

**BUTLER  
SPRINGS  
CHRISTIAN CAMP**

# **DEAN'S MANUAL**

**Information you need to make your camp session at  
Butler Springs Christian Camp a SUCCESS!**

Please excuse any grammatical or spelling errors. But please feel free to politely point them out to us!

## **GENERAL INFORMATION**

Butler Springs Christian Camp  
3701 State Route 41  
Hillsboro OH 45133  
937-588-2205

[info@butlersprings.com](mailto:info@butlersprings.com)  
[www.butlersprings.com](http://www.butlersprings.com)  
EIN: 31-0581700  
501(c)(3)—Non-Profit Church

### **Full Time Staff (Start Date)**

Executive Director  
Chris Osborne (May 2009)  
[cosborne@butlersprings.com](mailto:cosborne@butlersprings.com)  
937-403-7176 (cell)

Facilities Director  
Austin Fouts (January 2022)  
[austin@butlersprings.com](mailto:austin@butlersprings.com)  
937-271-2135 (cell)

Office / Registrar  
Josie McDowell (March 2022)  
[josie@butlersprings.com](mailto:josie@butlersprings.com)  
937-509-0150 (cell)

### **Part Time Staff (Start Date)**

Food Service Intern  
Madison McDonald (November 2023)  
937-588-2205 (camp)

### **Summer Staff**

Camp will announce summer staff via email to the Deans in advance of session start date

# ROLES

## **Executive Director Roles:**

- Oversees the health and safety of the campers, faculty, volunteer, and paid employees.
- Provides orientation to campers, faculty, volunteers, and paid employees so everyone understands expectations and rules.

## **Facilities Director Roles:**

- Works tirelessly behind the scenes to keep our facilities operational in a manner pleasing to God as well as comfortable to our guests.
- Oversees the Maintenance/Grounds staff to ensure distractions are minimal during our camp sessions.

## **Programming Director Roles:**

- Coordinates the logistics of each camp session from activity schedules to facility usage.
- Oversees and trains the Program staff to facilitate our activity offerings with excellence, efficiency, and safety.

## **Office / Registrar Roles:**

- Provides vital registration oversight, rosters, various reports, housing assignments, faculty background checks, and communication to our Deans during each camp session (upon request).
- Oversees summer Admin staff to help facilitate efficient and effective check in procedures, Snack Shack operations, and paperwork logistics.

## **Food Service Roles:**

- Works ferociously behind the scenes to provide quality and delicious meals to our guests.
- Oversight with Food Service summer staff as they plan, prepare, serve, pack, and deliver meals for our camp sessions.

## **Summer Staff Roles:**

- Directly report to their respective department leaders.
- Help assist and facilitate the never-ending jobs that camp operations demand.
- Provide excellence in their service to our volunteer faculty.

## **EXECUTIVE COMMITTEE MEMBERS**

Michael Dawson, Minister at West Side Church of Christ in Lebanon OH, Executive Committee President  
Dale Hertlein, Elder at Martinsville Church of Christ in Martinsville OH, Executive Committee Vice President  
Daryl Mount, Minister at Pricetown Church of Christ in Hillsboro OH  
Brent Smith, Minister at Bowersville Church of Christ in Hillsboro OH  
Hannum Taylor, Minister at Countryside Church of Christ in Seaman OH, Executive Committee Treasurer  
Larry Arnett, Elder at First Church of Christ in Xenia OH  
Kerry Jones, Southwest Church attendee in Springboro OH  
Kevin Stuckey, Minister/Elder at Leesburg Church of Christ in Leesburg OH,  
Steve Williamson, Elder at Crossview Christian Church in Waynesville OH  
Micah Herrick, Worship Minister at Hillsboro Church of Christ in Hillsboro OH Rachel Lippencott, Elementary  
Coordinator at First Christian Church in Springfield OH, Executive Committee Secretary  
Will McClure, Attendee at Bethany Church of Christ in Kettering OH  
Mark Wolf, Attendee at Jamestown Church of Christ in Jamestown OH

### **Purpose of the Executive Committee Members:**

-Provide leadership, discernment, direction, and oversight to this ministry.

## DEFINITIONS

**Staff**—This signifies a paid position as an employee of Butler Springs. Typically includes: Full Time staff, Part Time staff, Summer Staff, and Intern.

- Full Time Staff—The four employees fully employed by Butler Springs that live on campus.
- Part Time Staff—Refers to year round staff but employed less than 40 hours per week.
- Summer Staff—Refers to our seasonal staff that we employ to help with operations of summer camp.
- Intern—A resident of campus for a temporary agreed upon period.

**Camp Session**—This term refers to the summer camp that is planned and executed by the Dean. Butler Springs sets a start time/date as well as an end time/date. The camp session falls within those parameters that has an age/grade parameter as well. Sessions can be 1 day, an overnight, or multiple days. The traditional “camp week” doesn’t apply to all camp sessions.

**Policy**—These are definitive measures taken to ensure the safety and security of this ministry and its guests. These have been thoroughly groomed to implement in the operations of Butler Springs and are very firm.

**Guideline**—A set of ‘guardrails’ that have absolute boundaries but flexible enough for the Dean to operate with his/her creative realm.

**Suggestion**—Butler Springs may make a suggestion due to the experience that the staff have accumulated over hosting countless sessions and campers.

**Deadline**—We establish these hard-and-fast dates because camp makes decisions, purchases, obligations, etc. based upon the information at hand at any given date. Please ensure that you are doing your absolute best to honor our deadline dates set forth.

## ABOUT BUTLER SPRINGS

- “The Butler Springs Christian Assembly, in its endeavor to promote by Christian education, evangelism, and restoration of the New Testament Church, its doctrine, ordinance, and life; and to promote the unity of Christians on the Bible and the Bible alone, shall conduct its work in harmony with the spirit and letter of the Word of God.”
  
- “To this end, every member, trustee, teacher, instructor, and leader employed must be a respect the Church of Christ, Christian Church doctrine (undenominational) and must believe, without reservation, (1) in the full and final inspiration of the Bible to the extent that it is to him the infallible Word of God, and therefore, all-sufficient rule of faith and life; (2) in the deity and supreme authority of Christ; (3) obedience to the Gospel; (4) the edification of the Church; and (5) the restoration of its unity on the New Testament basis.”
  
