

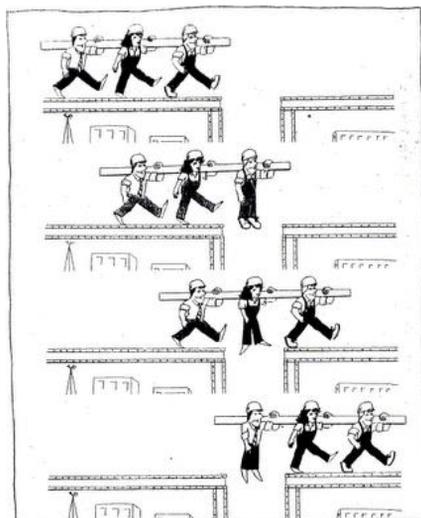
Christian Youth Camps of SA

Leadership Training Manual

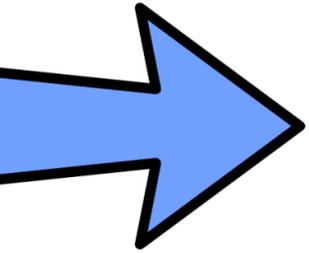


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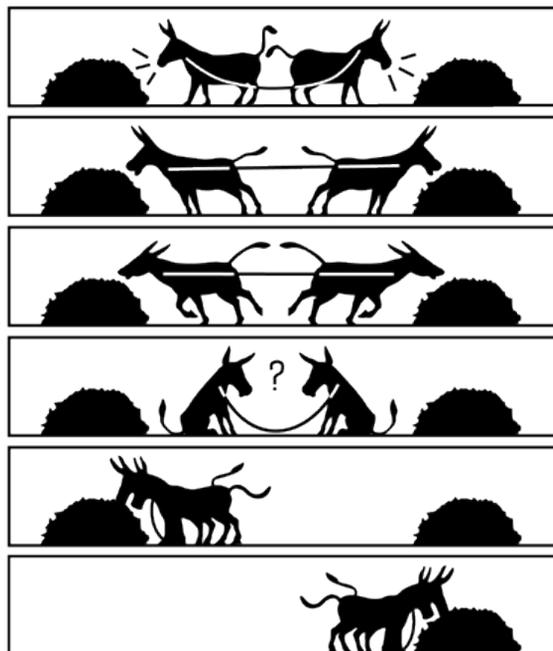
Aims



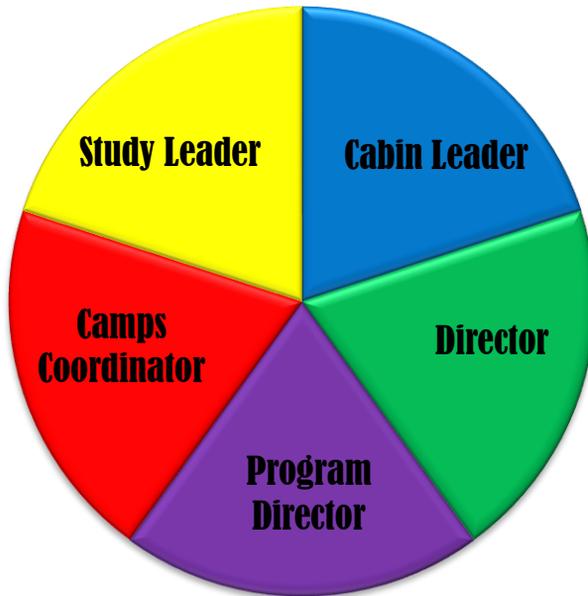
To run a camp that makes a difference in peoples lives

We do this by:

- Demonstrating by word and action the Love of Jesus
- Providing people with new experiences
- Creating an environment where relationships can develop and be strengthened
- Encouraging practical and relational life skills
- Working together as a team
- Challenging peoples spiritual thinking
- Encouraging spiritual growth
- Having fun



Leadership Structure



Each role is **equally** as **Important!**

Camps Coordinator

| ← Before Camp | ↓ During Camp | After Camp → |
|---|--|---|
| <ul style="list-style-type: none"> • Pray for camp • Decide on and appoint Director, Program Director and Study Leader • Advertise camps • Send out camp forms & confirmation letters • Deal with special needs of campers, leaders, churches or parents • Liaise with Director, Program Director and Study Leader • Organize pre-camp training for leaders • Collect Leadership Applications, Training Questions and Police Checks from everyone • Be accessible as an information source to leaders – either for activities or about camp/campsite | <ul style="list-style-type: none"> • Pray for camp • Provide assistance with program and campsite activities | <ul style="list-style-type: none"> • Pray for campers and leaders • Assist with any follow up required • Review Camp |

