**Altar Work/Prayer**

**Preparing Our Hearts to Minister**-**Prayer (adapted from Bobby Peoples, OneDay 2012, and Kim Batson/Mike Burton, OneDay 2014)**

Pray, Pray, and Pray Again- Then Expect God to Answer Your Prayers

**Before Camp…..**  1) Who/What to pray for…Ephesians 3:14-21 Exodus 28:29Directors Evangelist Healing Yourself Spiritual ExperiencesChildren and Youth God Will Bring Children’s and Youth’s Homes Abused, Outcast, Confused, etc.2) Children come to camp in order to receive from God: “Let the little children come to Me…” (*Matthew 19:14*). You must be prepared spiritually in order to minister to them. Make sure you have an altar in your own life/ministry; your prayer life before you come to camp is of vital importance.3) Prepare your heart with the Word (*John 4:10; Romans 6:23, 10:9-13; 2Timothy 2:15; Titus 2:11-13; Hebrews 4:12)* Spend time in prayer around the Word to determine God’s vision and plan for the time you spend at camp (Proverbs 29:18).

**At Camp…** 1) Get to know your campers: they need to relate to you and make a connection with you.2) Avoid “I know what you’re going through”: rather, testify of God’s goodness in bringing you through similar situations.3) Respect and expect what God is going to do.4) Respect leadership, follow directions, and be an example to the campers at all times.

**Service Time…** Pray for the following… 1) Worship Team 2) Freedom of Holy Spirit to convict/draw hearts 3) Evangelist 4) Sensitivity to Spirit 5) Spiritual eyes and ears to be opened 6) Altar Time

**Altar Time….** 1)Be obedient to the Holy Spirit and whoever is moderating 2)It is ok to stop a camper and ask, “What can I help you pray for?” When you find out, then pray specifically and intentionally. 3) Ask, “Is it ok if I pray with you?” 4) The camper is in control: they get to pray for what they want to pray 5) Repeat directions and give options; keep this time child friendly 6) Be wise with touch/words 7) Avoid showing surprise at the things for which they may ask you to pray 8) Don’t be afraid to ask for help 9) Be prepared to sometimes be wrong: sometimes we do miss it 10) Encourage those who are not in the altar to be respectful 11) Musicians and/or worship team should be prepared to minister during altar time 12) Children need to be taught to pray and seek the Lord; use altar time, as appropriate, as teaching time-teach children how to pray for others

**Later…** 1) Reaffirm: Speak with them about what the Lord has done; encourage them with scripture and prayer. Prepare them for the fight they will face, but don’t scare them to death. 2) Speak truth over them *(James 4:7-10; 1 Peter 5:6-10; 1 John 4:4-6)*

**Generally Speaking…** 1) Pray without an agenda: allow God to lead you in prayer as you pray; and then, let God do the work *(it is His work anyway)* 2) Listen as God speaks: it’s amazing what you can hear when you just stop and be quiet 3) Let God direct you to the individual for whom you need to pray: trust God to help you!