- Each teacher, leader should believe in the Bible Plan of Salvation:
  1. Belief   John 3:16
  2. Repentance                                    Luke 13:3
  3. Confession                                    Mathew 10:32, Rom 10: 9-10
  4. Baptism                                        Rom 6:1-4, Acts 2:38
  5. Faithful Until Death                        James 1:12

## **BUTLER SPRINGS' C.A.M.P. PHILOSOPHY**

### **C**COUNSELOR LED

- Butler Springs camp counselors are the main conduit of discipleship during camp. Typically referred to as "faculty," these individuals are volunteers from our supporting churches, recruited by the Deans. They spend the entirety of the session with the campers providing moments of discipleship through asking questions and simply developing relationships with the campers.

### **A**CTIVITY CENTERED

- Butler Springs offers a variety of activities for different age groups that allow students to engage the living God in some seriously fun ways! Each small group will be able to select their top choices for activities during their camp sessions and be given an activity schedule daily, organized by a full time Butler Springs employee.

### **M**ULTI-PROGRAM

- Due to the nature of our campus and the needs of our supporting churches, there are typically multiple camp sessions occurring during the same time frame. The camp staff provides the logistical support and heavily relies on the volunteer faculty to provide the other essential ingredients to a successful camp session.

### **P**ERSONAL RELATIONSHIPS

- Each camper will be placed in a small group, which is counselor-led. These groups spend their camp session together—participating in activities, devotions, lessons, etc. This allows them to develop meaningful relationships with each other, as well as the counselors, which promotes the opportunity for discipleship to naturally happen. It is through the context of personal relationships and the spiritual influence that life-changing decisions/opportunities are made.

## RESPONSIBILITIES OF A DEAN

- Develop lessons, devotions, and special activities based on an overall camp session theme
- Plan out the camp session schedule (see suggested schedule in this manual)
- Attend the Dean's Meeting in February (not mandatory, but HIGHLY suggested)
- Maintain communication with Program Director and Butler Springs staff throughout planning process
  - Contact camp office for updated camp session information (registration numbers, reports, etc.) as needed
    - Our registration software is a very powerful tool that can generate an array of information, manipulated to your preference
- Recruit quality faculty for your camp session
  - Faculty must adhere to our Statement of Faith and other levels of expectations.
  - Faculty (and children that are not campers) must register as faculty via our Faculty Registration link. This includes pertinent contact information, waivers, background checks (18 year old and up), etc.
  - As established by the camp board, we suggest that volunteer faculty understand that Butler Springs is a mission and that by having non-paying guests, it still cost ministry dollars to have that faculty member volunteer with your camp session.
  - Volunteer faculty are encouraged to offset occurred costs by donating \$60 per person or \$120 for a family for a week long session.
  - Volunteer faculty are encouraged to offset occurred costs by donating \$30 per person or \$60 for a family for a half week session.
- Recruit main speaker(s) and teachers
- Recruit worship leaders
- Communicate with your faculty volunteers and relay as much information as possible in regard to YOUR and the CAMP's level of expectations, rules, guidelines.
  - We recommend a face-to-face meeting one month prior to your camp start date.
- Follow camp policies, procedures, guidelines
- Facilitate your volunteer faculty to go through our Volunteer Check In regiment no later than 90 minutes prior to the camp session start time (as stated on our brochure).
- Assign lodging for faculty (check with office first to see which cabins your camp session will be utilizing for the session)
- Submit session schedules, activity requests, special requests, camper family communication, camper booklets, etc. as directed in this manual.
- Execute assigned camp session with excellence
- Submit expenses, not to go over budgeted amount, within 21 days of camp session ending date



## EDUCATIONAL GUIDELINES

What sets Butler Springs apart from other summer camps is that the main focus is Christ. Each year, the Executive Director schedules and invites Deans to provide excellent summer camp sessions to our supporting churches and their families. The Executive Director also allows the Deans creative liberties when it comes to the daily plan and structure of their particular camp session.

At minimum, each camp session should include:

- One Bible lesson per day creatively woven to the camp session theme
- One worship service per day with both praise through music and teaching with emphasis on camp session theme
- One time period per camp session (preferably more) for the Missionary to share to the campers (dependent upon Missionary availability)
- Campfire at least 3 nights per week long camp session; Campfire at least 1 night per 3 night camp session.
  - Campfire session should include worship, devotional, and prayer time
- One personal or family devotion time per day tied to the camp session theme
- Emphasis on Bible verse memory work & personal reflection time with God
- Equip and encourage faculty to reinforce the camp session theme in daily conversations

## CAMP SESSION THEME

Themes are often developed around a verse or passage that you as a Dean select as a primary focus. These themes should be very obvious to every participant at your camp session and the goal is for each camper to not only memorize those specific verses but collect practical wisdom taught through your teaching moments, devotional efforts, activity programming, and intentionality.

## BUDGET

Six Day Camps (Sunday through Friday) = **\$14 per camper for the session**

Five Day Camps (Sunday through Thursday) = **\$12 per camper for the session**

Four Day Camps (Sunday through Wednesday) = **\$10 per camper for the session**

Three Day Camps (Thursday through Saturday) = **\$8 per camper for the session**

Two Day Camps (Friday through Saturday) = **\$7 per camper for the session**

Single Day Camps (one day only) = **\$5 per camper for the session**

\*Some camps have more budget built into their session cost; please confirm if you aren't sure.

## **DECISIONS MADE AT CAMP**

Camp can be a powerful time in a young person's life while distractions are removed, and everything is focused and centered on Christ. Each year, many young people choose to make Butler Springs a catalyst for life change—whether that is accepting Christ for the first time and being baptized, a rededication to getting back on track, or a commitment to vocational ministry. While we do not want to get in the way of the work God is doing in an individual's life, we want to ensure that we are setting the student up for success as they re-enter their daily lives outside of camp.

- When a student expresses interest in making a decision, have them talk through what that means with faculty members or the Dean.
- No baptisms are to be performed at camp without first contacting the parents and being granted permission. The minister or youth minister of the church should be contacted, if possible.
- You may not baptize a child unless the parents have given permission.
- Campers in 1st-4th grades should be questioned, within reason, to determine their level of understanding. Even if a camper expresses interest in baptism during those younger years, we want to let parents know but also give them an honest impression of where that camper's faith journey has led them to. The parents can make the final decision about baptizing the camper at camp or continuing further discussion at home/church.
- Please keep a list of all decisions made at camp and turn in to the camp office. The camp has a Bible and a baptismal certificate that we can award each person baptized at camp.