Director

|  Before Camp |  During Camp | After Camp  |
|--|---|--|
| <ul style="list-style-type: none"> • Pray for camp • Recruit suitable Cabin Leaders • Prepare the daily devotions • Ensure all leaders sign a Code of Conduct, fill in a Leadership Application Form and have done the Leadership Training Questions • Ensure all leaders have a current Police Clearance Certificate • Remind leaders to send their signed Code of Conduct, Applications, Police Checks and Training Questions to Camps Coordinator • Prepare and circulate a prayer calendar for the lead up to camp • Organise meetings - Make sure leaders know expectations and follow up commitment • Liaise with Program Director and Study Leader • Decide camp theme in conjunction with Program Director (consider the aims of camp and the studies) • Delegate music team • Consult the leaders team on decisions where appropriate | <ul style="list-style-type: none"> • Pray for camp • Support leaders • Give the daily devotion and prayer • Rules and last line of discipline • Night patrol • Support and aid the Program Director as required | <ul style="list-style-type: none"> • Pray for campers and leaders • Encourage the leaders – thank you letters • Debrief the camp with the Program Director and Study Leader |

Cabin Leaders

|  Before Camp |  During Camp | After Camp  |
|--|---|---|
| <ul style="list-style-type: none"> • Pray for camp • Complete Police Check Application, Leadership Application and Training Questions and return them to the Camps Coordinator • Attend all meetings as set out by the Camp Director • Come to camp physically and spiritually prepared for a busy time • Contact fellow Cabin Leaders • Bring appropriate materials (bible, material needed for camp program) | <ul style="list-style-type: none"> • Pray for camp • Include all your campers • Be friendly with all campers on camp • Join in all the activities • Support the Study Leader, Director & Program Director • Be enthusiastic | <ul style="list-style-type: none"> • Pray for your campers • Write to campers in your group and encourage them with their personal spiritual walk |

Study Leader

|  Before Camp |  During Camp | After Camp  |
|---|--|--|
| <ul style="list-style-type: none"> • Pray for camp • Prepare studies • Liaise with Program Director & Director (particularly for theme, number of studies and the times when they will be held) • Quiet time plans and some thought provoking material that can be made available to the Cabin Leaders to use if required • Prepare questions for post study sessions in small groups • Memory verse preparation • Inform Cabin Leaders on studies | <ul style="list-style-type: none"> • Pray for camp • Present the studies in a culturally relevant and exciting way • Be a friend to the campers • Be involved in the activities on camp • Spiritual counselling as required, campers and leaders • Be a support to the leaders and encourage the work they are doing for the Lord • Take part in the worship time and liaise with the music team • Brief the leaders daily on the studies and spur them on to evangelise to the campers they have been blessed with • Accept and provide feedback | <ul style="list-style-type: none"> • Pray for campers and leaders • Follow up campers (if required/ appropriate) • Debrief with Director and Program Director |

Program Director

|  Before Camp |  During Camp | After Camp  |
|---|---|--|
| <ul style="list-style-type: none"> • Pray for camp • Liaise with Director and Study Leader • Decide on camp theme in conjunction with the director • Determine what Cabin Leaders need to bring and pass on this information to them • Ensure you have ALL the necessary materials for craft, games etc. on camp • Put the program together • Forward the camp program with a list of things campers need to bring to the Camps Coordinator one month prior to the start of camp • Liaise with Camps Coordinator about activities and any special requirements • Have ample back up program in case of bad weather etc • Keep Cabin Leaders informed at meetings and of any changes | <ul style="list-style-type: none"> • Pray for camp • Run the camp on time with calls over the microphone, playing music, organising duties etc • Brief leaders daily on program • Give clear instructions to leaders and campers • Accept and provide feedback with other leaders • Make sure all activities are set up ahead of time | <ul style="list-style-type: none"> • Pray for campers and leaders • Debrief with Study Leader and the Director |

General Expectations of Leaders

It is the expectation of CYC that all leaders will:

