

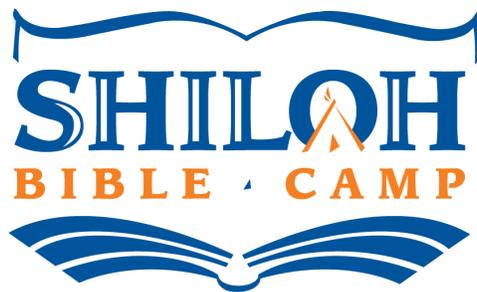
Shiloh

Bible Conference

Staff Training Manual

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“Study, Do and Teach the Word” from Ezra 7:10

A Ministry Of

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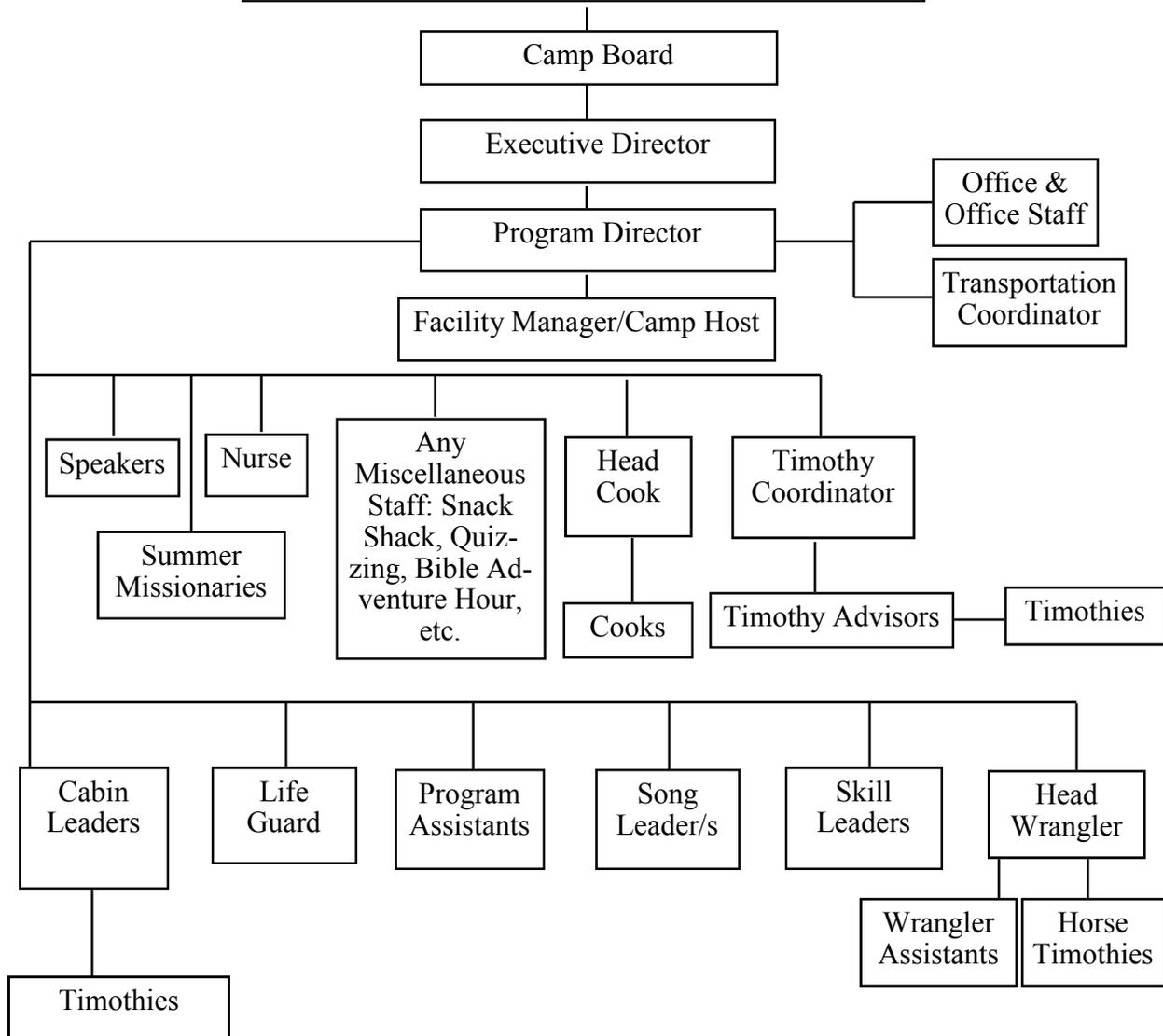
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CHAIN OF COMMAND

GOD

PLEASE NOTE: This camp and everything and everyone associated with it belongs to the LORD. Keep that in mind in every situation. They are not the camp's canoes, they are the Lord's, it's not the camp's kitchen, it is the Lord's, it's not the camp's property, it is the Lord's, they are not your campers, they are the Lord's, it's not the camp's basketball or volleyball, it is the Lord's, etc., etc., etc., ... get the point?

The LORD and His Word are our ultimate authority in any and every situation. And don't forget, "*You are not your own, you were bought with a price...*"



Please Note: If you have a problem or situation where you need assistance, please follow the chain of command. i.e.- If you are a Timothy, go to your Cabin/Teepee Leader or Timothy Coordinator first. Don't just run right to the director with every problem.

CHILD ABUSE POLICY

What exactly is abuse?

1. *Child abuse* has been defined as non-accidental injury caused by the acts or omissions of the child's parents or caretakers.
2. *Physical abuse*: non-accidental physical injury to a child. This can also include *physical neglect*, which is failure on the part of the child's caregiver to provide adequate food, clothing, shelter or supervision.
3. *Sexual abuse*: sexual exploitation of a child done for the gratification of the offender or another person. This can include a variety of behaviors including fondling, verbal stimulation or pornography, and also more violent behaviors such as rape.
 - *Touching offenses*: fondling, oral, genital or anal stimulation, non-violent intercourse, incest, rape, assault and murder.
 - *Non-touching Offenses*: Verbal stimulation, obscene phone calls, indecent exposure, peeping, causing or allowing a child to witness adult relations.
4. *Emotional abuse*: A consistent pattern of humiliating, critical and punitive interaction between parent and child which results in damage to the child's chances for normal growth and development.

What should I do if I suspect abuse in one of my campers?

There are times that a camper may say some things or you may notice peculiar signs that make you suspicious. Here are some guidelines to follow:

1. Do not ask probing questions. You are not trained in professional counseling. Investigation of the situation will be handled by the appropriate authorities.
2. Do not promise confidentiality. Let them know that in order to help them, you might have to tell someone else who will also be able to help them.
3. Reassure them it was not their fault and it was good to tell.
4. Let the child know you support them
5. Refrain from touching a child who may have been sexually abused. Any touch could be received by them as a sexual touch.
6. When you are finished talking with the child, immediately report suspected abuse to the Executive Director or in his absence the Program Director. He has 24 hours to pass the information on to Child Protective Services.
7. Other than as noted above, respect the child's privacy by not passing the information on to the other staff or campers.

****REMEMBER, IF YOU ARE SERVING AT THIS CAMP, YOU HAVE SIGNED A STATEMENT AND AGREED TO FOLLOW THE GUIDELINES GIVEN ON THE FOLLOWING PAGE.**

Shiloh/ InFaith Guidelines for Appropriate and Inappropriate Behaviors

1. Do not touch or allow a child to touch you on the private areas of the body (genital area, breasts, etc.).
2. Do not allow yourself to be alone with a camper in a secluded area. If you want or need to talk one on one with a camper, do so in a highly visible area, away from hearing range of others.
3. Allow campers to have privacy as needed when dressing. While this is difficult in a cabin setting, privacy should still be respected.
4. Do not force a hug or friendly touch on a camper.
5. One on one discipleship should generally be done by an adult of the same sex as the camper.
6. When working directly with children, keep record of any unusual events or reactions.
7. As adults, model positive lifestyles. Remember the “Hands Off” policy.
8. All staff 18 years old or older should shower in the staff bathrooms only. Campers and younger staff should shower in the outside bath house only.

Shiloh Bible Conference Policy Concerning Marriage

The marriage relationship as established by God is to be between a man and a woman, fulfilling the partnership relationship that God designed. We believe that homosexual relations are forbidden by God in His Word, and that any sexual union other than that within the marriage relationship is an act of sin (Genesis 1:27, 2:18-25; Matthew 19:4-6; Ephesians 5:22-33; Romans 1:24-32; 1 Corinthians 6:9-10, 18; 2 Corinthians 12:21; 1 Timothy 1:9-10; Galatians 5:19-21; 1 Peter 4:1-5; Matthew 5:27-32; Romans 13:12-14).

