



## **COUNSELOR TRAINING MANUAL**

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## Camp Philosophy

Our primary goal is to minister the gospel of Jesus Christ to each person. To some, this will mean receiving Christ for the first time. For others, we desire to create an atmosphere where the Holy Spirit can touch camper lives in needy places. It is simply moving that person one step closer to Christ. Imagine a continuum with one end representing campers ready to ask Jesus into their hearts and the other end representing campers who don't even believe in God.

According to the one-step-closer model, you can evangelize anyone along the line--you would just use different methods. The first camper you might lead in a prayer. With the second you might just share how awesome God is to you. One thing to keep in mind is that Jesus desires to meet people wherever they are. We hope and pray for God to motivate kids to become radical disciples who will penetrate their homes, schools, churches, communities, and world with the gospel of Christ.

Our role as counselors is to cooperate with the Holy Spirit in accomplishing His ministry. Our God desires to meet kids in ways that only He can. We must do all we can to help advance His "mission." To sum up our philosophy of camp, camp is for the camper. You have come as a counselor for the camper. You will hear this time and time again during the week to remind you of your mission as a counselor. Counselors are the front-line workers in our ministry. God has called you specifically to carry out His plan this week. Be encouraged by this and be willing to trust in our awesome God and "Take a Stand" for God's kingdom this week!

## Goals For Hartland Youth Camps

1. Model that having a relationship with Christ is "AWESOME!"

Concretely and creatively illustrate to campers it's time to live for the Lord.

- a. Help campers to find and understand their identity "in Christ."
  - b. Help campers move on from the early steps of faith "in Christ" to maturity.
  - c. Help show campers how they can cooperate with the Holy Spirit in the discipleship process.
  - d. The ultimate goal of our faith on earth is to have a direct impact/penetration into the world for Christ.
2. Give pre-Christian kids opportunities to receive Christ and begin the journey to live for Christ.
  3. Be real on how Christ and Christianity is presented to kids by honestly representing:
    - a. What it means to be a disciple of Christ according to the New Testament.

- b. What it will cost the convert to follow Jesus--everything.
- c. How knowledge of the truth sets us free through Jesus.
- d. The hardships that will face each believer.
- e. The struggles associated with advancing the gospel in a sinful world.
- f. The excitement associated with helping to advance the gospel on earth.
- g. That we were created for the purpose of doing the good works that God has prepared for us to do.
- h. How it feels to experience God's touch through a variety of ministries: worship, speaker, recreation, counselors, campers.
- i. That Christ is our sufficiency and can meet our needs.

## Chain Of Command / Disciplinary Procedures

The lines of authority are crucial to having an effective camping ministry. It is important that you follow this guideline so we can have a unified camp. The further the problem travels up the line of authority, the more severe the problem should be. If you have any questions about disciplinary action, please refer to this on how you should handle the problem.

The Camper

The Counselor

The Lead Counselor

The Camp Director

If necessary,

Adios, Amigo

## Understanding Discipline

Contrary to popular opinion, discipline is a positive function. The act of disciplining implies that there is a standard of conduct that is expected. When that standard is not met, then discipline serves to steer the person towards obedience. In the camping ministry, one person's behavior can influence every camper. Discipline is needed in the best interest of the entire camp. Don't be afraid to confront and discipline campers when they violate camp rules. The spirit of the discipline, however, should have within it the hope of restoration, not retaliation. Remember, discipline is positive: punishment is negative. We need to show the campers that God is not a God of confusion, but order. Discipline is a Godly characteristic. When discipling, remember the following:

- A. Discipline is positive – punishment is negative.
- B. Don't threaten – be realistic with discipline.
- C. Stay in control – If you start to “lose-it,” take a time out.
- D. Discipline the behavior, not the person/personality.
- E. Expect the best from campers--a negative expectation breeds negativity.
- F. Hands off - In today's world we need to be extra careful to avoid any type of physical contact with campers that could be viewed as “inappropriate”. This does not mean that we don't want you to put your arm around a camper in love. We're simply asking that you be very aware of how your actions could be misunderstood or misinterpreted.

