

2019 Lutherhaven Day Camp

“Adventure Awaits!”

Ephesians 5:1-2



COORDINATOR'S MANUAL

Dear Friends,

Camp Lutherhaven is privileged to offer Day Camp for you and your congregation for the summer of 2019! Thanks for the honor of letting us partner with you to engage the youth of your congregation with our common faith in Jesus Christ.

This manual will begin to get you acquainted with Day Camp for 2019.

I have a few points I would like to highlight with you as you coordinate this year's Day Camp:

- Our 2019 Summer Theme is "Adventure Awaits" using Ephesians 5:1-2 as our theme verse. We're excited to share with campers and guests about the incredible adventure Jesus invites us on!
- One of our core values is building relationships with congregations and helping strengthen communities. As we partner with your congregation, we fully acknowledge that you are the expert on your community. If there are parts of the basic Day Camp program (ie. Schedules, time frame, etc) that you would like to change to better fit your community, please let us know. We are happy to be flexible to find the best fit for your congregation.
- Lutherhaven Ministries reserves the right to adjust Lutherhaven staff numbers based on the projected count of Day Camp participants. There will be **three** Lutherhaven staff assigned to your week's program with the possibility of a fourth, depending on your program's projected attendance.

Please contact me if you have any questions by phone: **(208) 667-3459 ext. 115** or by e-mail: **bender@lutherhaven.com**. If you need more forms or a copy of this manual, please go to www.lutherhaven.com/daycamp. This packet and many other forms are currently on our website.

I am so thankful to God for you and your congregation's ministry to your children, and we pray that through this partnership all will be blessed! As always, I hope and pray that God will use your Day Camp experience to the fullest.

Sincerely,

Lauren Bender
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Lutherhaven's Mission

Mission: Encounter Creation, Create Community, Commune with Christ

We Value:

- Jesus...as the foundation of all our being, activities, events, programs, and opportunities to embody his love
- Faith Formation...rooted in the Lutheran tradition, sharing God's love in ways relevant in our world right now
- People...all called into a safe, joy-filled, nurturing faith community
- Relationships...rooted in Jesus' love as we partner with people, congregations, communities, and organizations
- Service...as a way we extend the breadth and depth of God's love through hospitality, outreach, and leadership centered programs
- Caring...for God-given gifts and resources
- The Outdoors...cared for, appreciated, and explored
- Abundant Life...filled with recreation, laughter, and play
- God's Word...as the living, active means by which God calls us to faith and forms us as God's people

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Day Camp Coordinator Requirements

You have an important job! Thanks for your hard work, dedication, and loving service! It is very important that the Day Camp Coordinator be at least 21 years of age and must be on site every day for the Day Camp week. (Or appoint a delegate in your absence). **The Coordinator will need to meet daily with the Lutherhaven Day Camp staff to review plans and go over any concerns.**

Day Camp Coordinator Checklist & Timeline

During February and March...

- Fill out and return the Day Camp Agreement with your \$300 deposit if you have not already.
- Go over the information in this packet. Split up the responsibilities between other volunteers and/or church staff.
- Start promoting the Day Camp at least twice per month between now and summer
- Recruit your volunteer help NOW. Congregations must provide 1 volunteer for every 10 campers.
- Join the *2019 Lutherhaven Day Camps Coordinators* group on Facebook and join for brainstorming, info, and networking!

During April, May, & early June...

- Arrange for lodging for the Lutherhaven team: 1 man & 2 women (with the possibility of a 1 man & 3 women team or 2 men & 2 women).
- Arrange for meals for the team. The congregation is responsible for providing 3 meals a day for the Lutherhaven Day Camp team members.
- Arrange and split up responsibilities for snacks and any special activities/field trips you want to do.
- If you are having a Pre-school program, make plans now. Find leaders, volunteers, crafts, Bible studies... (see pg 10)

A month before your week of Day Camp...

- Do some heavy-duty publicity of Day Camp (see pg 7 for ideas.)
- Hold your Youth Training Night Sessions! (See Appendix A for example training nights)
- If you want to have archery at your Day Camp, you'll need to get target backings, preferably 6-10 hay bales. If this isn't an option, then get an assortment of corrugated cardboard boxes - about 20 boxes of different sizes.
- Inform your volunteer staff of the Sunday night kick-off session that will be led by the Lutherhaven staff.
- Prep camper registration (sample form on www.lutherhaven.com/daycamp)
- **One week before your Day Camp – The Lutherhaven Summer Day Camp Coordinator will call you to get your best estimate of camper numbers: (208) 667-3459 ext. 121**

During the week of your Day Camp...

- Call the Lutherhaven Day Camp Director with any problems, concerns, questions you might have.
- Daily check in with the Lutherhaven team leader to evaluate the day, and make corrections for the next day...as simple as "What did you like? What needs to change?"
- Sit down with team leader at end of week to finalize numbers and the bill. Please send remaining fees back with the team.
- Make sure camper contact information (name, mailing address, family e-mail address, phone number) is gathered for **every** camper and sent home with the Lutherhaven Day Camp Team.
- Provide a table or two for Lutherhaven staff to set up and sell Trading Post items (t-shirts, sweatshirts, bracelets, bandannas, water bottles, etc.)

The week after your Day Camp...

- Fill out the Day Camp evaluation, while the week is still fresh in your mind. We really do read those!
- If your church has not signed up to have a Lutherhaven team back in 2019, email bender@lutherhaven.com to line up your date!
- Breathe! Phew! Nice job! Go have some ice cream!