## **CAMP MISSIONARY**

Each year, Butler Springs selects a Missionary to sponsor for the entire summer. We've seen success in unity amongst all camp sessions. Campers increase their awareness of God working globally, getting a closer look at the ways in which God uses all types of people with different skill sets, and overall instilling a heart of missions from a young age.

As a Dean, you need to carve out time for the missionary to share with the campers. Because the missionary is shared by all camp sessions, please coordinate with other sessions for when daily missions time is to happen. With multiple small camps, feel free to combine for the missions' times.

Campers will have opportunities to give to the missions organization through offerings. Please do not use gimmicks to get students to give—our goal is to teach missions, not to raise money in any way possible.

You will need to submit your missions offering to the Office personnel ASAP. You will receive a daily update on your camp's offering totals.

If you are thinking about selecting your own mission to raise money for, you will need to request permission well in advance to the Executive Director (preferably in early January). When the camp makes a commitment to a Missionary, we want to honor our preliminary discussions of expectations when the Missionary confirms his/her obligations.

## **BUTLER SPRINGS SCHEDULE**

Here is a list of times that will be UNIFORM to all camp sessions during **FULL** camp days.

7:30 AM—8:00 AM	Meal Shift 1
8:00 AM—8:45 AM	Meal Shift 2
9:00 AM—11:30 AM	Your Planning
11:30 AM—12:00 PM	Meal Shift 1
12:00 PM—12:45 PM	Meal Shift 2
1:00 PM—5:00 PM	Afternoon Activity (four 55-minute blocks start on the hour)
2:30 PM—4:00 PM	Canteen at Snack Shack Open
5:00 PM—5:30 PM	Meal Shift 1
5:30 PM—6:15 PM	Meal Shift 2
6:30 PM—9:15 PM	Your Planning
9:15 PM—10:00 PM	Evening Snack (Purchase only Canteen possible)
10:00 PM—10:30 PM	Campfires encouraged
10:30 PM	Back to cabins
12:00 AM	Everyone inside cabins

Here is a list of times that will be UNIFORM to all camp sessions during **ARRIVAL** days.

90 Minutes Prior to Start	Mandatory Faculty / Volunteer Check In
3:45 PM—5:00 PM	Faculty / Volunteer Greet Camper at Cabins
5:00 PM—5:30 PM	Meal Shift 1
5:30 PM—6:15 PM	Meal Shift 2
6:30 PM—9:15 PM	Your Planning
9:15 PM—10:00 PM	Canteen Open for Purchase Only
10:00 PM—10:30 PM	Campfires encouraged
10:30 PM	Back to cabins
12:00 AM	NO ONE OUTSIDE CABINS

Here is a list of times that will be UNIFORM to all camp sessions during **DEPARTURE** days.

7:30 AM—8:00 AM	Meal Shift 1
8:00 AM—8:45 AM	Meal Shift 2
9:00 AM—10:30 AM	Activity Time or Your Planning
10:30 AM—12:00 PM	Pack Up / Move Luggage Out of Cabins / Clean Up
11:30 AM—12:00 PM	Meal Shift 1
12:00 PM—12:45 PM	Meal Shift 2
1:00 PM—2:30 PM	Session / Worship / Goodbyes / No Activities
2:30 PM—3:00 PM	Canteen (limited selection)
3:00 PM—3:30 PM	Baptisms
3:45 PM—4:45 PM	Parents to pick up at designated locations

## CONSIDERATIONS FOR FACULTY

One of the major responsibilities of a Dean's role is to recruit volunteers to serve as camp counselors who serve as family group leaders, cabin moms and dads, and will spend the most amount of time with each camper.

- Prayerfully consider who will best fit your camp session's goals & needs.
- Each year, all faculty will need to fill out the mandatory Faculty Registration
  - Information should be communicated to you from BSCC with sufficient time
- Each cabin or room must have at least one faculty 18 years or older.
- Faculty are to ensure that campers should never be left without supervision and no faculty member should be left alone with a camper.
- Make sure that each faculty member has a specific role
- Be mindful of Faculty's children that are younger than the camp session grade range.
- Please have adequate number of adult faculty and not rely solely on teenage faculty
- Faculty are suggested to pay a fee for being at camp to offset costs
  - This isn't mandatory but you must realize that it costs the camp money to house each faculty member.
  - Ask yourself this, "Does the faculty's younger child(ren) or the teenage faculty attend camp as a paying camper outside of my camp session?"
    - If the answer is "No", then that faculty's child or teenage faculty considers your camp session as their 'attending' camp session without paying the cost of your camp session fees as set by BSCC.
      - If that's the case, they should be paying at least something towards their visit as faculty.
    - If the answer is "Yes", then Praise the Lord!
- Faculty must understand that, although being present at camp is fun, they have a job to do.
  - "Social Hour" or "Faculty Pow Wows" are highly discouraged.
  - Each faculty member should make sure that a group of campers are being supervised at all times or performing a need task to make your camp session operates smoothly.
- Teenage Faculty should not account for more than 25% of your faculty or supervision.
- We prefer that teenage faculty be considered only if they are 16 & 17 years of age.

## **REPORTING CHILD ABUSE**

- Deans should emphasize to faculty to importance of reporting child abuse. Child abuse that has been learned of at camp must be reported to the proper authorities.
- Faculty, or whomever learns of the abuse must report it to the Executive Director.
- The Dean will fill out a report to keep on file and to make an official report to authorities.

## **DRESS CODE**

- Shoes must be worn at all times, except for in the dorms and at the pool.
- Shorts or skirts must reach at least midway of the thigh.
- No halter tops, crop tops, or spaghetti strap tops.
- Shirts must be worn at all times, unless involved in a water activity.
- No two-piece swimming suits - tankinis are okay as long as the midriff is covered at a standing position.
- Swimming suits are for water activities. If suits are worn at other activities, they should be covered. Please encourage campers not to have wet suits on all day.

## **VISITOR POLICY**

- Visitors are strongly discouraged as they can be a distraction and are limited to parents, grandparents, or church ministers.
- All visitors are required to check in at the camp office upon arrival. Once verified by camp staff, they will receive a visitor badge.
- Camp staff will contact the Dean to bring camper or faculty to the designated meeting location - they are not allowed to go into cabins without camp staff or Dean's permission but must be supervised.
- Volunteers who are not staying throughout the session are asked to check in at the camp office on the first day they attend the camp session. They must leave by 10:00 PM, unless pre-approved by the Executive Director.