- **Be a Christian** – You cannot lead others where you haven't been yourself! (John 17:3)
- **Have the attitude of a servant** – Think of the needs of others and how you might help to meet them. (Colossians 3:23; Mark 10:45)
- **Have a desire to learn and grow** – There is always room for improving our gifts and abilities. None of us have 'arrived'! (1 Timothy 4:15)
- **Respect the Key Leaders** and follow their leadership. Aim to make their task a pleasant one. (Hebrews 13:17)
- **Respect the other members of the camp team**, valuing their contribution and endeavouring to work in harmony with them. (Colossians 3:12-14)
- **Uphold the policies of the camp**, whether set by the campsite concerned, by the organising body or by the camp director. (Hebrews 13:17)

General Expectations of Leaders

It is the expectation of CYC that all leaders will:

- **Attend pre camp meetings wherever possible** so as to contribute to the planning process. If you cannot attend, advise the Camp Director and contact them after the meeting for an update of plans and action points.
- **Be loving and patient towards campers.** The aim is to create an atmosphere which encourages growth and change, not by force, but as a choice on the part of the camper. Do all you can to allow that change to occur.
(Galatians 5:22; 1 Thessalonians 5:14)
- **Be discerning in their conduct towards campers and other leaders,** avoiding conduct of any sort which could bring themselves and the camp organisers into disrepute.
(1 Thessalonians 5:22)
- **Have fun with campers!** Leaders who are too serious and intense are the 'wet blanket' of any camp. Christians who can laugh and engage in healthy recreation with the campers are vital in the task of evangelism. (Ecclesiastes 3:4)

Guidelines for Leaders

1. Remember to stay with your group as much as possible. It is a privilege to be a leader in a group (and also a lot of fun). A part of this privilege is that you remain responsible for each member of your group.
2. Please do not discuss other Leaders / campers with or in front of campers. If you have an issue with other leaders, please talk to them about it and deal with it appropriately.
3. Each camper is special so avoid having favourites – try to include isolates.
4. Affection can be misinterpreted, be responsible and sensible.
5. If you can't deal with a matter take it to the camp Director – that is what they are there for.
6. Support the camp by being on time and enthusiastic. Encourage the campers to participate and maintain order in your group.
7. Be a role model – the campers will model your behaviors and attitudes.
8. Start and finish the day the prayerful way.
9. At meal times leaders should be aware of their groups' behaviour and sit accordingly.
10. Smelly campers aren't nice. Please ensure daily showers happen and monitor clean clothes. Check for wet beds.
11. It is better to encourage good behaviour than focus attention on negative behaviour. A good rule to follow is 5 encouraging words should be used for 1 negative word (or telling off). Try and follow this ratio with all of your campers. It really makes you look out for the things they do well.

Spiritual Preparation

In the weeks leading up to camp, please ask yourself the following questions,

Is my relationship with God the best that it can be?

Are there sins that I need to confess?

What must I work on to keep this relationship open and honest?

What do I want to achieve during the week?

Why do I want to be a Cabin Leader?

Is there anything that might stand in the way of achieving these goals?

Please do not neglect your spiritual health. Ensure that you are taking the time out to spend with God through both bible reading and prayer and having fellowship with other Christians.



Appropriate Behaviour on Camp

Previous sections of this Training Manual make clear the expectations of your role as Cabin Leader.

Remember that as a leader on camp, all of your actions are on display to the campers. Think about the way you speak to people (campers and other leaders), your attitude, the amount of effort you put into the things you do. Does this present a positive or negative image of Christ?

Let your light shine before men, that they may see your good deeds and praise your father in heaven Matthew 5:16

Rules apply to both leaders and campers, so please lead by example.

It is important to deal with any issues that may crop up quickly. The camp director is your support for the camp. If there is any situation where you are unsure what to do, please speak to your director.



- CAMPER TRANSPORT -

No campers are to be driven, during the course of a camp, by Probationary Drivers, drivers under suspension or unlicensed drivers. No vehicle is to be loaded beyond the number of seat belts provided which must be correctly fitted and worn. The Camps Coordinator must be reasonably satisfied concerning the apparent road worthiness of the vehicle concerned. Car owners may be reimbursed for fuel use.

