

Beyond the Horizon

HARAMBE

Working Together

Camp Helps

“Lift up your eyes and fix them on the place
beyond the horizon to which you are sent.”

Doctrine and Covenants 161:1a

*Curriculum for Kids Camps,
grades 3-6, approximately
8-12 years of age*

*Curriculum for Youth Camps,
Grades 6-12, approximately
12-18 years of age*

Community of Christ

Introduction and Acknowledgement

The camp theme “Beyond the Horizon: Harambe” focuses on the lessons of community learned through “working together,” the meaning of the word “harambe.” These lessons come to us from examining the multi-faceted cultures from the continent of Africa.

Camp Helps are offered as a guideline to those who direct children and youth camps within the Community of Christ. The administration section is offered as guidelines for organization and management, especially in the area of managing risks. The curriculum section is offered as a stimulus for ideas related to the theme. Camp leaders are encouraged to adapt the curriculum section to best meet the needs of their specific campers.

Special thanks to: *Tim Dodds*, for casting the vision for this material; *Lori Martell* served as writer for the curriculum section; and *Mike Hoffman* served as layout and pre-production coordinator.

As camp director, you have the wonderful opportunity to guide adults and youth in this search and discover adventure. It will be a challenge. It will also be an adventure. But, remember you are not alone. The motivation which causes you to commit six months of your life to speaks volumes about your desire to serve your Lord.

The purpose of camp is to provide youth with experiences which help them to hear and respond to the love of Jesus Christ. Each new day gives campers opportunities to demonstrate Christ’s love as they participate in classes, recreation, cabin devotions, kitchen duty, camp and cabin cleanup, campfire, and much more. As the camp director, you are the catalyst which will bring together both camp staff and campers in a wonderful and fulfilling journey with God and each other,

If you are not an experienced camp director, do not despair. Seek out the wisdom and experience of former camp directors. Numerous resources are available to camp personnel. If more help is needed, please feel free to contact Poul Wilson in the Mission Shapers and Delivers Enrichment Group at International Headquarters (800) 825-2806 Ext. 2357 or talk with your local church administrator or camping committee chairperson.

May God guide and sustain you in your camping experience.

K. Poul Wilson

Youth Disciple Formation Specialist

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Camp Administration

Planning an Effective Camp

Quality leadership and administration are critical for the success of camping and all outdoor ministry. The information on the following pages is just the beginning. We recommend team leadership that allows a broad base for creative ideas and past camping experience, decision making, involvement in camp leadership, and administration.

1. Determine and know your purpose

The objectives of the camp should be written down and shared with the entire camp staff. Filter all planned activities and events through the purpose and ask the question, “how does this help further the purpose of the camp?”

2. Promote your camp

In today’s multimedia world, it takes several attempts at communicating to get the message through to those who need to hear it. Convey the purpose of the camp clearly. Include important dates and fees, a list of program activities, and a schedule. Encourage participants to invite their friends. Include financial incentives for bringing friends if possible.

3. Recruit and train camp staff

Camp staff should be recruited early and included in planning meetings as soon as possible. Orientation, training, and motivation should be part of the preparation. Job descriptions should be provided for each staff member, both volunteer and paid positions. Be up front with staff about expectations and commitment. Quality camps take good planning and community accomplished through pre-camp meetings and training sessions. Of critical importance is to check that all staff are Registered Youth Workers through the “Protecting Our Children” program.

4. Plan an exciting program

Camp for children and youth actually begins before they arrive. Use excitement and adventure as part of your pre-camp promotion and during pre-registration events. At camp, each part of the program should reflect the overall goals and purpose. Guest ministers, speakers, musicians, and others should be given a copy of the camp’s purpose and objectives, with information about the current event (camp size, theme, other) before their participation.

5. Select the location

In some cases, this is predetermined by ownership of property. If you have the opportunity to select the location, keep in mind the needs of the campers first: safety, spiritual formation, and physical activity. Visit the site before selecting it, or at least before camp to understand the layout, to visualize where activities can be held, and to note any hazardous areas. Review rental agreements or contracts at staff meetings and orientations. Food is a very important part of the experience; be sure to discuss it with

staff provided by the campgrounds or by your staff, considering what facilities are available for preparation of meals. If possible, have your entire staff visit the facility prior to camp. This allows for everyone to understand the grounds and will help when it's time to settle in.