**Do’s and Don’ts of Altar Work….**  1) Ask questions 2) With children, get in front of the child/youth *(specifics need your attention…get in front where you can make eye contact and where they can see your concern; also in younger camps, the child may go to the altar to pray and wind up taking a nap due to fatigue from a long day…your being in front serves as a deterrent to their sleeping while in the altar.)* 3) With adults, use wisdom in how you position yourself around them *(do not put yourself in a position to be distracted or tempted)* 4) Use scripture to guide the prayer time and so you have answers to questions the child/youth may ask 5) Limit touch, especially with the opposite sex. Appropriate touch is the rule *(back of the shoulder or forearm).* Also, limit the length of touches as it could be misconstrued as sexual contact. 6) Use discernment…trust God to lead you in how and what to pray for that person 7) Use simple Bible translations/versions. For younger campers, consider the New Living Translation *(NLT)* or International Children’s Bible *(ICB).* For older campers consider the New King James Version *(NKJV),* New International Version *(NIV).* The *(MSG)* is not recommended, as it is a paraphrase, not a translation. 8) Keep your attitude in check. You are not perfect. Neither are they. You were once a camper going through what they face. Remember where you came from. **Don’t:** 1) Be afraid to approach a child/youth who is praying 2) Hesitate to ask for help if you don’t know how to proceed 3) Encourage emotionalism…while there may be an emotional response or release, that is not the goal of altar time. Emotional releases or experiences do not change people. God changes people. 4) Freak out…there are seasoned, adult staff people who can help you if you do not know what or how to pray for someone. 5) Discuss prayer issues encountered in altar time with campers or other SIT’s. If you encounter a situation with which you need help, seek out a seasoned staff member for assistance or guidance. 6) Use church cliché’s or language. Not all kids are from church backgrounds and simple language proves most effective. 7) Pray with a member of the opposite sex unless God is strongly leading you to do so. Girls should pray with girls. Guys should pray with guys. 8) Take someone away from the group to pray. You may go off to the side for privacy. The rule is simple: out of earshot, but not out of eyeshot.

**Praying with someone to be saved**  1) If a person has not been lead to prayer/convicted of their sins, you may be ahead of God. Scripture teaches that individuals must be drawn to God by the Holy Spirit *(John 6:44)* 2) The individual must recognize and confess that they have sinned *(Romans 3:23)* 3) The individual must repent of their sins *(2 Corinthians 7:10; 1 John 1:9)* 4) The person who has repented must then confess with their mouth and believe in their heart that Jesus Christ is Lord, and that He arose from the grave *(Romans 10:9-10)* 5) Once the person has repented and confessed, they have been born again *(John 3:1-7)* 6) They should testify of what God has done in their lives *(Revelation 12:11)*

A sample sinner’s prayer: Lord Jesus, I know *(confess)* that I am a sinner. I am sorry for my sins. I ask that you come into my heart and forgive me of my sins. Jesus, I confess that I believe in You as my personal Lord and Savior. Jesus, I believe that you died on the cross and arose from the grave for me. Because of that, I am saved. Thank You, Lord Jesus, for saving me. I will walk with you for the rest of my life. In the name of Jesus, I pray. Amen.

**Praying with someone to be sanctified** Sanctification is both a second definite work of grace and a lifetime progression in our walk with Jesus Christ. As a second definite work of grace, it sets the believer apart *(1 Corinthians 1:2; 6:11)* and cleanses the temple *(body)*, making one holy, for the filling/indwelling of the Holy Spirit. As a lifetime progression, it is a daily walk whereby we grow in grace and in our relationship with God *(2Peter 3:17-18)*. Praying with someone who desires to be sanctified is simply a matter of explaining what the experience is and then asking for God to perform that work in their heart by faith.

**Praying with someone to be filled with the Holy Spirit**  You cannot lead someone to something you do not have yourself! Being filled/baptized with the Holy Spirit is the experience by which the saved and sanctified believer is empowered by God for service, initially evidenced by speaking in tongues. This gift was promised by Jesus *(John* *14-15-16; Acts 1:8)*, first experienced by the apostles in the Upper Room on the Day of Pentecost *(Acts 2:1-4)*, and is promised to all believers who submit and obey *(Acts 5:32)*. This experience is usually received during times of intense, focused worship and as the seeker obeys and submits to God.