The Day to day role of a cabin leader



In all activities – Be punctual, Be enthusiastic

When Campers Arrive

- Be there as the bus arrives to welcome campers
- Assist in the unloading of bags from the bus
- Assist your group to move their gear into the cabin
- Work towards building cabin unity, and introduce campers to other campers
- Memorise the names of all your campers by the end of the first day
- Identify friendship groups, loners and potential conflicts

Cabin Life

- Promote a sense of belonging within your cabin – it's your home for the week after all!
- Maintain the general tidiness of your cabin and encourage your campers to keep track of their belongings. For kids camps, ensure that all campers assist in cleaning cabins for inspection
- Monitor the hygiene of your campers. Ensure regular showering, brushing hair and teeth and changing dirty clothes
- Check for wet beds. Be discreet about the situation and don't embarrass the camper

Bedtime

- Encourage your campers to put on Pyjamas, clean teeth and turn off some lights
- Pray aloud with your campers
- Monitor behaviour and noise level. This is important as other leaders try to settle their own campers
- Ensure your campers remain inside the cabin

The Day to day role of a cabin leader



Mornings

- Choose your wake up time with the Director and ensure you will have enough time to prepare for the day
- Spend time with God during this time - Start the day the prayerful way
- Have a look at the study topic for the day and study up on it! This way you can be prepared for small groups
- Be punctual to the leaders meeting
- Don't use this time to hang out with other leaders as this can be distracting and not the best use of time
- It might be a good time to talk to the Key Leaders with any questions or concerns you may have or to talk to your Co-Cabin Leader to discuss relevant issues within your dorm group

Meals

- Sit amongst your group – not with other leaders!
- Maintain general order and a reasonable noise level, among your campers
- Ensure that each camper is eating adequately – that they eat enough, and have at least some vegetables / fruit each day. Let the Camp Director know of any campers that are not eating adequately
- Ensure your group clears their own table at the end of each meal
- Ensure your group all participate in your allocated duties

Studies

- Sit amongst your group, especially near potential noise makers
- Be enthusiastic with songs and actions
- Help campers to use the bible – some will not know how to look up a chapter and verse
- After the study, ask your campers individually what they thought of the study and if they have any questions. Some campers prefer to ask questions one-on-one, rather than in a group
- If a camper does not have a bible of their own, and would like one, speak to the CYC Camps Coordinator about the possibility of getting this camper one.

The Day to day role of a cabin leader



Discussion Time / Quiet Time

- Give all campers the opportunity to be involved. Do not let one camper dominate the discussion
- Never force a camper to read aloud or pray aloud – ask for volunteers
- If it is a time where all campers need to be quiet, make sure this happens and it does not just turn into camper free time as this can be distracting to other groups

Activities

- Lead by example and join in with all activities. Encourage those who are sitting out to join in
- Remain with your group unless instructed otherwise
- Ensure you listen to instructions (you may need to re explain it to your group members if someone does not understand) and make sure your campers are listening
- Ensure campers carry out activities in a safe manor

Free Time

- During breaks in the program, or allocated free time, use time wisely. Spend one-on-one time with a specific camper, play a game with your group, complete an unfinished game or skit
- This does not mean leader free time – please spend it with the campers
- Be aware of how many campers you are with during this time (For every leader in a particular area there should be at least 3 or 4 campers)

Shower Time

- Ensure campers have all had a shower at some point during the day. Some campers like to do this in the morning, some at night and some need to be told!
- The best times for a leader to shower are before the leaders meeting in the morning or during the allocated shower time when all of the campers are in the dorm
- Don't have a shower during free time or when your campers are not in the dorm as they will need your supervision during those times
- Try not to have a shower at night as you will need to settle your dorm and encourage them to get to bed.

The Day to day role of a cabin leader



Canteen

- Camper's money is handed in to the campers bank at the start of camp. Any amount spent will be deducted from their balance and unspent money will be returned on the final day
- Encourage campers to make their choice while they are in the queue
- Try to keep the noise level in the queue to a minimum
- Lead by example and limit yourself to a reasonable amount of Junk food.

CAMPER MONEY

A banking system should always be available and should be used at the discretion of the Director.

Valuables may be kept for safe keeping in a locked box. This should be organized through the Director.