## **CANTEEN**

- We offer canteen once per day—in the afternoon from 2:30 PM—4:00 PM on FULL DAYS OF CAMP
- On arrival day (4:00 PM Check Ins), we will offer a PURCHASE ONLY Canteen as the evening snack from 9:15 PM—9:45 PM.
- Campers, faculty, and volunteers are given one drink item and one snack item per FULL DAY OF CAMP.
- On departure day, Canteen will be limited to what the camp offers from 2:30 PM—3:00 PM.
- Each item costs \$1.00 per item (unless noted at the Snack Shack).
- Parents can front load their camper's account with money to be used at the Snack Shack. All unused money will be transferred to the Missions account at the end of each camp session.

## **STOPLIGHT**

- A stoplight is located at the Snack Shack.
- The stoplight is an indicator of the cleanliness of the campgrounds and is there to encourage campers to take responsibility in keeping their areas clean and tidy.
- The stoplight will start and remain green as long as everything is remaining clean - from the dining hall to the dorms and grounds.
  - The Executive Director will be the one who monitors the cleanliness of each camp and changes the stoplight color.
- A yellow light means that things are looking messy and if the camp is not cleaned soon, the canteen will be closed.
- A red light means that the camp was not cleaned during the yellow period and canteen is closed until the situation changes

## HOMESICKNESS

Nearly every camper will experience some level of homesickness and in most cases, it will resolve on its own. When it seems to linger longer and be noticeable to those around the camper, Butler Springs has a policy in place that you will want to communicate to your faculty.

- Always assess the situation first, then make a decision.
- The family group leaders and faculty in their cabin will be the first line of defense.
  - Speak with an adult empathize and don't baby them.
  - Get to know them, set short-term goals for the camper: "Let's go do this activity and see how you feel after."
  - Remind them that their enthusiasm is contagious.
- The First Aid Person will be the second line of defense.
  - It is vital that they are not treated like a baby.
  - The nurse can help rule out any other potential medical condition causing homesickness.
- A Butler Springs full time employee is the last line of defense.
  - Talk to camper and see if they'd be willing to wait "until tomorrow" to make a decision about calling home – emphasize their value and what they would miss out on if they were not at camp.
  - Campers are not allowed to call home without permission from the Dean and should be a last resort option. Once again, assess the situation because each one is different.
- We want an experience to be positive rather than negative. Sometimes a camper can negatively remember a homesickness experience and never want to visit again.



## CAMP RULES

- Hazing or bullying whether through physical or verbal methods may be grounds for immediate dismissal.
- Possession or use of any alcohol, drugs, fireworks, firearms, tobacco or weapons is prohibited.
- Any sexual promiscuity is prohibited. Encourage everyone to use the bathroom stalls for changing clothes.
- No campers nor faculty are to go inside the lodging area of the opposite sex. Immediate dismissal may occur.
- ALL medication must be given to the nurse at the beginning of the session. This includes over-the-counter medication and faculty medication.
- Campers are not to have phones or other electronic devices. No faculty member is to allow a camper to call home without first notifying the Dean.
- Water rules will be given by camp staff at the camper orientation and will be reinforced throughout the session by the lifeguards. Please respect the lifeguard's authority.
- Golf carts must only be operated by adults (18 or older). Campers are only given rides in case of emergency.
- Please try to keep your session from becoming a distraction to other sessions happening. Do not use amplified sound outside after 10:00 PM.
- No one should be outside of the dorms after 12:00 PM.
- Campers may be held responsible for all unnecessary damage to the camp property
- ANYONE UNWILLING TO OBSERVE RULES / GUIDELINES WILL BE ASKED TO LEAVE THE CAMP

## CABIN GUIDELINES

- You are expected to be with your campers at all times. State law requires that all campers be supervised. This is especially true in the dorms. An accident in a dorm by a camper, when there is no supervision present, is called "extreme negligence" by the state of Ohio.
- Do not allow campers to take pictures in the dorms or restroom areas.
- Faculty should set the example of modesty at all times. Please be diligent about your dressing habits in front of the campers. Change your clothes in the shower area or toilet stalls and encourage campers to do the same.
- Under no circumstances should a camper ever sleep on the floor. Even if they volunteer to do it or really want to do it.
- Please refrain from any pranks during your time here at Butler Springs. There are many other ways to have fun.
- Personal medications need to be turned in to the nurse. Ohio state law forbids any type of medication in the dorm areas. The camp has many over-the-counter medications available at the First Aid Station should you need them.
- The camp curfew is midnight and everyone should be inside by then.
- Encourage keeping the cabins tidy throughout the session - this will help prevent lost items.
- No food should be kept in the dorms; food invites pests.....and snakes!
- Campers should not have matches, knives or anything that could be considered a weapon, or electronics.

## **SAFETY GUIDELINES**

- A faculty member should never be alone with a camper. If you must speak with a camper privately, please make sure you are within eyesight of other adults. There is to be no physical punishment for misbehavior of a camper.
- If your family group participates in an activity that requires camp staff (swimming, archery, etc.), you must be present with your group. You cannot send your campers without adult supervision.
- Every camper and faculty must wear a wristband. You as faculty should set the example for your campers about the importance of wearing the wristband. Visitors for the day should have badges issued by the camp office.
- Please park your car in a camp parking lot and leave it parked the entire time you are here. Under no circumstance should you have campers in your personal vehicle.
- Please watch your campers very carefully concerning harassments, bullying, ridicule (public and private). These issues include treatment by faculty as well as other campers and are not tolerated at Butler Springs.
- Faculty are discouraged from posting pictures or videos on social media sites. Faculty should not request to "follow" or "friend" campers; you may use discretion on whether you will accept requests that campers initiate.
- Please review and enforce the Butler Springs Code of Conduct. It is something to be taken very seriously.

## **EARLY DISMISSAL**

- Parents will fill out an early dismissal form if the camper will need to leave early. Campers are not allowed to return to camp after they have been dismissed. Medical exceptions will be considered on an individual basis.