Shiloh Bible Conference Policy Concerning Homosexuality

Because of the widespread acceptance of homosexuality, Shiloh Bible Conference wishes to make the following affirmation:

- In the light of Scriptures listed below, the Shiloh Bible Conference believes and teaches that homosexuality and lesbianism are not “alternative lifestyles,” or genetic predispositions. Instead, they are sin in God’s sight and a willful choice. Therefore, we cannot condone or accept a homosexual, a polygamist, or those who are in a live-in situation as a volunteer worker or employee.
- Genesis 1:27; 19:5-13; Romans 1:26-28; Leviticus 18:22; 1 Kings 14:24; 1 Corinthians 6:9; 1 Timothy 1:10; Jude 7

General Principles for all Shiloh Staff

Why are we here?

- 1. For the campers and to impact them for Jesus Christ!**
- To *serve*, not to be served!
- We are here to *show people the love of Christ* through our lives and *example*. We are to be a *model of Jesus Christ* and treat all people as He did in His time on Earth.
- We are not here to** “lay down the law,” or “set these kids straight,” or “whip them into shape,” etc.
- We are here to** treat others with respect, live the love of Christ, be firm in a loving respectful way and hopefully guide those we contact into Biblical based, Christ likeness.
- We want to be an example and friend that will hopefully *inspire those around us* to model themselves after Christ.
- We want to do these things in such a way that those around us *come to their own conclusions* that they want to follow us as we follow Christ.
- Our goal is to change kids “from the inside out,” not the “outside in.” We want to provide an atmosphere where God can change their heart!
- Our focus should be to shape and mold hearts, not simply force people to outward conformities.**
- We are here to do all of this with a humble, respectful spirit, a servant's heart and attitude, and in willing, respectful submission to those in authority over us while maintaining a team spirit.**

Some of the Requirements We Will Need:

- A growing, thriving, consistent walk with God that stems from a solid faith in Christ and foundation from God’s Word, the Bible. (Demands a healthy personal devotion life)
- An untiring patience that grows out of love for the campers and other staff.
- To understand what it means to “Be a friend, not a buddy,” and live by this principal. (A friend wants what is truly best for the other person, even if it hurts them initially, understanding that God’s ways are not always easy. A friend has the long term results in mind. A friend has the other’s best interests in mind. A buddy simply wants to be liked by everyone, and will do whatever that requires. A buddy will not do the hard things, but will ignore sins or problems, etc. for the purpose of trying to keep everyone liking them. A buddy has his own personal interests in mind.)
- To understand that we are an example at all times. Either a good one or a bad one. We should always be striving to be an example of Christ-likeness!
- Understand that we are all part of a team. Our attitudes, comments, discussions, etc., will have an impact on the entire camp and be an example to the campers and others. We should always be striving to treat each other with respect, love, patience, etc., and be an example of unity to those around us. As Christ Himself said in Matthew 12:25, “Any kingdom divided against itself is laid waste; and any city or house divided against itself shall not stand.” (NASB)
- A good sense of humor and a positive and supportive attitude.
- The ability to be a Spiritual Leader and team player *no matter the circumstances*.
- Flexibility and a willingness to adjust at a moments notice!** Camp circumstances will consistently demand flexibility! We all must be willing to flex in order to survive and maintain

unity in all circumstances.

9. An understanding of the authority structure at Shiloh, and how each of us fits into that.
10. The understanding and ability to teach on a *heart level*, not an outward obedience level only. (*There may be times when it is appropriate to demand outward obedience initially, without explanation, and then go back to them at a more appropriate time to deal with things on the heart level.*)
11. The ability to handle correction or discipline with a consistency and firmness, yet in a gentle, calm, humble and respectful manner—always being careful to refer people up to the next level of authority when the situation calls for it.

Some Important Things To Consider about Your Personal Example:

1. Attitude effects everyone and everything!
2. Enthusiasm is contagious! (And so is negativism!)
3. Complaining or grumbling will *always* cause much harm! It will hurt you, those who hear and observe you, and those people or circumstances mentioned (directly or indirectly) in the complaint.
4. Little things you do, say or display may have tremendous effect on those around you.
5. The camp situation has a way of putting one on display. What do you want people to see when they look at you?
6. Even the little rules matter. If you don't follow them, what does that portray to the campers?
7. Your attitude towards the authority over you will greatly impact those under your authority! (And the peers around you as well.)

Some Important Expectations To Be Aware Of:

1. Whenever possible, it is our request that all staff participate in the chapel times.
 - Our example in this is critical to the campers.
 - It is *incredibly distracting* to have staff walking through the chapel during session, or passing in view outside the windows, or talking in the back, etc.
 - We need time for corporate worship as well.
2. If for some reason you cannot be in chapel and must access the office, please do not walk from the stairs to the office (or vice versa), passing through the campers. Instead, go outside and around, entering or exiting quietly behind the partition.
3. In some circumstances, auxiliary staff may be excused from evening chapel and allowed to go to bed early if they obtain permission from the Executive or Program Director. In this situation, they will be expected to be in their bed, not out talking, playing, showering, etc.
4. Cabin Leaders are expected to be with their campers whenever possible, and must be with their campers after “Get Ready for Bed,” and *stay there* after “Lights Out.”
5. “Lights Out” will be applied and enforced on the Chapel and Dining Hall.
6. The Night Watchman has the authority to send auxiliary staff to bed.
7. After “Lights Out,” auxiliary staff need to respect the fact that other people are trying to sleep. In addition, they need to realize and respect the fact that they have responsibilities the next day that they will be expected to perform and need to be rested for.
8. No one is allowed to use the showers after the “Get Ready for Bed” time each evening. (Not only do we want people to get their rest, but the showers make noise that distracts those in surrounding bedrooms who may be trying to sleep.)

9. Open drink containers and food items are not allowed in the chapel area.
10. All staff are expected to be in their respective staff meetings/devotional and prayer times each day.
11. All staff should wear their camp nametag at all times so they are identifiable in any situation which may arise.
12. **Regulations regarding Cell Phones or other electronic devices:**
 - In General, cell phones or electronic devices are not allowed during our camps.
 - Please bring a Bible in book form.
 - Please bring a watch and/or alarm other than your electronic device.
 - All electronic devices should be stored in the camp office, locked in your vehicle, or possible other places as the Director may designate. If needed, they may be checked for messages once a day at an appropriate time as cleared by the Director.
 - Certain Staff will be allowed their devices when the Director designates that they need them to perform their duties. Examples include, the Lifeguard, Bus Drivers, Medical Staff, Nightwatch, Head Horse Wrangler, some Maintenance positions. When off duty, the devices should be returned to the designated storage area.
 - No Staff should ever have their devices on or in use during chapel with the obvious exception of things being used for display purposes by the music leader or Speaker.
 - Please do not attempt to store these devices in the cabins or other places where they may be found or accessed by campers or other people.
 - Use of the Internet for any inappropriate activity is absolutely prohibited!
 - Weekend use of devices by off duty staff is at the discretion of the Director and is limited to acceptable/appropriate behavior.
 - Staff living in one of the homes on camp property may use their devices in their homes when appropriate. Staff staying as guests in these homes may store their devices there and use them appropriately at the discretion of the staff living there, and/or the Director.
 - Campers must turn in all electronic devices to the camp office upon arrival. If you discover a camper who has a device, please confiscate it and turn it into the office.

Visitor Policy:

1. Visitors are required to check-in at the office, obtain a visitor nametag and clarify their visit with the appropriate Shiloh staff.
2. Visitors need to wear their visitor nametag at all times so that other Shiloh staff and campers can identify them and understand their presence.
3. If any Shiloh staff see someone wandering around camp without a visitor nametag, they should immediately confront the person (unless they are in fear of personal danger) and/or bring them to the attention of the Shiloh Director/s.
4. Upon finishing their visit, visitors should check out through the office and return their visitor nametag before leaving.
5. While on Shiloh property, visitors are expected to abide by any and all Shiloh policies.
6. If a problem with a visitor arises, Shiloh staff should request they leave the premises immediately, and/or contact police when appropriate.