## Counselor's Responsibilities

“Be All That You Can Be ‘In Christ’”

The counselor is a person who should be mature spiritually and emotionally. The counselor is one who is to invest in others, not the one coming to camp to be ministered to. There is a difference between what a counselor should “do” and what a counselor should “be.” Before noting the “do's” of counseling, reflect upon what a counselor should “be” in Christian character. Below are traits that will enhance your ministry to kids. A counselor should be:

- |                      |                |            |
|----------------------|----------------|------------|
| -Spiritual leader    | -Vulnerable    | -Friendly  |
| -Encourager          | -Understanding | -Observant |
| -Yourself – Be Real! | -Listener      | -Proactive |

## Keys To Effective Counseling

In order to be the best possible counselor that you can be, you should “do” the following:

- Have a personal devotional time daily.
- Pray for your campers.
- Be morally upright.
- Dress modestly.
- Speak positively in support of the whole camp ministry and program at all times (even if you disagree).
- Work through problem situations by confronting the appropriate parties in love.
- Handle all discipline in your cabin.
- Be an active team member for all recreation activities. Be a cheerleader!
- Sit with your campers during chapel.
- Spend time with your campers during free time.
- Work on an “encouragement campaign” for each camper – notice their unique qualities and character.
- Interview each of your campers one-on-one during the camp.
- Show appropriate behavior towards other counselors with no flirting, hand-holding, kissing, etc., among unmarried couples.
- Shoulder hugs only with campers.
- Refrain from having outside visitors.
- Major in the major doctrinal issues, don't “major in the minors.”
- Support all decisions made by the program staff (even if you don't agree).

## One-On-One Counseling Tips

Much of your free time will be spent one-on-one with your campers. The one in charge is to be Jesus Christ. You don't need to know everything. It is not bad to say, "I don't know." Never advise where you are unsure but contact the lead counselor if you have any questions. In all cases, go to God's Word as our main source of information and advice. In the "gray areas" of Scripture be honest and give advice as your opinion only. A few tips on one-on-one counseling:

- A. Pray! Depend on the Holy Spirit.
- B. Individual session / problem with camper – keep it private.
- C. Never be shocked. Appearances are seldom as they seem.
- D. Keep their confidence (see exceptions below). \*
- E. Listen – force yourself to concentrate on them.
- F. Emphasize God's ability to solve problems, not yours.
- G. Help them to make their own decisions / own conclusions.
- H. Ask open-ended questions and let them answer.
- I. Men counsel boys; women counsel girls.
- J. Quietness doesn't mean they aren't listening or don't appreciate your concern.

**\*EXCEPTIONS TO CONFIDENCE RULE:** These must be reported to the camp or program director as quickly as possible so we can get the camper the help that is needed.

1. Abuse: Sexual or Physical
2. Suicide talk/attempts (past or present)
3. Harm to others.

## Camper “Get To” List

Each of the campers “get to” do the following:

1. Respect the property of the camp and other campers.
2. Participate in all camp activities, meals, meetings, etc.
3. Abstain from all harmful habits and substances (drugs, alcohol, fireworks, tobacco, etc...)
4. Stay out of others’ cabins.
5. Stay within the camp boundaries.
6. Quiet at “lights out” every night.
7. Dress modestly and wisely.

## General Information About Hartland Christian Camp

### Chapel:

Counselors are key in keeping control during chapel times (“The Main Event”). Sit with your kids, guys with guys, girls with girls. Counselors must sit with their kids at all meetings.

### Cabins:

You are responsible for the campers in your cabin. The cleanliness of the cabin is also under your supervision. If a camper leaves the cabin at night without your permission, you should notify a lead counselor. Lead counselors will typically be found in Willow Inn.

The “lights out” policy is in place for the best interest of the entire camp. Please cooperate with the program staff by making sure kids are quiet and the lights are out when designated.

Each camper is allowed to go into their own cabin only. Never, never, never should a camper enter into another cabin. Note also that this rule applies to boys and girls entering into each others’ cabins as well. Campers must stay in their own cabins.

### Personal Property:

Make sure that the campers understand that any damage to camp or individual property (vandalism or theft) will require the offender to make financial restitution for the property. Campers who maliciously damage another person's property will be held responsible for their actions.

If a camper has a walkman, radio, CD player, or boom box, collect them and label them with the camper's name. They will be returned at the end of camp.

### Attendance:

You and your campers are expected to be at every scheduled event on time (unless cleared with lead counselor/camp director). Your job as a counselor is to make sure all your kids are accounted for at all events. If a camper is missing, please notify the lead counselor immediately.

### Dining Hall:

Please make sure there is a counselor at each table. Make sure you keep control of your table at all times. Do not allow mixing food, garbage piles, or food "games" at your table. This invites food fights and eating those incredible food combinations that can make kids very sick.

When someone is speaking in the dining hall, make sure your table is quiet and attentive. The hall can become very noisy with just one table of kids talking.