## **PLANNED EARLY DISMISSAL**

- Parents fill out Early Dismissal Form
- Dean is given list of campers
- When parents arrive, the Dean is call to go bring camper to office
- Parents signs out camper—paperwork kept in the office

## **UNPLANNED EARLY DISMISSAL**

There are certain situations that involve a camper being sent home—whether sickness, medical issues, or behavior

- Contact camp office about expected pick up time
- If during office hours, office will help coordinate pick-up
- If First Aid Person is dismissing camper, please have them fill out form located in their binder of information
- If overnight, please notify camp office of camper dismissal the next morning

## **CAMP CLEAN UP**

- Please schedule enough time to pick up trash from the grounds, inside the cabins, and other common areas.
- Pack up and put all luggage at designated shelter. This should be done PRIOR TO LUNCH
- Any items, clothing, etc. left behind from the camp session will be collected by the Butler Springs staff and stored and labeled Lost-And-Found with the appropriate calendar week.
- **REMEMBER! BLESSED ARE THOSE WHO LEAVE THE CAMP CLEANER THAN THEY FOUND IT!**

## **MAINTENANCE AND REPAIRS**

- Any repairs and maintenance problems should be reported to the office. Include specific information as to building, location, etc. and someone will assess and correct the issue.

## **PHONE CALLS HOME**

- By Campers
  - The Dean makes decisions and all calls made by campers should be done from the office. The camp's policy is: Campers do not make or receive calls except out of necessity. Phone calls can become habitual; let's try our best to prevent those occurrences.

# **BUTLER SPRINGS STAFF / FACULTY / VOLUNTEER CODE OF CONDUCT**

Camp is to be a safe and enjoyable place for everyone! No one should ever feel threatened or uncomfortable because of the actions or words of another camper or adult. Everyone is asked to follow these guidelines for appropriate/inappropriate conduct from camper to camper, from campers to adults, and adults to other adults. Inappropriate behavior should be reported to an adult or a full-time employee of Butler Springs.

## Appropriate Touch

- Handshakes and high fives
- Younger girls/boys walking hand-in-hand (not boyfriend/girlfriend)
- Short, congratulatory or greeting hugs
- Arm around the shoulders
- Pats on the head / shoulders / back

## Inappropriate Touch

- Private back rubs, arm tickles, massages, handsy touches, etc.
- Touching of private parts (no exceptions)
- Touching a child in anger, disgust, or frustration
- Frontal hugs of opposite sex
- Sexual embraces, kissing
- Lap sitting
- Physical punishment as a form of discipline
- Intimate wrestling or tickling

## Appropriate Territory

- Public one-one-one interaction
- Group of public environments
- Private conversation in “eye shot” of other individuals with the knowledge of others

## Inappropriate Territory

- Sitting or lying on a bed with a minor
- Private one-on-one interactions
- Sharing a shower / bathroom stall
- Walking around the cabin undressed
- After dark interactions outside of lighted areas
- Pranks that involve the damage of personal property
- Pictures or videos taken in cabins and restrooms are forbidden

## Appropriate Talk

- Verbal praise for achievement or behavior
- Verbal encouragement
- Scripturally based teaching
- Conversational topics (likes, dislikes, struggles, issues they are facing, etc)
- Items of a sexual nature should be gender based, age appropriate in a group setting

### Inappropriate Talk

- Compliments or questions relating to physique or body development
- Sexual jokes, homosexual innuendos, or bathroom / locker room humor
- Swearing or vulgar language
- Individual secrets or special gifts
- Sexual coaching or conversation
- Any conversation that encourages sinful behavior (i.e., drug use, pornography, homosexuality, underage drinking, adultery, sex outside marriage, lying, stealing, etc)
- Harassment, bullying, ridicule, excessive teasing

Bullying is when someone repeatedly and on purpose says or does mean or hurtful things to another person. Inappropriate behavior that leads to dismissal may or may not constitute bullying.

### Reporting of Inappropriate Behavior

- Faculty observed
  - Take immediate action to correct the behavior if it involves a camper. Notify a full-time employee if behavior is not corrected.
  - If it involves a staff member or faculty member, notify the Executive Director immediately.
- Camper observed
  - Report immediately to an adult if inappropriate behavior is witnessed by a camper.
  - If inappropriate behavior is by an adult, tell another adult other than those in your cabin.
  - Report to full-time staff member if behavior continues

### Consequences

- Any infraction of the above policy will be immediate grounds for dismissal whether a paid staff member, volunteer faculty member or a camper. A violation of one of these policies could not only be misunderstood by campers/staff, but also result in legal consequences.

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## SUGGESTED MAIN CAMP WEEKLONG MONDAY-WEDNESDAY/THURSDAY SCHEDULE

Because we have multiple camp sessions operating at one time, we should stick to this suggested schedule. You will need to work with the Program Director and other Deans for your session of camp to ensure there are no scheduling conflicts.

6:45 AM—7:00 AM	Wake Up
7:45 AM—8:00 AM	Organize / Assemble For Breakfast
8:00 AM—8:45 AM	Breakfast
8:50 AM—9:15 AM	Personal Reflection Time
9:30 AM—10:15 AM	Main Session / Worship
10:30 AM—11:30 AM	Activity / Class Rotation
11:35 AM—11:50 AM	Mission Time
12:00 PM—12:45 PM	Lunch
1:00 PM—1:55 PM	Activity 1
2:00 PM—2:55 PM	Activity 2 (Canteen Rotation)
3:00 PM—3:55 PM	Activity 3 (Canteen Rotation)
4:00 PM—4:55 PM	Activity 4
5:00 PM—5:30 PM	Clean Up for Dinner
5:30 PM—6:15 PM	Dinner
6:30 PM—7:45 PM	Main Session / Worship
8:00 PM—9:00 PM	Evening activity (Dean led)
9:15 PM—9:45 PM	Evening Snack
10:00 PM—10:30 PM	Campfire
10:30 PM	Back to cabins
10:30 PM	3 <sup>rd</sup> —5 <sup>th</sup> Grade Camps Lights Out
11:00 PM	6 <sup>th</sup> —8 <sup>th</sup> Grade Camps Lights Outs
11:30 PM	9 <sup>th</sup> —12 <sup>th</sup> Grade Camps Lights Out
12:00 AM	NO ONE OUTSIDE CABINS

\*\*This is a suggested schedule, Monday—Thursday of **full days** of main camp. You are more than welcome to manipulate the times but we **MUST** keep meal times the same. Also, we need to make doubly certain that we are abiding by the lights out time and no one outside cabin time frames for security and safety purposes.

Always allow some “cushion” time in between scheduled thing to accommodate travel time or those campers that need some extra Grace!

## SUGGESTED MAIN CAMP ARRIVAL DAY & DEPARTURE DAY SCHEDULE

Because we have multiple camp sessions operating at one time, we should stick to this suggested schedule. You will need to work with the Program Director and other Deans for your session of camp to ensure there are no scheduling conflicts.