Shiloh Night Watch Responsibilities and Policies:

Immediately upon the close of evening chapel, the Night Watchman is responsible to take over the leading of the camp for the night hours. This involves:

1. Enforcing neighborhood quiet hours for the entire camp.
2. Knowing and enforcing the given times for “Get Ready for Bed” and “Lights Out.”
3. Ensuring all campers and staff proceed properly through the “Get Ready for Bed” time, and proceed to their appropriate places for bed.
4. Quieting the cabins once “Lights Out” begins. (Note: If a cabin is clearly in a sincere spiritual conversation, you may allow them to continue until they finish providing they are doing so in a quiet, respectful manner.)
5. Enforcing “Lights Out” and quietness on the chapel and dining hall (but not the auxiliary staff bedrooms unless they are loud enough to disrupt surrounding bedrooms).
6. Ensuring all showers have ended by the conclusion of “Get Ready for Bed.”
7. Maintaining order and appropriate conduct for the night hours.
8. Shutting down all buildings and appropriate lights after “Lights Out.”
9. Ensuring that night time safety lights are turned on and working properly.
10. Taking down the flags for the night, or ensuring that they are appropriately lighted.
11. Regularly patrolling the camp property, and ensuring there are no dangerous situations, especially focusing on the cabin areas.
12. Monitoring all traffic to and from the bathrooms, ensuring there is no foul play or mischievousness taking place.
13. Not allowing anyone (staff or campers) to leave the cabins for anything other than going to the bathroom or nurses office (or another appropriate emergency) after “Lights Out.”
14. Monitoring activities around any auxiliary staff housing (tents, camp trailers, etc), to ensure there is no foul play or mischievousness taking place. Quieting these people if they are loud enough to disrupt others around them.

Policies:

1. A Night Watchman (NW) should be used in any Shiloh organized camp (with the exception of Family Camp—unless it is felt necessary).
2. The NW will be provided with appropriate flashlight/s, two-way radios and a cell phone in good working order.
3. Patrol times will be determined by the Shiloh Directors for the individual camp/s.
4. The NW should be instructed in and familiarized with:
 - The responsibilities listed in this document.
 - How to identify an emergency and appropriate emergency procedures.
 - Pictures of known sex offenders within our surrounding area.
5. The NW should be at least 21 years old.
6. An appropriate background check with the appropriate authorities will be required.

Cabin Leading

What is Cabin Leading?

A camp cabin leader is a person who has been allowed the responsibility of caring for a group of campers throughout their time at camp. He/She is with them twenty-four hours a day. He/She eats, sleeps, and plays with them. He/She makes every effort to love, understand, and befriend them. He/She must be concerned about their entire welfare. This includes health, safety, physical well-being, group cooperation, and spiritual growth. The spiritual welfare of the campers placed in the cabin leaders' hands is his/her primary concern and main responsibility.

The cabin leader has an all important task of developing a personal relationship with the camper. This will employ the best he/she is able to give in understanding, patience, and sincere concern. The cabin leader is not a "policeman" or a "baby-sitter." He/She is chosen for the express purpose of living with the camper and sharing his/her joys and problems so as to guide his/her activities and thinking.

Cabin leading does not mean "ruling with an iron hand" nor "setting them straight," "seeing that the rules are obeyed," or "laying down the law."

Cabin leading does mean:

1. Guiding the interests and activities of the campers so that they arrive at decisions which are of their own making.
2. Living with the camper so that by your own life, they will learn the satisfaction and assurance that only a life "hid with Christ in God" can have.
3. Seeing in your lifestyle the source of spiritual strength which is enjoyed by the Christian who "walks with God."
4. Learning from you the art of thinking through life's questions in the light of God's Word.

Cabin leading therefore involves:

1. Many of the same motivating forces as soul-winning.
2. An "understanding heart" toward the camper which is based on a spiritual concern.
3. An untiring patience which grows out of love for the camper.
4. Interaction with the camper as an individual in such a way as to guide his/her thinking without "prying."
5. A cooperative spirit with the other cabin leaders and the directors.

Objectives for Cabin Leaders

Objective I: Be a good cabin leader

1. Lead by example.
2. Be ready and anxious to lead someone to Christ.
 - » Know the four spiritual laws or another simple approach.
 - » Practice sharing the plan of salvation.
3. Be approachable -- don't be too busy!
 - » Let others think "I can talk to him/her."

- » Beware of activities that can rob you of opportunities to share personally with someone.
- 4. Every leader will be leading devotions each night and teaching the Bible lesson from workbooks each day.
 - » Discern the spiritual position of those you are responsible for. Develop good questions to reveal attitudes and interests.
 - » Be honest -- no one expects you to know all the answers to every question. Admit you don't know the answer, but try to find it.
- 5. Use disciplinary measures sparingly. Never use physical punishment or threats. Do not accept a camper's bad conduct personally. Always "*cool off*" before acting.

Objective II: Be a friendly and pleasant Christian

1. Be friendly without being phony.
 - » Know everyone's name.
 - » Show interest and concern.
 - » Ask appropriate questions.
 - » Talk about common interests and attitudes.
 - » Spend time alone (in visible areas) with each camper you are responsible for.
2. Have a good sense of humor.
3. Combat complaints with a positive, excited attitude.

Objective III: Be an informed Christian

1. Know where things are. Take a few minutes when you get to camp, to look the grounds over and get a feel for where things are.
2. Know when things are happening.
 - » Keep a copy of the schedule handy and/or memorize it.
 - » Bring a watch if possible.

Objective IV: Show desire for true achievement

1. Encourage a competitive spirit
2. Be an achiever with your campers.
 - » Give praise freely.
 - » Applaud good sportsmanship.
 - » Recognize a job well done.
 - » Don't chide or be sarcastic.
3. Demonstrate love toward other cabin leaders and all campers in every situation.
4. Have a positive attitude.
5. Be on time for the different events as well as help get your campers there on time.

Preparing a Cabin Devotion:

What is a Cabin Devotion?

A Cabin Devotion is a time where the Cabin Leader (or in some cases the Timothy) spends some time leading a study and discussion of God's Word in the Cabin with the group of campers assigned to them. This is meant to be an informal time where the campers can feel free to interject ideas, ask questions, share examples, etc. However, the leader needs to guide the discussion and keep it on focus.

Types of Cabin Devotions:

1. **Previously Prepared Studies:** Cabin Leaders often come to camp with a set of devotionals already prepared on a specific passage/s of Scripture, or topic/s. This is a recommended procedure for all responsible Cabin Leaders.
2. **“Bouncers:”** A “Bouncer” is a study of a Scripture or topic that was started by a Camp Speaker or other camp discussion and then continued by the Cabin Leader in the Cabin later on. After the speaker finished their time, they “bounced” the task of continuing the discussion onto the Cabin Leader. Sometimes the Speaker does not specifically ask the Cabin Leader to continue the discussion, but due to camper interest or a need observed by the Cabin Leader, the discussion is continued.
3. **Spur of the Moment:** Sometimes a Cabin Leader will observe a specific need in their particular group of campers, and lead an impromptu study on this topic or Scripture. For example, a leader may observe that their group of boys has some particular problems with anger, and decide to lead a Bible study on this topic. Or, perhaps the girls in one leader’s cabin are being very unforgiving towards another girl, so the Leader decided to do a study on forgiveness. Or, perhaps one of the campers in their cabin asks for study on a certain passage of Scripture, so the leader prepares a study as quickly as possible.
4. **Topical verses Exegetical:**
 - ⇒ A topical study is simply a study based on a particular topic such as dating, forgiveness, marriage, etc. Topical studies should always be grounded firmly in the Word of God, with Scriptural principles being taught, not simply ones own opinions or ideas based on books other than the Bible.
 - ⇒ An exegetical study is simply a study where you take a passage or verses of Scripture and study it out in depth, verse by verse, or word by word. Make sure you keep the context of the entire passage in place. Taking a verse “out of context” means you look at a verse without understanding the whole idea of what is happening, and therefore you often come up with an incorrect meaning of that verse. For example, say that you walked by me when I was in the middle of a conversation and heard me say, “...and then I shot him.” Immediately you begin to scream that I am a murderer and run to call the police. Later, when you find out the whole story, you learn that I was talking about an Elk I shot on a hunting trip. If you take my phrase out of context, you can assume all the wrong things and jump to incorrect conclusions. This can be a very dangerous thing to do with God’s Word! Keep it in context!!