Responsibilities of Lutherhaven

- The Lutherhaven team will arrive on Sunday afternoon/night and meet with your coordinator, volunteers, and host families. They will lead get to know you activities, talk through the Day Camp and theme, and help paint the picture of what the Day Camp will look like. Please let us know when and where you would like the team to meet.
- The team will transport themselves between the host family household and church, and to families that are hosting them for meals.
- The team is responsible for planning & leading 6+ hours of Day Camp per day with song and worship time, crafts, Bible studies, and various camp games and activities.
- The team is available in the evenings for extra programs such as Junior or Senior High Youth nights or service projects with your congregation's youth.
- The team is responsible for facilitating a family program for the parents and youth coming to Day Camp.
- The team is called to be FLEXIBLE and desires to serve your congregation!

Responsibilities of the Congregation

Welcome

- Set up a Sunday afternoon/evening informational and group building session time between your volunteers and the Lutherhaven staff (led by Lutherhaven staff). Please make sure the Lutherhaven team gets dinner Sunday night!

Volunteers

- 1 volunteer for every 8-10 youth, 1 volunteer for every 4 preschoolers

Host families and hosting the team

- Meals from Sunday dinner to Friday lunch. This doesn't have to be all the same person providing meals. You can have members from your congregation volunteer to cover one meal if that is easier. Just as long as the LH staff is fed all week. The Lutherhaven Day Camp Director will contact you a week in advance with any dietary needs for the team.
- Provide sleeping arrangements and bedding for the team.

Registration

- Notify Lutherhaven of an estimated final count of children one week prior to Day Camp (so we bring enough supplies)
- Make sure all campers have medical forms in no later than registration on Monday.
- Someone from church will need to handle registration each morning, checking each child in. Someone from church will need to handle the check-out for each child. Please send the camper registration forms home with the Lutherhaven staff at the end of the week.

Public Relations

- Let your congregation know we are coming!
- Promote and advertise - Bulletin inserts, fliers, announce in Sunday worship weeks before Day Camp....

During the Week

- Additional helpers - registration, snack, emergency help
- Snacks for every day
- Basic craft supplies: Scissors, crayons, markers, construction paper, glue, tape, yarn, table coverings etc... The team will bring all the other necessary craft supplies.
- Provide a space for Lutherhaven staff to set up and sell Trading Post items (t-shirts, bandannas, water bottles, etc.)
- Organizing a Family/Closing Program for Thursday night or Friday afternoon (LH team will help facilitate)
- If doing archery, must provide 6-10 hay bales for target backing
- Make sure all camper registration forms are given to the Lutherhaven Day Camp Team Leader.

Preschool Program

- If your congregation plans on doing a Preschool program in conjunction with the Lutherhaven Day Camp, it must be run by the congregation unless otherwise arranged with Lauren Bender (Program Coordinator).

Other Important Congregational Responsibilities

The Congregation must comply with any and all state laws regarding state and federal criminal background and sex offender checks for all staff and volunteers 18 years of age and older working with or with access to children. If not required in your state, the congregation shall have staff and volunteers 18 years of age and older working with or with access to children complete a Lutherhaven Voluntary Disclosure Statement. There may be a fee for criminal background checks, which is the sole responsibility of the congregation.

Congregation Volunteers

Volunteers are an integral part of Lutherhaven Day Camp. The team from Lutherhaven Ministries is here to facilitate the program. Your congregation volunteers are here to build one-on-one relationships with the campers.

Volunteer Requirements:

- There must be 1 adult volunteer for every 8-10 campers or 2 youth volunteers (Jr. and Sr High) for every 8-10 campers. Don't have enough volunteers? Call Lutherhaven and we'll see if we can brainstorm ways to help the Day Camp succeed!
- At least half of the program volunteers must be 16 years of age or older.
- Volunteers must be at the Sunday night Volunteer Meeting with the Lutherhaven staff

Volunteer Roles:

- *Program Volunteers:*
 - Be relational with kids! Connect and care for campers. Learn their names!
 - Travel with campers in small groups to daily activities
 - Be enthusiastic! Help bring energy to games, songs, worship, etc
 - Set a good example for campers and help with discipline
- *Other Volunteers*
 - Be relational with kids! Connect and care for campers. Learn their names!
 - Help with discipline.
 - Provide snack/meals
 - Help with publicity leading up to Day Camp
 - Registration help
 - Help decorate the church! Our theme is Speak Life with a programmatic theme around secret agents/detectives!
 - Use their gifting: Figure out what people are passionate about and find a job that aligns with it. For example: photographer, sound board, etc.

Ideas for Junior High and Senior High Volunteers

- Run one (or several) training sessions before your Day Camp to build their skills and help them bond. (See appendix A for example training)
- There must be 2 or 3 adults onsite at all times during Day Camp to help with discipline, guidance, and in case of emergencies
- It is fun (but not required) to have an early/mid-week night for volunteers to hang out with LH staff. You pick the night, we'll plan the rest.

Host Families

General Info:

- The Day Camp team will be 3 staff (2 female, 1 male or 2 male, 1 female). Depending on projected attendance, a fourth staff member might be sent.
- Our summer staff members are 18-24 years old.
- It is ideal to host the team at one house, but if you need to split them up, please have females at one house and males at the other.

