



## SUMMER STAFF BARNABAS BOUND









Dear Camp Family,

We can't wait for you to set sail to Camp Barnabas for "Anchored" Summer 2024! We're so glad you are joining our crew for an unforgettable summer. Whether celebrating on the dance floor, cruising in a canoe, pouring into our Campers and Missionaries, or growing in devotions and leadership, we are certain God will work in your life this summer.

Our theme for the summer comes from Hebrews 6:19, "We have this hope as an anchor for the soul, firm and secure." As believers, we can find great comfort in knowing that our hope is in Jesus. It is firmly anchored in the promises of a faithful and unchanging God. In times of trial, when the waves of life threaten to overwhelm us, we can cling to this anchor of hope, knowing that it will hold us steady and secure.

This summer marks the 30th year of ministry for Camp Barnabas. While our camp has grown and changed, our love for our Campers and those who serve them has remained the same. We are so thankful you're joining us for this momentous year.

In the Barnabas Bound, you'll find details about your packing list, party themes, important dates, camp safety, and so much more. Please read through this packet and let me know if you have questions! Get ready for a life-changing summer!



Blessings,
Morgan McDavid,
Assistant Camp Director - Staff
417-353-9101
morgan@campbarnabas.org



# BEFORE YOU ARRIVE

## CIRCUITREE

Make sure the following has been completed in Circuitree by Monday, April 29:

- ☑ Background Check Information (A background check will be run)
- ☑ CPR Certification (X-Team and Cabin Supervisors will receive this Programs Week)
- ☑ Medical Information
- ☑ Terms and Conditions Signed
- ☑ Time-Off Requests
- ☑ Shirt Size
- ☑ Preferred Name for Name Tag
- ☑ Flight Information
- ☑ Special Diet

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## ONLINE TRAINING

☑ All Online Training courses completed by Monday, April 29. (More on page 8)

## FINGER CHECK

- ☑ You'll get an email from Fingercheck containing instructions on how to set up payment for your time at camp.
- ✓ Make sure all of your information is correct to ensure you get paid!

PACK	ING LIST
□ Bible	☐ Socks and Underwear
□ Flashlight	☐ Sleepwear
☐ Bug Spray and Sunscreen	☐ Costumes (see Party Themes)
☐ Water Bottle	☐ Bath and Pool Towels and Washcloths
□ Shirts**	☐ Toiletries
□ Shorts** □ Swimsuits**	☐ <b>Bedding:</b> Sleeping Bag or Twin Sheets with Blanket and Pillow
	☐ Stationery and Stamps
☐ Jacket or Sweatshirt	(if you want to write home)
☐ Rain Jacket	☐ Medications and Medical Equipment:
Long Pants (required for some work projects)	All medications must be in the original pharmacy-labeled containers.
☐ Closed-toe shoes or tennis shoes	☐ Plastic Drawers for Clothing
(suitable for work projects)	(highly recommended)
☐ Water Shoes / Sandals	☐ Laundry Detergent and Laundry
(with a strap around the top of	Hamper
the foot and the heel)	☐ Water Proof Digital Watch with
☐ Shower Shoes	Alarm Clock

Please label <u>ALL</u> items with first and last name

Please wash and dry all items you plan to bring to Camp on the highest heat setting BEFORE and AFTER camp (this includes clothing, pillows, sheets, towels, etc.). This will help prevent the spread of any lice, bed bugs, fleas, and any other transferable pests. For more information on preventing, identifying, and treating bugs, visit the CDC website.

DO NOT BRING: Weapons (including concealed firearms, knives of any kind, scissors, or sharp objects, etc.) expensive jewelry, large sums of money, alcohol, illegal drugs or tobacco products (including cigarettes, vaping devices), or products with explicit content. Barnabas is not responsible for lost or stolen items.

BAG CHECK NOTICE: We will be inspecting your luggage with you when you arrive at camp. This check is a preventative measure and we want to make sure you have plenty of notice prior to coming to camp. Please read over your packing list and let us know if you have any questions about what to/or what not to bring. If a questionable item is found, it will be held in the office until the end of the camp session. Tobacco products, alcohol, e-cigarettes, and vaping devices will not be returned.

