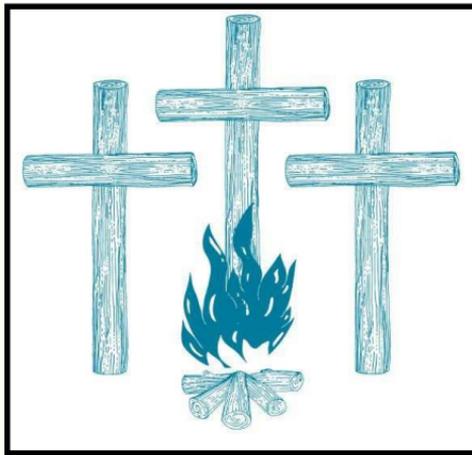


Camp Ch-Yo-Ca

Policy & Procedure



2020 Version 1.0

Contents

History.....	2
Why 11 Camp Commandments.....	2
11 Camp Commandments.....	4
1. Only Jesus.....	5
2. Only Camp.....	9
3. Only Sleep.....	11
4. Pure Speech.....	11
5. Pure Body.....	13
6. Pure Actions.....	16
7. Respect Leadership.....	19
8. Respect your Job.....	20
9. Respect Camp.....	20
10. Report, Report, Report.....	22
11. Use Common Sense.....	24

History

- Camp Ch-Yo-Ca opened its doors in 1967. Its founder, Alton Howard, bought 100 acres just outside of his hometown, West Monroe, Louisiana, with the vision of having a place where young people could go and learn more about God. Alton Howard's great-grandson, John Luke Robertson, is the director today with the mission of creating the best summer camp experience where campers can grow closer to each other and to Christ. Everything done at camp from the design, layout of the swings, organization of staff, details of the schedule, to the rules in this book are all done with this mission in mind.

Why 11 Camp Commandments

- "It is impossible for us to break the law. We can only break ourselves against the law." - Cecil B. DeMille
- When God gave Moses the law in Exodus and Leviticus the Israelites were traveling in a large camp in the desert. Every day was a test of survival and in order to make it to the Promised Land, the Israelites did not just need to survive they needed to prosper as one family. God gave his children the law to keep them together. Breakers of the law were a drain on resources and a dangerous threat to the survival of the entire camp. They did not

have prison systems or corporal punishment. God gave them one way to deal with lawbreakers and that is to cast them out of the camp. Depending on the law some were cast out forever and some were only sent out for a number of days. So it is at Camp Ch-Yo-Ca. For breaking one of the 11 Camp Commandments, we will not dock your pay, put you on another job, or spend time we could be spending with campers working through your issues. Either your contract will be terminated or you will be on a leave of absence until you can work it out yourself. Camp is for the campers and we will protect the campers' experience at Ch-Yo-Ca at all cost. These rules are for you to prosper both in your job and your walk with Christ. They have been prayed over considerably just as you have been.

11 Camp Commandments

1. Only Jesus, no -isms
2. Only Camp, no outside influence
3. Only Sleep, no late nights
4. Pure Speech, no cussing, bullying, or vulgarity
5. Pure Body, no drugs or alcohol
6. Pure Actions, no intimate encounters or harm
7. Respect Leadership, be loyal
8. Respect your Job, be responsible
9. Respect Camp, be mindful
10. Report, Report, Report
11. Use Common Sense, don't be an idiot

1. Only Jesus

No -isms

- Do not teach anything outside camp's beliefs as stated below.
- Do not cut down other religious faiths or denominations.
- Do not have more than an explanatory discussion about the differences in denominations: i.e. Catholic mass, communion, "Calvinism", "Arminianism", predestination, spiritual gifts, speaking in tongues, worship, etc.
- Only lift up the person and the works of Jesus Christ in glory.
- Do not use fear tactics or pressure to get a camper "saved"

Beliefs

- These are the beliefs of Camp Ch-Yo-Ca as an organization set in place by the Board. By signing the contract you are not saying you believe this statement in its entirety. You are agreeing to not teach anything that contradicts these belief statements.
- The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of humankind, is the sole and final source of all that we believe. We believe that the Bible is the inspired word of God. The sixty-six books of the Bible make up God's complete, final, reliable and authoritative

elevation to humankind. While other traditions, creeds and writings may be useful for understanding, nothing is elevated to the level of Scripture. (2 Timothy 3:16; 2 Peter 1:20-21.)