Please refer to the following page for further and more specific Scriptural explanations and guidance regarding these spiritual experiences. **Scriptural References for Altar Workers**  1) All Unsaved People Are Sinners *(John 3:18; Romans 3:9-12; 1 John 1:8, 10)* 2) Christ Died to Save Sinners *(Matthew 20:28; 26:26-28; Mark 10:45; 14:22-24; John 1:29; 3:16-17)* 3) We Are Saved Through Faith, Not Works *(John 3:16-18, 36; 11:25-26; Romans 3:20; Galatians 2:15-16: 3:11; Ephesians 2:8-9)* 4) Punishment awaits the Wicked *(John 3:36; Romans 6:23: 1 Corinthians 6:9-10)* 5) God Loves You *(Mark 6:34; John 3:16-17; Romans 5:7-8)*  6) Sanctification *(1 Thessalonians 4:3-7; Hebrews 13:12; Romans 6:6; Galatians 2:20)*  7) Baptism of the Holy Spirit *(Luke 11:13; Acts 5:32)*  8) Speaking in Tongues *(Acts 2:1-4; 10:44-47; 19:1-7; 1 Corinthians 14)*  9) Knowing God Through Prayer *(Psalm 34:4-8; 42:1-2; 66:16-20; Isaiah 43:25-26; Mathew 7:7-8; 1 John 5:14-15)*  10) Relationship with Parents *(Exodus 20:12; Deuteronomy 5:16; Proverbs 4:20-23; Ephesians 6:1-3; Colossians 3:20-24)* 11) Witnessing to Unsaved Family/Friends *(Matthew 5:14-16; 1 Timothy 4:12, 16; 1 Peter 4:8)* 12) Family Problems *(Matthew 5:9; Ephesians 4:26-32)* 13) Surviving in a Broken/Abusive Home *(Psalm 27:10; 34:17-18; Lamentations 3:22-24; Matthew 18:6; Romans* *8:28, 35-39; Philippians 4:13, 19)*  14) Godly Friendships *(Psalm 1:1-3: Proverbs 1:10-19; 17:17; 22:24-25; Ecclesiastes 4:9-12; 1 Corinthians 15:33; James 4:4; 1 John 2:15-17)* 15) Facing Peer Pressure & Fighting/Resisting Temptation *(Proverbs 1:10; 23:17-18; Romans 12:1-2, 21; 1 Corinthians 10:13; 1 Thessalonians 5:22)* 16) Dating *(2 Corinthians 6:14-18; 2 Timothy 2:22)* 17) How Far Is Too Far? *(1 Corinthians 6:18-20; 1 Timothy 4:12; 5:22b)* 18) Repentance After You Get Saved *(Psalm 32; 51; John 8:11; 1 John 1:8-2:1)*  19) Surviving False Accusations *(Proverbs 12:19; Isaiah 43:2, 18-19; 54:17; Matthew 5:11-12; 12:35-37; 1 Peter 4:14, 16)* 20) When You Are Afraid *(Deuteronomy 31:6; Psalm 53:6; Philippians 4:7-8; Joshua 1:9; 2 Timothy 1:7)* 21) Overcoming Confusion *(Psalm 55:22; Proverbs 3:5-6; 1 Corinthians 14:33; Ephesians 6:12; 1 Timothy 1:7)* 22) How to Be an Overcomer *(Romans 8:37; Revelation 12:11)* 23) Overcoming Suicidal Thoughts *(Psalm 37:23-24; Jeremiah 29:11; Lamentations 3:22-24; John 10:10; 14:26-27; 16:33; Romans 8:37; James 4:7-8; 1 Peter 5:7-9; Revelation 12:11)*

If needs arise for which there is no help here, please ask the evangelist, your cabin leader, or other seasoned staff member for assistance in finding the help you need. Seasoned staff members are available to help you when problems arise.