\*\*Please reference our Camp Barnabas Policies.



At Camp Barnabas we take our parties SERIOUSLY! We go all out and want to provide an atmosphere that Campers don't get to experience anywhere else. Don't forget to pack great costumes!











#### **ONBOARDING COMPLETE: APRIL 29**

(INCLUDES CIRCUITREE FORMS AND ONLINE TRAINING)

PROGRAMS WEEK: MAY 15-21 (ADDITIONAL TRAINING FOR SPECIALTY STAFF)

STAFF WEEK: MAY 22-MAY 31 (REQUIRED FOR ALL STAFF)

#### **SESSION 1: JUNE 1 - JUNE 28**

WEEK 1: Legends (June 1 - 7) Campers 18+, Intellectual/developmental disabilities and/or autism

WEEK 2: Heroes (June 8-14) Campers 16+, Intellectual/developmental disabilities and/or autism

**WEEK 3: Young Friends (June 15-21)** Campers 7-8, Intellectual/developmental disabilities and/or autism

WEEK 4: Adventurers (June 22-28) Campers 16+, Physical disabilities

#### **BREAK: JUNE 29-JULY 5**

#### **SESSION 2: JULY 5 - AUGUST 10**

WEEK 5: Soaring Hawks (July 6-12) Campers 7+, Autism, blind, chronic diseases, or deaf/hard of hearing

**WEEK 6: Bridge Builders (July 13-19)** Campers 7-18, Intellectual/developmental/physical disabilities and/or autism

**WEEK 7:** Explorers (July 20-26) Campers 16+, Intellectual/developmental/physical disabilities and/or autism

WEEK 8: Champions (July 27-Aug 2) Campers 7+, Intellectual/developmental/physical disabilities and/or autism

**WEEK 9: Celebration (Aug 3-9)** Campers 18+, Intellectual/developmental/physical disabilities and/or autism who are completely independent

## **CLOSING DAY: AUGUST 10**

Make sure you have turned in your time-off requests and notified us of any scheduling issues. This must be done by April 29.



## **CAMP 101**



## MAIL CALL

All packages and letters should be sent to:

Camp Barnabas Your First and Last Name 901 Teas Trail

Purdy, MO 65734

If you receive a package, you will get a slip. You must open your package in the office. If your package contains food or candy, it will need to go to the staff room under the new Dining Hall.

All emails can be sent to: camper@campbarnabas.org. Put Staff first and last name in the subject line. Pictures will not be printed due to ink costs. All email and mail are delivered daily and are subject to be read by Barnabas Staff.



## LAUNDRY

Please pack enough clothing for at least 7 days. You will not have access to laundry facilities during the camp week. You will be able to do laundry during your time off using our facilities or the local laundry mat. Don't forget your detergent and laundry hamper.



## CAMP GEAR

You will be given three Camp Barnabas Staff t-shirts when you arrive. You will wear one Missionary Arrival Day (Saturday), one Camper Arrival Day (Sunday) and the other on Closing Day (Friday) each week. You will also be given a Staff name tag to wear each day. There will be a fee to reprint a lost name tag, so please keep yours in a safe place.



## SHOP OUTFITTERS

Shop Barnabas Outfitters for all the latest camp merchandise like shirts, water bottles, decals, hats, and more! Summer Staff receive a 25% discount on gear for in-person purchases. We also offer candy, snacks, soft serve, and soda. Shop before you arrive at barnabasoutfitters.com.

# POLICIES



## REQUIRED ONLINE TRAINING

All Summer Staff are required to <u>complete their online training by Monday, April 29</u>. This training is critical to maintaining safety at camp and is a part of our Child Protection Plan at Camp Barnabas. These courses can be taken at one time or broken out into multiple sessions. You must be comfortable with our expectations and the Child Protection Plan.

Staff will need to visit <a href="http://campbarnabas.org/staff-training">http://campbarnabas.org/staff-training</a> to take the assigned courses. If you attended Spring Barnabreak, some of the courses will have already been completed, but not all. You will need to enter your email to get started if you did not attend Spring Barnabreak. All Staff are required to complete the updated 2024 Online Training courses.