Host Family Guidelines:

- Provide sleeping arrangements & bedding for each of the team members
- Most host families provide breakfast, but the meal arrangements are up to the congregation's Day Camp coordinator
- Camp staff are not allowed to drive any vehicle besides the one they are sent in
- Staff are expected to be in by 10:00pm each night.
- Please do not offer alcohol to any staff, even if they are of drinking age.
- The staff don't need to be entertained at night...they need time each evening to prepare for the next day's Day Camp and may have activities to do at night at the church as well. However, they love getting to know their hosts!
- The staff will observe and respect any rules you have in your household (quiet hours, curfew, laws of the refrigerator, toilet seat etiquette, etc.) – just please *let them know* what those rules are!
- Any questions or problems that arise with the team should be immediately directed to the team member, the church coordinator, and Lauren Bender (Program Coordinator) if necessary. She can be reached at **bender@lutherhaven.com** or **(208)-667-3459 x115**.

Day Camp 2019 Fee Scale

Here are the steps to figure how much Day Camp will cost for your congregation:

1. Base Cost

25-50 youth - \$1,485 + mileage

50-75 youth - \$1,745 + mileage

75-100 youth - \$2,000 + mileage

100+ youth - \$2,355 + mileage

* youth numbers are calculated based on average across the 5 days.

2. Mileage Reimbursement @ the current IRS rate (\$.535/mile)

Mileage will be computed as distance from Lutherhaven to your congregation and back to Lutherhaven again. Miles accumulated by the team during the Day Camp week are not charged.

Your \$300 deposit will be deducted from your final bill

*Business mileage declared by the standard IRS rate, which for 2018 is 54.5 cents per mile. (2019 pricing coming soon)

Thrivent Action Teams! If you or one of your congregation members is a Thrivent member, you are eligible to create a Thrivent action team. **Thrivent provides \$250 in seed money** to help with your project. One Action Team, one project. Multiple Thrivent Action Teams cannot be used for the same project – you can support the same cause (Day Camp), but use your creativity to generate new project ideas (snacks team, decoration team, etc) to attract more volunteers and have an even greater impact! If you have any questions, feel free to give us a call at (208) 667-3459 ext 115.

Ideas for Advertising your Day Camp

To effectively market, you need to tell people about your event **at least 7 times**. Here are some ideas:

- Announce it in the church bulletin. (**Multiple times!**)
- Put articles in the church newsletter.
- Talk about it on Sunday morning during announcements.
- Sing camp songs during Sunday School or during a children's talk. (Check out our website for camp CDs)
- Put up posters around church and in the community.
- Advertise in local radio or TV advertisements. Buy an ad in your local paper.
- Send an "alert" letter out to families in the congregation with children in the age group that you will serve with your day camp.
- Make bookmarks to send home with kids to keep or give to their friends with all the info on them.
- Make door hangers to put on friends and neighbors doors in the community.
- Post on your church's Facebook/Instagram page (or yours)
- Check out <http://www.lutherhaven.com/camps/day-camps/info-resources/> for marketing resources like postcards, Facebook banners, etc
- Join the Lutherhaven Day Camp Coordinators Facebook group for more ideas!

Sample Schedules

*These are four example schedules. You can choose to use one of these formats OR we would love to tailor the schedule to fit the needs of your congregation. Just let us know how we can best serve you!

Full Day (9am – 3pm)

- 8:00 Meet at church with staff for preparation
- 8:30 Pre-day meeting and Prayer time with congregation leaders and volunteers.
- 9:00 Campers arrive – Daily Registration (done by congregation)
- 9:15 Alpha (opening program with worship songs, puppet show, Bible story intro)
- 9:45 Cabin Time #1 (Age groups split up and go to Bible Encounter, Group Building/Games, Crafts)
- 10:30 Snack
- 10:45 Cabin Time #2
- 11:30 Round-A-Long (high energy campy songs and other fun skits)
- 12:00 Lunch
- 12:30 Horizontal Time (a calm “nap” related time. Kids rest for 15 minutes)
- 12:45 Koinonia (large group games, everyone is involved)
Pre-school kids depart for the day.
- 1:30 Cabin Time #3
- 2:15 PTWG (Personal Time With God – an organized prayer activity)
- 2:30 Omega (closing worship and review the Bible story)
- 3:00 Campers depart *
- 3:15 Staff and volunteers clean up
- 3:30 Lutherhaven team debriefs with volunteers and coordinators and talk about the day. (Important)**
- 4:00 Team plans for the next day and meet (can happen anywhere, at the church or elsewhere)

Evenings: The staff are available for different events or a variety of youth, college, or family oriented activities!

OR

Camper Choice Format; Full Day

- 8:00 Meet at church with staff for preparation
- 8:30 Pre-day meeting and Prayer time with congregation leaders and volunteers.
- 9:00 Campers arrive – Daily Registration (done by congregation)
- 9:15 Alpha (opening program)
- 9:45 Challenge Course – Each of the three age groups (k-2; 3-4; 5-6) goes with a different LH staff for group building activities
- 10:30 Snack
- 10:45 Bible Encounter – Each of the three age groups goes with a LH staff for Bible Study and related activities
- 11:45 Personal Time with God – LH Staff lead separate age groups in a reflective prayer time (*could also have a silly songs time here)
- 12:00 Lunch
- 12:30 Koinonia (large group songs and games)
- 1:00 Choice Time – Campers sign up for the activity they want to attend: crafts, nature games, or archery (grades K-6) – all led by LH staff)
- 1:45 Choice Time (Campers sign up for another activity: crafts, games, or archery)
- 2:30 Omega (closing program / wrap up)
- 3:00 Campers Depart
- 3:15 Staff and volunteers clean up
- 3:30 Lutherhaven team debriefs with volunteers and coordinators and talk about the day. (Important)**
- 4:00 Team plans for the next day and meet (can happen anywhere, at the church or elsewhere)

Evenings: The staff are available for different events or a variety of youth, college, or family oriented activities!