Hints for preparing and giving your own Devotions:

1. Don’t be afraid to say, “I don’t know.” If you are asked a question that you don’t know the answer to, simply be honest, and then try to find someone who can help you answer that question at a later time. Don’t feel like you have to pretend to know it all.
2. Use God’s Word! The power of God is in His Word! “For the word of God is living and active and sharper than any two-edged sword, and piercing as far as the division of soul and spirit, of both joints and marrow, and able to judge the thoughts and intentions of the heart.” Hebrews 4:12, NASB. *God’s Word is what changes hearts... use it!!*
3. Don’t be lead stray by too many questions or stories from the campers. Keep the focus on the Scripture. Guide the discussion so that you can bring out God’s truth without being distracted by what we often call “Rabbit Trails.”
4. Use stories or examples to illustrate your points. Look at how Jesus taught. He used stories all the time to help illustrate His points, and to help people understand. Should we do any different than Jesus?

5. Keep it short and simple, and make sure your discussion fits the age group you are working with. Keep things on their level. Don't talk to High Schoolers like 1st Graders, and don't talk to Junior Highers like Seminary graduates.
6. Pray, pray, pray! Ask God for His leading and help, and make prayer a part of each devotion time. Rely on His strength, not your own!
7. Remember, God is the one who really does the teaching through you, so keep a humble attitude and give Him the glory! Don't get in His way!

Roles of the Cabin Leader

Jeremiah 15:19-20

SERVANT -- You are a teacher in the sense that your attitudes and actions are observed and either copied or reacted to by your campers. You are a teacher because you are involved in direct instruction. Your classroom is your cabin, the dinner table, the athletic field, the meeting hall, and the chapel. So use it well!

FRIEND -- As a friend, you are interested in each camper's likes, dislikes, problems, and experiences. You accept him/her or learn to accept him/her for what he/she is. You are friendly, approachable and a good listener, but at the same time you avoid the danger of being too familiar. Campers don't respect the cabin leader who attempts to act as they do; you are an adult, and as such, should command their regard and respect.

SPIRITUAL LEADER -- You will minister to the needs of others instead of having others minister to you. You will have to be under the control and direction of God and your ministry will involve prayer with and for each of your campers. By watching you, they will be able to see the Christian life in action.

****NOTE** -- **Camp is NOT a vacation and anyone who uses a cabin leading experience for this purpose shouldn't attend. It's a job and a ministry. Your time is never your own; it belongs to your campers. There will be constant demands placed upon you as cabin leading is very strenuous and requires all of your resources.**

QUALIFICATIONS OF A CABIN LEADER

A role model	Honest
Knowledge of the Scriptures	Emotionally mature
Positive attitude	Reliable
Love	Adaptable
Humility	Healthy
Pleasing personal habits	<u>Must be a servant</u>
Basic common sense	<u>Submissive to authority</u>
Stable character and pleasant personality	A good sport

Qualities for Cabin Leaders

What Campers Expect of Cabin Leaders

1. I want him/her to be the kind I can talk to. A cabin leader who won't think I'm silly because of some question I ask.
2. I want to be able to go to him/her with any problem I have. I want him/her to take my problems seriously and not talk to anyone else about them.
3. I want him/her to participate in our activities.
4. I want him/her to stop arguing and fighting in our cabin.
5. I want him/her to help us keep our cabin clean.

6. I want my cabin leader to enjoy spending time with me, not just with the other cabin leaders.
7. I want him/her to tell us stories at night, but also keep us under control so we don't make noise and get our cabin into trouble.
8. I want him/her to help us with any work we have to do.
9. I want my cabin leader to be friendly and happy.
10. I don't think my cabin leader should get any special privileges.
11. I wish he/she wouldn't get together with the other cabin leaders and whisper. I wonder if they are talking about me.

What the Camp Director Expects of Cabin Leaders

1. Remember, you are here for the campers and to impact them for Jesus Christ.
2. Lead by **example!**
3. Cabin leaders are expected to be prompt for every meeting, and see that their campers are prompt as well.
4. Cabin leaders are expected to participate in all scheduled activities and to be prepared for each activity he/she is to lead.
5. The cabin leader must always be available to the campers in his/her care unless off-duty by approval of the Director ONLY!
6. The cabin leader must be in good health.
7. Cabin leaders should be friendly but firm with campers and worthy of respect and confidence.
8. Confidential information shared with the cabin leader is to be kept private except when law requires otherwise.
9. The cabin leader is to be loyal to the camp director, program director, staff, and the camp program.
10. The cabin leader abides by the rules of the camp. Remember, you are the example.
11. The cabin leader is expected to act in a mature manner, taking care of the problems in his/her cabin, seeking wisdom from the Lord.
12. Any deviations from the camp program or schedule must be cleared with the Director.
13. The cabin leader is to sit with his/her campers at mealtimes and all meetings. He/she should always know where his/her campers are.
14. The cabin leader is to strive to participate with his/her campers in all activities, including things during free time.
15. The cabin leader is to lead cabin devotions and share times. He/she should encourage campers in their personal devotions and study time. He/she should strive to reinforce lessons taught to the campers in the teaching sessions and chapel meetings.
16. The cabin leader should report discipline problems, special problems such as bedwetting, etc., to the Camp Director.

Responsibility During Game-Time

For Cabin Leaders

1. A positive attitude toward every game.
2. You show the camper by doing -- be a good example, **NOT** a bad example!
3. Don't be a buddy, be a friend -- don't run with the pack. You are in a leadership position.
4. Since you are a leader, you must be a participator -- unless you are not able to physically. Let the program director know if you cannot participate.

Characteristics of campers concerning games:

1. The reluctant to participate person
2. The wait-and-see person
3. The gung-ho person

Important Things to Remember

For Cabin Leaders

1. You are no to *lord* over the campers. Instead, you are there to serve, not to be served.
2. You influence them by your attitude and your actions!
3. We want them to have fun playing games at camp and to experience fun activities in a Christ-filled atmosphere.
4. Respect is earned by reputation, assumption, conduct, and maintaining the gap. Your reputation is what the campers think you are.
5. Discipline problems can be prevented by an early and clear understanding of expectations, earning respect, giving respect, and maintaining control. Someone **will** be in control, either you or the camper. Let it be the one God appointed. Control will greatly reduce the need to discipline, as well as maintain a good spirit.
6. Maintaining control is not hard. Put away the 6-shooter and bull whip; they are not needed. Just **BE** where the action is. If your campers are in the cabin, you are. If they are at a lake, so are you. Wherever they are, you are. Simple? *Yes*. If God has called you to this ministry, give it all you have. *Then when you speak, they will listen!*
7. To maintain control, always be one step ahead of the group. When they plan that unofficial night visit to the girls' cabins, you are ready with a flashlight and a fake sleep routine. When their hand reaches for the door, suddenly the spotlight goes on. *Surprise!* You are in control!

Above All, Remember These Things

For Cabin Leaders

1. Remember why you are here. You are here for the campers.
2. Maintain your own Spiritual life. Lead by example.
3. Hands off the campers.
4. Obey the **RULES**: Lights out means "**Lights out!!!!**" Lead by example!
5. You must be there to welcome the campers at registration.
6. Be on time to meetings, and help your campers be on time. **PLEASE!**
7. One reason you are here is to develop your Timothy. Use him/her.
8. Forget the idea of practical jokes.
9. During the weekend, go home and **rest!**

The Timothy Program

The Timothy Program *For Cabin Leaders*

II Timothy 2:2- "And the things which you have heard from me in the presence of many witnesses, these entrust to faithful men, who will be able to teach others also."

I TIMOTHY 4:6-16

1. Train yourself to be Godly -- *I Timothy 4:7*
2. Train your Timothys to be Godly
3. Set an example of true leadership -- *I Timothy 4:12*
 - » Humbleness in leadership -- *John 13:5-16; Philippians 2:5-8*
 - » Obedience in leadership
 - » In living the Christian life
 - » In our love for God, fellow Christians, and the lost
 - » In our faithfulness to God
 - » In purity of mind, body, heart, and soul
5. Be diligent in training your Timothy -- *I Timothy 4:15*
 - » Ask yourself, "*Will they see the progress in my life and their life?*"

THE CHALLENGE:

"Watch your life and doctrine closely. Persevere in them, because if you do, you will save both yourself and your hearers."