6. Set the price

Camp fees should provide enough revenue to cover the expenses of the camp plus a contingency fund. Be prepared to offer honorariums or cover travel expenses for guest ministry, speakers, or artists. Review policies or contracts that include amounts, travel expenses, and accommodations for their family or associates. Be sure to think through a cancellation policy. Have a plan in the event it is necessary to cancel camp, and include this in publicity and registration information. Rather than reducing fees, you may choose to offset costs through camperships. Many congregations now consider camping as a part of their ministry and include all or part of each camper's fees in their budget. Consult with appropriate jurisdictional financial officers regarding all camp fees and budgets.

7. Evaluation and follow up

Create an evaluation form as feedback from campers, staff, and parents. To help with subsequent camps, prepare a written report including these evaluations, staff, and budget information about the camp. Share it at a jurisdictional conference and file it with the sponsoring jurisdiction(s).

Camping represents a great opportunity for children and youth to develop a deeper spiritual understanding. Encourage campers to connect with their local church sharing their stories about camp at a worship service.

Staff Selection

Camping Committees

In and across jurisdictions, teams of persons with camping experience are appointed or elected to develop and govern the camping facility and/or program. They may be responsible for a philosophy, expectations, goals, administrative policies and procedures, and maintaining American Camp Association or Canadian Camping Association standards.

Camp Director

The camp director should possess emotional and spiritual maturity. As a living example of his or her faith, it is important for the director to be a skilled leader and have a positive influence on both camp staff and campers. The ability to assist in staff training is vital in the total camp experience. It is also important for a director to be sensitive and committed toward the physical, social, psychological, emotional, and spiritual needs of the campers. The director is asked to be organized, enthusiastic, personable, and knowledgeable about camp policies and must be willing to support them.

Suggested resource: Basic Camp Management, by Armand and Beverly Ball, published by the American Camp Association.

Business Manager

The business manager is responsible for the keeping of accurate financial records, paying bills, purchasing, and receiving funds. The business manager should work closely and under the direction of the camp director.

Cooks

Camp cooks should have knowledge of quality and quantity cooking. They should balance being sensitive to the eating habits of young people with proper nutrition. They should work under the direction of the camp director.

Camp Medical Staff

Camps must be staffed with proper medical personnel. Under current standards a medical doctor or a registered nurse is required. Medical staff should provide assistance during camper check in and pre-screen applications for health related information that would impact camp management.

Counseling Staff

The cabin counselor is key in assuring that campers have a positive experience. Their responsibilities include: the creation of a positive cabin community, monitor attendance, physical health including eating and drinking habits, spiritual development, and leading campers in cabin activities that might include scripture study, devotions, and KP or cleaning duties.

Counselors-In-Training

Counselors-in-Training, or CITs, should be 15 to 20 years of age and always be under the direct supervision of an adult staff member, especially overnight or on trips or outings.

Pastoral Team

The pastoral team should serve as the spiritual leaders and offer pastoral care to campers and staff. They are natural to assign to worship and religious educational responsibilities. They should be highly visible at all camp activities.

Waterfront

Swimming pool and natural waterway activities, even at public facilities, must be under the supervision of properly trained and certified water safety personnel. Check with local or state/province laws and American Camp Association/ Canadian Camping Association standards for requirements.

Camp Director's Planning Help and Calendar

Six to nine months before camp or sooner

- Select the camp dates
- Schedule camp grounds
- Meet with Regional Administrator/Mission Center President and Bishop to establish budget
- Explore world church camp theme, and general program guidelines
- Meet with jurisdiction camping committee, if available
- Investigate insurance and transportation requirements for off-site camp activities
- Secure camp staff
 - camp business manager
 - camp cook
 - camp nurse
 - counselors
 - camp pastor
 - waterfront personnel
- Consider optional staff
 - counselors-in-training
- Five months before camp
- First meeting with staff (2 hours)
 - Outline individual duties of staff members
 - Decide on class choices
 - Choose and assign teachers to classes and special activities
 - Discuss any special activities and worship services
 - Create daily schedule
- Publicize camp theme and camp dates