**Cabin Leader**

Be in prayer **WELL** before camp starts a) Pray for those who need to be there *(Psalm 37:23)*  b) Pray for tender hearted youth *(Ezekiel 36:26)*  c) For gifts of the Spirit *(1 Corinthians 12:8-10)* d) Pray for unity *(Psalm 133:1)* e) Pray for selflessness *(Revelation 12:11)* f) Pray for a servant’s heart *(Philippians 2:5)* g) Pray to see with spiritual eyes *(2 Kings 6:17)* h) Restore the fallen *(Galatians 6:1)*  i) Pray that God will give direction *(Ephesians 5:17)*  j) Pray for crisis situations *(relationships, addictions, etc.) (Psalm 34:4)* k) Pray for salvation *(2 Peter 3:9)*  l) Pray for sanctification *(1Thessalonians 4:3)* m) Pray for baptism with the Holy Ghost *(Acts 2:38-39)* n) Pray for the calling to ministry *(2 Peter 1:10)* o) Pray for healing *(physical, emotional, mental, spiritual strongholds) (Isaiah 53:5; James 5:14)* p) Pray that hearts be set on fire *(Hebrews 1:7)*  q) Pray that we walk in total commitment to God *(Colossians 2:6)* r) Pray God uses these services to encourage pastors, youth pastors, and other leadership of the Church *(1 Corinthians 14:3)* s) Pray for finances for those who need help *(Philippians 4:19)* t) Pray for anointing for teachers/preachers and worship team *(Isaiah 10:27)* u) Pray that God will use each staff person *(Psalm 123:2)* v) Pray for protection for all activities *(on or off site) (Psalm 34:7)*  w) Pray that each person hears clearly the voice of God for their lives *(1 Samuel 3:9; John 8:47; Revelation 2:7, 11, 17, 29; 3:6, 13, 22)*

Get in your cabin before the campers a) Pray over each bed, no matter if someone sleeps in it; cover those who might sit on it b)Decorate c) Relax before the week

Have daily devotions ready in advance *(if director desires it)(they possibly might change once you get to camp, but be prepared anyway)*

You are the responsible adult, so BE AN ADULT!

Do not be inappropriate with the campers *(or other staff members)*

You do NOT get special privilege because of your position *(who you are or whose kid you are)*

If you see something that should not be happening…STOP IT!

You as a cabin leader have the most influential job at camp. You are the one the campers are with the most. You are the one they will look up to, act like, and cling to like a leech. You are the biggest and closest example of Christ they might really ever get *(A God-loving example).* Be who you are for them*.* Be there. Be a friend. Be a shoulder. Be an example.

**Characteristics of a good cabin leader:** a) Energetic b) Spiritual Integrity c) Respects other staff & campers/courteous d) Knowledge *(it is PERFECTLY ok to say, “I don’t know-let’s find out.”)* e) Creative *(comes in handy if you have to go in the cabin for a storm)* f) Must love campers/Gets involved with the campers *(you are not a week long babysitter)* g) Sense of humor h) Understands culture i) Sensitive to the campers needs j) Spiritually mature *(enthusiastic about God, camp, & youth)*

**Examples of a not so good cabin leader** a) Disrespectful b) Consistently late c) Spiritually immature d) Constantly seeking others approval e) Know it all’s f) Complainer g) Merely tolerates the campers h) Fills the position because no one else will i) Only there to hang out with other staff j) Ignores the needs of the campers

As a cabin leader, your ultimate focus for the week is the campers in your cabin. ALL of them, not just the ones you can stand. Remember you are an extension of Christ *(example).* There will be campers you cannot stand! And they will be in your cabin at some point!

You must be a good listener *(both to God and the campers):* a) Learn to concentrate b) Avoid distractions c) Listen with your eyes d) Don’t interrupt, rush or change subjects e) Give appearance of listening-move closer, look at camper, react responsibly f) If you get surprised, shocked, or offended easily, it may be that the camping ministry is not for you.