Camp Concerts (if part of the program)

- Encourage all of your campers to be involved
- Try to discourage any one member dominating
- Ensure that the content and language are appropriate

Packing & Cleaning Up

- Ensure your campers pack all belongings. Assist them if necessary
- Ensure that all campers contribute to cleaning the cabin, following the instructions you are given, as well as your designated part of the site and grounds
- Delegate individuals to do specific jobs if necessary

Farewells

- Spend time with each of your campers on the last day, affirming their contribution to the group
- Ask each camper if they are happy for you to keep in touch with them and get contact details from them (address, phone, email etc.)

Christian Youth Camps Standards for better Camping

- No alcohol or other drugs on camp property
- No weapons (eg knives or firearms)
- No electronic devices iPods, phones etc.
- No smoking on camp-site or at any activity
- No girls in boys dorms or boys in girls dorms

Electronic Devices

Electronic devices, including ipods, and phones etc. are not to be brought to camp by campers or leaders. The only exception is when such devices are requested by the Director for use in the programme and must only be used in the programme. If these devices are brought to camp they will be collected by the director and returned at the end of camp.



ALCOHOL, SMOKING, DRUGS AND WEAPONS

Are prohibited on the site.



CAMPER PROPERTY

In the event of the need for an examination of any campers property the examination must only be conducted in the presence of the camper, the Director and an adult witness.

Any property confiscated, will be returned at the conclusion of camp, in a manner dependant upon the Director's discretion and the maturity of the camper, provided such material is not illegal.



Christian Youth Camps Standards for better Camping



CAMPER ROMANCES

The development of romantic attachments at camp should not be encouraged. A Christian standard should be modelled in such relationships.

CAMPER BEHAVIOUR

The decision to send a camper home because of behavioural problems will be made by conference between the Camp Director and the CYC Camps Coordinator.

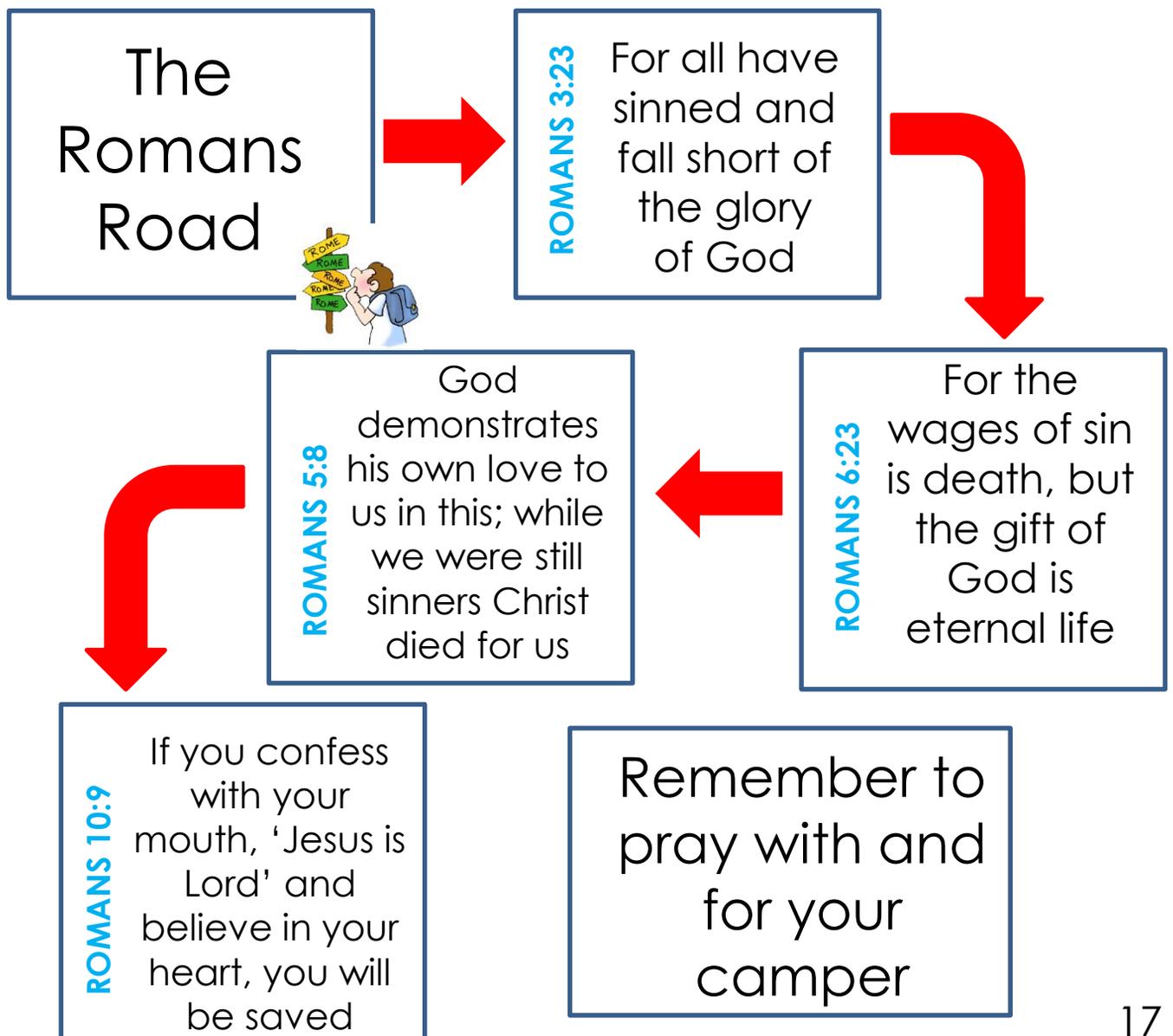
As a Cabin Leader we expect you to encourage campers to behave appropriately. However it is not your responsibility to give campers extra duties, contact parents or send campers home. If campers continue with inappropriate behavior after you have asked for this behavior to stop, please advise the Camp Director who will decide on an appropriate course of action.