Four months before camp

- Meet with camp cook
 - Plan menus
 - Plan snacks
 - Make arrangements for food acquisition with campgrounds manager
- Send out camp registration form to appropriate persons
- Meet with camp nurse
 - Review health forms
 - Discuss supply needs
 - Discuss potential problem areas (ticks, poison ivy, jelly fish bites, mosquitoes, snakes)

Three months before camp

- Verify the following
 - Camp facilities
 - Review budget
 - Verify staff availability
 - Plan meals and snacks

Two months before camp

- Camp staff training
 - Staff duties
 - Health considerations
 - Youth workers registration form
 - Camp staff behavior expectations
 - Camp rules
 - Camp discipline
 - Draft welcome letter to campers. Have staff sign the letter.
- Solidify classes and order supplies

One month before camp

- Send a letter to campers, signed by all staff; welcoming campers to camp
- Also send a “to bring or not to bring” list
- Check meal planning with camp cook
- Send a letter to staff members

One Day before camp

- Staff arrival at camp
- Finalize cabin assignments
- Assign latrine duties
- Make Kitchen Patrol (KP) assignments
- Camp and cabin decorating
- Set-up classrooms
- Staff worships
- Relax and fellowship before campers arrive. It is your last chance!!!

First Day of Camp

- Campers register as soon as they arrive
- Campers go to cabins, tents, or rooms and unpack
- Counselors meet with cabin mates to get acquainted with each other
- Have a camper orientation meeting
 - Introduce staff, counselors, and teachers
 - Go over camp rules
 - Explain expectations for camp
 - Distribute camp schedules and assignments
 - Sign up for classes

Staff Orientation

Invite a parents' group to share their expectations with camp staff.

Have a veteran camper discuss what they want in a good counselor.

Ask local law enforcement and/or emergency medical personnel to address the staff regarding emergency procedures.

Take the staff on a walking tour of the camp to consider safe and hazardous areas.

Conduct a CPR training course, first-aid course, or other related skills.

Stage a mock emergency WITH STAFF ONLY helping them to understand everything it takes to handle the situation.

Put staff into activity groups to simulate the camp experience for campers prior to the beginning of camp.

Have each staff member write down one rainy-day activity and compile a list to share with everyone.

Use hands-on, activity-based learning experiences to train staff to model the type of experiences best suited for teaching at camp.

Review appropriate child safety guidelines; conduct a youth worker registration training if necessary.

Tips for working with Kids

1. State clear expectations and consequences. The more consistent you are, the less they will test you. Be sure to include positive expectations and positive consequences. Institute limits before camp and reinforce them during camper orientation.

2. Pick your battles carefully. It is true that counselors and staff must say "no" to campers sometimes. It is the context and delivery that changes a situation.

3. Respect privacy. Many counselors take it personally when campers cut them off or stop sharing their private thoughts. This can be a healthy emergence of boundaries.

Counselors should be careful about telling details of their private lives. This could lead to over stimulation of the camper.

4. Do not embarrass campers in front of their peers. Remember praise should be public and reprimands private. This goes for adults as well.

Adapted from the article, "Working with Teens," by Bob Ditter Camping Magazine, September/October 1995.

Sample Camp Schedule

Day One:

3:00 p.m.	Registration	
	Pay camp fees	Cabin assignment
	Medical documentation	Settle into cabins
4:00 p.m.	Organized swim and other activities	
5:15 p.m.	Camp Orientation	
5:30 p.m.	KP Report	
5:45 p.m.	Dinner	
6:45 p.m.	Class Selection	
7:45 p.m.	Mixer-Getting to know each other!	
9:00 p.m.	Campfire	
10:00 p.m.	Cabin Devotions	

Daily Schedule

7:00 a.m.	Rise and Shine
7:30 a.m.	Devotions
7:45 a.m.	Breakfast and KP clean-up
8 :30 a.m.	Cabin and Camp Clean-up
9:00 a.m.	Class #1
10:00 a.m.	Class #2
11:00 a.m.	Class #3
11:50 a.m.	KP Report
12:00 noon	Lunch
1:00 p.m.	Rest Period
2:15 p.m.	Canteen
2:45 p.m.	Swimming, Recreation, and Stuff
4:30 p.m.	Free Time
4:45 p.m.	KP Report
5:00 p.m.	Dinner
6:15 p.m.	Discover Time
7:00 p.m.	Evening Activity
9:00 p.m.	Campfire
10:15 p.m.	Cabin Devotions
10:30 p.m.	Lights Out!