Schedule options continued...

Half Day (9am – 12pm)

- 8:00 Meet at church with staff for preparation
- 8:30 Pre-day meeting and Prayer time.
- 9:00 Campers arrive – Daily Registration
- 9:00 Alpha (opening program)
- 9:30 Cabin Time #1 (Age groups split up and go to Bible Encounter, Group Building/Games, Crafts)
- 10:00 Cabin Time #2
- 10:15 PTWG (every other day)
- 10:30 Snack
- 10:45 Koinonia / Round-A-Long (large group games and high energy campy songs and other fun things)
- 11:15 Cabin Time #3
- 11:45 Omega (closing program / wrap up)
- 12:00 Campers depart *
- 12:15 Staff and volunteers clean up
- 12:30 **Lutherhaven team debriefs with volunteers and coordinators and talk about the day. (Important)**
- 1:00 Team plans for the next day (this can happen anywhere, at the church or the team might meet elsewhere)

*The church could choose to do extended care with church volunteers. Lutherhaven staff can be available to help if requested.

Evenings: The staff are available for different events or a variety of youth, college, or family oriented activities!

OR

Half Day; Camper Choice Time Option

- 8:00 Meet at church with staff for preparation
- 8:30 Pre-day meeting and Prayer time.
- 9:00 Campers arrive – Daily Registration
- 9:00 Alpha (opening program)
- 9:30 Challenge Course – Each of the three age groups (k-2; 3-4; 5-6) goes with a different LH staff for group building activities
- 10:00 Bible Encounter – Each of the three age groups goes with a LH staff for Bible Study and related activities
- 10:30 Snack
- 10:45 Koinonia (large group songs and games)
- 11:15 Choice Time – Campers sign up for the activity they want to attend: crafts, nature games, or archery (grades K-6) – all led by LH staff)
- 11:45 Omega (closing program / wrap up)
- 12:00 Campers depart *
- 12:15 Staff and volunteers clean up
- 12:30 **Lutherhaven team debriefs with volunteers and coordinators and talk about the day. (Important)**
- 1:00 Team plans for the next day (this can happen anywhere, at the church or the team might meet elsewhere)

*The church could choose to do extended care with church volunteers. Lutherhaven staff can be available to help if requested.

Evenings: The staff are available for different events or a variety of youth, college, or family oriented activities!

Please determine which schedule would work best for your congregation and let us know so we can plan accordingly!

We've Got Preschool Campers! How do we best serve them?

Please note, the *congregation* runs the preschool program. The Lutherhaven Day Camp program and crafts are not suited to the preschool age. Additionally, preschoolers have a difficult time going longer than 3 hours at Day Camp. We suggest that you keep your Day Camp open for preschoolers, but that you run their program with your own volunteers. We advise you to have 1 volunteer for every 4 preschoolers. Preschoolers program can attend the opening song/puppet time with the large group (led by Lutherhaven staff), then branch off the next 2 hours for preschool activities (your own crafts, nap-time, games, etc.), led *by your staff/volunteers*. Preschoolers attending the Lutherhaven-led opening song/puppet time, *would not be charged in the fee for Day Camp*. Preschoolers depart after 2-3 hours.

Check it out! Once again, we will be offering a preschool starter kit overview for congregational use that is adaptable for your convenience. Find it on our website at: <http://www.lutherhaven.com/camps/day-camps/info-resources/>

Mission Project

This is not a requirement, but we strongly encourage you to think about some way that your Day Campers can participate in serving their community or congregation. Ideas include:

- You can choose to collect something for an organization in your local community. Your congregation is responsible for setting this up.
- You can choose to have someone from a local organization come in and talk about the needs in the community and/or the world.
- Visit a retirement home and serve the residents by singing songs, making crafts, etc.
- Do a service project: pick up litter, clean a local park, etc
- Each summer, Lutherhaven picks a mission project for onsite campers. Learn more about what we're doing onsite at www.lutherhaven.com

What other things can we do this week?

ARCHERY – Our staff is trained to lead archery with children, and will bring archery equipment to your Day Camp if you request it. Once on site, staff may make a judgment call as to whether or not there is a safe location at your congregation to do archery. **Congregations wanting archery must provide 6-10 hay bales for target backing.** Lutherhaven staff bring the rest of the equipment.

Extra Programs/Events Ideas:

- Make t-shirts for each camper. (check out <http://www.lutherhaven.com/camps/day-camps/info-resources/> for the summer logo)
- The local fire department brings a truck to the site and does a fire safety presentation. (Or something similar with local police)
- Take the campers to a local pool for Water Day.
- Take a hike at a local nature center.
- Daily Themes:
 - Crazy Hair Day
 - Backwards Day
 - Dress up/costumes Day
 - Bright Colors Day
 - Twin Day
 - Tourist Day
 - Decades (80s, 90s, etc)
 - Costume Day
 - Friday water day! (Kids will need to bring clothes they can get wet and a change of dry clothes, sunscreen and a towel). Our staff can plan activities!
- The ideas are endless! Join the Lutherhaven Day Camp Coordinators Facebook group to brainstorm more!