### Doctrinal Differences:

Please do not teach or promote any doctrinal issues that historically brought disunity or division to the church. We are not asking you to change your beliefs about such doctrinal teachings or positions but to bring harmony and unity to all assembled. The major purpose of the camp is to present the gospel of Jesus Christ and His salvation of grace to the unsaved. Another purpose is to teach believers the basic categories of discipleship as outlined in the goals. Allow the speakers and program staff to determine the key Bible texts to be studied by the campers. Don't encourage students to be forced to take positions on passages/doctrines that enter into the "gray area" of interpretation. Let these issues be dealt with at the local church level. One position is not necessarily "right" or "wrong." Our goal at Hartland, however, is to emphasize the major doctrinal categories instead of the minor ones.

### Dress Code:

Modesty is the best policy. Shoes and shirts must be worn at all times during the meals and activities. The exception being, guys can take their shirts off during swimming or free-time recreation (Shirts and Skins for example). We also ask that girls not wear tops with spaghetti straps.

One-piece bathing suits are required for girls. T-shirts can be worn over two-piece suits for girls. A few examples of swimsuits that don't conform to modesty guidelines: For guys – Speedos. For girls - extreme French-cut bathing suits, low-cut revealing necklines, unlined bathing suits (see-through), the “braless” look, or open midriff. If you have any doubts about the clothing of a camper, please let the lead counselor decide.

### Recreation:

You are key to our effectiveness in recreation. The recreation directors are working hard to appeal to all campers in activities.

Not all kids are athletic, not all are super-intelligent, not all have self-confidence in their athletic abilities. The recreation is designed to cover a variety of different types of events. Please be supportive, energetic, and open-minded about the recreational games (even if you don't like them). You are setting the standard to your campers. Your attitude will be contagious, good or bad.

Remember, winning isn't everything. In fact, winning will be downplayed and cooperation will be enhanced as the major quality we seek in recreational activities. Model a spirit of team unity and togetherness as we participate in recreation. Be ready to try new concepts and new games for recreation.

### The Ill or Injured Camper:

- Take the ill or injured camper to the nurse.
- Don't give any medication.
- Remain calm if camper is injured. Stay with injured camper and send somebody else to call for camp nurse.
- Do not play “Doctor.” Let the nurse diagnose the problem.
- Never move a camper if you suspect a broken bone, back, or neck injury.

- Do not call the ambulance until the nurse has first been contacted. If the nurse is unavailable, let the program staff (lead counselor, director, camp staff) call for an ambulance.
- Protect the scene of the accident. Make sure nobody else is in danger.
- If you are alone with a camper when injury occurs, yell for help.
- Never ignore an injury or a complaint of pain.

### The Homesick:

- It is a genuine illness.
- It grows out of insecurity and fear.
- Assure camper that it happens to other people as well.
- Make it seem difficult for the camper to be released from camp.
- Avoid a phone call home if possible.
- Enlist the help of a “motherly” staff person and try to solve the problem before nightfall.
- Offer love, affection, and understanding.
- Pray for them asking God to help them through it.
- Redirect their attention to camp activities.
- If a camper can't handle it, that's OK too. You did not fail.

### Bed Wetting:

Ideas to help those with a problem:

- Make sure each camper goes to the bathroom before bed.
- Limit drinks after dinner.
- Don't make fun of campers with this problem.
- If you discover a problem, notify the lead counselor. They will remove the sleeping bag and have it laundered.
- If you are ambitious, try waking the camper up - about 10 minutes after they have fallen asleep for one last trip to the bathroom.
- Do your best to respect the camper by keeping the matter from being known by other campers

### Counselor “Crushes”:

It is likely that you may have qualities that a camper will find attractive. There is a danger associated with this “power” that you have. Remembering that the goal of camp is to glorify and exalt Jesus Christ, it is up to you to re-direct the camper away from you and towards the Lord. Please do not allow your nature to embellish the moment, but remember that you have a responsibility to look out for the camper’s best interest. Be ready to recognize affection from campers, and follow the guidelines below in regards to camper crushes:

- Don’t encourage them.
- Don’t display amusement (flirting, flattery, sexual comments, etc.)
- Help them shift their focus.
- If the crush is on you, be appreciative of their friendship, but defend anything beyond this point.
- If the “crusher” is aggressive, notify the camper’s counselor and/or the lead counselor to help out with the situation.
- Do not belittle their attention toward the one they have a “crush” on.

### Camper “Couples”:

Camper couples are inevitable. Our guidelines are in place to free you from being “the bad guy.” We believe that the kids need to focus on the Lord, and not on each other. In order for us to be unified in the conduct expected of our campers, make sure we handle the “camper couples” accordingly.

- Discuss relationships with them in a mature manner.
- Don’t look “down” on them because they are young – show respect.
- Hand holding only.
- No physical contact at all during chapel.
- Do not encourage camper couples or “pairing up.”