Last day of camp:

7:00 a.m.	Rise and Shine
7:30 a.m.	KP Report
7:45 a.m.	Breakfast
8:45 a.m.	Camp Clean-up and Checkout
10:00 a.m.	Closing Service
11:30 a.m.	Camp Departure—See you next year!

Kid Characteristics

Upper Elementary (campers/children of staff)

Intellectually

- concrete thinker
- need non-symbolic objects in object lessons
- think in terms of facts, not feelings
- in the “golden age” of memorization

Emotionally

- like non-mushy touching
- enjoy obvious, concrete humor

Physically

- energetic and active
- express awareness of sexuality

Socially

- eager to please whom ever they’re with
- don’t have a strong internal sense of right and wrong
- like competition, team games, clubs, and mysterious activities
- express affection through attention, positive and negative

Spiritually

- want Christian heroes
- make spiritual decisions based on facts only

Junior High (campers/children of staff)

Intellectually

- enjoy non-verbal creative expression
- still developing verbal skills
- need structure and limits
- can’t handle too many choices
- may have an odd sense of humor
- like to explore what’s funny

Emotionally

- have mood swings
- need successful experiences and achievements

Physically

- experiencing rapid, uneven growth
- self-conscious about appearance
- have ravenous appetites
- enjoy vigorous activity but are sometimes
lethargic
- express confusion over sexuality with false
bragging and conversations about sex

Socially

experience is what counts
developing sense of right and wrong
like competition, team games, clubs,
and mysterious activities
express affection through attention,
positive and negative

Spiritually

test authority, but still want it need to
belong to a group to help define who they are

Senior High (campers/CITs)**Intellectually**

can organize, evaluate, and make choices
can verbalize and talk well in small groups
want to use their talents and imaginations
curious and want to know WHY
enjoy oddball ideas
seeking recognition

Emotionally

independent and can be rebellious
intense and can have emotional outburst
want acceptance and may do as their peers
may try on new identities or values

Physically

curious about sex
experiencing rapid physical growth
may-experience ravenous hunger
get exhausted and need rest

Socially

want more freedom
want to share and develop friendships
loyal, even to unusual friends
need to practice Christian principles
in a non-threatening environment

Spiritually

may reach out to others on their own
can apply ideas from scripture study
defining beliefs and convictions
may challenge beliefs of parents or
others in authority

Music, Video, and Images

As camps have sought to meet the needs of youth many have included the use of pre-recorded video, music, and images. In many cases, use of such materials at camps requires prior permission. This includes the use of music lyrics whether printed on paper, overheads, or in presentation software (such as PowerPoint). Photographs, music files, and video pulled from the Internet also require permission. In most cases, items that are public domain do not need authorization for use. It is important to verify that something is really in the public domain. The song "Happy Birthday to You" is not public domain and requires fees and/or permission to be performed in public - the reason restaurants that sing birthday greetings to customers use alternative tunes and lyrics.

There are two organizations that may assist in securing permission for camps:

Christian Copyright Licensing International (CCLI) offers (for a fee) permissions for using a large number of contemporary Christian songs. There are rules for how and what to do. Contact CCLI at www.ccli.com or 800/234-2446 or 503/257-2230. This office serves both the United States and Canada.

Motion Picture Licensing Corporation (MPLC) offers a similar service for videos. Contact MPLC at www.mplc.com or 800/462-8855 or 310/822-8855. This office handles both the United States and Canada.

Many jurisdictions subscribe to one or both of these services. Before submitting fees, check with jurisdictional officers.

To use photographs or art, check the Instructions from the source or secure permission from the photographer or artist. Photographs including campers should be used after permission has been granted from parents/guardians.

Questions regarding permissions as listed above should be directed to the Legal Services office at World Church headquarters, 800/825-2806.

Securing permissions is sometimes difficult and often takes weeks or months. Plan ahead and be patient. If you are in doubt about whether you have permission to use the intellectual property that is not your own, leave it out.