

# Cumberland Springs Bible Camp

## Summer Staff Handbook

### Why Should You Work at CSBC?

Our purpose at Cumberland Springs Bible Camp is to challenge young people with the Gospel and to a greater understanding of what it means to follow Christ. God has given us several resources to accomplish this goal—buildings, a pool, a beautiful setting with acres of woods, vehicles, adult staff, speakers, proximity to off-campus activity opportunities, and a fun program. All these things are important, but none are as important as YOU are, a summer staff person.

As a Senior Group Leader, Assistant Group Leader, or Junior Staff, you will be in constant contact with campers. Depending on your assigned level of responsibility, you will be responsible for maintaining cabin order, leading group activities, leading group devotions, be involved in chapel programs, and making all areas of camp life work. Campers will hear what you say, but more importantly they will observe how you act, react, and interact with others. You will have a tremendous opportunity and responsibility to model Christ to your peers. Fun, friends, and a bit of independence from home are valid reasons to want to work at CSBC, but the overriding reason to work here must be to serve Christ and others in a position of peer leadership.

You will have an impact on others, but if you come determined to give your all to following Christ and encouraging others to grow in Christ, you will find that a summer spent at CSBC will cause you to grow as a leader and as a follower of Christ.

There are some job descriptions and requirements explained later in this document, but the most important qualification is that you have received Christ as your Savior and that you are seeking to put Him first in your life.

### Summer Schedule

Typically a summer session at CSBC will include a Staff Training Week, two weeks of Junior Camp, a Teen Camp, and two weeks of Day Camp. There is a week off around July 4<sup>th</sup>.

We need workers that will commit to serve for the entire summer. However, due to different group sizes and make-up there is some flexibility possible in the work schedule. Priority will be given to those that can commit for the entire summer or for large blocks of time. Any commitments for less than the whole summer should be made for a week at a time. If you need to be gone at all during a week then you will need to miss the entire week. (Some exceptions can be made for something like a doctor's appointment.) The youngest and newest workers may be asked to rotate off for some weeks depending on registration numbers.

## Typical Weekly Schedule

- Staff Training Week – Usually the 1<sup>st</sup> full week in June after local schools are dismissed. Staff Training Week is very important to our program and all should plan to attend the entire week, arriving on Monday morning and leaving Friday after lunch.
- Overnight Camps – Staff is asked to be on campus by 9:00 p.m. on Sunday and to stay until all work is completed on Saturday (Usually by 11:00 am).
- Day Camps – Staff is asked to be on campus by 9:00 p.m. Sunday and to stay until all work is completed on Friday evening (Usually by 5:30 p.m.). Staff normally stays on campus at night during day camps, but some exceptions could be made.

## Pay Scale Structure

Senior Group Leaders ..... \$60 per week  
Assistant Group Leaders..... \$50 per week  
Junior Staff..... Work on a volunteer basis  
2<sup>nd</sup> year of service ..... an additional \$5 per week  
3<sup>rd</sup> year of service ..... an additional \$10 per week  
4<sup>th</sup> or subsequent year of service - ..... an additional \$15 per week  
All summer staff receive room and board for weeks working at CSBC.

You may represent service at CSBC as a summer missions project. Contact your family, friends, and church by letter or a personal appearance. If you choose to do this you should communicate the purpose of CSBC, who benefits from time spent at CSBC, why you want to serve at CSBC, and some personal goals for the summer. You should also mention that you do receive some pay from CSBC and any donations received would be paid to you in addition to the base pay. A maximum amount per week should be \$200. Tax deductible donations can be made to TMM for your support and should be sent to:

TMM Ministries  
P. O. Box 455  
Dayton, TN 37321

FICA and federal withholding taxes will be deducted from the total amount you are paid for your summer's work. The camp furnishes all meals and lodging.