## THE FOLLOWING COURSES ARE MANDATORY AND MUST BE COMPLETED BY MONDAY, APRIL 29

- 1. Child Protection Plan
- 2. Well House & Medical Orientation
- 3. Emergency & Essential Bag Training
- 4. Taking Care of Your Camper
- 5. JEFF... It's a Camp Thing
- 6. Introduction to Behaviors
- 7. Individual Camper Support
- 8. The First 24 Hours
- 9. Gospel and Testimony Training

## **SUMMER STAFF DO'S**

We strive to glorify Jesus Christ in everything we do. We especially want Campers and Missionaries to see our Summer Staff as living examples of Christ. We have specific policies designed to allow you to understand what we believe is right and true in the eyes of our Lord. These policies are also designed for your safety and wellness during camp.

- ☑ **Be Responsible** At every moment of every day, we are counting on you to be responsible and to make responsible decisions based on the mindset of a servant-leader.
- **Be Safe** Be aware and alert at all times and in all areas. We want to ensure the physical, emotional, and spiritual safety of each and every Camper, Missionary, and Staff Member. Every Summer Staff member is personally responsible to take action if needed.
- Be an Example The Campers and Missionaries you will meet want to be just like you. Living a life that exemplifies Christ is the best method of teaching them what it means to truly live. "Be imitators of God, therefore, as dearly loved children" (Ephesians 5:1).
- Be Approachable Get to know the Campers, Missionaries, and Summer Staff. Make them feel comfortable, accepted, and loved. Some people will be easier for you to love than others. Often, the people who are hardest to love need it the most. Reach out to the unreachable, be a friend to the friendless, love the individual who doesn't love you back! Like Paul says in 1 Thessalonians 2:8, "We loved you so much that we delighted to share with you not only the gospel of God but our lives as well because you had become so dear to us." This is what Barnabas is about. We want to share the gospel by sharing our lives.
- ☑ Be Enthusiastic Always exhibit a joyful attitude; it's contagious. You set the tone for your environment!
- Be Respectful Be respectful to everyone you come into contact with. This will set an example for Campers to follow. Gaining respect from Campers requires respecting them and setting clear expectations. Campers and Missionaries need to know what is expected of them.
- ☑ **Be Where You're Supposed to Be** During each term, you will have the privilege of meeting with other Staff Members at select times. As a Staff Member, you are expected to attend and participate in all scheduled meetings and Bible studies.
- Be with Campers and Missionaries –This includes meals, activities, and evening events (parties, wrap-up). This is an amazing opportunity to get to know the people with whom we share camp, so take advantage of it. If your cabin is present, you should be present with them. This is not a time to socialize with other Staffers. This includes parties, pool time, activities, etc.
- **Be Faithful** Be faithful in all you do, whether putting up equipment, doing paperwork, or scraping plates in the dining hall. "He who is faithful in a very little thing is faithful also in much" (Luke 16:10).

## SUMMER STAFF DO NOT'S

- Cell Phones & Laptops For the safety of our Campers, we require our Staff to be fully engaged at camp. At 3:00 pm on Saturday, you will turn in your cell phones and laptops to leadership and we will return them to you for the weekend break. If it is vital to your position, specific Staff will have laptops and cell phones. If you need to make an emergency phone call, there are phones available in the camp office.
- Abuse There is a zero tolerance policy for any form of sexual, physical, verbal, or emotional abuse. Please reference our Child Protection Plan for additional details.
- Housing In both Staff and Camper housing units, guys should remain out of girls' side of camp and vice versa. Guys should never be in girls cabins. Stay above reproach—you shouldn't be sneaking around.
- Skinny Dipping Skinny dipping is strictly prohibited and can qualify as a felony or misdemeanor under Missouri State Law.

## **POLICIES**

We strive to glorify Jesus Christ in everything we do. We especially want Campers to see our Staff and Missionaries as living examples of Christ. We have specific policies designed to allow you to understand what we believe is right and true in the eyes of our Lord. These policies are also designed for your safety and wellness during camp. If you have any questions about these policies, please call or email us.

Alcohol, Illegal Drugs & Tobacco: Camp Barnabas leadership does not condone or personally use illegal drugs or tobacco. We do not condone the abuse of alcohol or allow for drunkenness. No alcohol, illegal drugs, recreational drugs, or tobacco products are allowed at camp.

