

How to Be a Successful Counselor/Sponsor

You are here to serve as a leader and guide. Your efforts should be to disciple campers. Pray fervently each day for guidance.

YOUR JOB IS A MINISTRY

God will minister through you. Being a good counselor means giving, and working harder than you do at just about any other time. Your day will start very early and not end until very late. Please be on time. Participate and be part of the team. Attend all worship services, conferences, classes and observe all rest periods.

VOW TO THE LORD

TO BE PART OF THE TEAM

The Camp Director has given you a plan and there is a purpose for everything. Accept this direction. As part of this team, stand together, and work in unity with others to accomplish God's purposes in young lives. Encourage and help one another.

BECOME A FRIEND-COUNSELOR

Be ready to listen. Ask leading questions and then listen with undivided attention.

Keep it simple. Talk on his/her level.

Exhibit positive attitude. It's contagious.

Stay neutral. Listen in confidence.

Be honest and sincere.

SOME IMPORTANT REMINDERS

1. Lots of planning and good organization of time makes a good counselor.
2. Keep confidence of campers.
3. Maintain a cheerful objectivity. Try not to get emotionally involved but keep a caring spirit.
4. Be careful in giving advice. Guide the camper to possible solutions to problems.
5. Stay within your ability to counsel.
6. Expect patterns of behavior. For example, children often make little problems into big ones. Be a stabilizer.
7. Ask for help if a counseling problem arises.
8. Encourage independence from you and dependence upon God.
9. Don't make promises to campers that you cannot or should not keep.

EVEN APPEARANCES ARE IMPORTANT

Child abuse in any form will not be tolerated. This could include improper touching, abusive or suggestive language,

or striking a child. Avoid compromising situations. Children can mistake well-meaning attention as sexual misconduct.

According to Texas State Law, Child Abuse or Sexual abuse, real or alleged, must be reported to proper authorities.

PRINCIPLES FOR CONDUCTING

CABIN DEVOTIONS

1. Base all teaching on scripture, not opinion.
2. Involve the campers, stay on track.
3. Pass by questions that are not pertinent.
4. Keep it simple. Avoid talking over campers' heads. Use variety.
 - a. Discuss a question as a group with you as moderator.
 - b. Give a verse or two to look up and discuss.
 - c. Ask question, then ask for many different answers.
 - d. Tell a story or use a visual or object lesson.
 - e. Use a devotional book (but not every night.)
 - f. Ask for volunteers to give devotions.

GENERAL RULES

The general rules are established to insure the campers have a safe and enjoyable experience while at **Heart of Texas Baptist Encampment.**

Failure to comply with the rules could result in a camper or counselor being sent home at any time during the camp without refund of fees charged.

1. **For the safety of the campers, these rules must be enforced. Christian conduct is expected at all times. Counselors are responsible for the dress and conduct of their group and should know the location of their campers.**
2. **ALL GUESTS MUST BE REGISTERED on arrival with registrar.** Any not registered are not covered by insurance and are considered intruders.
3. Meeting rooms and accommodations will be assigned by camp director or administration.
4. Campfires are to be scheduled before arrival and may be built at designated areas unless unfavorable winds or fire ban.
5. Campers under the age of 18 years of age must have authorization from parents for medical aid to be administered if the need should arise. A signature by parent/legal guardian is required on a HOTBCCC medical release form.
6. Prescription drugs must be deposited with the camp nurse and dispensed per prescription at the First Aid Station. (See Nurses Station Regulations)
7. Meal times are set according to camp schedule. **(See Dining Hall Procedures)**

8. Guests staying in dormitories must furnish their own linens, towels, soap, pillows and personal items. Beds are twin size. Motel units have furnished linens.

9. No equipment, beds, or other furniture may be moved without permission from the office. All must be replaced to original place before leaving.

10. **A SECURITY CUREFW is set for MIDNIGHT.** Each camp may set its own curfew but must not be any later than the Encampment curfew.

11. **No swimming in pool, lake, or use of waterfront activities when a lifeguard, employed by the encampment, is not on duty. Any violators of this rule will be sent home. (See Pool/Waterfront Regulations)**

12. **Fishing is allowed with proper supervision. State fishing license and regulations apply.**

13. Profanity will not be permitted.

14. The use or possession of alcoholic beverages or drugs will result in immediate expulsion.

15. No tobacco products of any kind are allowed in any building or on the grounds.

16. Everyone must dress in keeping with the Christian ideals. Suggestion: nicer attire for evening meal and services. Daytime: Boys- shorts of moderate length and shirts. Girls: shorts of moderate length. No halter tops, bare midriffs, or 2 piece bathing suits unless shirt is worn to cover top. Shoes must be worn at all times. Radios, TV's, Tapes, CDs, and two-way radios are not permitted.