II Timothy 4:16

The Timothy Program *For Timothys*

I TIMOTHY 4:6-16

1. Forget the gossip -- *I Timothy 4:7*
2. Train yourself to be Godly
3. Godliness has value in all things -- *I Timothy 4:8*
4. Physical fitness is temporally good, but spiritual fitness has eternal value!
5. It's not how old you are, it's the example you set -- *I Timothy 4:12*. **Your testimony!**
6. Here are some areas you may need to work on in your life: -- *I Timothy 4:12*
 - » Your speech -- God-honoring at all times
 - » Your Christian life -- Good testimony and a Godly image
 - » Your love for God, the brethren, and the lost -- God's definition of love is in *I Corinthians 13*
 - » Your faithfulness to God -- Putting your faith in the right person, Jesus Christ!
 - » Your purity of mind, body, heart, and soul -- holiness

7. Ask yourself, "Do others see the Godly progress in my life?" -- I Timothy 4:15

Important Things to Remember

For Timothys

1. Maintain your own Spiritual Life.
2. Don't put make-up on the campers.
3. Don't tell ghost stories.
4. Hands off the campers.
5. Don't trash the cabins.
6. Obey the **RULES**: Lights out means "**Lights out!!!**" Be the example!
7. You are here to develop boundaries between having fun and serving the Lord.
(You **will** be evaluated on this!)
8. During the weekend, go home and **rest!**

SAFETY

PLEASE CONFISCATE AND REPORT ANY DISCOVERY OF WEAPONS TO THE CAMP DIRECTOR IMMEDIATELY.

AROUND THE CAMP

1. *Use common sense at all times.* Common sense safety will eliminate most every safety concern. For example, don't allow campers to run through thick brush areas or junk piles. Don't allow jumping out of trees. Don't allow campers to shoot arrows at a teepee. Watch for campers throwing balls or playing games in an unsafe or crowded area, send them to the game-field. Don't allow campers to run about in bare feet. Etc., etc.
2. *Shoes are to be worn for all games or outdoor activities.* Sandals may be worn only when conditions allow (such as going to the chapel, shower, beach, etc.). Bare feet are not allowed except in obvious places such as the shower and when swimming.
3. *Always be alert and don't be afraid to be the one to say something.* You are to be the leader. Don't stand by while an obvious potentially dangerous situation is taking place. Don't ignore it because you don't want to be the one to spoil the fun.
4. *Take special care to watch for something which could lead to an injury, and/or people who may be pushing themselves into a dangerous situation.* For example, if all the 200 pound Seniors are yelling, "dog pile," and running towards the 90 pound Freshman, stop them!
5. Anytime dangerous equipment such as a bow and arrow is being used, *a leader must be present.*
6. ***Know where your campers are and what they are doing at all times!*** When possible, ***be there with them,*** particularly with younger campers.

FREE TIME CAMP MONITORING

Purpose: To actively oversee the wellbeing of the campers and to PREVENT or INTERCEDE in any inappropriate behavior.

Inappropriate Behavior: Bullying, "Friendly Touching" (such as holding hands, kissing, etc.), **excessive** rough housing (possibly even in front of other leaders), breaking of any camp rules, etc.

Specific Actions to be Taken:

1. Put a stop to, break up and control any inappropriate situation.
2. If it is discovered that a camper is being hurt, bullied, etc., remove that child from the situation for their protection. For example, if while checking cabins

you find a group of boys pillow fighting with rocks in their pillows and one boy in particular is being targeted, remove the targeted camper from the situation and send them to the nurse if appropriate. Then, escort the others to the office to talk with the Dean. The Dean may need the input of the targeted camper, but it will be best to take them up separately.

3. If the Monitor suspects something and the behavior of those in question is suspicious, but nothing can be proven, then move that group to a PUBLIC area to hopefully put a stop to whatever may have been happening.

Suggested Interaction as You are Out and About as a Monitor:

Cabins:

- ◆ Remember, Male Monitor in guys area, Female Monitor in girls area.
- ◆ Knock on door, announce yourself and enter.
- ◆ Do a full visual check of the situation (Pay attention to facial expressions and body language, recent tears, etc. Someone who is afraid due to recent bullying, etc. will likely show signs in how they look, act or talk).
- ◆ Interact with the campers a little before leaving. Make it fun unless the situation deems a hard stance.

Chapel & Dining Hall:

- ◆ Check bathrooms (according to gender).
- ◆ Walk around and check couch areas, supply closets, etc.
- ◆ Check for any inappropriate “Friendly Touching” or other issues.
- ◆ Interact with campers as appropriate.

Bath House:

- ◆ Remember, Male Monitor checks guys side, Female Monitor checks girls side.
- ◆ Be especially careful about looking at people, but at the same time make sure to actually check for inappropriate behavior. As in the cabins, pay attention to facial expressions, body language, etc., looking for anyone showing signs of recent bullying or abuse.
- ◆ Ensure no pictures are being taken in the bathrooms, even “selfies” as sometimes someone may inadvertently end up in the picture who is in “shower attire,” etc. (This has actually happened before.)

Sporting Areas, Game Tables, Etc.:

- ◆ Check all areas, and interact a little with campers.
- ◆ Possibly participate briefly (shoot a basket, throw a Frisbee, etc.), remembering that you need to get back to your Monitor duties.
- ◆ Certain areas, like Field Hockey for example, can tend to be especially

- aggressive. Be careful to watch for campers over doing it.
- ◆ Chat with those watching, as they will often let you know if something inappropriate has been going on.

Suggested Monitor Route:

1. Begin at the Snack Shack line at the start of Free Time.
2. Shortly thereafter, begin Cabin Checks.
3. Then begin rotation through all areas, coordinating with the other Monitor/s so that you all don't end up in the same place at the same time. For example, one should be in the cabin area while the other is in the chapel area, etc.
4. Repeat rotation consistently until Free Time is concluded.

Other Suggestions/Hints for Free Time Monitors:

1. Monitors should go through the Snack Shack line first, so they can begin duties right away.
2. Monitors are to be in "Monitoring Mode." You will not be able to stay in one place too long. Let campers know that you will not be able to join a game, as you need to continue your route. You may participate briefly (shoot a basket, throw a Frisbee, etc.), but you need to keep moving on your route.
3. If a camper needs someone to talk to for whatever reason, it may be best to either find another leader for them to talk to, or to find another leader to cover your Monitor duties while you talk to them.
4. Monitor duty is not the time to do your One-on-One's with your campers.
5. Try not to have campers come along with you on your route, as you may need to deal with an inappropriate situation and it would not be proper to have them with you at that time.
6. Watch for campers who may be alone or a small group who may be huddled away from group activity. Often times these are either those who feel like outcasts who may need you to be a friend (maybe just let them know you are there if they need anything), or they may be someone looking to escape notice and do something inappropriate.
7. Always remember your purpose as a Monitor. You are to ensure that rules are being followed, and especially that campers are having FUN and that all is SAFE! Camp should be a fun, safe, place, not a place where campers live in fear. Monitors are a vital part of making sure this happens!

AT THE WATERFRONT

1. Be alert and know how to get the lifeguard's attention in a split second.
2. Help be the lifeguard's eyes.
3. Use the "friend" system and help see that your campers all have "friends" to swim with. We will run regular "friend" checks.

4. Again, *use common sense*.
5. Again, stop potentially dangerous situations. For example, don't allow campers to throw rocks at canoes. Or, don't allow the kid who is just learning how to swim to be drug out to the deep end by his so-called friends.
6. In the canoes, **everyone must be wearing a properly fastened life jacket. No exceptions!**
7. Help keep everyone within the proper boundaries.
8. There must be a leader present in every canoe.
9. Canoes must be kept within boundaries as assigned by the Lifeguard or Director. In general they should be kept within 200 to 400 yards of the swimming area and away from any other camps or private property.
10. Life Jackets are to be used in the canoes only, they are not to be used for swimming or as pads to sit on, etc.
11. Beachfront safety: We use a public beach. We have no control over who may be wandering around. Therefore, it is of utmost importance that we are aware of where campers are at on the beach. Especially with the younger kids. Watch for any strangers who may be hanging around and look suspicious. When younger campers need to go to the bathroom, a leader should accompany them. We will try to have someone posted at all times who is responsible for insuring safe passage of campers to and from the bathrooms. Please help us with this area of concern.
12. *Respect the leadership of the lifeguard!*
13. Be aware of the "Dark Water Policy" and help us follow it (refer to waterfront guidelines).

AT THE SKILLS CLASSES

1. Be in control! Make safety your number one concern with all the skills!
2. Implement a set of safety guidelines (see safety guidelines policy) in the first minutes of your first session and see that they are followed from then on. Review them at the start of every session, every day.
3. Don't allow even one bending of the rules. One slip of an arrow or conk on a canoe could mean death! Take safety very seriously!
4. If someone does not cooperate, don't play their game. If they break the rules, they sit out. We cannot afford to be a softy in this area!