**Sexual Behavior:** There should be no discussions of or acts of a sexual nature while at Camp. We view sexual relations as being between a married man and woman and does not need to be a conversation among our Staff, Missionaries, or Campers.

**General Appearance:** Everyone should keep a neat appearance. If you have long hair, it's recommended to keep it in a ponytail for your safety.

Shirts: T-shirts should not have inappropriate designs or advertising for questionable products (i.e., beer products or inappropriate language). No spaghetti-strap, tight-fitting, or low-cut shirts. Straps on shirts must be at least the width of two fingers and completely cover bra straps. Shirts must cover the abdomen, even when hands are lifted in the air.

Shorts/Pants: Our standard length for shorts is finger-tip length. Shorts must also be loose-fitting. No shorts or pants with words across the seat are to be worn at any time. Shorts must be visible under longer shirts. Leggings and biker shorts are appropriate only when front and back areas are completely covered.

**Shoes:** Shoes must be worn at all times unless at the pool. Closed-toe shoes or shoes with a strap going across the top of the foot and around the heel (i.e., Chacos or Tevas) are required during all activities, with the exception of the pool.

Swimsuits: Men must wear swim trunks (no Speedos). Women must wear modest one-piece swimsuits. Two-piece swimsuits will be permitted, provided they cover the abdomen completely, even with hands in the air. No low-cut or cut-out swimsuits are to be worn. If necessary, girls may wear shirts over their swimsuits as long as the shirts are not white. Female Staff are required to wear shorts over their swimsuit.

Tattoos & Body Piercings: At camp, it is suggested that all piercings be removed for safety reasons. Some Campers love shiny objects and may grab or pull at them. If you do not choose to remove them, please only use studs. Navel, eyebrow, or tongue jewelry is not allowed at camp (this is a safety issue). At the discretion of the Senior Camp Staff, any tattoo that may be viewed as inappropriate will need to be covered at all times.

## **CODE OF CONDUCT**

Everyone at Camp Barnabas is expected to follow our Code of Conduct explicitly - it's comprehensive and falls into three main categories:

**Physical Safety & Security:** Always respect the other person's physical boundaries. Camp is not the place for physical relationships of any kind.

Verbal Communication: Always use appropriate verbal communication. There are no exceptions.

**Staff Specific:** While everyone on camp property is expected to follow the Code of Conduct outlined regarding physical boundaries and verbal communication, there are additional stated exceptions specifically for Staff.

#### PHYSICAL SAFETY & SECURITY

- No kissing
- No sharing of shower or bathroom stalls
- · Everyone sleeps in their own bed
- No hitting, kicking, slapping, or punching
- No tickling or touching of private areas (this includes slapping someone on the rear)
- No physically demeaning humor (noogies/wedgies, etc.)
- No walking around camp or in the cabin without covering private areas (not even while around the same sex)

#### VERBAL COMMUNICATION

- No lying
- No gossiping
- No name-calling of any kind (even jokingly)
- No talking about another's body
- No profane, sexist, or racist language
- No discussions of a sexual nature

#### SUMMER STAFF SPECIFIC

- No Camper or Missionary is to be taken off alone.
- Do not give individual gifts of a personal nature to Campers.
- Do not show favoritism to a particular Camper.
- One-on-one counseling or private conversations are to be in a public setting (seen but not necessarily heard).
- Summer Staff should always hold other Staff accountable.
- Summer Staff should be above reproach at all times.
- Open Door Meeting Policy: No Summer Staff should be with a member of the opposite gender behind a
  closed door or private area at any time. If a one-on-one meeting is required, it should be done in a clear,
  visible place where others are present.

## CONSEQUENCES

Any infraction of the above policy will be immediate grounds for dismissal with no chance for re-hire or return to Camp Barnabas. A violation of one of these polices might not only be misunderstood by youth/Staff but could result in legal consequences.