Emergency Procedures

Health Care, Emergency Response and Disaster Plan

EMERGENCY RESPONSE BASICS

Step #1 STAY CALM

Remember a life may depend upon your clear thinking and prompt, correct action. You can help no one if you panic or perform the incorrect action.

Step #2 ASSESS THE SITUATION

What are the facts? Is there still danger? Is there need for help? Should we take cover? Do we need to move to a safer place? Are there injuries? What needs to be done?

Step #3 PLAN THE COURSE OF ACTION

Determine the order of needs, movement, first aid, send for help, take cover, etc. Plan how to carry out the action. Determine who is to do what. When applicable, yield authority to a superior or to one more highly trained in dealing with the emergency.

Step #4 CARRY OUT THE PLAN

When you have formed your plan, put it into action.

Step #5 GET HELP AS SOON AS POSSIBLE

This step may have been part of step four or it could wait until the emergency passed. As soon as possible, notify the Coordinator, Pastor, and/or Day Camp Team Leader.

Emergency Procedures

To Be Applied in all “Disaster Situations”

- The Day Camp Coordinator and/or Team Leader and/or Pastor will assume control of all staff and campers.
- The Coordinator or Leader will assess the situation, and if necessary will call 911. When calling 911:
 - Call 911 to request the proper help and remain on the line until 911 hangs up. NEVER HANG UP FIRST!
 - State the nature of the emergency
 - Give directions to the congregation and the site of emergency
 - Give the congregation’s phone number:
 - Dispatch someone to church’s entrance to guide emergency personnel to the site
 - Dispatch someone to secure traffic. This person should let only emergency vehicles into the church and redirect all other traffic.
- The Coordinator or leader shall be at the emergency meeting spot to receive all requests for aid and to send the proper staff to areas in need of help
- Initiate the follow-up inspection of the “disaster scene”
- Issue the “all clear” signal when proper to do so

Emergency Procedures - Child Abuse

Unfortunately, child abuse is a reality that we may encounter this summer at Day Camp. If a staff member or volunteer suspects that a camper has been abused, then that staff member will immediately inform the Day Camp Team Leader. The Team Leader will then notify the Day Camp Coordinator and/or Pastor, as well as Camp Lutherhaven's Day Camp Manager. The Lutherhaven Director will then be in contact with the Coordinator and/or Pastor of the congregation, and if they agree with the staff member, she will immediately notify the Idaho, Washington or Oregon Department of Health and Welfare.

All adult volunteers and church staff assisting with the congregation-sponsored Lutherhaven Ministries Day Camp must complete a Voluntary Disclosure Statement, provided in your information packet.

All adult volunteers and church staff assisting with the congregation-sponsored Lutherhaven Ministries Day Camp must agree to having their name submitted to the free National Sex Offender Registry. It is the responsibility of the congregation to follow through with the submitting.

It is the congregation's responsibility to comply with any state laws regarding criminal background checks for volunteers working with children. If NOT required in your state, the congregation may still choose to run criminal background checks on all volunteers working with children. Check your State Police website for options. There may be a fee incurred, which is the sole responsibility of the congregation.

If a staff or volunteer thinks that a child has been abused:

- Believe the child. Children rarely lie about sexual abuse.
- Affirm the child for confiding in you about the experience.
- Convey your support for the child. A child's greatest fear is that he/she is at fault and responsible for the incident. Alleviating this self-blame is of paramount importance.
- Don't make promises (ex. This will all get better, it will never happen again)
- Temper your own reaction, recognizing that your perspective and acceptance are critical signals to the child. Your greatest challenge may be not to convey your own horror about the abuse.
- As soon as possible, tell a Lutherhaven staff, the Coordinator, or the Pastor.
- Also, as soon as possible, write a detailed account of what the camper shared with you, and any and all details that you can remember (names, places, dates, incidents, where/when you talked with the camper). Do this the same day while it is still fresh in your mind!
- **Keep everything shared CONFIDENTIAL.** Share only with people that need to know (Lutherhaven staff that need to know—not all of them, Coordinator, Pastor). Privacy is key, and you should involve as few people as possible.
- Anyone who works with children is classified by law as a "Mandatory Reporter".

The congregation must take the necessary steps to safeguard and protect the campers. This includes screening and training all volunteers. The process of screening is not meant to scare or insult the volunteer but to ensure volunteers are aware of their responsibilities and understand job expectations and to be sure we provide a safe environment for campers. The congregation is ultimately accountable for volunteers.

Emergency Procedures for Specific Situations

FIRES

When a fire is detected:

- Evacuate the area and secure the safety of campers.
- Pull fire alarm, if your church has one.
- Notify the Leader, Coordinator, and/or Pastor.
- Notify the Fire Department: 911
- Staff will check to be sure all campers and volunteers are accounted for.
- Use a fire extinguisher if fire is small.
- Staff and volunteers without camper responsibility will report to the Coordinator and Leader.
- Staff will lead guests to a safe location which will be determined by the Coordinator or Leader.

ACCIDENTS

- Trained staff members should initiate the proper first aid procedures.
- Staff members in charge will send a responsible person to the office to notify the Coordinator and Leader.
- If deemed necessary the Coordinator will call 911 to request professional help.
- Only the minimum amount of first aid necessary for the survival of the patient should be administered. The more complicated and less urgent treatment should wait for the health staff or other medical officials. Do not administer first aid beyond your ability.
- Keep calm and set the example for others in the area to give reassurance to the patient.

