



STAFF HANDBOOK 2019

Revised January 2019



CAMP CROSSROADS

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A MESSAGE TO ALL STAFF:

Your application shows that you desire to serve the Lord Jesus Christ and we hope reading this handbook will help you prepare for serving at Camp Crossroads. We hope you will experience the excitement and joy of seeing God do great things at camp again this summer. In Psalm 100, we are reminded to "serve the Lord with gladness" and to "enter His gates with thanksgiving".

If you are a returning staff member, thanks for coming again. We ask that you take the time to review the information in this handbook so that you are informed of our policies and practices as well as any updates that may have been added.

If this is your first time on staff, it is essential that you read this handbook. We appreciate all volunteers who take the time to serve here and recognize that staff training is a difficult challenge within our time constraints. The expectations on our volunteer staff are equal with our paid staff, and so we've designed this handbook to help prepare you for your first Crossroads staff experience. Information in this handbook gives an overview of what happens at our Camp and the expectations of your assignment.

Everyone must submit either a Police Check, a Sterling BackCheck, or an Annual Reference Check. All our volunteers must have a current background check on file before their volunteer assignment begins. Police checks expire after 5 years, so any dated from summer, 2014, or older are no longer valid. Also, we are required to get an annual reference check from your minister or volunteer supervisor if you have a current police check from a year other than 2019.

CAMP CROSSROADS KEY VERSE:

"You make known to me the path of life; in your presence there is fullness of joy". Psalm 16:11 (ESV)

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PROGRAM DATES –SUMMER 2019

July 1 – 6	Family Camp #1
July 7 – 13	Kids [or Day Camp (M-F)]
July 14 – 20	Junior [or Day Camp (M-F)]
July 21 – 27	Intermediate [or Day Camp (M-F)]
July 29 – Aug. 3	Family Camp #2
Aug. 4 – 10	Junior High [Day Camp (M-F)]
Aug. 11 – 17	Teen Camp [Day Camp (M-F)]
Aug. 18 – 24	Youth Camp
Aug. 26 – 31	Family Camp #3

SAMPLE OF A TYPICAL DAY AT CAMP:

*Schedule varies week to week (e.g. Family Camp)

6:45	Rise and Shine!
7:20	Breakfast
8:10	Staff Devotions & Cabin Clean-up
8:40	PQT for campers and staff
9:00	Chapel
9:50	Cabin "Let's Talk Time"
10:20	Activity 1
11:20	Activity 2
12:30	Lunch
1:30	FOB
2:00	Activity 3
3:00	Activity 4
4:00	Free Time
5:00	Cabin Time
6:00	Supper

...evening includes chapel, activity or event, and snack.

SECTION A: THE BIG PICTURE OF CAMP

CHRISTIAN CAMPING

Camp is fun and exciting! The usual limits of time or walls are changed to an open sky, rocks and trees or a crackling fire. We can see God at work in new, surprising, and unexpected ways. Hopefully you will experience the “new things” that God will do for you and others. Crossroads is an extension of what happens in our churches because Christian camping is a part of the total discipleship program that happens in churches and Christian homes. At camp, we also see people introduced to the Lord Jesus and disciplined in their faith.

Christian camps provide opportunities to have fun, know campers as individuals, encourage them to make definite spiritual decisions, develops good habits of Christian living, help in building up the total person and also provide practical experiences in leadership. Christian camping can be a place of safe retreat for staff and campers. In Mark 6:31, Jesus invites us to, "come apart" and rest. We want Crossroads to be a place of change or rest and a safe place for all who come, whether campers or staff, young or older, returnees or first-timers. Christian camping seeks to present Christ and teach His ways in every phase of life. We want campers to see Christ in us. We desire nothing less than the best staff, programs and methods.

OUR MISSION STATEMENT

“Camp exists as a Christ-centered ministry to support the local church in making disciples and developing leaders.”

GOALS AND OBJECTIVES FOR CAMP CROSSROADS

Goals of Camp Crossroads to meet needs of campers and focus on spiritual ministry in all that we do:

1. We want to provide a setting to proclaim who Jesus Christ is as taught in the Bible.
2. We seek to give children, youth and adults a special opportunity to become the persons God desires them to be as they respond to His love and care with their own love and obedience.
3. We seek to demonstrate and model the reality of Christ's life in every part of a person's experience.
4. We want to provide an opportunity for individuals to enjoy life with their peer group and others.
5. We want individuals to grow in self-awareness, acceptance, respect and understanding of others and in cooperation and responsible behaviour appropriate to one's age and level of maturity.
6. We want to worship God our Creator; to grow in our awareness of our dependence on God in creation.
7. We want to provide a setting to foster unity and harmony as we share in service so that many youth and adult Christians from churches in our Conference can use gifts and abilities in Kingdom ministry and grow in leadership.
8. We want our Camp to operate with high standards so that campers can enjoy it as a safe place.