CONCERNING MEDICATION

1. Any and all forms of medication must be turned into the nurse, even simple aspirin or pain killers.
2. If you have a camper in your group who has a regular medication, please help us see that he/she reports to the nurse to take it at the specified times.
3. Be aware of any special medical situations your campers may have. This will help us identify these in case of an emergency.

SKILLS CLASSES

WHY DO WE HAVE SKILLS CLASSES?

1. FUN, FUN, FUN! We do want our campers to have fun. We believe that if campers are having fun, enjoying good food, and getting a good nights rest, they will be much more open and responsive to what the Lord is doing in their life while at camp.
2. We want our campers to safely learn some outdoor skills in a positive Christian environment, where Christ is honored and positive Christian encouragement and instruction is given.
3. Skills classes teach campers respect for others and for equipment, responsibility, safety and proper handling of fun but potentially dangerous forms of entertainment or sport.
 - »The respect, responsibility, and character developed in a skills environment will carry over to other aspects of life as well.
 - »These qualities help us move towards our goal of developing our camper's Christian character.
4. The skills classes add another aspect to camp which draws people here. We want to draw campers here so God can use this time to do His work in their life.

WHAT ARE WE ASKING FROM OUR SKILL LEADERS?

1. *You do not need to be an expert in every situation!* Basic knowledge of safety and instruction are all that is needed. We are not looking for perfection or expertise.
2. *You do need to be very safety conscious!* Above all else, safety should be your number one priority. Develop and implement a plan for safety (see safety guidelines policy) in the first minutes of your first session and see that they are followed from then on. Review at the start of each session every day. Don't allow any bending of the rules, and be very firm when safety rules are broken. If someone breaks a rule, they sit out!
3. **Take advantage of this opportunity to develop Christian character in the campers.**
4. **Be watching for opportunities to share Christ with any camper who may not know the Lord.**
5. *Teach the basics and then have some competition!* This is all we are asking.
6. *Make it fun!* Don't make the competition so intense that the kids are not having fun. You must lead in this direction. Positive Christ-like encouragement and instruction should always be the norm.
7. *Don't single campers out or criticize them if they are not as good as others. Be patient and understanding and model Christian love.*
8. *Make teaching and learning a priority over competition.* Don't be afraid to stop the competition and take some special time with one camper
9. *Maintain control at all times!* You are the leader. Don't let the campers control the flow of your class. Be the leader in all of the above aspects we have just listed.

Safety Guidelines Policy for Skills Classes & Activities

HORSES:

1. The Shiloh Horse Program is to be designed as a part of the unified team effort of Shiloh Bible Conference to reach kids with the Gospel of Jesus Christ. *The primary focus of our program is to be the kids, not the horses.* It is to be understood that the Horse Program exists for the kids and to reach them with the Gospel of Jesus Christ and provide a safe, fun environment for learning.
2. Shiloh Head Wranglers must be certified by the Certified Horsemanship Association (CHA).
3. All Wranglers and Assistants will be expected to follow the guidelines provided by the CHA. Any straying from the safety instructions taught by the CHA is not allowed. *Safety is priority one!*
4. All skills classes, trail rides and any other horse related activities will be designed and operated in a safe manner reflecting the guidelines and training of CHA (refer to CHA manuals for specifics).
5. Warning signs and basic safety rules should be posted around the horse area.
6. Appropriate clothing must be worn by those participating in a horse ride. This includes long pants, riding boots with at least a one inch heel (unless covered stirrups are used), and anything else suggested by the Wrangler due to weather conditions or other factors. Loose or hanging items such as necklaces, open coats, or anything that may get caught on something are not allowed. Chewing gum or eating while on the horses is also not allowed. **Helmets are required!**
7. Campers or Staff other than the designated Wranglers may not ride the horses at any time other than those designated by the Camp Leadership (Skills Classes and afternoon trail rides). Wranglers do not have the authority to lead or offer any other rides other than those at the designated times and places.
8. A signed and completed Lease Agreement form must be provided for any horse being kept at Shiloh and/or used as part of our program. The proper form provided by Shiloh must be used. Substitute forms will not be accepted.
9. Any horse that does not have a signed and completed Shiloh Lease Agreement form will not be allowed on Camp property, or around our program activities.
10. During any Shiloh Camp, horses being leased by Shiloh may not be ridden anywhere except in the Shiloh arena or on the designated Shiloh horse trail.
11. In regards to the horses, Shiloh CHA certified Wranglers have authority over all other Camp Staff except those above them as described in the Shiloh Staff Manual Chain of Command. Other Camp Staff, regardless of their experience with horses, must respect the leadership of the Shiloh CHA certified Wranglers.
12. In the case that someone who owns the horse under the Shiloh Lease is helping at camp, they need to realize that while in the camp situation they and their horse are under our authority. They must respect the leadership of Shiloh, and of the Shiloh CHA certified Wranglers, even in regards to their own horse. They are expected to abide by any and all Shiloh regulations and policies regarding horses or otherwise.
13. At Shiloh, we are committed to dealing with manure on a daily basis. Wranglers are expected to lead the way in this endeavor. Appropriate helpers will be provided.

ARCHERY & RIFLERY:

1. All Shiloh Archery and Riflery Instructors are required to be at least 21 years of age, and have successfully completed Hunter's Safety training or equivalent.
2. Capable knowledge of equipment is expected, and a high standard of safety is demanded. Techniques and principles learned in Hunter's Safety are expected to be followed.
3. Before *each and every* class the Instructor should arrive *ahead of the students* and do a safety check of equipment and the shooting range. If an item of equipment proves to be un-safe, remove that item from use until it can be repaired or replaced.
4. Before *each and every* class the students need to be given and reminded of basic safety guidelines including but not limited to the following:
 - Never point a weapon at another person or in a direction where you cannot see what may be there.
 - Always check the background and do not shoot in the direction of any building, road, vehicle, person, etc.

- Proper way to hold and carry the given weapon.
 - Any weapon is not a toy. It needs to be treated with the respect due a deadly weapon.
 - Proper way to handle, load and shoot the weapon.
 - Parts of the weapon and what their intended function is.
 - Always keep the safety on until you are ready to fire, and put the safety back on as soon as you are finished firing.
 - Any other applicable safety instruction and/or Hunter's Safety principles.
5. Classes will be run in an organized manner following a pattern of the following:
 - Review of basic safety rules and shooting techniques (these should be explained, taught and practiced in the first class).
 - Students will form orderly lines behind the points where the Instructor designates.
 - Students will proceed through the lines one at a time and those behind the lead person will all give that lead person at least 3 feet of empty space. In other words, the rest of the line needs to stay at least 3 feet back from the lead person.
 - The lead person will not touch the weapon until the Instructor gives the command.
 - The Instructor will guide the lead person/s through the firing process in an orderly by command process (load, ready, aim, release safety, fire, cease fire, re-engage safety, etc).
 - At completion of that person's turn the Instructor will give the command for the weapons to be put down, and then to retrieve arrows or proceed to target.
 - After retrieval, that person proceeds to the end of the line and the next person steps forward to repeat the orderly process as described.
 - Weapons may not be fired in any direction other than the designated shooting range.
 - **The Instructor always needs to remain on alert and be prepared to call a Cease Fire and have the weapons laid down with safety's on at any moment. Anytime something unusual happens or a potential dangerous situation is approaching, call an immediate Cease Fire. *Always ere on the side of safety!!!* The Instructor needs to be capable of observing his or her entire range at all times and be ever on the alert for any potential dangers. Remember to call on the help of your assistant.**
 - At certain times, the Wranglers may lead groups through the firing ranges on horseback. When this happens, they will call out their approach in advance and Instructors must immediately call a Cease Fire and lay all weapons down with the safety's on. The Cease Fire is to remain in effect until all horses and people have safely cleared the area.
 6. Between classes, weapons need to be returned to their assigned safe storage areas and properly locked up to avoid un-wanted handling or using of the weapons.
 7. No one besides the designated Class Instructor should have a key to the weapons other than the Camp Director and/or Program Director.
 8. Weapons may not be used at any other time or place other than those designated and never without the leadership of the designated Instructor.
 9. During Free Time, the designated Instructor will be allowed to use the weapons to conduct a safe firing situation following the same pattern as described previously.
 10. Personal weapons are not encouraged, and will not be allowed unless previously approved by the Program Director. Any personal weapons must be kept locked up in the same manner as the Camp weapons, and are subject to any and all Shiloh regulations and policies. They may not be used expect under the direct supervision of the designated Shiloh Instructor and at the designated times and places.