What cabin leading is not: a) A stepping stone b) An opportunity to be in control of others c) The lowest position in camp d) A time to get YOUR life with God e) The opportunity to hang out with your friends f) Camp for people who are too old to be a camper g) A chance to impress the overseer *(state youth director, etc.)*

**In the cabin**  a) A spiritual environment is created b) The servant heart of Jesus is revealed c) Disciples are made d) Camper problems are turned into opportunities e) Faith community is lived out f) Conflict management is taught and lived g) Lifelong relationships are established *(confirm, assure them, nurture them)*

Registration: This is a great time to see how parents/guardians and campers interact. You can learn a lot about the family situations during this time. *(When they bring camper to your cabin)*

Discipline: a) Get the facts first b) Keep your temper c) Be consistent d) Three F’s *(Fair, Firm, Friendly)*

Safety Issues: a) Never tell a kid that everything is confidential b) Never betray trust *(even to make a prayer request in a staff meeting)* c) *“Everything that you and I talk about is between you and me. But if you tell me:* 1. You are going to hurt yourself, 2. You are going to hurt someone else, 3. Someone is hurting you, *I have to tell someone else.” Why? Because I want you to be safe.*

Monitor campers while they clean their areas, including but not limited to, the cabin, bathrooms, grounds etc…and check them off when they finish their assigned duties.

You are here to minister Christ; your personal agenda is of little consequence. Pushing too hard for them to pray, go to the altar, or discuss spiritual things sometimes pushes them away from their true purpose. Be discerning about how to handle each camper so they can receive from God without being pushed to receive what you think they should.

**Camp Evangelist/Pastor**

1. Spend time with the campers. Build relationship with them. a) More is caught than taught. They will learn more by watching what you do than by hearing what you say to them. b) Spending time with the campers as the evangelist/pastor is possibly THE single most important task of the week *(don’t underestimate how special your spending time with them makes them feel)!* You can spend time with them in all sorts of ways: eating with different tables of campers at each meal, playing sports/swimming *(as gender* *appropriate)*, engage in fun time activities *(if you are physically able).* c) Campers must see you and experience you as a real person to have trust in you. Without trust, there will be little respect from some campers, especially in the upper age groups. d) Be real with them! 2. Model servanthood. a) As a servant to the campers and staff, a pastor/evangelist should be a leader in exemplifying servanthood. Serving in the food line so the cooks get a quick break, checking the cabins for the deans, carrying trash for the cabin leaders…this list could go on and on. Leave your area in better shape than you found it. Give 110%. b) Attend staff meetings to be available to support the staff. As a spiritual leader in the camp, ask, “How can I serve?” 3. Worship when it is worship time in chapel. The campers should not see their evangelist/pastor not involved in worship. Your actions speak so loud that campers cannot hear what you say. Your failure to be engaged in worship signals to them that they do not have to be involved either. 4. Prepare and deliver messages, and be prepared to work in the altar. a) Preparation for sermons should begin when you are invited to be the camp evangelist/pastor. The camp theme should be considered, but sensitivity to the Holy Spirit is key. Bringing a fresh, REAL Word of instruction or encouragement is definitely necessary. Campers will remember what God did in their lives “that summer at camp” forever! Our job is to be the vessel the Spirit needs to make a difference in each camper’s life on each level. NO PRESSURE! Just be sensitive to the Spirit and be Jesus with skin on. b) Be available for questions and follow up from altar services. c) Equip staff in knowing how to pray for campers in the altar. Develop a team approach. d) Don’t assume that all kids are the same; different backgrounds will require different responses/actions from you. e) Be alert and aware. Be proactive rather than reactive. If you see a potential “situation” developing in the altar time, approach with care, involve only the necessary people, and protect other campers first of all. Find balance in going long enough but not too long. 5. Communication with camp leadership is essential to having a successful camp. Part of preparing is to communicate well with the Director, Deans, and Worship Leader. Ask what the goals and expectations of the leadership are; be a team player. a) Communication with the Director is essential because he/she has the vision of how God wants the week’s theme to operate; each Director has specific flow or style for how chapel services should operate. b) Communication with Deans is essential because they deal with all discipline for campers. This is an area in which they need encouragement, prayer support, and possibly spiritual advice in deciding what actions should be taken and when. c) Communication with the Worship Leader is key to the flow of the chapel service. Pray together, find common goals and vision for the ministry. d) Prepare an atmosphere of prayer and worship in the sanctuary: walk through before service time and lay hands on/anoint each chair (this is also a great opportunity to straighten chairs and pick up trash, etc.); pray for specific needs to be met. e) Don’t underestimate the power of prayer and fasting. “Much prayer, much power; little prayer, little power; no prayer, no power!” f) Expect life changing experiences. 6. In accordance with Texas State Law, all staff must report any claim(s) of abuse of a minor. CPS requires you to report it immediately to the Director(s). It must not be shared with others. In spite of your training as a minister to maintain confidentiality, this is not keeping secrets. The law mandates that we protect children by reporting properly. 7. Clean up on last day as specified in your area. Likely the only area you would be specified would be where you stay for the week. As a servant, the cabin leaders and Deans would greatly appreciate any extra help that your time would allow; it does not matter what everyone else is doing. 8. Be available to assist the Director(s) in other areas as needed. Directors will need extra encouragement and prayer support throughout the week. Be available to listen, be their hand, their feet, or whatever you can to serve them while you’re there this week. 9. “Ministers are ordinary people whom God has called through an experience with Christ.” –Bishop Paul Holt. You are not superhuman. Allow God to work effectively through you by submitting to Him. You are saved first, and then a minister. 10. Raise the standard to excellence in all that you do.