- We believe that there is only one true, eternal God who is the creator of all life that co-exists equally in three Persons: God the Father, God the Son (Jesus Christ), and God the Holy Spirit. God in his very nature is love and created us for relationship. To foster this relationship, God has revealed himself to humankind through many means. However, his most direct and intimate means was through sending part of Himself to this earth to take on flesh. (Genesis 1:26-27; Job 38:1-41:34; John 3:16; Romans 1:19, 20; 2 Corinthians 13:14; Ephesians 4:6; Isaiah 44:6 and John 1:1, 14.)

- We believe that Jesus Christ is the one and only Son of God equal with God the Father and God the Spirit. He became flesh (incarnate), as part of God's redemptive plan, was crucified and rose bodily from the grave three days later. He ascended back into heaven to be our mediating High Priest. He will return in final judgment and final redemption of his people. (Colossians 2:9; Philippians 2:5-9; Hebrews 1:3; and Hebrews 4: 14.)

- We believe that the Holy Spirit co-exists with God the Father and God the Son. The Holy

The Holy Spirit is a gift given to physically indwell Christians. He is a deposit from God the Father guaranteeing Jesus' return. His role in our life is to help and guide us in sanctification (holiness). (John 14:16-17; Romans 8; Ephesians 1:13-14; and Galatians 5:16-26.)

- We believe that God wonderfully and immutably creates each person as male or female, and that these two distinct, complementary genders together reflect the image and nature of God. Rejection of one's biological sex is a rejection of the image of God in that person. (Psalm 139; Genesis 1:26-27.)
- We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, and the physically or mentally challenged and every other state or condition from conception through natural death. We are therefore called to defend, protect and value all human life. (Psalm 139.)
- We believe that all of humankind has sinned and fallen short of God's demand for holiness. Because of our sin, the consequence is death. There had to be a sacrifice for the sin to meet the demands of the law. God, in his infinite love and mercy sent his Son. (Romans 3:23; Romans 6:23, 2; and Corinthians 5:21.)

- We believe that salvation is by grace through faith in the gospel. God showed us His grace through Jesus' death, burial and resurrection. It is that message that calls people to believe the gospel and its power to save, turn from their sins, confess Jesus as Lord, and be immersed in water, reenacting the death, burial and resurrection. This is the message that was preached in the first century beginning with Acts 2 and how the people responded to this message. (1 Corinthians 15:1-4; Romans 6:1-6; Acts 2; Galatians 3:26-27.)

- We believe that those who believe in Jesus' life, death, burial, and resurrection make up God's universal people called the church. While on earth, Jesus predicted He would build His church. When one believes, repents, and is baptized they become part of this unique "called out" group of people. (Matthew 16:16; Ephesians 3:14-21.) We believe that Jesus will return some day. In the meantime, we wait eagerly for Jesus' triumphal return. When Jesus returns, all of God's people, both alive and dead, will be gloriously transformed. (1 Thessalonians 4:13-18; 1 Peter 1:3-5; 1 Cor. 15: 51-54.)

- We believe God has ordained marriage and defined it as the covenant relationship between a biological man, a biological woman, and Himself. (Genesis 2:21-25; Ephesians 5:22-33.)

- We believe that God intends sexual intimacy to occur only between a biological man and a biological woman who are married to each other. (1 Cor 6:18; 7:2-5; Heb 13:4.) We believe that God offers redemption and restoration to all who confess and forsake their sins, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Rom 10:9-10; 1 Cor 6:9-11.)
- We believe that every person must be afforded compassion, love, kindness, respect, and dignity. (Mark 12:28-31; Luke 6:31.) Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of the church.
- If you are talking with a camper about coming to Christ you must inform a director so they can follow up with the camper's parents and home church.