CANOES:

1. All Shiloh Canoeing Instructors are to be at least 21 years of age and have successfully completed training under the Shiloh Program Director. Instructors will be expected to follow the safety regulations and methods they were taught.
2. Capable knowledge of equipment and operation is expected and a high level of safety is demanded.
3. Review safety and previously covered principles at the start of each class every day.
4. Classes are to be progressed through in a step by step process as the Instructors were taught by the Program Director. Skipping of safety or proper operation steps is not allowed as they build upon one another. Each step is needed in order for the student to progress to the next level.
5. Instructors need to always be aware of the ability of each student in the class. Do not lead the class beyond the ability of the weakest student. Either wait for the improvement of the weaker student/s before proceeding, or in some situations it may be necessary for the weaker student/s to sit out and watch from shore.
6. Instructors need to be aware of and understand the impact of weather and water conditions. If an unsafe weather or water condition exists, do not enter the water. High winds and waves, lightning, other boats or objects in the water are all examples of un-safe water conditions. *Even the slightest wind can drastically impact a weaker student. Know your students and adjust appropriately!*
7. At Shiloh we are committed to teaching students and campers how to properly carry and launch canoes without dragging them across the dirt, sand, rocks, etc. Instructors are expected to abide by these principles and not allow dragging of the canoes. Dragging creates leaks! Please don't allow dragging of canoes for any reason.
8. ***Anyone entering a Shiloh canoe must have a properly fastened lifejacket on at all times!***
9. Properly fastened includes a proper fit, adjustment and tightness. A lifejacket which is too large or small for the person, or is not tightly fastened (Instructor should be able to grasp the bottom of the lifejacket and pull in an upwards motion without revealing any slack in the jacket, or having the jacket come up and choke or cover the face of the one wearing it), will not provide proper protection in an emergency situation.
10. Instructors are responsible to check each and every lifejacket before the students enter the canoes. Perform check as described in parenthesized note in point nine. These checks need to be performed at the start of each class every day, and anytime after a lifejacket has been removed, adjusted or a person has fallen in the water.
11. No more than four people are allowed in any one canoe at a time.
12. Regular safety checks of equipment should be performed by the Instructor on a daily basis. If an item of equipment proves to be un-safe, remove that item from use until it can be repaired or replaced.
13. During any canoeing class where a Certified Lifeguard is not present, swimming will only be allowed with a properly fastened lifejacket on the person/s swimming at all times.
14. In the case that the Instructor needs to help someone back into a canoe while in the water, use extreme caution in touching the person. Do not touch them in any way which may be interpreted as inappropriate. When possible, use a fist or shoulder to touch them, not an open hand. Do not touch them anywhere near private body parts.
15. Canoeing should generally be done in a group situation as much as possible. Do not allow a canoe to leave the group and head off on their own. Keep all canoes within a reasonable distance of each other (about 100 yards or less) to allow quick arrival of others in the case of an emergency situation.
16. Outside the Skill Class situation, there is to always be an adult staff person present in every canoe. Younger staff may be approved to chaperone only upon successful completion of the Shiloh canoeing class, and recommendation by the Program Director.
17. Canoeing is not allowed except at the designated times and places.
18. Outside the Skills Class, canoeing is only allowed in the area designated by the Program Director or the Shiloh Certified Lifeguard.

BASKETBALL, VOLLEYBALL, HOCKEY & OTHER SPORTING EVENTS:

1. These Skill Classes or events need to be organized and supervised by appropriate knowledgeable Shiloh Staff.
2. A capable understanding of the sport being taught or lead is expected, and a high standard of safety is demanded.
3. Basic sports safety rules and regulations should be followed.
4. Good sportsmanship needs to be encouraged, and fouling, fighting, swearing, etc. is not allowed. Behavior should be expected to reflect that of a Christ-like attitude.
5. Progress through the class in a step by step process, not skipping over important safety or instruction principles as they build upon one another.
6. At Shiloh we are more concerned with promoting a fun and encouraging atmosphere than we are a competitive atmosphere. The goal is for the kids to have fun, learn and be challenged in their walk with God. *Focus on encouraging students, not degrading them!* Instructors should expect this kind of attitude from the other students in the class, and model it themselves.
7. The Instructor needs to be on the alert and safety conscience at all times. Follow basic safety practices such as not pairing smaller kids up against larger ones, don't allow rough play, limit physical contact, etc. *Safety is priority one!*

Shiloh Bible Conference Dark Water Emergency Action Plan

1. In the event of an emergency, the Life Guard will blow the whistle three sharp times. This is the sign for all swimmers and canoes to get out of the water **immediately**.
2. At the direction of the Life Guard, the on shore adult observer will contact the local EMS by dialing 911 on a cell phone.
 - ⇒ The EMS will be told that the emergency is located at:
 - *At the Donnelly Boat Dock*– at the Donnelly Boat Dock, one mile south of W. Roseberry Rd. on Dawn Drive.
 - *At Boulder Creek State Park*– At Boulder Creek State Park on the Cascade Reservoir. Confirm which beach you are at.
 - *At the River*– on the North Fork of the Payette River, on the north side of the bridge on Smiley Lane. Approximately 4 miles west of Hwy 55.
3. Explain the nature of the emergency.
4. The supervisors will oversee the campers by getting them onto the bus and confirming that all are present. Then assist the Life Guard in whatever actions he designates them to take.

Shiloh Bible Conference
Emergency Guidelines Procedures
(Full Emergency Procedures Policy available in Conference Office)

For immediate emergencies, call 911

Fire Department: (208) 325-8619 (Donnelly Fire and Ambulance)
(208) 634-7070 (McCall Fire Department)

Police: (208) 382-7150 (Donnelly)
(208) 382-5160 (McCall)
during business hours: (208) 634-7144

Poison Control: 1 800 860-0620

Hospital: (208) 634-2221 (McCall Memorial Hospital)

Shiloh's Office Phone: (208) 325-8239

Camp Location: 13165 Gestrin Road, Donnelly. From Hwy 55 turn West on Roseberry, North on Gestrin Rd., straight onto conference grounds (entrance at intersection of Gestrin Rd. and Lefty Lane.)

If you or anyone else has an injury or illness, please report it to the Camp Nurse.

FOR THE CAMP NURSE: If a trauma injury occurs, call 911. For minor medical aid beyond the skills and supplies of our staff, McCall Memorial Hospital is 20 minutes away. {Directions to the Hospital: Leaving the Camp grounds, turn LEFT at Roseberry. When you get to the stop sign in Donnelly, turn LEFT onto Hwy 55. In McCall, turn LEFT at the first stoplight, which is Deinhard Dr. (it will go past the airport). The road will curve to the right and then the left. You will then turn RIGHT at N. Mission St. After 0.7 miles you will turn LEFT onto Forest St. Proceed past the first stop sign. The hospital will be immediately on your RIGHT.}. First Aid kits are provided for you in the Nurse's Nook on the lower level of the Main Lodge.

In Case of Severe Weather: Watch for development of approaching storms. Lightning kills more people than storms. When you see lightning or hear thunder, stop activities and seek indoor shelter. Don't wait for rain or clouds to seek shelter. Avoid water, high ground, open spaces, poles, metal fences, trees and tents. Wait 30 minutes after the last observed lightning or thunder before resuming outdoor activities. Alternate safe area: a fully enclosed metal vehicle with windows up. If isolated from shelter during lightning, crouch down, put feet together. Avoid proximity (minimum 15 feet) to other people.

If a Storm should occur: Shiloh Executive Staff will be aware of local advisories. They will keep everyone posted.

In Case of Fire: Call 911 and notify the Executive Director or Program Director immediately.

If fire is noticed, you should immediately begin to yell "FIRE" and continue to do so until all present campers and staff respond and begin the evacuation procedure. The first available *staff* person when hearing the fire call should notify the Fire Department (call 9-1-1). Please report location, and type of fire. Everyone is requested to stay off phones and prepare to evacuate all buildings. Executive Staff will notify all campers and staff to evacuate all buildings with the

continuous sounding of a horn.

Evacuate immediately and try not to panic! Shiloh's policy is that the following people are in charge of specific groups in an evacuation:

Program Director will account for all program staff (cabin leaders, skills teachers, speakers, musicians, wranglers, lifeguards, etc.).