### Arrival Day

1:30 PM—2:30 PM	Begin move in / set up
2:30 PM—3:00 PM	Mandatory Faculty / Volunteer Check In
3:00 PM—3:45 PM	Finalize setup
3:45 PM—5:00 PM	Faculty / Volunteer Greet Camper at Cabins
5:00 PM—5:30 PM	Organize / Assemble for dinner
5:30 PM—6:15 PM	Dinner
6:30 PM—9:00PM	Introductory Games / Sessions / Worship
9:15 PM—9:45 PM	Canteen Open for Purchase Only
10:00 PM—10:30 PM	Campfire
10:30 PM	Back to cabins
10:30 PM	3 <sup>rd</sup> —5 <sup>th</sup> Grade Camps Lights Out
11:00 PM	6 <sup>th</sup> —8 <sup>th</sup> Grade Camps Lights Outs
11:30 PM	9 <sup>th</sup> —12 <sup>th</sup> Grade Camps Lights Out
12:00 AM	NO ONE OUTSIDE CABINS

### Departure Day

6:45 AM—7:00 AM	Wake Up
7:45 AM—8:00 AM	Organize / Assemble For Breakfast
8:00 AM—8:45 AM	Breakfast
8:50 AM—9:15 AM	Personal Reflection Time
9:30 AM—10:30 AM	Activity Time
10:45 AM—11:45 AM	Pack Up / Move Luggage Out of Cabins
12:00 PM—12:45 PM	Lunch
1:00 PM—2:30 PM	Main Session / Worship / Final Goodbyes
2:30 PM—3:00 PM	Canteen (limited selection)
3:00 PM—3:30 PM	Baptisms
3:45 PM—4:45 PM	Parents to pick up at designated locations

\*\*This is a suggested arrival / departure day of main camp. You are more than welcome to manipulate the times but we MUST keep meal times the same. Always allow some “cushion” time in between scheduled things to accommodate travel time or those campers that need some extra Grace!

## SUGGESTED SAFARI/WILDERNESS QUEST WEEKLONG MONDAY-WEDNESDAY/THURSDAY SCHEDULE

Because we have multiple camp sessions operating at one time, we should stick to this suggested schedule. You will need to work with the Program Director and other Deans for your session of camp to ensure there are no scheduling conflicts.

6:45 AM—7:00 AM	Wake Up
7:30 AM—8:00 AM	Start Prepping for Breakfast
8:00 AM—8:45 AM	Breakfast & Clean Up
8:50 AM—9:00 AM	Personal Reflection Time
9:15 AM—10:00 AM	Main Lesson / Worship
10:15 AM—10:30 AM	Travel time to Main Camp
10:30 AM—11:15 AM	Restroom / Dean Supervised Camp Activities
11:30 AM—12:00 PM	Lunch
12:15 PM—12:45 PM	Mission Time
1:00 PM—1:55 PM	Activity 1 (Possible Lesson Time)
2:00 PM—2:55 PM	Activity 2 (Canteen Rotation)
3:00 PM—3:55 PM	Activity 3 (Canteen Rotation)
4:00 PM—4:55 PM	Activity 4 (Possible Lesson Time)
5:00 PM—5:30 PM	Travel time back to Safari / WQ
5:30 PM—6:45 PM	Dinner & Clean UP
6:45 PM—7:00 PM	Travel time to Main Camp
7:30 PM—8:45 PM	Pool Open / Shower Time
9:00 PM—9:15 PM	Travel time to Safari / WQ
9:30 PM—10:30 PM	Evening Snack & Campfire
11:00 PM	Suggested Lights Out
11:30 PM	Everyone should be asleep
12:00 AM	NO ONE OUTSIDE CABINS

\*\*This is a suggested schedule, Monday—Thursday of **full days** of Safari / Wilderness Quest camps. You are more than welcome to manipulate the times but we **MUST** keep meal times the same. Also, we need to make doubly certain that we are abiding by the lights out time and no one outside cabin time frames for security and safety purposes.

Always allow some “cushion” time in between scheduled things to accommodate travel time or those campers that need some extra Grace!

## SUGGESTED SAFARI / WILDERNESS QUEST

### ARRIVAL DAY & DEPARTURE DAY SCHEDULE

Because we have multiple camp sessions operating at one time, we should stick to this suggested schedule. You will need to work with the Program Director and other Deans for your session of camp to ensure there are no scheduling conflicts.

#### Arrival Day

1:30 PM—2:30 PM	Begin move in / set up
2:30 PM—3:00 PM	Mandatory Faculty / Volunteer Check In
3:00 PM—3:45 PM	Finalize setup
3:45 PM—4:45 PM	Faculty / Volunteer Greet Camper
4:45 PM—5:00 PM	Organize / Assemble for dinner
5:00 PM—5:30 PM	Dinner
5:45 PM—6:00 PM	Travel time to Safari / WQ
6:00 PM—7:00 PM	Campers Setup Bunks
7:00 PM—7:15 PM	Travel time to Main Camp
7:30 PM—8:45 PM	Pool Open / Shower Time
9:00 PM—9:15 PM	Travel Time to Safari WQ
9:30 PM—10:30 PM	Evening Snack / Campfire
10:30 PM	Lights out
12:00 AM	NO ONE OUTSIDE CABINS

#### Departure Day

6:45 AM—7:00 AM	Wake Up
7:45 AM—8:30 AM	Breakfast / Clean Up
8:30 AM—9:45 AM	Pack Up Luggage and have ready for transport
9:45 AM—10:00 AM	Travel time to Main Camp
10:00 AM—11:15 AM	Restroom / Dean Supervised Camp Activity
11:30 AM—12:00 PM	Lunch
12:15 PM—2:30 PM	Final Activity
2:30 PM—3:00 PM	Canteen (limited selection)
3:00 PM—3:30 PM	Baptisms
3:45 PM—4:45 PM	Parents to pick up at designated locations

\*\*This is a suggested arrival / departure day of main camp. You are more than welcome to manipulate the times but we MUST keep meal times the same.

Always allow some "cushion" time in between scheduled thing to accommodate travel time or those campers that need some extra Grace!

## SUGGESTED 3 DAY FULL DAY SCHEDULE

Because we have multiple camp sessions operating at one time, we should stick to this suggested schedule. You will need to work with the Program Director and other Deans for your session of camp to ensure there are no scheduling conflicts.