## Job Descriptions

### General Expectations for All Staff

1. Must first of all be certain of your own personal salvation through faith in the Lord Jesus Christ.
2. Have a Christian commitment that exemplifies the goals of CSBC and TMM Ministries and is in tune with the Statement of Belief.
3. Have a love for kids and a desire to take initiative to grow personally and to encourage others to grow in their relationship with Jesus Christ.

4. Be in good health and mature enough physically to meet the demands of the assignment.
5. Be emotionally and spiritually mature enough to relate to and cooperate with others in the CSBC community.
6. Possess the integrity to faithfully fulfill the commitment of service agreed upon in a positive manner.
7. Be flexible enough to assist in other areas as needed due to higher or lower registration.
8. Have a desire to learn, do, and lead outdoor and other camp activities with a high level of energy and enthusiasm.

### **Senior Group Leader**

#### **Description:**

A Senior Group Leader is responsible for the safety, supervision, and spiritual nurture of campers assigned to them. This person is in a position to most effectively communicate, by words and actions, what it means to follow Jesus Christ.

#### **Accountability:**

The Senior Group Leader is directly responsible to the Camp Director. However, the Senior Group Leader should give full cooperation and respect to all camp leaders, activity leaders and instructors.

#### **Requirements**

Generally, Senior Group Leaders should be at least 18 years of age, and have graduated from high school. Prior camp counseling experience is desirable, but not mandatory.

#### **Duties:**

##### **The Senior Group Leader:**

1. Seeks to fulfill the goals and objectives of CSBC while supervising and interacting with assigned campers.
2. Remains sensitive to the physical, mental, social, and spiritual needs of the campers.
3. Leads campers in an enthusiastic daily devotional, which includes scripture reading, discussion of the reading, application to daily life, and a time of prayer. In some cases there will be a camp assigned Study Guide.
4. Leads assigned group in all activities and develops fun and interesting things to do as a group when activity times are not scheduled.
5. Refers all illness and injuries to the Camp Director or designated person.
6. Models leadership skills to Assistant Group Leaders and supervises assigned Assistant Group Leader when they lead structured activities.
7. Assists in work projects and participates in sessions during staff training.
8. Is responsible for end of week / session cleanup before leaving.

## **Assistant Group Leader**

### **Description:**

The Assistant Group Leader is in a Group Leader training position, which includes assisting the Senior Group Leader. There may be some occasions when the Assistant Group Leader will be counseling in the Senior Group Leader's absence due to illness, injury, or special circumstance (as appointed by the Camp Director).

### **Accountability:**

The Assistant Group Leader is directly responsible to the Senior Group Leader and the Camp Director. However, the Assistant Group Leader should give full cooperation and respect to all camp leaders, activity leaders and instructors.

### **Requirements:**

Assistant Group Leaders should be at least 16 years of age and / or have completed their sophomore year of high school.

### **Duties:**

The Assistant Group Leader:

1. Functions as part of the assigned group and leads activities when asked by the Senior Group Leader.
  2. Seeks to fulfill the goals and objectives of the camp while supervising and interacting with all assigned campers.
  3. Remains sensitive to the physical, mental, social, and spiritual needs of the campers.
  4. Participates and assists with group devotional times.
  5. Assists in leading all group activities and in developing fun and interesting things to do as a group when activity times are not scheduled.
  6. May be assigned in the kitchen duty rotation.
  7. Assists in work projects and participates in sessions during staff training.
  8. Is responsible for end of week / session cleanup before leaving.
- Note: During Teen Camp some Assistant Group Leaders will be asked to serve as Assistant Group Leaders, others will only be asked to be on the kitchen duty rotation.

## **Junior Staff**

### **Description:**

The Junior Staff position is primarily support staff. You will also gain experience towards become an assistant Group Leader. Junior Staff may occasionally be asked to serve as Assistant Group Leaders.

### **Accountability:**

Junior Staff are directly responsible to the Camp Director and the Work Coordinator. However, Junior Staff should give full cooperation and respect to Senior Group Leaders, camp leaders, food service personnel, and activity leaders.