2. Only Camp

No outside influence

Phones & Laptops

- All phones will be turned into a director at the beginning of each session and given back out at the end of the session.
- Phones and electronics are not allowed during a camp session including staff training.

- If you need your phone for an important pre-approved reason, inform a director who will allow you to leave your phone in your Holy Ground to be used in the staff room.
- Laptops are not allowed to be brought to camp.
- If you need a laptop for summer school classes inform a director and an allowance will be made.

Visitors

- Friends and relatives must have permission from a director before visiting camp.
- Visitors must wear a visitor's badge and have an escort at all times.
- Visitors are not allowed in the villages unless approved by a director.

Testimonies

- Your testimony should glorify God not call attention to yourself.
- Testimonies should be told with language appropriate to the age of the camper.
- Do not go into specific details that might cause another to stumble in their faith.

Time Off

- Do not talk about time off with campers. Keep the focus on camp.

3. Only Sleep

No late nights

- All Lights Out and Curfew
- All Lights Out is the time all of camp should be in bed.
- No one should be outside of their assigned sleeping place after All Lights Out.
- Curfew during the week is when you should be in your village.
- Curfew on weekend is determined by your host home. You are expected to abide by your host home's curfew.

Weekends

- Specific times for leave will be determined on a weekly basis by directors.
- All staff will leave at the same time.
- You must check in with your host home on the weekends.
- All staff will arrive at the same time at the end of the weekend.

4. Pure Speech

Ephesians 5:3-4

No cussing, bullying, or vulgarity

- Includes: compliments or questions relating to physical appearance or body development, sexual jokes and innuendos, swearing, verbal harassment, individual secrets, sexual coaching or conversation.

Music

- Music should be uplifting.
- No music with inappropriate language, or promoting inappropriate themes including sex, drugs, and violence is allowed.
- Music from known Christian artists is encouraged, but not required.

Camper Discipline

- Never lay hands on a camper in any way during disciplinary action including slapping, hitting, or any other physical force.

Steps to effective discipline:

- Remove camper from the situation
- Communicate care, love, and concern for them
- Define inappropriate behavior without attacking the camper's character
- Communicate lack of tolerance for behavior
- Partner with camper in helping change behavior
- Seek the root of the problem
- Administer consequences with the help of a Resident, Coordinator, or Director
- Spend time extending grace and forgiveness
- Restore relationship
- If behavior continues, notify a Director.

Walkie Talkies

- If a walkie talkie is assigned to you, then you must keep it on you and turned on at all times.
- Walkie Talkies are not to be used by a person not assigned to one unless given clear permission from a person that is assigned to one.
- Walkie Talkies are to be used for camp and coordination purposes only.
- Walkie talkies are not to become a distraction to you or campers.
- After curfew, walkie talking are to be used for emergencies only.
- Walkie Talkies are to be charged every night.
- If a walkie talkie is lost, the cost will be deducted from your pay.

5. Pure Body

Drugs, Tobacco, Vaping, and Alcohol

- Medication must be checked in and stored in the Nurses Hut.
- Drugs that are illegal in the state of Louisiana are not allowed to be used during your employment at Camp Ch-Yo-Ca.
- Chewing tobacco, tobacco products, cigarettes, vaping products, juuls, and similar products are not allowed to be brought to camp.

- Any form of personal inhalant that produces vapor with or without nicotine is not allowed to be brought to camp unless prescribed by a doctor.
- Alcohol is not allowed to be brought to camp.

Dangerous items

- Items such as guns, knives, lighters, or anything that could be considered dangerous in the hands of a camper are not allowed.

Dress Code

- Modest and appropriate clothing are accepted camp attire.
- Modest: dressing or behaving so as to avoid impropriety or indecency, especially to avoid attracting sexual attention.
- (of clothing) not revealing or emphasizing the figure

Girl Dress Code

- No short shorts (no rolling shorts up). Tight leggings must have a shirt that covers the bottom. Skirts may be worn with shorts underneath.
- Tank tops must have straps at least 3 fingers in width. Oversized, baggy, “sorority type” are allowed only with a sports bra and when bra is not visible under the arm. Rolling them at the shoulders is allowed to prevent bra from being shown or gaping in the chest area.