Objectives of Camp Crossroads:

1. To nurture and encourage each camper and adult towards a readiness to experience Christ as Saviour and Lord.
2. To challenge and assist individuals who are ready for the essential experience of rebirth into the Kingdom of God.
3. To provide opportunities for spiritual growth through personal Bible study and meditation, small group sharing and fellowship and through large group worship, praise and teaching.
4. To help individuals grow in their relationship with God through increased knowledge of the Bible and to develop a Christian lifestyle that the Word of God teaches.
5. To help individuals develop Christ-centered personalities.
6. To provide campers with a positive experience of Christian community, fellowship and friendship with peer groups and adults.
7. To help campers learn the values of group life, mutual respect, discipline and tolerance as they interact with others, regardless of age, race, or culture.
8. To assist campers in developing personal confidence, initiative and independence.
9. To help people feel at home in the out-of-doors as they observe God's creation and gain greater knowledge of its resources.

10. To encourage and assist people in discovering their abilities and gifts for Christian service to others at Camp, at home, in the church and community and throughout the world.
11. To help campers develop good health-care habits and provide a setting for healthy physical development.
12. To help people have fun and develop Christ-like principles and attitudes in sportsmanship as they participate in camp activities which have been planned for the appropriate age levels.
13. To help individuals become responsible citizens who care for God's creation; to gain skill as they learn to value and preserve our resources.
14. To introduce new retreats and programs that will meet the needs of children, youth and adults.

The goals and objectives of Camp Crossroads are that all staff are disciples of Christ. They are also required to support and model the statements of the Mennonite Brethren Confession of Faith and our core values.

We want our staff to:

1. Know Christ as personal Saviour; desire to serve God with a humble spirit and a servant's heart.
2. Lead by example; be committed to influence and minister to people of all ages.
3. Believe God's Word and accept and teach all of it to be Truth.
4. Desire to bring people to Christ and to help Christians walk closer to their Lord.
5. Trust the Holy Spirit to work through us so He can change lives.
6. Display a positive attitude; willingly support goals/objectives, policies/rules of Camp Crossroads.
7. Have an ability to work with others; willingly take direction, but also be self-starters: be adaptable, dependable, flexible -willing to work with their hands to do whatever is needed.
8. Have good moral character-- a positive reputation-- be responsible to treat each one in an appropriate, acceptable, non-offensive and unquestionable manner.
9. Have a sense of humour; see value of appropriate kinds of "fun"; able to enjoy life with all ages.
10. Give praise freely; sincerely encourage.
11. Expect high standards of conduct: firm, fair and friendly.
12. Enjoy the outdoors and learn to treat God's creation with respect and willingly participate in activities planned to help make Camp a memorable experience for campers.

DIVISION OF RESPONSIBILITY

a) Senior Staff

- i. **Executive Director** – Ed Heinrichs: responsible for oversight of policy, property and fundraising.
- ii. **General Director** – Andrew Hiebert: responsible for the overall direction of camp programs and leadership development.
- iii. **Summer Program Director** – Kyle Klassen: assists the General Director in planning and leading summer programs (20 week contract).
- iv. **Office Manager** – Christine Hiebert: oversees all office operations.
- v. **Administrative Assistant** – Cheryl Heinrichs: is responsible for Accounts Receivable and the Tuck Shop.
- vi. **Property Manager** – Dave Lettress: responsible for general maintenance of the buildings and property.
- vii. **Property Assistant** – Josh Mason: assists the Property Manager in general maintenance at Camp.
- viii. **Hospitality Manager** –Courtleigh Reimer: responsible for year round rental bookings and facilities as well as summer program registrations.
- ix. **Food Service Manager** – Grant McArthur: responsible for all food ordering and the general preparation of the kitchen.

b) Chapel Speakers

Chapel Speakers are responsible for the spiritual instruction in chapel and provide direction for cabin leaders to use in "Let's Talk Time", a time dedicated to discussing chapel with one's cabin.

c) Summer Staff & Volunteers

- i. **Summer Staff** are those individuals who have been **hired to serve at Camp for 4-10** weeks in various roles as outlined below.
 - i. **Cabin Leaders** – those who are responsible for a specific group of campers. These individuals spend the majority of time with campers and provide supervision, guidance and friendship. Cabin Leaders are also responsible for facilitating the "Let's Talk Time" discussions with their cabin, "Cabin Time" activities, and assisting with program activities during Intermediate – Youth week. It is especially important for Cabin

Leaders to adhere to the Safe Place Policy (see Section D).