#### Requirements:

Junior Staff should be at least 14 years of age and / or be a rising high school freshman.

#### Duties:

##### A Junior Staff person:

1. Seeks to fulfill the goals and objectives of CSBC while performing duties and interacting with campers and staff.
2. Performs duties on the kitchen, housekeeping, and maintenance rotation.
3. Will be assigned specific duties for preparation of group activities.
4. May be asked to assist in leading group and whole camp activities.
5. Will be housed in cabins with groups, but will not generally have specific cabin leadership duties. Junior Staff should never be a distraction in the cabin.
6. Assists in work projects and participates in sessions during staff training.
7. Is responsible for end of week / session cleanup before leaving.

- Note: During Teen Week, some Junior Staff will be asked to continue with work duties.

### Group Activities

Most of our camp activities are done in a small group format with a rotating schedule. Some events have a resource person; others do not. Each activity needs the full devotion of the Senior Group Leader and the Assistant Group Leader. If the activity is not done with enthusiasm and preparation, it is a worthless activity.

- Give each activity your best effort—campers will follow your lead
- Do not let “party-pooper” campers talk you out of an activity
- Be prepared
- If the event is to be fun, you need to be the spark, encouraging reluctant campers
- Be on time – ample time is allowed in the schedule for a relaxed time
- Use your checklists
- Senior Group Leaders, delegate responsibilities to Assistant Group Leaders and campers
- Clean up after yourselves and put things away for the next group

### All-Camp Activities

- Meals – all staff should be on time to all meals. Senior Group Leaders and Assistant Group Leaders should disperse themselves so that each table has a leader. Some planning should be done so that tables are not unattended during clean-up time.
- Chapels – all staff should be on time to all chapels unless they have a specific assigned duty. Staff should intersperse themselves throughout the seats and assist in maintaining order. Senior Group Leaders should see that their groups have an opportunity to bring their Bibles.
- Morning flag raising – get your campers and yourselves there on time and be ready to have fun at this traditional CSBC activity. Senior Group Leaders may be asked to lead this from time to time.

## Take Care Of Yourself (And Your Campers)

- Maintain your own personal devotional time. Get campers up in time to allow time for their personal devotions.
- You can't have energy and enthusiasm without rest or sleep. Your campers will be droopy and grumpy without rest or sleep. Have your campers asleep by 11:00—staying up late is not a camp activity.
- If you or any of your campers are sick or injured, notify camp leaders immediately

## Trust

We want CSBC to be a place where everyone feels at home and relaxed. Campers should know that they are not going to be picked on or singled out for ridicule. As staff we should make sure that campers are not playing tricks on each other or picking on the one that is a little "different". It is absolutely critical that staff members are not the source of ridicule of campers or even each other. Practical jokes or pranks are neither practical nor funny and have no place at CSBC.

## CSBC Staff Principles of Conduct

Our conduct as CSBC staff and our interaction with other staff and campers should reflect our stated purpose, "to challenge young people with the Gospel and to a greater understanding of what it means to follow Christ". Listed below are some biblical principles to guide us as well a few "Do's and Don'ts".

### Godly Example

What we do has far more weight and influence than what we say.

*Don't let anyone look down on you because you are young, but set an example for the believers in speech, in life, in love, in faith and in purity. 1 Timothy 4:12*

### Respect for Authority

Our staff should have an attitude of respectful obedience to our adult leaders.

*Everyone must submit himself to the governing authorities, for there is no authority except that which God has established. The authorities that exist have been established by God.*

*Romans 13:1*

### Godly Speech and Conversation

Our conversations with each other and with campers should be positive and wholesome avoiding derogatory speech. We should completely avoid crude or suggestive talk.

*Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen. Ephesians 4:29*

### **Servanthood**

Serving Christ by serving others (staff and campers) is the very core of the ministry of CSBC. Our staff should display a servant's heart, working to serve and bless others, rather than self.