Cabin Leaders will account for all campers.

Timothy Coordinator will account for all Timothies, dining and laundry staff.

Head Cook will account for all kitchen and dish-room staff.

Executive Director will account for all executive staff, bus drivers, nurses, maintenance and other auxiliary staff.

Director of Operations will account for all office staff and Night-watch staff.

Head wrangler will account for all horse staff.

1. Order all campers and staff out the nearest exit or away from downwind side of fire, and all should gather in the parking lot for roll call. Proceed in an organized manner under the direction of a staff member.
2. If doorway exits are blocked, pull or kick out window screen and pull or push group members' feet first through windows (attempt to evacuate all campers and staff).
3. If room is smoke filled, place wet towel or washcloth, etc. over mouths. Crawl on floor to nearest exit.
4. Assign persons to organize, count and report medical condition of campers and staff to the Executive Staff.
5. Do not re-enter a building or return to the site of fire until instructed.

Use nearest fire extinguisher to contain small fires (such as in waste baskets). In case of advanced fires (buildings, walls, floors), evacuate the building. In event of major fire – designated group members will gather in the parking lot and be directed by Shiloh Executive Staff.

Missing Person Rescue Plan: If a camper or staff member is missing, report to the Executive Staff immediately. They will implement a plan of action for other staff members to search the grounds.

Shiloh Bible Conference General Camp Guidelines

1. *Campers: Your Cabin Leader has been given authority over you while you are here. You are responsible to respect their leadership and communicate with them where you will be and what you will be doing at all times.*
2. Free Time monitors are given authority over all campers. Respect them.
3. No touching! No guy/girl stuff, no girl/girl stuff, etc. No touching!
4. No boys in the girl's cabin area or vice versa. No campers are allowed in someone else's cabin.
5. Pranks and practical joking are not allowed as they tend to escalate with each occurrence.
6. All campers must stay within the designated camp boundaries unless with the group on a Shiloh activity.
7. Shoes are to be worn at all times except when swimming or in the shower. Sturdy tennis shoes are to be worn for all games or outdoor activities. Appropriate riding boots are to be worn when riding horses.
8. Clothing must be modest by our judgment! If we judge something as immodest, you will be asked to change or wear additional covering. Use common sense: Dress in a modest manner and logos or phrases should be appropriate. I don't want to see any "cracks" coming or going, and I don't want to see your underwear or your lack there-of.
9. No throwing sticks, rocks, dirt clods or other dangerous items.
10. No electronic devices other than an old style watch or camera. Please turn all electronic devices into the office upon arrival at camp. Bring a Bible in actual book form. No fantasy games. Any items of this nature will be stored in the camp office and returned to you at the end of camp.
11. No forms of alcohol or tobacco and no forms of illegal drugs.
12. No forms of firearms or weapons are allowed. They will immediately be confiscated.
13. No forms of matches or lighters. There is high risk of fire at our camp. Staff will handle lighting of any campfires.
14. All forms of medication, prescription or not, must be turned into the Camp Nurse.
15. All money should be turned into the registrar at the beginning of the week. Whatever is not used will be refunded to you at the close of camp.
16. Use of the telephone for campers and staff is strictly at the discretion of the Camp Director.
17. Listen for the bell and come promptly. The Program Director has exclusive control of the bell unless he says otherwise. Campers are not to ring or handle the bell unless given special permission by the Program Director.
18. Please keep the chapel doors closed at all times to help with the air conditioning.
19. Leave the fire extinguishers alone unless needed.
20. *Please don't sit on the ping pong table, hang on the basketball hoop, jerk the foosball table or do anything destructive to any of our recreation equipment or other property.*
21. *Please return equipment (balls, ping pong stuff, archery stuff, etc.) to its proper place after using it.*
22. Please help us keep the Lord's camp clean. Put all garbage in the appropriate containers. Please don't leave it on the ground. If you see some garbage on the ground, pick it up.
23. Please do not move around, disassemble, take apart or remove parts on our Bunk Beds. Please leave them as they are and use them appropriately.
24. Stay away from the horses unless given permission by a Wrangler. Do not mess with any fences or horse equipment. Horseback riding will only be allowed during the designated time and place with proper supervision.
25. The Wranglers have all authority in regards to the horses. All campers and staff must re-

- spect their leadership regardless of your own experience with horses.
26. Do not run, jump, scream, etc. around the horses. Be calm, gentle and respectable. Do not lean, climb or sit on any fences or approach the horses in any way without wrangler supervision. Do not feed the horses!
 27. Respect all other rules posted or verbal in regards to the horses, horse equipment and the horse area.
 28. When it is your assigned time to ride the horses, come dressed appropriately. This includes long pants, riding boots with at least a one inch heel (we have boots available for you to borrow), and anything else suggested by the Wrangler due to weather conditions or other factors. *Loose or hanging items such as necklaces, open coats, or anything that may get caught on something are not allowed. Chewing gum or eating while on the horses is also not allowed. **Helmets are required!***

At The Waterfront:

1. Swimming is only allowed at the designated time and place and only when the lifeguard is present.
2. Swimming suits must be modest. Guys, no Speedos. Girls, no bikinis. If there is a question as to the decency of a suit, you will be required to wear additional covering.
3. In the canoes, **everyone must be wearing a properly fastened life jacket. No exceptions!**
4. There must be a leader present in every canoe.
5. Depending on where we are swimming, appropriate canoe boundaries will be given. Do not take the canoes beyond any boundary given by the Lifeguard or Program Director.
6. Swimmers are required to have a “friend” and know where he/she is at all times. We will run regular “friend checks.”
7. Stay within the swimming boundaries.
8. Younger campers must be accompanied by a leader when going to the bathrooms at the beach.
9. *Respect the leadership of the lifeguard.* He/she has all authority at the beach.
10. No throwing of rocks, sticks, or other objects. No pushing off the dock.
11. Swimmers must pass a swimming test in order to proceed beyond the designated shallow swimming area.
12. We must have one adult 16 years of age or older for every 10 kids present. One adult 18 years or older for every 20 kids present. There must be an adult on shore other than the lifeguard who is watching the swimmers.
13. In case of an emergency, follow the Emergency Action Plan.

Shiloh Bible Conference Statement of Faith

1. The Bible, Old and New Testaments, which is verbally inspired by the Holy Spirit and inerrant in the original manuscripts, is the infallible and authoritative Word of God (2 Timothy 3:16-17; 2 Peter 1:20-21; Matthew 5:18).
2. The Triune Godhead in three persons— Father, Son, and Holy Spirit (2 Corinthians 13:14).
3. The Personality of Satan, called the Devil and his present control over unregenerate mankind (2 Corinthians 4:3-4).
4. The fall and lost estate of man, whose depravity makes necessary the new birth (Genesis 3:11-17; Romans 3:22-23, 5:12; Ephesians 2:1-3, 12).
5. The Deity of Jesus Christ, His virgin birth, sinless life, death, bodily resurrection, present exaltation at God's right hand, and personal and imminent return (John 1:1-2, 12, 14; Luke 1:35; Romans 3:24-25; 1 Peter 2:24; Hebrews 1:1-3).
6. Salvation is the gift of God brought to man by grace and received by personal faith in the Lord Jesus Christ, whose precious blood was shed on Calvary for the forgiveness of our sins (Ephesians 1:7, 2:8-10; John 1:12; 1 Peter 1:18-19; 2 Corinthians 5:21).
7. The resurrection of the Saved unto everlasting life and blessing in Heaven, and the resurrection of the Unserved unto everlasting punishment in Hell (Daniel 12:2; John 5:28-29; 1 Corinthians 15:52-53).
8. The Church, the Body or Bride of Christ, consisting of those who are Born Again, having received Jesus Christ as their Lord and Savior, for whom He now makes intercession in Heaven and for whom He shall come again (1 Corinthians 12:13; 1 Thessalonians 4:13-18; John 14:1-4; Hebrews 6:18-20).
9. Christ's commission to the Church to go into all the World and preach the gospel to every creature (Matthew 28:19-20; Acts 1:8).
10. The Spirit-filled life is based upon a walk of obedience to the Word and Will of God. The fruit of the Spirit within the life is evidence of Spiritual Maturity. We do not adhere to nor believe that the Sign Gifts are for the Church today. We reject the teaching that Tongues is proof of Spirituality; however, we believe that the Lord is able to heal and do miracles (Ephesians 5:18-21; Galatians 5:22-24; James 5:14-15).