- ii. **Day Camp Leaders**– we offer a five week long day program for children ages 8-12 from our local area. The day camp runs from 8:30 am to 4:30pm Monday to Friday.
- iii. **Program Leaders** – those who are responsible for camper supervision, the implementation, and “creative twists” to their assigned weekly activity. They can also serve as a prayer partner for an assigned cabin.
- iv. **Support Staff**
 - 1. **Laundry Services** – responsible for all camp laundry (kitchen, facilities and summer staff). Reports to the Facilities Manager.
 - 2. **Maintenance Staff** – reports to Property Manager for instruction on routine maintenance or projects.
 - 3. **Food Services** – reports to the Head Cook or Dining Hall Host/Hostess (see below)

ii. **Core Summer Staff** are those individuals who **have been hired for 8-17 weeks in various leadership roles** within the summer program.

- i. **Day Camp Director** – responsible to design and provide oversight for the 5 week Day Camp program, including the Day Camp staff. Reports to the General Director.
- ii. **Dining Hall Host/Hostess** – is required to work with the Head Cook’s schedule in order to prepare, serve, and clean up after each meal. The Host/Hostess coordinates the dining hall staff’s schedules to include helping with program (i.e. emergency drill assignments, buddy checks at the Waterfront, and the Tuck Shop). Plans, prepares and oversees the decorating of the dining hall for the banquet. Reports to the Food Service Manager.
- iii. **Horse Program Director**– responsible for the design and oversight of the Horse Program. Reports to the General Director.
- iv. **Kitchen Assistant** – reports to the Food Service Manager and helps give leadership in Food Services.
- v. **Leaders in Training Directors** – responsible to lead and care for the Leaders in Training in the context of the LIT program. Reports to the General Director.
- vi. **Maintenance** – reports to the Property Manager and assists with the general maintenance at Camp.
- vii. **Summer Team** is a specialized group of Core Staff who design and provide oversight for the Overnight and Family Camp programs. These individuals plan, prepare, and run the summer program under the leadership of the General Director and Summer Program Director.
- viii. **Tuck Manager**– responsible for Tuck Shop operations. This includes filling tuck orders which have been completed by cabin leaders, keeping accurate purchase and tax records, and other duties as assigned.

iii. **Volunteer Staff** - Individuals who are willing to give one or more weeks of service at Camp. Volunteers can **fill the roles of Cabin Leader, Day Camp Staff, Program Leader** (see above) **or Support Staff** (see below):

- i. **Head Cook** – responsible for the creation of the weekly menu, and supervision of the kitchen volunteers. They coordinate the preparation and delivery of all meals, and schedule free time for all the kitchen staff.
- ii. **Kitchen Staff** – this group assists in preparing food as outlined by the head cook. All kitchen staff must follow the health code regulations for food services. This is outlined by the head cook and dining hall host/hostess at the beginning of the camp week.
- iii. **Dining Hall Staff** – completes tasks as assigned by Dining Hall Host/Hostess. Primary responsibilities include setting tables, doing dishes, sweeping, decorating for the banquet, and other responsibilities as required. All dining hall staff must follow the health code regulations for food services. This is outlined by the head cook and dining hall host/hostess at the beginning of the camp week. Dining Hall responsibilities begin on Sundays at 7:45am and end Saturdays at 10:30am.
- iv. **Maintenance Staff** – reports to the Property Manager or his assistants in the general maintenance of Camp
- v. **Medical Staff** – two registered nurses or doctors are required to be onsite for the summer camp weeks (Kids - Youth Week). They have sole custody of all medications brought to camp by campers, LIT’s and cabin staff. All medical related illnesses or injuries are tended to by the medical staff and related reports filled out accordingly. *In the case of any emergencies, the Director(s) are responsible for contacting parents/guardians of campers when there are serious health concerns.*

d) **Leaders in Training (LIT) Program**

- i. This program is designed for 17-18 yr olds to develop skills and learn about leadership. They are given two weeks of training and then transition into 4 weeks of supervised service. Reports to the Leader in Training Directors.

SECTION B: EXPECTATIONS OF STAFF AT CAMP CROSSROADS

Arrival & Departure

1. Incoming staff are encouraged to arrive Saturday after supper for summer camps. For Family Camps, staff and volunteers are encouraged to arrive the evening before the camp begins.
2. Please notify the General Director if you cannot be on site at the requested times.
3. Those staff remaining and continuing to work/volunteer the following week should be back on site by 11pm on Saturday (or Sunday in the case of an incoming Family Camp).
4. Staff should not plan to leave camp mid-week without permission of the General and/or the Program Director.