- No spaghetti strap or racer back tank tops.
- No white tank tops with neon sports bras or anything see through.

Guy Dress Code

- No underwear may be showing at anytime. No sagging. No short track shorts or short chubbies style shorts unless approved by a director for early morning runs.
- Tank tops and cut off shirts are allowed as long as the chest or large amount of your side is not showing. Shirts must be worn at all times when not in the village or at the pool.

Swimsuits

- Males should wear swim trunks or shorts that cover their thighs and sit on their hips. No low riders, short shorts, or speedos.
- Females should wear modest one or two piece swim wear (no low cut v-necks or high leg cut swimsuits)
- Wear appropriate clothes to and from pool.

Shoes with a back strap must be worn at all times.

- Flip Flops are only allowed for showering and the pool.

6. Pure Actions

Ephesians 5:3

No intimate encounters

Rule of Three

- Always stay in groups of three whenever you are with the opposite sex or campers. Never be alone with camper.

Dating Policy

- All relationships must be disclosed to leadership.
- Do not start a new dating relationship at camp.
- No dating relationships of any kind with campers.
- If you are currently dating then refrain from any form of public displays of affection.
- Do not let your dating relationship be a distraction to yourself or others.

Time off

- Male and female staff are not allowed to stay in the same hotel room, apartment, campsite, etc on time off.

Physical interactions with campers

- Appropriate physical contact with campers include high fives, brief side hugs, and a

hand on the shoulder during appropriate times.

- Inappropriate physical contact includes back rubs, massages, frontal hugs with opposite sex, lap sitting, tickling, kissing.
- Never touch kids in anger, or disgust.
- Never touch any private area for any reason.
- Be aware of your actions towards campers and how it could come across to the kids or their parents.

No harm

- Never intentionally harm another person including campers and co-staff.
- Do not whip another person with a towel or pop them with a rubber band.
- Do not play games with campers that include causing pain or enduring pain as part of the game like “sting ping pong” or “slap hand”.

Photography

- Cameras may be used by staff and campers during the day to capture still photos only.
- No camera may used in the bathhouses or bathrooms.
- Photos may only be taken in a cabin when a staff member has checked that no one in the cabin is indecent or there are any inappropriate belongings out.

Video

- Video recording devices, including Go-Pros, are not allowed to be used at camp except by the video/photo team or approved by a director.
- All content and devices are subject to inspection and review by a director at any time.
- Camp Ch-Yo-Ca reserves the right to confiscate and/or delete recorded content.

Social Media

- During your employment at Ch-Yo-Ca you are expected to maintain a high level of personal responsibility when interacting with social media. Failure to maintain a Christ glorifying standard on social media could result in a termination of your employment.

Camper Privacy

- Make every effort to accommodate a camper's privacy while they are changing.
- Never expose your private part side to a camper while changing.
- Wear a towel when going to and from showers.
- Do not take pictures of or let others take pictures of a camper who does not want their picture taken in the village.

Holy Ground

- Do not touch another staff member's Holy Ground.

- Do not take anything out of another staff members Holy Ground.
- Do not put anything into another staff members Holy Ground without permission from that person.
- Do not overfill your own Holy Ground.
- Do not keep your stuff in another staff members Holy Ground.

7. Respect Leadership

Be loyal

- Romans 16:17-18
- Titus 3:10
- Do not be divisive or slandering.

Communication

- Communicate with leadership about issues and ideas.

Chain of Command

- Follow the order of the organization.
- Do not go above any body's head, so to speak.

Respect each other

- Romans 16:17-18
- Do not be divisive or slanderous amongst your co-staff.
- Do not be argumentative with your co-staff in front of campers.

8. Respect your Job

Be responsible

Be on time

- Arrive on time and fully prepared to start a camp session each week.
- Complete your notes and assignments in a timely manner.