6:45 AM—7:00 AM	Wake Up
7:45 AM—8:00 AM	Organize / Assemble For Breakfast
8:00 AM—8:45 AM	Breakfast
8:50 AM—9:15 AM	Personal Reflection Time
9:30 AM—10:15 AM	Main Session / Worship
10:30 AM—11:30 AM	Activity / Class Rotation
11:35 AM—11:50 AM	Mission Time
12:00 PM—12:45 PM	Lunch
1:00 PM—1:55 PM	Activity 1
2:00 PM—2:55 PM	Activity 2 (Canteen Rotation)
3:00 PM—3:55 PM	Activity 3 (Canteen Rotation)
4:00 PM—4:55 PM	Activity 4
5:00 PM—5:30 PM	Clean Up for Dinner
5:30 PM—6:15 PM	Dinner
6:30 PM—7:45 PM	Main Session / Worship
8:00 PM—9:00 PM	Evening activity (Dean led)
9:15 PM—9:45 PM	Evening Snack
10:00 PM—10:30 PM	Campfire
10:30 PM	Back to cabins
10:30 PM	3 <sup>rd</sup> —5 <sup>th</sup> Grade Camps Lights Out
12:00 AM	NO ONE OUTSIDE CABINS

\*\*This is a suggested schedule for a full day of a 3 day main camp. You are more than welcome to manipulate the times but we MUST keep meal times the same. Also, we need to make doubly certain that we are abiding by the lights out time and no one outside cabin time frames for security and safety purposes.

Always allow some “cushion” time in between scheduled thing to accommodate travel time or those campers that need some extra Grace!

## SUGGESTED 3 DAY SCHEDULE

### ARRIVAL DAY & DEPARTURE DAY

Because we have multiple camp sessions operating at one time, we should stick to this suggested schedule. You will need to work with the Program Director and other Deans for your session of camp to ensure there are no scheduling conflicts.

#### Arrival Day

4:00 PM—5:00 PM	Move into Cabins / Setup
5:00 PM—5:30 PM	Dinner with staff
5:45 PM—6:15 PM	Mandatory Faculty / Volunteer Check In
6:15 PM—6:45 PM	Final Setup
6:45 PM—7:45 PM	Faculty / Volunteer Greet Camper at Cabins
8:00 PM—9:30 PM	Organize into groups / Session
9:30 PM—10:00 PM	Campfire
10:30 PM	Lights out
12:00 AM	NO ONE OUTSIDE CABINS

#### Departure Day

6:45 AM—7:00 AM	Wake Up
7:45 AM—8:00 AM	Organize / Assemble For Breakfast
8:00 AM—8:45 AM	Breakfast
8:50 AM—9:15 AM	Personal Reflection Time
9:30 AM—10:30 AM	Activity Time
10:45 AM—11:45 AM	Pack Up / Move Luggage Out of Cabins
12:00 PM—12:45 PM	Lunch
1:00 PM—2:30 PM	Main Session / Worship / Final Goodbyes
2:30 PM—3:00 PM	Canteen (limited selection)
3:00 PM—3:30 PM	Baptisms
3:45 PM—4:45 PM	Parents to pick up at designated locations

\*\*This is a suggested arrival / departure day of main camp. You are more than welcome to manipulate the times but we MUST keep meal times the same.

Always allow some “cushion” time in between scheduled thing to accommodate travel time or those campers that need some extra Grace!

## SUGGESTED DAY CAMP SCHEDULE

Because we have multiple camp sessions operating at one time, we should stick to this suggested schedule. You will need to work with the Program Director and other Deans for your session of camp to ensure there are no scheduling conflicts.

8:00 AM—8:45 AM	Faculty / Volunteer Check In Arrive and Setup
8:50 AM—9:30 AM	Receive campers & Welcome
9:45 AM—11:00 AM	Activity
11:00 AM—11:30 AM	Dean Supervised Camp Activity
11:45 AM—12:00 PM	Wash Hands / Get Ready For Lunch
12:00 PM—12:45 PM	Lunch
1:00 PM—1:55 PM	Activity 1
2:00 PM—2:55 PM	Activity 2
3:00 PM—3:45 PM	Snack (limited selection) / Return to Meeting Area
3:45 PM—4:15 PM	Ready for parents to pick up

\*\*This is a suggested schedule for a full day camp. You are more than welcome to manipulate the times but we MUST keep meal times the same.

Always allow some “cushion” time in between scheduled thing to accommodate travel time or those campers that need some extra Grace!

## PROPERTY / BUILDINGS / AREAS

- Butler Springs own approximately 180 acres of land that is all connected
- Cabins / Huts / Tents used by campers and/or session faculty (total of 284)
  - Lodging areas/rooms will be assigned by BSCC staff based on necessity
  - Ranch House, 20 total beds in one room, single gender usage, usually reserved as overflow
  - Joshua 1, 56 total beds in four rooms, single gender usage, usually reserved for males
  - David 2, 52 total beds in five rooms, single gender usage, usually reserved for males
  - Esther 3, 52 total beds in five rooms, single gender usage, usually reserved for females
  - Hannah 4, 52 total beds in five rooms, single gender usage, usually reserved for females
  - Safari Hut 1, 10 total beds in one room, single gender usage, usually reserved for males
  - Safari Hut 2, 10 total beds in one room, single gender usage, usually reserved for females
  - Safari Overflow Hut, 4 beds in one room, single gender usage, usually reserved for females
  - Safari Overflow Hut, 4 beds in one room, single gender usage, usually reserved for males
  - Wilderness Quest Tent 1, 10 beds in one tent, single gender usage, usually reserved for males
  - Wilderness Quest Tent 2, 10 beds in one tent, single gender usage, usually reserved for females
  - Wilderness Quest Overflow Tent, 4 beds in one tent, single gender usage, reserved as needed
- Cabin used by Summer Staff (total of 36 beds)
  - The Lodge
    - 20 total beds upstairs, single gender usage, usually reserved for females
    - 16 total beds downstairs, single gender usage, usually reserved for males
- Residential Dwellings
  - Osborne Family—the “A” frame located to the left of Joshua 1 and across the creek from the pool. Kuhn Family’s old house, Baker Family’s old house.
  - Howard Family—the two story house with double car garage doors on bottom level located to the left of Osborne Family house. Denzik Family’s old house.
  - Austin Fouts—the only brick house on campus located behind the Snack Shack. Warner Family’s old house.
  - Josie McDowell—two bedroom apartment located on the bottom floor, on the left side of the Lodge.
  - Lilley Family—the two level apartment attached to the Green Building near Octoswing 1.
- Green Building
  - Bottom Floor
    - Cafeteria / Kitchen
    - Dry storage area / food storage area
    - Cleaning supply room / laundry services
    - Restrooms
    - First Aid Station
    - Private Room for Primary First Aid Person
    - Private Room for Secondary First Aid Person
    - Dean’s Quarters
      - Generally reserved for Main Camp Dean and Family
  - Second Floor
    - Breakout Room / Craft Room