Sunday Schedule

The beginning of all camps (Kids to Youth Week) is as follows:

- | | |
|-------|---|
| 8:00 | Breakfast – continental style; help yourself (served until 8:45) |
| 9:00 | Safe Place Policy Meeting (mandatory for all staff to attend one meeting each year) |
| 10:00 | Chapel – for all staff and visitors; time to worship, share and pray together |
| 11:00 | Morning Snack |
| 11:15 | Staff Meeting – staff introductions in Muskoka Room; sessions for program/cabin leaders |
| 12:30 | Lunch |
| 1:15 | Waterfront Drill – for all staff (excluding Kitchen Staff) lead by Waterfront Director |
| 2:00 | All Staff on Duty for Arrival of Campers <ul style="list-style-type: none">• Welcome camper arriving by car, ready for arrival of buses• Cabin leaders, help settle in campers• Other Staff, should welcome and visit with parents and assist where needed |
| 5:30 | Supper - some campers may need to settle in later in the evening <ul style="list-style-type: none">• Orientation – in Dining Hall immediately following supper• Camp-Wide Activity – details after supper |

Important Details

1. Staff accommodation is assigned by administration (based on similar schedules).
2. Money and valuables can be handed into the office for safe storage.
3. The medical staff have sole custody of all medicines or drugs brought to Camp Crossroads.
4. Cell phones should only be used on your own time and out of sight of campers.
5. Campers are only permitted to call home in exceptional circumstances.
6. Staff should only enter rooms of the same gender and only with an invitation.
7. Cars are to be parked in designated area behind the Centre or in the trailer park.
8. Summer Staff are not able to bring pets to Camp Crossroads.

Daily Time Commitments

1. Staff are to be at all meals.
2. Know your schedule – please be on time.
3. Staff quarters should be quiet after “lights out”. Noise and conversation are easily heard at night.

Camp Visitors

1. Need to be cleared by the Director(s) before an invitation to Camp Crossroads.
2. Expected to report to the office and to wear a visitor badge while campers present.
3. Pay for meals at least an hour in advance (\$8 for Breakfast, \$12 for Lunch/Dinner). Pay at the main office.

Team Morale and Support

1. Enthusiasm is contagious – so is a bad attitude.
2. Camp is at its best when everyone:
 - a) Clearly understands their tasks.
 - b) Supports leadership.
 - c) Leads in a manner that is firm, fair, friendly and forgiving.

Enforcement of “B.A.G.E.L.S.”

Barefoot:	wear shoes when not on waterfront
Animals:	don't touch them or feed them
Gum/Garbage/Graffiti:	chew gum at home, put all garbage in garbage cans, no graffiti at Camp
Electronics:	campers turn in their cell phones/electronics/cameras to the office
Language:	keep your language positive
Swim Suits:	not allowed in the chapel or the dining hall (see Dress Code for more details)

Spiritual Growth

1. Staff devotions are held each morning after breakfast in the Muskoka Room. Please plan to join.
2. Program staff and cabin leaders are expected to be at all chapels. Support staff can attend chapels as their responsibilities allow. Presence and prayer is a great support to chapel and cabin leaders.
3. It is important to set aside daily time for personal devotions.

What to Bring to Camp

- Sleeping bag, pillow, blankets
- Alarm clock and watch
- Hat, boots, raincoat, bathing suit
- Several pairs of shoes
- Jacket or heavy sweater
- Flashlight
- Bible, pen(s), notebook
- Insect repellent, sunscreen
- Stories to read to campers
- Props/clothes for skits and fun/themed meals
- Optional/helpful items:
 - Baseball glove
 - Music/skit books
 - Musical instrument
 - Camera (please do not take photos of campers without permission from the office)

Code of Conduct

All campers and staff using Camp Crossroads' facilities and participating in any programs shall govern their conduct as follows:

1. No alcoholic beverages, tobacco, recreational marijuana, or illegal drugs are permitted on the premises.
2. Men and women, boys and girls, are to be examples of modesty, appropriateness and purity in relationships with each other.
3. Private entertainment shall not be used in any way which compromises the philosophy, goals and purposes of Camp Crossroads. Because we want to be consistent in our desire to create a retreat atmosphere, we discourage the use of personal entertainment equipment.
4. Modesty and discretion are required in all speech, behaviour and dress. We are to be positive examples. Offensive, inappropriate clothing, swimwear, language and actions destroy our testimony and are not acceptable.
5. The legitimate needs of others for privacy, consideration and rest will always be respected.
6. All buildings should be dark and quiet by 11:00pm unless otherwise indicated by a Director.
7. All campers and staff will respect the legitimate need of camp leadership to institute procedures and standards protecting the quality and safety of the camp experience.
8. Campers and staff will at all times protect the reputation and standing of Camp Crossroads.
9. Staff and campers will leave the camp grounds and buildings clean and in good repair.

