

CAMP PENIEL

HANDBOOK OF

OPERATION

COMPILED BY

A camp board committee long ago (probably early 1990's): known members: Rev. Gordon Warren, Rev. Carl Cook, Donna Farley

Updated by Dustin Taylor
August 11, 2018

Updated by the Camp Board, 2023

MISSION STATEMENT
Included in Presbytery Minutes 1995

"The purpose of the Board of Camps, Conferences, Retreats of Arkansas Presbytery, in its educational and facility maintenance, is an extension of the purpose of the Church at large, but in the setting of outdoor Christian Education at Camp Peniel and utilizing the natural order of God's creation - that persons may respond to God in Jesus Christ, grow in daily fellowship with Him, and meet all of life's relationships as children of God."

PURPOSE

1. To provide an opportunity, in an outdoor setting and resources, to learn and grow in Christian relationship with God, people, and God's creation.
2. To provide opportunities to face and understand the implications of the Gospel and their response to the Gospel.
3. To strive for personal Christian growth and enrichment.
4. To strive for increased Bible understanding and application.
5. To seek to achieve a greater appreciation and understanding of nature.
6. To nurture the work of the local church.
7. To provide or lead into meaningful experiences for personal enjoyment and strengthened faith.
8. To become acquainted with other youth and adults in the church.

OBJECTIVES OF CHURCH CAMPING

The purpose of church camping is the same as that of Christian Education in the local church with its uniqueness being out of doors setting:

1. To discover that all of life is holy and cannot be divided into sacred and secular.
2. To become aware of God as Creator and Sustainer of the universe.
3. To respond in faith and grow in commitment to Jesus Christ.
4. To develop a deep sense of acceptance and trust within the camping community.
5. To discover self-identity and the infinite worth of every person.
6. To discover the uniqueness of the adult-young relationship.
7. To live in Spirit of God in all the relationships within the camping community.
8. To provide opportunities for meaningful worship in the unique outdoor setting.
9. To discover through the study of scriptures it's relevancy to all of life's situations.
10. To live more responsibly within the environment that God has created.
11. To develop attitudes and skills for a Christian style that will result in more meaningful relationships with the family, peers, and community.
12. To communicate the understanding of the Gospel through interpersonal relationships.

As a member of Camp Peniel Staff you are a vital part of a ministry team and have an opportunity to help build the Kingdom of God through the camp ministry. Staff provides a role model that is spoken of by the writer of Hebrews in chapter six verse ten.

STAFF RESPONSIBILITIES

1. Director

- A. To set up the camp, securing and organizing personnel, planning the schedule, course of study, and have general oversight of the camp.
 1. Recruit staff and select teaching materials (be reasonable in amount of money spent on teaching materials)
 2. The director of each Presbyterian sponsored camp or youth event shall present to the Chairman of the Board of Camps, Conferences, and Retreats for approval, at least ten days prior to any camp or youth event, a list of staff persons, teaching materials, and activities planned.
 3. Should have pre-staff training. (Could be a Zoom meeting; the Presbyterian IT Director can set this up for you.)
 4. Should communicate with staff prior to camp. Send copy of Guidelines as to responsibilities and expectations for the week of camp. (Again, could be done in Zoom meeting)
 5. Staff meetings each day to discuss problems and concerns.
 6. Responsible for trash, canteen, first aid, maintenance, and kitchen clean up.
 7. Must have camp ready to receive campers by 3:00 PM opening day.
 8. Responsible for seeing that buildings and grounds are clean and in order at the close of each camp.
 9. Grant or deny permission for visitation during the week or late arrivals.
 10. Exercise authority to discipline or expel campers.
 11. Provide for/or discourage staff bringing underage children (possibly make a class available for the extra kids' -children of staff that must come).
 12. Coordinate with staff involved; any change from routine schedule- especially where kitchen is concerned.
 13. Responsible for having two adult cabin counselors in each cabin.
 14. Turn in to the Board a report of camp, number of campers, general report of classes, activities, any recommendations, or suggestions for improving the camp facilities or program.
 15. Provide strict supervision for any Stamper allowed to work at camp, and designate job responsibilities. Stampers should not at any time be put in charge of campers or given cabin counselor responsibilities or take the place of approved staff as required by camp policies. A training class should be provided for Stampers prior to or at beginning of camp. They should be a part of any staff Zoom meetings that you have prior to camp.
 16. Designate an emergency transportation person who will always have a vehicle at all times.

2. Assistant Director

- A. To work closely with the director, in anticipation of directing the following year along with working in any other staff position.