17. Shaving cream or mud type events are not allowed, except if prearranged in designated area with supervision. Slip-N-Slide must be prearranged and supervised in designated area only. Counselors must see that all campers go through outside shower before entering dorms.

18. Fireworks and firearms are not permitted.

19. Property surrounding the encampment is private property and off limits to campers.

20. No littering, place trash in receptacles. Each camp must have a walk-through clean up of cabins and campgrounds on day of departure.

21. Vandalism of furniture/buildings, discharge of fire extinguishers unnecessarily, pillow fights or other activities that will damage camp property or endanger campers will not be allowed. Camp Staff will inspect each cabin before campers leave. Payment of any damages will be expected.

22. All cabins/dorms will be clean on arrival. The group leader should see that campers maintain a relatively clean cabin.

23. No ironing clothes on carpets or mattresses.

24. Maintenance slips are to be turned into office.

25. All vehicles should be parked, except for emergency purposes. Speed 15 MPH only.
26. Concession stand and Camp Store hours are set by administration and camp director.
27. No food or drink in dorms, auditorium, meeting rooms or motel units.
28. No tape, nails or glued particles are to be placed on any floor or walls in any area.
29. All campers, counselors and group leaders will be expected to attend all worship services, conferences, classes and observe rest periods.
30. Pets are not allowed.
31. Doors and windows to dormitories are to be closed for air conditioning efficiency. Thermostat settings may only be changed by counselors.
32. Campers are not allowed to use fire extinguishers. In case of fire, the building should be evacuated and everyone must stay out of the building. The fee for unnecessarily discharging fire extinguishers is \$25.00 plus \$10.00 for breaking the seal on fire extinguisher cover.
33. No merchandise of any type may be sold on camp without authorization of the camp administrator, except camp program people who may sell items that promote their group the last night of camp.
34. No bicycles or skateboards are to be brought to camp unless directed by leader to be used in organized activity. Proper helmet, padding and needed gear must be worn.

NURSES STATION REGULATIONS AND PROCEDURES

During summer camps a nurse or other qualified medical personnel will staff a First Aid Station. These rules will help us provide better service to you and your camp.

The nurse will be available 24 hours a day, however the First Aid Station will close at 10p.m. except for emergencies.

Only the Registration and Medical Form provided by Heart of Texas Baptist Encampment is acceptable for registration. The form **must** be filled out, in its entirety for campers under 18 years of age. **No Exception.** Please duplicate and distribute as needed. We request all adults to also complete a form.

All prescription medicine must be in camper's name only and turned in to the nurse at registration. Campers name, address and prescription instructions must be affixed. Over the counter drugs must be in their original container. Medication will not be administered in someone else's name.

It is the campers responsibility to appear for timely dispensing of medication. An adult must accompany camper to nurses station unless going for scheduled medication. On departure - medications may be picked up after the last mealtime of the camp.

POOL/ WATERFRONT REGULATIONS

To ensure safety all pool/waterfront regulations must be observed. Adult sponsors must accompany campers. Lifeguards have full authority for safety of campers and will enforce all safety regulations.

All waterfront activities must be pre- arranged with administration. **Lifeguards must be on duty. Lifejackets must be worn at all waterfront activities.** (boats, paddleboats, aqua jump, blob)

No swimming in pool, lake, or use of waterfront activities when a lifeguard is not on duty. Any violators of this rule will be sent home.

1. No food or drinks in pool area.
 2. No running, sitting on ropes or diving.
- The Dept of Health requires each camper to complete a swimming test before being allowed to swim. Lake swimming is not permitted.
*Swim attire may not be worn on the grounds except when going to and from pool.

DINING HALL PROCEDURES

Two lines are served at all meals: **Line #1** end door, near tabernacle. **Line #2**, side door by lake. No one is allowed to go through both lines at a meal. Identification may be required. Seconds are served, if available, only after all campers have been served. All trays, glasses, etc. must be taken to dish room. No dishes may be taken from Dining Hall.

- *Ice may be purchased from the Concession Stand.
- *Early morning coffee is available in the Dining Hall for adults only. The door nearest the tabernacle will be open. Please take coffee to patio by the coffee machine.
- *Staff devotions are held in front Dining Hall before breakfast is served to the campers. Please do not disturb.
- *Food fights will not be tolerated. Campers should take all trays, trash and glasses to the dish room window.

NOTE: It is a state health dept. regulation that campers will be supervised at all times. As a sponsor, you should be aware of the activity of your campers. There should never be a time where there is one on one isolated time between two campers.

Heart of Texas **Baptist Camp** **and** **Conference** **Center**

Counselor/Sponsor Information

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