Dress Code

Camp is an environment built on a foundation of respect for one another. Staff and campers are active and moving during many hours of the day, and clothing choices should be practical for a high activity and versatile environment. As a Christ-centred ministry, we encourage campers and staff to dress with Romans 12:1-2 in mind: not to conform to the patterns of this world, but to discern God's good, pleasing and perfect will for each of us with an attitude of modesty. For these reasons, all summer staff are expected to adhere to and enforce the following dress code:

1. **General:** All clothing should be consistent with the values and mission of Camp Crossroads as a Christ-centred ministry. No clothing should display inappropriate language, innuendo or negative messages.
2. **Swimwear:** Swimwear should be durable and well-fitting. Campers and staff must be able to enthusiastically participate in water activities without fear of losing or ruining articles of clothing. For men, bathing suits should fit without falling down, and reach past mid-thigh. For women, one-piece bathing suits are required. If a two-piece must be worn, we ask that it be worn with a dark coloured shirt over top.
3. **Tops:** Shirts must cover the midriff, and be properly fitted around arms (i.e. no gaping holes revealing side of chest). Strapless tops are not permitted.
4. **Shorts/Pants:** Shorts and pants must be practical for an active week. Bottoms should fit properly in order to avoid falling down or riding up. Clothing must be up to the hip, no underwear should be seen. All shorts must reach to approximately mid-thigh. We understand the usefulness of active wear such as spandex and leggings. However, no clothing should be transparent, and campers/staff may be asked to change if their clothing is too thin.

SECTION C: SAFETY AT CAMP CROSSROADS

RULES AT THE WATERFRONT

- a) The Waterfront Manager is responsible for the waterfront at all times.
- b) All staff must follow "rules for campers" as well.
- c) Always use the "buddy system" when boating and swimming.
- d) Lifejackets (PFD) must be worn in all boats. Boat drivers may be exempted.
- e) Do not swim or boat after sunset.

EMERGENCY PROCEDURES

Waterfront Emergency Procedure

- Three blasts are sounded which indicate an emergency. They are relayed at the dining hall front deck.
- All campers move quickly to line up quietly, in cabin groups, at the dining hall- Director (designate) is in charge of campers.
- All staff (except Kitchen and Maintenance) move immediately to the waterfront area to begin the search.
- The medical staff will be at the waterfront.
- Dining Hall staff complete cabin check, as assigned by Dining Hall Host/Hostess.
- Lists from horse & bike programs and waterfront activities (skiing, canoeing etc.) are sent to Director(s) (or the one in charge).
- One long blast of the air-horn given at Dining Hall indicates all are accounted for and/or present.

Fire Procedures

- One continuous siren (or back-up air horn) indicates a fire.
- When alarm sounds in accommodations, leave the area immediately. Contact Property Managers.
- Everyone moves away from the danger area. If campers are in a cabin or any building, evacuate that area and the cabin leader stays with campers – work with other cabin leaders to contact administration. The cabin leader stays with both cabins of campers. A camper roll call shall be taken by cabin leader immediately.
- The Fire Department is called by Senior Staff. Ensure road access for fire vehicles.
- If a smoke sensor sounds while campers are in the cabin, the cabin leader must immediately evacuate the cabin, go to the next cabin and one leader shall call administrative staff while one stays with both camper groups.
- **Check fire drill procedures in the dining hall, chapel, office, cabins and all program areas.** Cabin leaders and staff will be informed of these procedures at staff orientation at the beginning of each camp week. They will review these procedures (posted in cabins) with campers on the first day of camp.

“Natural” Emergencies

1. Lightning

- a) Get indoors and stay near the centre of a room or building.
- b) Don't use or touch electrical appliances, stay off phones, and don't run tap water or take a shower.
- c) If you're outdoors, keep away from trees or hydro poles. Tall objects attract lightning. Don't stand in an exposed place or carry objects such as fishing poles, golf clubs or umbrellas. Stay close to the ground. Do not touch metal objects--wire fences, pipes, or the metal shell of a car.
- d) Being inside a metal building is usually safe. Wiring and running water are the likeliest paths for lightning.
- e) Stay away from open water – the whole surface becomes a conductor. If you are out in an open boat, get to shore quickly, don't put your hands in the water and stay sitting.

2. Tornado

- a) Get inside immediately and stay away from doors and windows. The safest place to be is in the basement, under a stairway, in a closet, wedged in a corner behind or under heavy furniture. When there is no basement, take shelter on the first floor, preferably in a small room or hall on the side farthest away from the approaching storm.
- b) Out in the open, run away from path of the tornado.
- c) If you can't avoid the storm, try to find a ditch or ravine, lie flat and, if possible, hang on to the base of a small tree or shrub.

EMERGENCIES WITH CAMPERS

Lost/Missing Camper

- When a camper is missing, notify the Camp administration immediately.
- One of the Senior Staff will direct a search quickly.
- Extended search will be via. Waterfront Emergency Procedures.
- The Director(s) will notify the parents and Camp Board, if the problem is serious.

Calling an Ambulance

- Emergency phone numbers are posted by each phone. The medical staff or Director (designate) will call the ambulance. They will decide which adult (other than cabin leader) will accompany the patient.
- The Director(s) shall be informed about necessary hospital trips and the medical staff will call parents.
- It is important that all other staff help in emergencies by keeping campers away. Regular programs will continue, if at all possible.