**Fun Time Director**

1) Involve campers. Use staff to supervise and direct, but campers find the skits and games more entertaining when they are allowed to participate, not just watch. 2) Keep things clean; If there is any doubt as to whether it should be done, then it should not be done *(if it has to be risqué/dirty/perverted to be funny, then it really is not funny).* 3) Keep things age appropriate. The same games you play with teenagers probably work with 8-year-olds. The same activities you do with 10-year-olds probably will not be as successful with 15-year-olds. 4) Be aware of the schedule: start on time, and end on time. 5) Have a wide variety of activities available if bad weather forces activities inside.

**Lifeguard**

1) A swim test should be conducted for all campers on first swim day; Stay in compliance and complete swimmer evaluations and return them to camp secretary. 2) Be firm, fair, and consistent in handling discipline issues with campers; showing favoritism or giving special treatment will only cause problems. 3) Safety is the primary issue-no exceptions! 4) Be prepared for accidents: keep a first aid kit available, and know where the nurse is in case of an emergency. 5) Sign out for all equipment at nurse’s station & return equipment after swim time. 6) Be alert and observant!

**Recreation Director**

1) Be aware of campers who may become isolated or not feel included; encourage their participation. If teams are picked, pick the “unlikely” kids first so they feel included. 2) Competition and winning are not the objectives; fun, comradery, and teamwork are the purpose. Create an even playing field; make it possible for everyone to participate without bringing embarrassment to those who are not as athletic. Encourage fair play and good sportsmanship. Do not tolerate *(or encourage)* bullying: stop it before it becomes an issue. 3) As recreation director, you should be outgoing, engaging, and willing to participate. Campers are not going to participate **for** you if you do not participate **with** them. Campers are not going to do what you are unwilling to do. 4) Recreation time is a chance for campers to interact with one another; create an environment where this is possible and encouraged. 5) Have a variety of options available for recreation time; prepare for bad weather; plan for faulty equipment; ask for help from other staff in order to have more than one event taking place at one time. 6) Be prepared for accidents: keep a first aid kit available, and know where the nurse is in case of an emergency. 7) Provide water throughout recreation time to avoid potential dehydration in campers/staff. 8) Make sure that all recreation equipment is stored in the proper place before you leave. Keeping the recreation areas clean and free of debris is your responsibility. This helps avoid potential injuries/accidents.

