurse.
3. For all serious injuries do not attempt to provide first aid or administer medication. Either bring camper to the nurse or have someone bring the nurse to the camper, if the situation requires immediate response, provide assistance necessary to stabilize the individual and send a responsible person to bring the camp nurse.

B. Supervision

Adequate supervision can prevent many unnecessary accidents from occurring. All staff is expected to be observant at all times in supervising the conduct of the campers and maintaining safety and discipline.

1. Swimming and Waterfront
 - a. A lifeguard must be present for all swimming activities.
 - b. Swimming and waterfront activities are permitted during daylight hours only.
 - c. Boating- motorboats, canoes, windsurfing
 - All occupants must wear lifejackets
 - All boats must be supplied with paddles, bailing can, and painter
 - Motorboats are to be operated by authorized staff only, upon permission.
2. Horses
 - a. Campers and staff are only allowed in corrals during skill periods while the Head Wrangler is present.
 - b. The Head Wrangler is the authority in all matters relating to the horse program.
 - c. No riding without the supervision of the Head Wrangler.
 - d. Staff horseback rides are upon the consent and supervision of the Head Wrangler.

IX. EMERGENCY PROCEDURES

A. Emergency Assembly Procedure

1. The camp is equipped with an emergency warning siren, which consists of a high-pitched warbling sound.
2. Upon hearing the siren, everyone is to line up in cabin groups on the playing field west of the skate park.
3. After evacuating the cabin close the door. If the siren sounds at night, leave the light on to alert others that the cabin has been evacuated.
4. Cabin Leaders shall account for each camper and report to the Program, Associate or Camp Director as soon as all campers are present and accounted for.
5. During a skill period, the head instructor will account for the entire group and then the entire group will proceed together to the playing field to line up in their respective cabin groups. Skill leaders must have activity period camper lists with them during all activity periods.
6. Further instructions will be given at the playing field as necessary.

B. Missing Person – Land

1. Determine information about the missing person: name, where and when last seen, who with, what doing and wearing, and where the camper was supposed to be.
2. Check or send a staff member to check where the camper was last seen.
3. Inform the Director if there is reason to believe that the camper is missing. The Director will be responsible to initiate search procedures. In the absence of the Director, the Associate Director will be responsible.
4. Search Procedure
 - a. A search procedure with available staff will be organized by the Director.
 - b. If a full search is necessary, the siren will be sounded and all staff and campers will be assembled on the playing field according to Emergency Assembly Procedure.
 - c. After accounting for campers, all staff will report to the chapel for instructions in searching camp zones.
 - d. Kitchen staff will search the lodge, cabins and all washrooms.
 - e. Maintenance staff will have a vehicle available to search roads and trails if necessary.
 - f. All other staff will search assigned zones carefully, calling camper's name and report to the Director when finished.

- g. One long blast of the siren signals to stop searching and return to the chapel because the missing person has been located.
- h. If the missing person cannot be found after a thorough search, the Director will make the necessary decisions.

C. Water Front Emergency

A missing person at the waterfront is a very serious situation, and time is critical. Action must be taken immediately to avoid serious consequences. A Staff supervisor is required at the waterfront during any activity periods. A Lifeguard is required during any swimming activities.

1. If a person is suspected to be missing:
 - a. Inform the staff member in charge of the activity
 - b. Provide details about the person to the lifeguard on duty: name, where and exactly when last seen, what wearing, who with, and where the person was supposed to be.
 - c. Send a responsible person immediately to bring the Head Lifeguard and inform the Director.
 - d. Head Lifeguard may initiate a full water search or a partial water search at their discretion.
2. Partial Water Search - The Head Lifeguard shall organize available staff to search the waterfront area. Only staff with adequate swimming capabilities shall assist with deep-water searches.
3. Full Water Search
 - a. If a full search is necessary, the siren will be sounded and all staff and campers will be assembled on the playing field according to the Emergency Assembly Procedure.
 - b. After accounting for campers, all staff will report to the chapel for instruction in water search procedures.
 - c. All staff that are swimmers may be asked to assist in water search.
 - d. Non-swimming staff will assist in a land search as well as supervising campers during the search. Kitchen staff is to search the lodge, cabins and washrooms.
 - e. Maintenance staff shall bring a vehicle immediately to the waterfront in case it is necessary to transport a victim to the hospital.
 - f. Report to the Head Lifeguard after assigned search area has been thoroughly searched.
 - g. One long blast of the siren signals to stop searching and return to the chapel because the missing person has been located.
 - h. Ambulance assistance shall be called for at the Head Lifeguard's discretion.
 - i. If the missing person cannot be found after a thorough search, the Camp Director will make the necessary decisions.