MISSING CAMPER – SEARCH & RESCUE PROCEDURES

If someone appears to be missing or lost, immediately notify the Coordinator or Leader.

Determine:

- The last place anyone remembers seeing the person
- Approximate time being seen last
- Description of person and clothing

The Coordinator:

- Will call for assistance of all staff. Staff and/or volunteers will be assigned.
- Will send out searchers from a central point in one direction at a time, beginning with the area where the person was thought to be seen last
- A team of searchers will be assigned to check all rooms and buildings. Building checks should be repeated every 15 minutes.
- All staff should report back to the Coordinator when finished with their assignment.
- After one hour of searching, all staff should assemble at the office to be assigned new areas.
- The Coordinator will determine if the assistance of the Sheriff's department, Search and Rescue, State Police, and/or Fire Department is necessary.
- The Coordinator will remain close to the phone to assist with the communications. Keep incoming phone lines open.

When the person is found:

- The search team shall immediately check the person to see if there is need of first aid.
- Report back to the Coordinator
- The Coordinator will gather all searchers until all are accounted for
- Follow-up after the emergency is over.
- Notify family members and proper authorities, if necessary.
- Evaluate the handling of the emergency.

Behavior Management Policy

Discipline is a dynamic process of child guidance. The long-term goal is to encourage the development of self-control. As a ministry we have a responsibility to help children learn to be self-directed and in control of their behavior.

As a policy, Lutherhaven Ministries wants to be able to set up an environment where we prevent negative behavior before it even begins. **Camp life is conducive to positive interaction!**

Examples:

- Adults model appropriate behavior using their authority wisely
- Staff develop caring relationships with youth
- Emotional expression is encouraged
- Activities are age appropriate, relevant to the needs, interests, values, and capabilities of youth

When a child's behavior creates a risk for the emotional or physical health and safety of another child or the staff, a three-step policy for camper discipline is in place. The following shall be explained to all volunteer staff:

1. The first step in camper discipline is to remind the camper of what proper behavior is and to (if necessary) give them a time out.
2. The second step in continued improper behavior is to involve the camper in a covenant (contract) making procedure. Take the camper aside to discuss the consequence of future misbehavior. The covenant will allow the camper to make decisions and choices regarding their future behavior. Part of that covenant should be that if the behavior does not change that they will see the director. It is important to follow through on the covenant and the consequences.
3. The third step is to take the camper to the Coordinator or Pastor. The Coordinator or Pastor will determine the consequences of the future misbehavior, and handle any telephone conversations or conferences with the parents.

CAMPERS WILL NOT AND SHALL NOT FOR ANY REASON BE CORPORALLY PUNISHED, HIT, SCREAMED AT, OR FRIGHTENED INTO "GOOD" BEHAVIOR, NOR SHALL THE CAMPER BE GIVEN ANY WORK PROJECTS TO COMPENSATE FOR POOR BEHAVIOR.

When adults feel themselves losing control, they shall practice coping techniques such as leaving the situation, deep breathing, or getting the Coordinator or other staff member to step into the situation. It is better to have a director or supervisor step into the situation than to wrongly carry out the situation on your own. Asking for help in a situation shows maturity, and good judgment.

Appendix A: Youth Training Nights

Introduction: These Youth Training Sessions were created so that anyone can lead them! All the activities are explained as you go through them. (It is highly suggested that you read through all of the sessions before you lead them.) With this tool (which you can tweak to your liking,) we can help to empower the youth of our congregations to better serve now and in the future by providing them with the necessary skills, knowledge, and excitement they need! You can adapt these to be all in one night or one per training night... whatever works best for you and your congregation.

Session 1 – Being Leaders: (20-25 minutes)

Opening Questions

Begin by having everyone sit in a circle on the same level (in chairs, on the floor, on couches). “Let’s go around the circle and introduce ourselves, saying your name, whether or not you have served at a Day Camp before, and what you are most excited about for day camp!” (You can keep chatting for a bit if you and the group would like.)

Opening activity

Train Wreck: Sit in chairs in a circle (or stand and take off one shoe to mark your spot). There should be one less chair than people. The person without a chair starts in the middle. They share 3 interesting facts about themselves, then picks the “switch people.” For example: everyone switch if you’re wearing jeans. Everyone wearing jeans must then find a new chair at least two away from where they started. The person who doesn’t get a chair is then in the middle and shares their 3 facts and switch condition.

Intro to discussion

Categories: pass a ball around the circle. When you have the ball, you have 3 seconds to say one way people communicate that hasn’t already been said. (Ex: phones, body language, tone, words, email, etc). If someone repeats or can’t think of one or takes more than 3 seconds, they are out. The game continues using the next category (Confidence, excitement, leadership, or other categories that apply to what you’re going to talk about with leadership) until there is one person remaining.

Communication

“What are some ways we communicate on a daily basis?” (Pause and take some answers from youth. Answers may include cell phones, e-mail, etc. Praise the first person to respond with something like, “Thanks for getting the ball rolling - that was a good thought. Can anyone build on that?”) “Are there ways we communicate without talking?” (Pause for answers again. Body language, facial expressions, wandering eyes, fidgeting.) “Is communication one way? Are we always doing the communicating, or are we receiving communication as well?” (Discuss this with the youth. Communication is not one-way, and we are constantly sending and receiving it.)

“What are some ways good leaders communicate?” (Pause for answers. Follow up questions may be “How does someone you respect communicate?” “How do pastors/teachers/youth directors/news reporters communicate?”)