Spiritual Counselling

There is no one right way to share your faith with others, or leading someone to Christ.

The important thing is to ensure that campers are given an understanding of what it is to be a Christian and they are not just responding to their emotions or because they like a particular leader. Really take the time to talk with the camper. Get them to explain to you what they think it is to be a Christian. Ensure that a camper has time to think through what they have been hearing about Jesus. Make sure the decision is totally theirs.

Below we have provided you with some verses that can help you present the Gospel.



Some Helpful Verses...

Abundant Life

John 10:10

God's Standard

1 Peter 1:15-16

The Fact of Sin

Romans 3:23; John 3:19;
James 4:17; Isaiah 53:6; 64:6

The Penalty of Sin

Romans 5:12; 6:23; John 8:24;
Hebrews 9:27

Christ Died for Sin

Romans 5:8; 1 Peter 2:24; 3:18;
John 1:29

Salvation a free Gift

Ephesians 2:8-9

Need to accept Christ

John 1:12

Repent:

Luke 13:3; Mathew 11:28;
Acts 17:30

Believe:

John 3:16; 1:12;
Ephesians 2:8-9;
Revelation 3:20; Romans 10:9

Confess:

Matthew 10:32-33;
Romans 10:9

Temptation

1 Corinthians 10:13

Confession of Sin

1 John 1:9

Restoration

Romans 6:11-13; 12:1



Some Helpful Verses...

Counselling for Assurance John 5:24; 3:36; 6:37; 10:27-29;
Romans 8:38-39;
1 John 5:11-13;
Hebrews 13:5b-6;
2 Corinthians 5:17

Daily Consecration Romans 12:1-2

Daily Prayer 1 Thessalonians 5:17-18;
Luke 18:1; Ephesians 6:18;
Philippians 4:6-7

Daily Bible reading 1 Peter 2:2;
Psalm 119:1-16, 97-104;
Romans 10:17;
2 Timothy 3:16-17

Undivided Loyalty Matthew 6:24

Church Attendance Hebrews 10:25

Witnessing James 5:20

Rededication Prayer

Dear God, I confess that my Christian life is not what it should be.
Today I come to you, and ask your forgiveness.
I reject those things in my life that cause you pain.
I give my life again to you, and will seek to obey you in all things,
Amen

Repentant Sinners Prayer

Lord Jesus,
Please come into my life, and be my saviour and lord.
Please forgive my sins, and give me the gift of eternal life.
Help me to live my life to please you,
Amen

Preparing Your Testimony

BEFORE

- Simply tell what your life was like before you surrendered to Christ
- What were you searching for before coming to know Christ?
- What was the key problem, emotion situation or attitude you were dealing with?
- What motivated you?
- What were your actions?
- How did you try to satisfy your inner needs?