Information & Communication of Emergencies at Camp Crossroads

- In event of a total Camp emergency (e.g. fire, disaster), the Board policy states: the Director will notify the Exec. of the Board who will call other Board members and the Ontario M.B. pastors/churches.
- In event of the reporting of apparent serious social problems (e.g. abuse, legal concerns, etc.), the Director will call Board Exec. members and the appropriate agencies.
- When there are serious behaviour problems and all attempts to help have failed causing the camper to be sent home, one of the Directors will call the parents of the camper, to arrange trip home.

SECTION D: SAFE PLACE POLICY

It is the intent of those responsible for Camp Crossroads to ensure that the Camp is a safe place. We desire to protect all who attend the programs, with special attention to the children, youth and any vulnerable adults.

We at Camp Crossroads believe God calls us to live peaceably with others, respecting and honouring one another. We believe we are to live a life that avoids the exploitation of vulnerable people through use of any force or power. We at Camp Crossroads want to provide all campers, volunteers, staff and guests a safe and comfortable camp environment in which they can experience the love and grace of God. In the implementation of this “Safe Place Policy”, we want to outline preventative measures to avoid abuse of any kind and how we will proceed if abuse is reported, suspected or alleged.

Purpose of the “Safe Place Policy”:

- a) To protect the vulnerable from abuse.
- b) To protect the workers from false accusations.
- c) To protect the Camp and Conference from litigation and loss of testimony.
- d) To protect those in leadership at Camp from litigation and potential loss of their ministry opportunities.

Abuse: Constitutes sexual abuse, emotional abuse, physical abuse, physical neglect, sexual assault or sexual harassment and includes physical, emotional or sexual harm.

Emotional Abuse: Occurs when anyone attempts to control another person through the use of derogatory language, threats or intimidation.

Physical Abuse: Occurs when anyone inflicts physical harm on another person, or uses force that is unwarranted by the situation.

Physical Neglect: Means to fail to meet the physical needs of a child in one’s care. It constitutes harm or threatened harm to a child’s health or welfare by failing to provide adequate food, clothing shelter, or medical care or failing to intervene to eliminate a risk when able to do so.

Sexual Abuse: means any sexual touching, invitation to sexual touching or other sexual acts. In determining whether the touching or the act is a sexual touching or sexual act, one should ask whether a reasonable observer, looking at the touching or the act in its context, would conclude that it is. This definition would exclude normal affectionate behaviour and excludes normal health or hygiene care. Sexual activity between children or youth may constitute “sexual abuse” if the difference in age or power between the children is so significant that the older or more powerful child is clearly taking advantage of the younger or less powerful child. However, this definition would also exclude consensual, developmentally appropriate sexual activity between children; where there is no significant difference in age or power between the children.

Sexual Assault: Is a criminal act involving unwanted or forced sexual contact and/or activity.

Sexual Harassment: Is any behaviour which subjects a person to unwanted verbal or physical attention of a sexual nature. This may involve an incident or a series of incidents that consist of verbal, emotional, mental or physical conduct, or any combination thereof. It includes a wide range of behaviour, from innuendo to lewd comments, to sexual jokes, to unwanted or inappropriate touching, to overt demands of sexual favours.

Sexual Misconduct: includes any sexual contact between a staff person and a camper with whom there is or has been a counselling relationship.

Safety applies to physical, emotional and sexual dimensions:

- We must avoid physical abuse in our efforts to guide behaviours at our Camp.
- We must avoid emotional abuse in our efforts to persuade people of their need for God.
- We must avoid sexual abuse in our efforts to build loving, caring relationships.

Reporting of incidents of suspected or known abuse is required by law. There are legal consequences for failing to provide reasonable and sufficient care and supervision. Carelessness, neglect and abuse cannot be tolerated. We must be accountable and responsible in our decisions and actions of appointing staff and approving volunteers for our programs. Those who are at Camp Crossroads deserve a safe environment to learn about the Creator.

Police Checks

Current police checks are required for all staff and volunteers who serve at Camp Crossroads.

Camp Crossroads is a residential camp and as such has unique features of living in community. We need to understand the extent of our care and responsibility, which includes the safety and well being of all those who participate in the Camp program. Great care is required when approving staff and volunteers who work in our programs. We must exercise great care in supervising and monitoring those at our Camp. We must be responsible to prevent any situations that can give rise to others questioning the behaviour and leadership of staff for campers and the suspected inappropriate actions of campers, adults or staff to one another. It is important to safeguard and protect both our campers and staff.

“A Safe Place”

Adults must not put themselves in situations where actions can be misinterpreted. Be aware of any behaviour or speech that gives reason to question.