Paychecks

- Paychecks are given at the end of each session, after the campgrounds have been cleaned.
- If you need cash, please inform a director in advance and it can be deducted from your salary, but this is not standard.

Leave of absence

- A leave of absence must be pre-approved by a director.
- You must check out in the front office following the office staff's procedure.
- Pay will be deducted on a per day rate you are absent.
- Leaving before noon (12:00 PM) is considered a full day absent.

9. Respect Camp

Be mindful

Laundry

- Counselors should do their laundry in the mornings.
- No laundry should be done at night.
- Staff shirts should be kept clean for the opening and closing of camp.
- During junior sessions, staff members wear matching shirts. Turn your shirt in for a washing each day.
- Bring a labeled laundry bag, basket, or container for your dirty/clean laundry.

Country Store

- Do not go into Country Store unless it is your job to do so.
- When working Country Store do not hang out in there past the allotted time to serve.
- You are allowed a snack and a drink during Country Store time along with the campers. There are three Country Store times in a day.
- Snacks from Country Store are not allowed to be taken back to the cabin.
- Do not take more food than allowed.

The Log Cabin Store

- Do not go into the Log Cabin Store unless you are explicitly allowed to do so.
- Merchandise and supplies must be paid for through your staff account.
- **Do not take anything out of the Log Cabin Store without paying for it** through your

staff allowance account or written permission from the director.

Food in the Cabins

- Food is allowed in cabins, but must be kept in a zip lock bag or airtight container.
- All crumbs need to be cleaned up immediately.

Lost and Found

- Lost and found is in the Laundry mat. The directors will decide upon the claim on an item if the true owner is not found.

Writing on Things

- Writing on fixtures, furniture, bunks, buildings, tools, and landscape is not allowed with two exceptions:
 - Staff Room Table
 - Inside the Country Store

10. Report, Report, Report

Report abuse

- Camp Ch-Yo-Ca has a zero tolerance of any kind of physical, emotional, or sexual abuse. Any alleged abuse will be treated seriously.
- Abuse at camp: In the event any mention, suspicion, or witness of possible abuse, a director should be notified immediately. If a director is involved then the camp nurse should be notified.

- The last resort is the Anonymous Third Party Hot line:
1-877-509-3509 or National Child Abuse Hotline
1-800-4-A-CHILD.

- Abuse at home: If a camper mentions in a confidential setting they may have been abused your immediate supervisor should be notified. Supervisors include Residents, Leaders, Coordinators, and Directors.

- Gathering basic facts such as who, what, where, how often is acceptable.

- Do not recount alleged abuse multiple times to multiple people.

- By federal law, it is the responsibility of each staff member to report inappropriate behavior towards a child or suspicion of abuse in or out of camp within 24 hours.

Report misconduct

- Matthew 18:15-18

- For a minor level of misconduct/conflict amongst your peers

- Confront the individual (Matthew 18:15)

- Go to your leader or resident (Matthew 18:16)

- Fill out a misconduct report and turn in to a director (Matthew 18:17)

- For any intentional act to harm or threaten a child's physical, mental, or emotional health.

- Immediately document a response to camp and inform a director.

- This includes: any form of abuse (verbal, sexual, physical), bullying, sexual misconduct, harassment, intentional violation of policy, etc.

Report yourself

- You have made a commitment, a promise, to camp that you will follow the rules and by breaking that promise you are breaking trust and relationships.

Steps to restoring trust:

- Recognize a promise has been broken
- Confess to the appropriate person
- Seek forgiveness
- Accept consequences
- Repent- A change of behavior
- Restore relationship

11. Use Common Sense

Don't be an idiot

I, _____ have read
this book, "Policy &
Procedure" in its entirety.

I comprehend and
understand the rules and
words stated in this book.

I acknowledge that by
signing this I am binding
myself to follow the rules
stated as long as I am
under contract,
volunteering, and/or
participating with, in, and
at Camp Ch-Yo-Ca.

Signature

Date