D. Swimming Pool Emergency

Lifeguards on duty are responsible to carry out continuous pool supervision and observation. The Head Lifeguard or the Lifeguard designated Head Guard for the day/shift will be responsible for all pool activity. In case of an emergency:

1. Inform the Head Lifeguard immediately of any incident requiring their attendance.
2. The Head Lifeguard is to clear the pool and instruct staff to clear the pool deck area as well as the common area in front of the lodge.
3. The Head Lifeguard will initiate appropriate rescue and emergency procedures.
4. The Head Lifeguard is to send a responsible person to inform the Camp Director.
5. The Head Lifeguard is to initiate a call for ambulance assistance if necessary.

E. Fire

Camper and personal safety is always the priority. Never attempt any action that will jeopardize that.

1. If you hear the emergency warning siren:
 - a. Follow the standard Emergency Assembly Procedure.
 - b. If it is night, turn the light on in your cabin and close the door before leaving. This will alert others that the cabin has been evacuated.
2. If you are the first one to notice a fire, follow this procedure (remember to always make your own safety a priority):
 - a. Clear all campers out of the danger area.
 - b. Locate a fire extinguisher and use it to extinguish the fire.
 - c. Responsible person to inform the Director of the situation and sound the emergency siren.
 - d. When siren is sounded, all campers shall assemble on the playing field.
 - e. All staff not directly involved with attempting to extinguish fire shall assemble on the playing field to account for campers.
 - f. When all campers have been accounted for all staff shall report to the chapel for further instructions.
 - g. The Director or Site Manager will initiate full fire fighting procedures.
 - h. The Director or Site Manager is responsible to contact the Fire Department.

F. Major Injury

1. Do not attempt to move the person. Only if the environment threatens their life should they be moved.
2. Obtain and record details of the accident.
3. Incident reports can be found in any First Aid Kit and should be filled out by a responsible witness of the injury.
4. Send a responsible person to inform the Nurse and the Director of the situation.
5. Keep campers and uninvolved staff away from the scene. No spectators.
6. The Director will be responsible to make necessary contacts and begin full report procedure.

G. Reporting

1. If you were a witness or were involved in a position of responsibility, you may be required to report or be asked to assist in making a report. Details are important!
2. Report all serious infractions of the rules.
3. All incidents minor or major are to be reported using an incident report.

UNVEILING THE REALITIES OF CHILD ABUSE

I. Who is the abuser?

- Often a person in a position of trust.
- Uses power of position.
- Uses guilt, victims often blame themselves, victims led to believe it is normal.

II. Understanding can make a difference

- 225,000 cases in Canada each year, mostly physical, most less than 12 years of age.
- 50 deaths each year in Canada due to abuse.
- Leads to all manner of dysfunction.

III. Helping the abused child

A. Recognizing the signs of abuse

1. Physical Abuse: any action or inaction, whether deliberate or careless, that causes bodily harm or pain to another person
 - a) Recognize type of injury-
 - b) Recognize behavioral symptoms-

2. Sexual Abuse
 - a) Physical symptoms -
 - b) Behavioral symptoms -

3. Emotional Abuse: any action or inaction, whether deliberate or careless, resulting in humiliation, emotional trauma, fear, or intimidation.
 - a) Physical symptoms –
 - b) Behavioral symptoms -

4. Neglect: failure to provide for the basic needs of life.
 - a) Physical symptoms –
 - b) Behavioral symptoms –

B. Recognizing Disclosure by the Victim

- Direct statement of the abuse.
- Covert message – “I don’t like bedtime...”
- Disguised message – “I know someone who has trouble with...”

IV. When to report abuse

- A. Believe in the child.
- B. Listen openly and calmly, don’t be judgmental of either party.
- C. Reassure the victim that you believe in them; be honest that you must report it.
- D. Write down all facts and details – in their own words.
- E. Report the case immediately to local child welfare agency.

V. How can we help?

- A. Create an atmosphere of safety and trust.
- B. Be fair and honest.
- C. Show that violence is wrong.
- D. Help them deal with their anger & feel important & accepted for who they are.
- E. Take time to talk with them and listen to them.

VI. How to protect yourself from false allegation and suspicion

- A. Show affection in public places.
- B. Safe place touching only (back of head, shoulders).
- C. Get proper medical attention for person; don’t try to examine them yourself.
- D. Show affection by a shoulder squeeze or something as appropriate.
- E. Private conversations only in view of the group. No closed doors.
- F. Two-adult rule: no one-on-one in private; this includes travel.
- G. Be cautious in conversations; discuss only appropriate topics.

Organization Structure