### Fire Drills:

In case of fire, remember that you need to make sure that all of your kids are accounted for. You are to bring campers outside the dining room area on the cement near the pond. At that time, you will be given instructions on what to do next by the Hartland staff. If a camper is missing, notify the lead counselor or program staff immediately.

If you hear the fire alarm, do not hesitate to leave immediately to the location described above. Do not run, but walk quickly to the appropriate location.

## Sharing The Message Of Salvation

John 10:10	God has a very special plan for you!
Romans 3:23	All have sinned.
Romans 6:23	The penalty is death (Separation from God).
Romans 5:8	Jesus Christ is the Son of God, who saved us by dying in our place. He paid the penalty for our sins. He conquered sin when God raised Him from the dead.
John 1:12	One must receive Him and repent from their sins (turn away from sin and walk back towards God).
Mark 8:34-36	Jesus becomes our Savior and Lord when we honestly desire to follow Him.
John 3:16	God did all this because He loves you and desires a relationship with you.

\*Do you desire to follow Jesus? Do you want to have a relationship with Him?

-Prayer:

- Ask for forgiveness of sins.
- Receive Jesus as Lord and Savior
- Ask Holy Spirit to guide through life.
- Pledge to follow God and His will daily.

Remember: It is not a prayer that saves them; God must do the work through His Holy Spirit in their heart. It is not a matter of us convincing a camper that they must pray a particular prayer or talk them into getting saved. Our responsibility is to share with them the truth of God's Word and be available to assist them in their response to God's call.

## Helpful Verses: Entry Points

-Assurance of salvation	John 5:24
-Guilt/Forgiveness	I John 1:9
-Lack of meaning	Eccl. 12:8, 13
-Fear of death	John 11:25-27
-Desire for maximum living	John 10:10
-No basis for values	Eph. 4:17-5:21
-Separation from God	Rom. 3:22b-24
-Frustration with sin	I John 2:1
-What hell is like	Luke 16:19-31
-Good works	Eph. 2:8-10
-The old life and the new	Eph. 4:17-24
-You are a new creation	2 Cor. 5:17

## STATEMENT OF FAITH OF THE HARTLAND CHRISTIAN ASSOCIATION

1. The whole Bible is the inspired Word of God and is the supreme and final authority in all matters of faith and conduct. II Peter 1:21, II Timothy 3:16
2. There is one God eternally existing in three persons: Father, Son, and Holy Spirit. II Corinthians 13:14
3. Jesus Christ was begotten by the Holy Spirit, born of the virgin Mary and is true God and true Man.
4. The Holy Spirit is a person and is co-equal with God the Father and the Son; convicts the world of sin, righteousness, and judgement; regenerates and indwells the believers, is their constant guide and teacher, and the enabling power for victorious living and dedicated service. John 16:7-8, Titus 3:5, John 16:13, Acts 1:8
5. Man was created in the image of God, that he sinned and thereby incurred for himself and the whole human race not only physical death, but also spiritual death, which is separation from God. Romans 5:12, Genesis 1:26-27
6. The Lord Jesus Christ died for mans' sins, according to the Scriptures, and all who believe in Him have the forgiveness of sins through His blood. I Corinthians 15:3, Ephesians 1:7
7. Christ rose bodily from the dead and ascended into heaven where He is now the believer's High Priest and Advocate. I Corinthians 15:4, Hebrews 7:25
8. The imminent return of Christ from heaven will be personal and visible and that He will judge the living and the dead. Acts 1:11, John 5:28-29
9. An individual becomes a child of God by being born again of the Holy Spirit by the Word of God through a personal faith in Jesus Christ. John 1:12-13, Titus 3:5
10. The Church, instituted by Christ, consists of all true believers; and the Great Commission to make disciples of all nations is the supreme mission of the Church of this age. I Corinthians 12:12-13, Matthew 28:19-20
11. The ordinances of the Church are water baptism upon personal confession of faith and the Lord's Supper in remembrance of Christ. I Corinthians 11:23-26, Romans 6:4
12. There will be a bodily resurrection of both the just and the unjust with a state of everlasting blessedness for believers and a state of eternal punishment for all unbelievers. I Thessalonians 4:13-18, Rev. 20:11-15
13. The Christian life is separated unto God, conforming to the teachings of the Word, and dedicated to the service of Christ. Romans 12:1-2
14. The events recorded and people named in the Genesis account are historical; that the creation of man was unique; that he was created in the image of God by a special act of Divine creation both biological and spiritual, and not from any previously existing forms of life.