**Head Cook/Kitchen Staff**

1) LOVE! You must have a desire to serve. The food must show love for those you are serving. If it gets burnt or doesn’t turn out right, don’t serve it anyway. Fix it, whatever it takes. Serve only what you would serve Jesus. Love has to show in your meal. Do everything as if working for the Lord. Treat your helpers as you would want to be treated. 2) Use proper lifting technique. 3) Use carts to move items. 4) Pull frozen foods in plenty time to thaw. 5) Do NOT thaw in warm or hot water, ever! 6) Check for proper cooking temperatures. 7) Keep food at proper holding temperatures. 8) Follow health department rules! *(Each Kitchen Manager will be required to take Food Service Training)* 9)Food can kill! 10) Check inventory and menu immediately upon arrival. If an item seems to be missing, ASK. Do not assume it is not there. It may simply be overlooked. 11) Adhere to the daily menu as much as possible. Use only the items purchased for your specific camp. 12) If you appear to be running short, improvise. Add an item (*even if it is grilled cheese or pb & J sandwiches*). Coordinator will purchase enough food for your camp so that all campers should have plenty each meal. Additional food may be purchased at local grocery store if needed or you may contact coordinator for more information. 13) Camp Coordinator will coordinate food purchases prior to camp. It is important to place inventory in correct areas and place any unused items back in the same area after use. Please use open items and rotate stock, using oldest first. We are trying our best to keep cost down. Thank you for helping us cook wisely! 14) Taking inventory is very important to make sure proper ordering is done for the incoming camp. Each kitchen manager will coordinate this and give final inventory to camp coordinator at the end of their specific camp so coordinator can order needed items for next camp. 15) Thank you for serving in this very important capacity of camp. You are very important. We welcome your feedback and suggestions.

**Nurse**

1) Spend time in prayer over each child who will attend. 2) Pray for safety for staff and campers during the week. 3) Pray for your own wisdom during any emergency situation that may arise. 4) Prior to arrival, prepare a specific list of potential supplies needed. This makes it quicker and easier to know what is missing during inventory. 5) Be specific when making list. This ensures you get what you need in one trip since you are not the person going shopping. 6) Make plenty of copies of incident /accident forms ahead of time; you do not want to have to make one during the incident/accident. 7) Utilize the system that works best for you as you will be in charge and need to be effective and quick in administering meds and giving care. 8) Be in the open and available as often as possible in case of emergency. You should not have to be looked for. 9) Follow universal precautions if blood or other bodily fluids are present. We believe in divine healing, but God also gives us common sense. Dispose of biohazard materials properly. 10) If you move or change location of anything, be sure it is returned for the following camp. Things should stay organized and easy to locate at the arrival of the next group. If they are out of place the next nurse may have problems locating them; causing undo time in an emergency. 11) In order to protect yourself and the camping ministry, please exercise extreme caution when treating children/teenagers/staff. If treating a member of the opposite gender, please use even more caution. You are a medical professional; you know your professional rules and guidelines better than anyone else on the campground. Do what is necessary to protect yourself. Do not put yourself into a compromising situation or do anything that could warrant an accusation. 12)Follow policy/procedures and complete all paperwork immediately. Know where physician/emergency numbers are located. Turn in all paperwork to camp secretary at the end of camp.

**On Day 1 of Camp**  1) At registration: Do initial check of each camper for lice/nits; take inventory of any medications (prescription/OTC); make sure medication is in original bottle with correct /current dosage etc. Check for any allergies etc. Get a copy of their medical information sheet attached to their application and place it in file at nurse’s station. 2) Some campers may have diagnoses that require special instructions. Cabin leaders should be informed of any potential concerns and how to handle in case of incident. 3) Be sure to communicate with every camper who requires routine medication. Give them your expectations so you will not be required to look them up during med pass. Do the same with cabin leaders. They can help get the kids to you on time so not to miss a dose or be late due to searching for them. There will always be 1 or 2 who do not comply but it’s easier when the campers know when they are expected to check in for med pass.