*Do nothing out of selfish ambition or vain conceit, but in humility consider others better than yourselves.*

*Each of you should look not only to your own interests, but also to the interests of others. Philippians 2:3-4*

### **Edifying Relationships**

Our relationships with each other and with campers should glorify God and build each other up. Guys and girls should treat each other as brothers and sisters in Christ, completely avoiding inappropriate physical contact or "pairing off" by isolating from the rest of the group. Our staff should avoid "romancing"; this behavior is very distracting from our purpose of pointing campers (and each other) to Christ. ("Romancing" can be defined as behavior intended to attract the attention of someone of the opposite sex.) All relationships between staff members and campers should be above reproach in what you say and what you do.

*And let us consider how we may spur one another on toward love and good deeds. Hebrews 10:24*

*Above all else, guard your heart, for it is the wellspring of life. Proverbs 4:23*

### **Unity**

We as a staff, should work to maintain a spirit of unity, resisting the tendency to show favoritism or exclude anyone. CSBC is known for our accepting, open, friendly atmosphere. Exclusive relationships and cliques can ruin our family atmosphere and cause hurt feelings and discord.

*Be completely humble and gentle; be patient, bearing with one another in love. Make every effort to keep the unity of the Spirit through the bond of peace. Ephesians 4:2-3*

### **Dress Code**

Clothing that is immodest places a temptation and a stumbling block before others. Modesty and functionality are the guidelines to camp attire. CSBC staff members should avoid wearing clothing that is intended to draw attention to the wearer. Wear proper attire at all times. Loose fitting clothing is more comfortable and usually more modest. Avoid short shorts; no two piece swim suits for the girls or brief swim suits for the boys. Our clothing should not contain any offensive wording or artwork.

*We who are strong ought to bear with the failings of the weak and not to please ourselves. Each of us should please his neighbor for his good, to build him up. Romans 15:1-2*

### **A Few Do's And Don'ts**

1. Electronic musical equipment (radios, CD players, mp3 players, etc.) shall be put away when campers are on campus. Cell phones should not be used in the presence of campers or loaned to campers. Exceptions can be made for the use of musical equipment for devotional purposes. Please get approval for music played in chapels or to groups of campers.
2. You should plan to wear sneakers or hiking shoes (closed toe) during all camp activities except to and from the pool.
3. No pets are allowed on the camp grounds.
4. Use of tobacco, alcohol, and other drugs is forbidden.

5. Do not bring objectionable literature or pictures to camp.
6. You shall get permission to make phone calls, as the camp phone must be kept available for business use. Long distance calls must be made by credit card or collect.
7. If a car is brought to campus, it shall be parked in a designated area at the beginning of the week and not driven (even around campus) until you leave to go home. Any exceptions are only by permission of the Camp Director.
8. You need the Camp Director's permission ahead of time to leave campus during a session.

This Staff Handbook is not all-inclusive and is general in nature. We work through specifics during Staff Training Week and our Sunday evening meetings.

**Statement of Belief  
TMM Ministries  
Cumberland Springs Bible Camp**

We believe the Bible to be the infallible, verbally inspired Word of God, inerrant in the original writings, and the final authority for faith and practice. We believe in one triune God eternally existing in three coequal Persons—Father, Son and Holy Spirit.

We believe the Son, the Lord Jesus Christ to be eternal. In His humanity, He was conceived by the Holy Spirit and born of the Virgin Mary. He died on the cross as our Substitute and was bodily resurrected from the dead. He ascended into heaven and is now exalted at the right hand of God as our High Priest, from where His is coming personally in the air for His redeemed ones.

We believe salvation to be the gift of God received by personal faith in the Lord Jesus Christ whose precious blood was shed on Calvary for the forgiveness of our sins. We believe that all those thus redeemed are kept by God's power and are secure in Christ forever.