“What can happen to a team if it does not communicate?” (Pause for answers). “We are going to be a team this summer during day camp. How are we going to communicate with each other, letting each other know our needs and the kids needs?” (Let youth ponder this if they do not have an answer for it right away.)

Confidence

“What does it mean to be confident? How is confidence different from being cocky?” (Pause for answers.) “Is preparation required for confidence? If so, what can **we** do to prepare?” (Pause for answers. This is a good time to teach ways to transition, such as “Remote Control”, “Secret Service”, and “Animal Walk”, or short games, such as “Wet Dog Shake”, “Funny Face”, and “Ninja”, all explained below. Make sure when you explain them, you also play them!)

“What can we do if we come across a situation we are not prepared for, or one we have never experienced before? How do we remain confident in that situation?” (Pause for answers. Once a few answers have been given, explain some scenarios of what *might* happen on day camp, listed in the coordinator manual. Fire, missing camper, accident, behavior issues.)

Excitement

“How do we get kids excited about day camp?” (Pause for answers. Smile, smile, smile! Be excited!) “Key phrases we should use this week include: “This is my favorite _____!” “I love this one!” “What else can I do?”

“What should we do if there is something we do not like to do?” (Pause for answers. Remember you are there for the kids, not for your pleasure. If you are excited, they will be excited. You can bring the situation up later with friends and the coordinator.)

“Should we always do everything by the book?” (Pause for answers, asking “Why or Why not” questions, as well as “Could you explain that a little more” as needed.)

Prayer

You can say your own prayer, or use this one. (You may also pray for specific requests.)

“Almighty God, thank you for this day, and for this time to gather together. Thank you for the opportunity you have given us to become leaders for you. Please continue to make us excited, confident, and be in good communication with each other. Please keep us safe until we meet again. In Jesus Name we pray, Amen.”

Make sure to remind them of the next time you are meeting!

Transition Activities and Short Games (mentioned above):

Transition Activities:

- Remote Control: While moving from one station to the next, pretend you, as the leader, have a remote control. The children then follow whatever instructions you call out (pause, slow motion, fast forward, rewind, change to the “cowboy channel”, volume up/down).
- Secret Service: Leader and the youth sneak from the station they were at to the one they are going to as quietly as they can. If you are excited about it, they will be, too!
- Animal Walk: Walk like your favorite animal from one station to the next. Or, walk like your favorite jungle animal for a little bit, then your favorite pet, then something else!
- Walkie Talkies: Have campers walk with one person and talk about a specific topic (Ex: what is your favorite food, what kind of animal would you be for a day and why, etc)

Short Games:

- Wet Dog Shake: Shake your right arm eight times, then your left arm, then right leg, then left leg. Then do each seven times, then six, all the way down to one, speeding up a little each time.
- Funny Face: In small groups, when the leader says “go” everyone makes a funny face, while trying to make the other members smile. If you slip and show the slightest smile, then you are eliminated. No touching each other, and eyes must stay open! Otherwise, anything goes!
- Ninja: Standing in a circle, you get one movement to try and tag someone else’s hand with your hand. If they see your hand coming, they have one movement to dodge (move out of the way of your hand). At the end of your movement (both tagging and dodging movements), your hand must freeze where it stopped, and it is the person to your right’s turn.
- Name 5: Have campers in groups of 2-4. Name different categories and the first team to think of 5 items in that category wins the round (ex. Name 5 candy bars, name 5 toothpaste types, name 5 items you’d find in a baby’s room)

Session 2: Working with Kids!

Opening Questions

(Remember to be on the same level with everyone in the group – on chairs, the floor, or standing. And circles are highly encouraged so everyone can see everyone else in the group.)

“Ok, let's all come and join the circle in these chairs. We are going to start by going around the circle and saying our name, and if we were at the last meeting, one thing we found valuable, interesting, or still have a question about from the last meeting. I will start, and we will go around the circle in this direction” (make sure to choose a direction that will start off the discussion positively). (Remember to make note of extra questions and revisit them later, either in the big group or one-on-one.)

Opening Activity

“Now we are going to play a game called Wampum Tag. We are all going to sit in a circle, on the floor, and one person calls out somebody else's name in the circle. Using this wampum stick (a soft foam sword or noodle, or a scarf/bandana), the person in the middle tries to tag the feet of that person whose name has been called before that person calls out another name. If you are tagged, then you will switch positions with the person in the middle. Names are called out until someone is tagged. Any questions?” (Choose a volunteer to be in the middle first, reminding them they will not be in the middle for very long.)

Responsibilities

“Let's talk about responsibilities leaders have. Does anyone have an idea of a responsibility a leader might have?” (Ex. Punctuality, assuming responsibility, follows rules whether or not being observed, trustworthy.)

“Does anyone know what “Risk Management” means?” (Uh, managing risk? Someone's going to say it...) “Yes, exactly! Risk Management means managing risk! Can you explain that any more?” (Lead the discussion in a way that your volunteers know there will always be some sort of risk, but they can have a plan in place to minimize the effect of the risk if it does occur.)

Play “Spot the Risks” → Look around the room. Imagine you are about to lead a game (or craft or whatever). Do you see any potential risks? What would you do to manage the risks? Ex. Bleachers on the edge of the gym. Risks: kids could run into them and hurt themselves or climb up on them/try to run across them. Manage the risk: Set boundaries that kids aren't allowed over by the bleachers if they are running, etc.