1. When speaking privately to a camper always be in view of others. We recommend that cabin leaders only “counsel” those of their own group. When other staff leaders “counsel” campers, leaders shall be sure that it is in a public place.
2. Do not allow campers into private staff areas.
3. Be aware of what you share and ask. Staff should keep personal matters private from the campers.
4. Report and record suspicious or unusual observations to the Director(s) or Program Director.
5. Whether at our Camp or “off site” for Camp Crossroads sponsored programs, campers and staff are to stay in their assigned cabins or tents with those of the same gender.
6. Staff are not to enter into inappropriate physical activities with other staff during their time of service at Camp.
7. Avoid harassment, including the following: jokes or gestures of a sexual nature, unwelcome jokes, questionable or offensive language, taunting of others about appearance, attire, gender or race, emotional or physical abuse, physical neglect, sexual assault or sexual harassment
8. Staff should show care for the well being of campers - health, hygiene, physical safety and emotional well-being. Whenever possible, staff should respect the camper’s desire for privacy or personal boundaries.
9. Questions and discussions about sex and sexuality should be handled discreetly, without explicit detail and with much wisdom. Staff should not condone sexual jokes, gestures or innuendos.
10. During Camp sessions, no camper will be released into the custody of someone other than their legal guardians unless it has been pre-arranged through the Camp Administration.

Discipline

1. Use suggested procedures for handling discipline problems. Discipline may not be abusive.
2. No staff member should ever physically hit a camper. Discipline should not include physical or emotional punishment, verbal abuse or denial of needs (sleep, food, shelter or clothing).
3. Defiance of Camp policy and abusive behaviour (by either campers or staff) will not be tolerated and will be dealt with appropriately by Camp administration. There is no refund for campers sent home for defiant behaviour.

Showing Affection

1. Make a point of showing affection to all your campers in public view where others can see you. Your actions should be such that you as staff feel comfortable that others see you. Because campers open up to various people differently, ask permission to hug or show affection to them.
2. Touch children in safe places on their bodies, avoiding private places. The back, the head and the shoulders are acceptable places. The buttocks, breasts, thighs and groin are not acceptable.
3. Try not to be alone with a camper, unless it is absolutely unavoidable. Try to always let a fellow staff member know where you will be, why and for how long.
4. Staff should model healthy relationships with other staff as taught in the Scriptures. Healthy affection builds healthy community.

Reporting Problems

When information about abuse has been disclosed or is suspected, staff must report the information to the Director(s). The Camp Director will report it to the appropriate authorities (i.e. Family and Children Services, or police). Child abuse requires an immediate response and recognition of a larger context. We want to try to protect the child from further abuse.

It is our duty to report suspected abuse in accordance with provincial law. We report abuse for legal and moral reasons and in hopes of breaking the “cycle of abuse”. Abuse should be reported as soon as possible after the suspicion or knowledge of abuse.

SECTION E: SPIRITUAL EMPHASIS AT CAMP

We seek out every opportunity to point campers to a life changing relationship with Jesus Christ in the following ways:

- a) **Modeling**
 - i. Set an example - 1 Tim. 4:12. Let campers see “the reality of Jesus” in your life.
 - ii. Be excited about your relationship with the Lord, about “Quiet Time”, singing, chapels, etc.
 - iii. Spirit-filled cabin leaders/staff are important for effective results in the lives of campers.
- b) **Befriending**
 - i. Be available for the campers in your cabin – day or night.
 - ii. Establish a bridge. Learn to know them by name.
 - iii. Take time for each camper – find some time to talk alone with each one during the week.
 - iv. Be aware of individual needs and get help if needed.
 - v. Focus on those in your cabin.
- c) **Instructing**
 - i. Devotions – use guidelines from chapel leaders and add your own ideas. Help campers use the Bible and understand the meaning of Personal Quiet Time (PQT).
 - ii. Memory verse and Bible quiz drills. Teach or help them learn how to use the Bible.
 - iii. Chapels – encourage enthusiastic participation.
 - iv. Prayer – encourage all campers to pray.
- d) **Guiding**
 - i. Be sensitive to the leading of the Spirit.
 - ii. Use Bible verses when leading kids to Christ:
 - o God loves me: John 3:16, Jer. 31:3
 - o I have sinned: Rom. 3:23, 1 John 1:8
 - o Christ died for me: 1 Cor.15:3, 1John 4:14,Rom. 5:8
 - o I must receive Him, personally: John 1:12, 1 John 1:7, Rev. 3:20
 - o I am saved: John 3:36, Acts 16:31, John 1:12
 - iii. Make sure they have a Bible to take home after Camp.