NOW

- How has having Christ in your life made a difference?
- How has His forgiveness impacted you?
- How have your thoughts attitudes and emotions changed?
- Share how Christ is meeting your needs and what a relationship with Him means to you now
- It is important to be honest in this stage, may even be worth talking about the current challenges

No-one can argue with your personal testimony – it is YOUR experience with God. You don't need to alter it or change it for anyone. God has brought you from where you were at, to where you are now.

HOW

- How were you converted?
- Simply tell the events and circumstances that caused you to consider Christ as the solution of your searching
- Take time to identify the steps that brought you to the point of trusting Christ
- Where were you?
- What was happening at the time?
- What people or problems influenced your decision?

SOME THINGS TO CONSIDER

- NUMBER 1 – God focused
- NUMBER 2 – Keep it focused (short and to the point)
- NUMBER 3 – Honesty (Be brave!)
- NUMBER 4 – Avoid speaking Christianese (words such as repent, gospel, saved and born again can be confusing)
- NUMBER 5 – Practice makes perfect, work on being clear with what you are trying to communicate
- NUMBER 6 – Think about who your audience is and what they will relate to in your story

Duty of care and child protection

Duty of care means that Christian Youth Camps has a professional responsibility (expected by the law) to ensure that risks to health and safety are avoided where possible. This will happen in various areas.

- Kitchen safety
- Site activities being covered by appropriate insurances
- Medical care (appointing a first aid officer to look after prescription and non-prescription medication and any medical need that arises)

Child Protection should be observed by following these examples.

- No girls are permitted to enter boys dorms and vice versa. This includes all adults (volunteers and staff).
- Adults with children / youth should always be in open and accountable areas.
- Each person's personal space distance should be observed and respected.
- Both volunteer leaders and camp staff have a legal responsibility to report any knowledge of an abuse situation.
- No leader is to ever physically discipline a child.

Camper safety is at the forefront of all programming and campsite activities. As Cabin Leaders, one of your key roles is to ensure the safety of your group at all times. This means being aware of any potential risks and taking steps to avoid them. It also means not undertaking your own activities that potentially put campers in danger.

Remember that some situations are avoidable and it is the Cabin Leader who could be held responsible if an accident occurs. Remember that parents and guardians place their children in the complete care of Christian Youth Camps, and as Cabin Leaders you are key guardians in that care.

Duty of care and child protection



CAMP ACCIDENTS

Director is to consult with camp First Aid Officer concerning the need for qualified medical attention.

If, in the opinion of the First Aid Officer, the camper requires further treatment, an adult nominated by the director, along with a second adult, shall take the camper to the doctor / hospital. At least 1 adult must be the same gender as the camper.

The parents/guardian should be notified as soon as practical. The Director **MUST** complete the ACCIDENT AND INJURY REPORT form for **ALL** significant accidents. These are available in the staff room.

CAMPER COUNSELLING

Leaders must avoid situations of one on one between leaders and campers in a discrete area.

The minimum ratio of campers to leaders in any situation is 1:2 (both ways i.e. 2 leaders and 1 camper or 1 leader and 2 campers) where at least 1 leader is the same gender as 1 camper.

If one on one counselling / discipline is required it must be conducted in an area that is considered public and open as to avoid any situation that could bring the individual and the camp organisers into disrepute.

DO NOT IN ANY CIRCUMSTANCES USE PHYSICAL PUNISHMENT.

Mandatory Notification

Both volunteer leaders and Christian Youth Camps Staff have a legal responsibility to report any knowledge or reasonable suspicion of an abusive situation.

We will be covering these topics in our training meeting at camp

- What does it look like to have a child focus
- What child abuse is
- How to identify it
- Why, when and how to make a notification
- How to help, support and protect a child / young person who has been abused

SEXUAL HARRASSMENT

Physical contact between leaders and campers should only be by mutual agreement. All leaders need to be aware of problems in this area and unnecessary physical contact should be avoided. The underlying principle is that all in-camp behaviour should be seen to be above reproach by everyone.

It is important to always maintain a child focus. The child's needs and rights need to be the centre of what we are doing.

CHILD PROTECTION

No leader may strike a camper under any circumstances. Any suspected cases of child abuse must be reported to the Director who must then take appropriate action in consultation with the Support Workers and Site Manager.