**Secretary/Administrative Assistant**

1) Set a schedule for office availability that resembles normal business hours (*taking breaks as needed),* including breaks for meal times. 2) Be available for a short time after evening service in order to sell concession tickets. 3) Assist camp leadership by providing a list of campers who cannot swim or be baptized (*per parents’ denying* *consent*). If a camper decides he/she wants to be baptized after arrival, verbal consent can be given by a parent with proper witness of secretary and another adult on staff. If consent is not given after child requests, the director, dean, and cabin leader should be made aware and the child should not be baptized. 4) The office should remain locked at all times if the secretary is not in the office. No one is allowed behind the counter of the office *(due to sensitive personal camper information)* except the secretary, camp coordinator, director, dean, and SIT coordinator. 5) Keep a log of messages/phone calls and a list of who has camp keys. 6) Complete all necessary data entry for official camp records, etc.

**Worship/Music Ministry**

1) Base your worship on what the Bible says. Make sure the songs you use are biblically based, and that your comments are biblically based before you say things. “You are a musician, but you have to be more into His word than the music.” –Brian Sites. 2) Song selection should be based on more than your preference or opinion. Engage the campers by the songs and types of music you present for worship. a) Take the age of your campers into account. b) Your song selection should reflect the overall musical ability of the worship team. 3) Make sure the keys in which you sing are appropriate for the campers. Learn to modulate/transpose songs to different keys if they are uncomfortable for you or the campers. c) Seek God for appropriate song selection. Nothing is more enjoyable in worship than when worship and the word come forth in agreement. 4) Ministry with excellence is more important than perfect ministry. More than God wants your worship, He wants your heart and your obedience. You are occasionally going to sing/play a wrong note. It’s ok. Give God your best and get right the next time. “Perfectionism is the voice of the oppressor, the enemy of the people. It will keep you cramped and insane your whole life.” – Anne Lamott “Perfection is unattainable; but if you chase perfection, you can catch excellence.” - Unknown 5) Preparation for music ministry does not just involve musical preparation. a) You should be actively involved in prayer and fasting before your corporate worship time. Also, make sure you have properly rested before attempting to lead others in worship. You must take care of yourself in order to be effective in ministry. b) You should invest time in private worship before attempting to lead others in corporate worship. You cannot lead them to do what you have not done yourself. c) It would probably be a good idea to get away from things, when possible, a few days ahead of time when you are about to work camp. The quiet time will allow you to focus, gather your thoughts, and prepare yourself for ministry. 6) Without giving you a lecture about the importance of vocal hydration, here are some essentials for taking care of your voice: a) Drink plenty of tepid/lukewarm water as the time for you to sing approaches. Avoid extremely hot or cold liquids. If you are doing a two part set *(i.e. worship and altar service),* be sure to drink water in between. b) Avoid juices/sodas/caffeinated coffee/tea because the sugar coats your throat and the caffeine dries it out. Avoid milk, as it coats your throat and increases your body’s production of mucus. c) There are products available to help you during intense times of vocal stress, , but nothing helps restore your voice like vocal rest and rehydration after the event. 7) As a minister, t is necessary to be constantly improving oneself. What are you doing to improve/enhance your ministry and effectiveness: *(Psalm 33:3)*  8) Here are several “Be” statements for music ministry: a) Be prepared –know your stuff. b) Be personable – with God and the campers. c) Be purposeful in what you say – avoid clichés. d) Be careful of manipulation. e) Be a worshiper yourself. f) Be yourself – authentic in your worship. g) Be a leader. 9) “A REAL worshiper will NOT create dysfunction in the body of Christ.” –Judith McAllister. 10) Worship is far more than music; music is an avenue. Worship is not for our benefit, but rather for God’s benefit. Worship is for an audience of One. Worship is an attitude of the heart *(Isaiah 29:13).* “Worship is a lifestyle.” –Bishop Paul Holt