SECTION F: MENNONITE BRETHREN CONFSSION OF FAITH

1. **God:** We believe in the one true God, the source of all life, who reigns over all things as Father, Son and Holy Spirit, and who lovingly cares for all creation. God the Father planned the redemption of humanity and sent Jesus Christ the Son to be the Saviour of the world. Jesus proclaimed the reign of God, bringing good news to the poor and triumphing over sin through His obedient life, death, and resurrection. God the Holy Spirit empowers believers with new life, indwells them, and unites them in one body.
2. **Revelation of God:** We believe God has made Himself known to all people. Beginning with creation and culminating in Jesus Christ, God has revealed Himself in the Old and New Testaments. All Scripture is inspired by God, and is the authoritative guide for faith and practice. We interpret the Scripture in the church community as guided by the Holy Spirit.
3. **Creation and Humanity:** We believe God created the heavens and the earth, and they were good. Humans, God’s crowning act, were created in the image of God. Sin has alienated humanity from the Creator and creation, but God offers redemption and reconciliation through Jesus Christ.
4. **Sin and Evil:** We believe sin is individual and corporate opposition to God’s good purposes and leads to physical and spiritual death.
5. **Salvation:** We believe God saves all people who put their faith in Jesus Christ. By His obedient life, sacrificial death and victorious resurrection, Christ delivers people from the tyranny of sin and death and redeems them for

eternal life in the age to come. All creation eagerly awaits its liberation from bondage into the freedom of the glory of God's children.

6. **Nature of the Church:** We believe the church is the covenant community called by God through Jesus Christ to live a life of discipleship and witness as empowered by the Holy Spirit. The local church gathers regularly for worship, fellowship and accountability, and to discern, develop and exercise gifts for ministry.
7. **Mission of the Church:** We believe the mission of the church is to make disciples of all nations by calling people to repent, to be baptized, and to love God and neighbour by sharing the good news and doing acts of love and compassion.
8. **Christian Baptism:** We believe baptism by water is a public sign that a person has repented of sin, received forgiveness, died with Christ and has been raised to new life through the power of the Holy Spirit. Baptism is also a public declaration of a believer's incorporation into the body of Christ as expressed in the local church.
9. **Lord's Supper:** We believe that in obedience to Christ, the church observes the Lord's Supper as a remembrance of His atoning death and to celebrate forgiveness, new life, and the fellowship and unity of all believers.
10. **Discipleship:** We believe Jesus calls people who have experienced the new birth to follow Him in a costly life of service to God. The power of the Holy Spirit transforms believers from the unrighteous pattern of the present age into a life of joyful obedience with God's people.
11. **Marriage, Singleness and Family:** We believe that singleness and marriage are honoured by God and should be blessed by the church. God instituted marriage as a lifelong covenant between a man and a woman for the purpose of companionship, encouragement, sexual intimacy, and procreation. Children are a gift from God and should be nurtured by parents in the ways of God.
12. **Society and State:** We believe that God instituted the state to promote justice and to maintain law and order. Christians' primary allegiance is to Christ's kingdom. Believers are called to witness against injustice, exercise social responsibility, and obey all laws that do not conflict with the Word of God.
13. **Love and Non-Resistance:** We believe that God in Christ reconciles people to Himself and to one another, making peace through the cross. We seek to be agents of reconciliation, to practice love of enemies, and to express Christ's love by alleviating suffering, reducing strife, and promoting justice. Because violence and warfare are contrary to the gospel of Christ, we believe that we are called to give alternative service in times of war.
14. **The Sanctity of Human Life:** We believe that God is creator and giver of life, and highly values each person. Procedures designed to take human life are wrong. We oppose all attitudes which devalue human life, especially the defenceless lives of the unborn, disabled, poor, aging and dying.
15. **Stewardship:** We believe the universe and everything in it belong to God the Creator and that we have been entrusted by God to manage its resources. All God's gifts, including money, time, abilities and influence, are to be received with thanksgiving, used responsibly, and shared generously.
16. **The Lord's Day, Work and Rest:** We believe God's act of creation provides the model for work and rest. In work, we use our abilities to glorify God and serve others. In rest, we express thanks for God's provision and trust in God's sustaining grace. In worship, we gather to commemorate the resurrection through worship, instruction, fellowship, and service.
17. **Christianity and Other Faiths:** We believe God's atoning work in Jesus is the only means of reconciling people with God. God has not left any without a witness to the Creator's goodness and power. Christians treat people of other faiths with respect, but urgently proclaim Christ as the only way of salvation.
18. **Christ's Final Triumph:** We believe that the Lord Jesus Christ will return triumphantly at the end of this age to destroy all evil powers, condemn all who have rejected Christ to eternal punishment, and unite believers with Christ to reign forever with God in glory.

As Christians we are called to turn:

- From ignorance of God to a personal relationship with God.
- From bondage of sin and past mistakes to freedom, forgiveness, and healing.
- From individualism to interdependence with others in the local church.
- From lifestyle choices that harm us, others, and the earth to choices that nurture wholeness, healing, joy and peace.
- From hating enemies and ignoring neighbours to showing love and justice to all.
- From loving possessions to sharing with all in need.
- From aimless existence to a mission of representing and proclaiming God's kingdom on earth.

As Christians, we look forward to the day when God will once again send Jesus to bring all things under God's eternal rule.