3. Worship Director

A. The Worship Director at Summer Camps must be an ordained Cumberland Presbyterian Minister and a member of Arkansas Presbytery.

1. To plan for and/or lead worship experiences for the week *and* to provide a report of spiritual concerns to appropriate person (**home church or pastor**).
2. To focus one worship service Senior High Camp on the concept of the internal call to full time Christian Service.

4. Music Director

A. To select materials and to work closely with worship director/leader in planning music for services and to work with director to provide general music leadership in other camp experiences.

5. Head Cook

A. To plan menus for camp, supervise the preparing and serving of food, supervise and organize cooks and workers in the kitchen and dining hall, and order food and supplies as needed.

6. Cook Assistants

A. To work under the supervision of head cook; to assist in preparing and serving meals.

7. Cabin Counselors (This position is usually filled by person filling other staff positions; not a stamper.)

A. To help offer assistance, counsel, security, discipline, and friendship to campers, especially during cabin time.

8. Group Leaders

A. To prepare, in accordance with the directors' wishes materials for outdoors Christian learning experiences.

9. Camp Nurse or Certified First Aid or CPR trained person

A. To oversee the medicine for campers and basic first aid.

10. Recreation Leaders

A. To plan and provide for leadership in-group and/or total group activities, as well as special events such as talent night and dance.

11. Town Runner

- A. To be the purchasing agent for the camp week.
- B. Should keep all receipts and complete a categorized spending sheet for the week.
- C. Oversee camp credit card and debit card.

12. Art and Craft Leader

- A. To plan, select materials, and provide for leadership in group and/or total group craft activities.
- B. Be reasonable in amount spent on each activity. Check the director's cabin - especially the gray closet shelves for any supplies needed before purchasing new ones.

13. Maintenance Director

- A. To oversee general repairs and maintaining waterslide for the week camp.

14. Stampers

- A. Stampers should only be used as needed to help staff in the operation of camp by performing specific duties as assigned by the director and in training for possible future staff position.

' 15. Stamper's Director

- A. Oversee the work of the stampers.
- B. May be asked by director to lead a class for stampers.

CAMP POLICIES

1. Camps are divided into the following groups based on the grades entering:

Mini Camp.	4 years old through 3rd grade
Junior Camp.	3rd - 5th grades
Junior High Camp.	6th - 8th grades
Senior High Camp.	9th - 12th grades
2. It is highly encouraged for campers to attend the assigned camp because of age differences and difficulty of material. However, an exception may be made with the recommendation of the home church pastor (in the absence of the pastor, the session clerk) and the approval of the camp director and the reason noted on the camper's registration form.
3. Staff must be at least 16 years of age for the Junior Camp, 18 years of age for the Junior High Camp, and 21 years of age for the Senior High Camp. (At the discretion of the director)
4. Each cabin should have at least two cabin counselors assigned, one of which must be 21 years of age for the Junior and Junior High Camps, and 25 years of age for the Senior High Camp. (At the discretion of the director)
5. All Camps will open with registration at 3:00 PM on Sunday and end after 9:30 AM on Friday.
6. Visitors to the camp should obtain permission from the director before visiting and will follow regulations and schedules.
7. Campers who drive themselves to camp are expected to leave the vehicle parked for the duration of the camp. The camp director has the authority to obtain keys from any camper who drives a vehicle to camp.
8. Staff should inform the director before leaving camp.
9. A \$5.00 charge per meal will be collected from visitors not paying regular camp fees. This may be waived at the discretion of the camp director.
10. Planned activities off the campgrounds must have prior approval from the Camp Board.

11. Campers are expected to comply with all directions of camp staff and the camp schedule, including being in the cabins at the appropriate times. Sneaking out of the cabins is considered a serious offense and may result in the camper being sent home at the camper's expense.
12. Illegal drugs and alcohol will not be tolerated at Camp Peniel and will immediately be brought to the attention of the camp director for discipline.
13. Cell phone usage by campers is discouraged.
14. Campers must have waterslide rules and health forms completed and signed by a parent or guardian at the time of registration to be admitted to camp.
15. Staff should be members of the Cumberland Presbyterian church and adhere to its doctrine. (At the discretion of the director)
16. Defacing or the destruction of camp property will be reported to the camp director for further action if needed.
17. Camp Peniel is a tobacco free zone. This includes vape pens...
18. Any exceptions to the above items must be reported to the Camp Director and the Board Chairperson.
19. All campers and staff must arrive on the first day of camp and stay until closing day to be eligible to attend and work at camp. (At the discretion of the camp director).
20. Dress Code: If not appropriate for school wear- not appropriate for camp.
Swimsuits worn should be appropriate for a church camp.