## GUIDELINES FOR APPROPRIATE CONDUCT WITH CAMPERS - 3 T'S

#### **TALK**

#### Appropriate:

- · Verbal praise for achievement or behavior
- Verbal encouragement
- Scripturally-based teaching (non-sexual)

#### Not Appropriate:

- Compliments or questions relating to physique or body development
- Sexual jokes, sexual innuendos, or bathroom
  humor
- Swearing or vulgar language
- Verbal harassment or abuse
- Individual secrets or special gifts
- Sexual coaching or conversation

### TOUCH

#### Appropriate:

- · Handshakes and high fives
- · Walking hand in hand
- · Short, congratulatory or greeting hugs
- · Arm around the shoulders
- Piggybacks with young campers

#### Not Appropriate:

- · Intimate wrestling or tickling
- Private back rubs, arm tickles, massages, etc.
- · Touching of private parts
- Touching a child in anger, disgust, or frustration
- Frontal hugs
- Sexual embraces
- Lap sitting
- Kissing

As a ministry caring for individuals with special needs, we know that some of our Campers will require an additional level of personal care assistance with hygiene during their time at Barnabas. We take this responsibility very seriously. We are very careful in how we train our Staff and Missionaries to modestly administer personal care if needed. Two caregivers are required to be present at all times for safety, this includes during hygiene administration. If a Camper requires additional assistance in their daily living activities and you would like more information on how we train or administer this care, we would be more than happy to speak with you. Please call 417-522-6011.

#### **TERRITORY**

#### Appropriate:

- Public one-on-one interaction
- · Group or public environment

#### Not Appropriate:

- Sitting or lying on a bed with a minor
- Private one-on-one interactions

**Additional Guidelines:** Modesty dictates that Staff or Missionaries never sit around or walk around without a towel or clothing covering private areas. Towels must be worn at all times when going to and from the shower. NO EXCEPTIONS! It is against policy to display sexual body parts intentionally—even if it's a joke.

## 3-6-0 SAFE & SECURE POLICY

Based on our Code of Conduct, the following rules and boundaries have been established in order for our Campers, Missionaries, and Summer Staff to have a safe, secure, and enjoyable experience at Camp Barnabas. Understanding and following these rules/boundaries will help everyone have the time of their life at camp!

#### "3" RULES

- Recognize unacceptable behavior. You must know and understand the Code of Conduct so you can easily recognize what is acceptable and unacceptable behavior. The 6 Boundaries outlined below will help too.
- Resist unacceptable behavior. No Staff member, Missionary, or Camper should ever feel uncomfortable or
  unsafe at camp. Everyone has the right to say NO and remove themselves from the situation or distance
  themselves from the person making them feel uncomfortable or unsafe.
- Report what makes you feel uncomfortable or if a rule has been broken.
  - 1. Tell a Staff member or Camp Director.
  - 2. Write a note and put it in the Comment Box (at the Well House).
  - 3. Tell a member of the Med Team in the Well House.
  - 4. Call 1-800-4-A-CHILD.

## "6" BOUNDARIES

- 1. Modesty: Private body parts should be covered at ALL times (swimming, to/from shower, dressing, etc.) NO EXCEPTIONS. Never display your private body parts or touch someone else's.
- 2. Rule of Three: You should NEVER be alone with a Camper or youth where others are not present. There should always be a third person present or in view. Never tell a Camper a secret or tell them "not to tell". We have no secrets at Camp Barnabas. NONE.
- 3. Good Touch vs. Bad Touch: Appropriate touch includes high-fives, short side hugs, arm around the shoulders, etc. and makes your Camper or peer feel safe and encouraged. Inappropriate touch is any touch that makes anyone feel uncomfortable (touching private parts, hitting, pushing, lap sitting, etc.) Refer to the Code of Conduct for additional examples.
- **4. Good Talk vs. Bad Talk:** Always encourage one another with positive, pure, uplifting speech. Negative, disrespectful, sexual, and/or profane language will not be tolerated.
- 5. **Bullying:** Camp Barnabas has zero tolerance for bullying. If you are bullying someone (or they perceive you to be) and they ask you to stop, you MUST stop. If you observe or are the target of bullying, report it immediately.
- **6.** Your Territory: Your body, your space, your stuff, your bed are off-limits to everyone else. No one should be in your territory without your permission and you should not be in their territory without theirs.

## "0" (ZERO) TOLERANCE

If you decide not to abide by these rules and boundaries, you may be immediately dismissed from Camp Barnabas.