Another example: You take your kids on a field trip to the local park, three blocks away. A risk management mind will immediately tell you “Danger! Cars, strangers, kids running away, dogs, kids climbing trees, among a multitude of other things!” There are risks, yes, but the risk management mind will also note how to manage the risk. “We will have an adult in the front, middle and back of the group, kids will hold hands while crossing the street, we will take phones and a first aid kit, and we will talk with the kids beforehand about staying with the group and not wandering off without one of our adults.” Is there still risk? Yes! But is it managed? Yes! “What can we have with us to manage risk? What can we do to manage it? Why would we even want to manage risk?”

We are all leaders here. How do you see yourself helping manage risks in your role at Day Camp?

Modeling

Activity: “Look in the Mirror” → partner youth up into pairs. Each pair picks someone to be the mirror and someone to be the person. They face each other and the mirror has to mirror whatever the person does. Then switch!

We are going to talk a little bit about modeling behavior for kids. I'm going to start with this phrase, and then ask you what you think about it. 'What we show is how they'll grow.' What do you think about that?” (Wait for a few responses.)

“Who are some examples in your lives, and why? How do they model behavior for you?” (Take responses, and ask questions to model that you are really listening.) “Who is the ultimate example of servant leadership we have, and what were some of his characteristics?” (Hint: Jesus!)

“If 'What we show is how they'll grow', what should we do about our own language and dress?”

Facilitating

“Let's jump over to our last topic for this session – Facilitating. What does it mean to facilitate?” (To make an action, like learning, easier. In other words, to “allow others to learn”. Volunteers may help in facilitating some small group circles during Bible Encounter, asking questions and taking answers of kids.)

“What are some qualities that would make a good facilitator?” (Take a few answers. Responses may include patient, encouraging, demonstrative.) “How can we show some of these qualities while we are working with kids?”

Tips for a good facilitator:

- Ask good open-ended questions, and clarify when needed. Ex. “If I were to try doing it this way, what would be the result?”
- Be encouraging. Ex. “You're getting the hang of it!” “That's better than a couple times ago!”
- Be patient. Ex. “Remember, one step at a time!” “No hurry. Let's try doing that again!”
- Demonstrate what you mean. Ex. “Watch as I do it the first time, they everyone will have a chance!”
- Utilize repetition to reinforce ideas. Ex. “Can someone tell me what we just did so we don't forget it?”

Prayer

“Ok, we are going to say a prayer before we leave. Does anyone have any prayer requests?” (Take a moment and write down any prayer requests offered. You can start off with one of your own to model leadership and show you are invested in this, too. Others will follow you!)

Offer up your prayers to God, then remind everyone of the next time you will be meeting.

Session 3 – Working with Peers

Opening Question

“Let's all come over and gather around, sitting on these chairs. One at a time, let's all go around and say our name and what our favorite thing is to do with our friends. Would someone else like to start this time?”

Opening Activity: Who am I? 4-5 minutes (sticky notes on the back activity)

Put a sign (sticky notes work great for this, or paper with tape on it) on each person's back with the name of an animal on it (suggestions: wolf, elephant, ant, porcupine, whale, eagle). Don't let them see the sign you are putting on their back! Each person asks yes and no questions of everyone else to try to guess what name is on his/her back. (“Is my animal a mammal?” “Does it have four legs?” Eventually this narrows it down to the specific animal.) Once they have guessed correctly, they can take the paper off their back! (This could also be used with Bible character names!)

Respect Each Other: (5 minutes)

“Could someone remind us what we talked about regarding modeling in the last session?” (After someone reminds everyone, move on to the next question.) “How could we go about modeling respect for each other to these kids? Who else do we need to respect while here at day camp, and in what ways can we do that? (Parents, coordinator, cooks, adult volunteers, Lutherhaven staff.) “But what if we don't like someone else who we are working with? How should we deal with that?”

Why are we here? (5 minutes)

“So, my next question today is, why are we here?” (Take a few answers, then ask the same question again. You might get some quizzical looks, but try it. See if you get to a deeper answer than the first time you asked the question. If you feel like it, you can ask a third time as well.) Then say, “Knowing why we are here, and why the other people in the circle are here, can be very helpful in us understanding the people we are working with. What are some responses you have to what other people have said?” (Pause for some discussion.) “What are some actions you might or might not take now that you have thought about why you are here?” (No cell phones, be punctual, be there for each kid, etc.)

Another Activity: Toe Grab Jump (3 minutes)

Stand with your feet together. Place a carpet square (or piece of paper or magazine) in front of you. Grab your toes. Without letting go of your toes, jump over the carpet square. Good luck! (This is a great activity to get people laughing and moving again. Don't worry if people cannot do it perfectly!)

How should we interact with each other? (5 minutes)

“Ok, let's come back to our seats. Now, as our final topic, let's focus on how we interact with each other. What could be some reasons we need to be careful of how we interact with each other?” (Campers are watching, parents are watching, we are representing the church, makes people feel awkward, can be distracting.) “What are some appropriate ways we can show affection or appreciation for each other in front of and to day campers?” (Side hugs, words of appreciation, high fives, knuckles. Have some people get up and demonstrate these so they can see and do, not just hear.) Count the number of people in your group, filling in the number blank in this sentence with that number so everyone gives everyone encouragement, and say, “Now everyone give (number) appropriate encouraging acts to people in this group!” This way, everyone encourages everyone, including themselves!

This would be a great time for a short review/question time! Let people know they can ask for clarification on whatever they want, or have reminders if they need them!

Prayer