- Used for smaller sessions camp's primary meeting space
  - Couch Room
    - Used for smaller sessions camp's primary meeting space
  - Game Room
    - Everyone has access to this room
  - Administration Offices
    - No one should be in the offices unless given specific authorization
  - Fireside Room
    - Used for smaller sessions camp's primary meeting space
  - Restrooms
- Gym / Multipurpose Building
  - Main Large Room
    - Generally used for Main Camp's primary meeting space
  - Media Crows Nest Room
    - Not a bedroom!
    - Lots of money inside this room so please be careful who you give access to
  - Kitchen
    - Generally used for Kid's Café and Culinary Café
    - Laundry service
  - Restrooms
- Shelters
  - Snack Shack
    - Double-ended shelter at the end of the soccer field
    - Daily Canteen dispensed here each afternoon
    - Usually the primary meeting space for Soccer Camp
  - Thyatira
    - Shelter located by Swing Set / Noah's Ark
    - Used for lessons, group meeting spaces, crafts, etc.
  - Laodicea
    - Shelter located by 9 Square
    - Used for lessons, group meeting spaces, crafts, etc.
  - Happy Hollow Shelter
    - Located down the road
    - Generally used for Paintball Camp hub, Horse Camp, Safari, Wilderness Quest, Mountain Bike Camp, etc. as secondary meeting space
  - Gazebo #1
    - Located at Big Blue Slide
    - Used for lessons, group meeting spaces, crafts, etc.
  - Gazebo #2
    - Located at David 2
    - Used for lessons, group meeting spaces, crafts, etc.
- Minor Buildings
  - Paintball Shack
    - Located between Hannah 4 and the creek
    - Previously the Faculty Hut
    - No campers permitted inside

- Water Building
  - Located between David 2 and Esther 3
  - No campers permitted inside
- Maintenance Garage
  - Located beyond Howard House
  - BSCC employees and approved volunteers should be the only ones in/out of this building
  - No campers permitted
- Storage Barn
  - Located behind Gym / Air Rifle area
  - No campers permitted inside or upstairs
- Old Horse Barn
  - Located down the road near Safari Huts
  - Used by some camp sessions
- Storage Barn at Happy Hollow
  - Located to the left of the Shelter
  - No one permitted inside
- Waste Treatment Facility
  - Located across the creek from the Maintenance Garage and beyond the RV sites, inside fenced area
  - BSCC Employees or approved volunteers only
  - No campers permitted inside
- Woodshed 1
  - Located near High Ropes Course
- Woodshed 2
  - Located near Coliseum
- Areas
  - Octoswing 1
    - Located outside Green Building, Apartment side
    - Seats 30-40 participants
  - Octoswing 2
    - Located beside of Hannah 4
    - Seats 30-40 participants
  - Hammock City
    - Located near Thyatira, Putt Putt, Noah's Ark, and Swing Set
  - Hammock Town
    - Located near Gym, Esther 3, and Hannah 4
  - Safari "Brailer" (Bridge / Trailer)
    - Located near pool / Ranch House
    - Used for Safari's headquarters once at main camp
  - Wilderness Quest "Brailer" (Bridge / Trailer)
    - Located near pool / Ranch House
    - Used for Wilderness Quest's headquarters once at main camp
  - Vespers
    - Located beyond Zip Line, Climbing Tower, and to the left of Archery
    - Can seat 200 participants

- Coliseum
  - Located beyond Zip Line and before Climbing Tower
  - Can seat 200 participants
- Designated Campfire Areas
  - Coliseum
  - Vespers
  - Octoswing 1
  - Octoswing 2
  - Laodicea Shelter
  - Snack Shack
  - Thyatira Shelter
  - Other areas upon request but may be restricted

## ACTIVITY OFFERINGS

- Activity Selections that require a BSCC employee to facilitate:
  - High Ropes Course, typically reserved for students going into 7<sup>th</sup> grade and up \*but has height restrictions\*, (Schedule 2 Hours per 25-30 participants)
    - Located beyond Zip Line, Climbing Tower, Coliseum, Vespers
  - Zip Line reserved for kids going into 3<sup>rd</sup> grade and up, \*50 lb weight minimum and 250 lb maximum\* (Schedule 1 hour per 25-30 participants)
    - Staging area located at the end of Big Blue Slide. Start side at Gym hill; end side at Big Blue Slide hill.
  - Climbing Tower, available to all grades (Schedule 1 hour per 18-22 participants)
    - Located beyond Zip Line and Coliseum
  - Giant Swing, reserved for students going into 4<sup>th</sup> grade and up, (Schedule 1 hour per 14-17 participants)
    - Located between Snack Shack and Big Blue Slide on the hill with staircase
  - Bazooka Ball, available to all grades (Schedule 1 hour per 15-20 participants)
    - Primarily played inside Gym; secondary spot is in cafeteria
  - Archery, reserved for students going into 3<sup>rd</sup> grade and up\*, possible for younger but realize the frustration may escalate quickly from participants (Schedule 1 hour per 12-15 participants)
    - Located across the creek from High Ropes Course and beside Vespers
  - Air Rifles, reserved for students going into 3<sup>rd</sup> grade and up, possible for younger but realize the frustration may escalate quickly from participants (Schedule 1 hour per 12-15 participants)
    - Located behind the Gym
  - Pool, available to all participants (Schedule 1 hour per 50 participants)
    - Located behind the Ranch House
  - Low Ropes Initiatives, reserved for students going into 4<sup>th</sup> grade and up (Schedule 1 hour per 15-20) participants
    - Could be facilitated anywhere.
  - Please note that Axe Throwing was removed in August of 2022 as demanded by Insurance
- Activity Selections that **require supervision provided by your faculty**
  - Rope Swing by the creek
    - Located near Laodicea Shelter
  - Big Blue Slide
    - Located near Laodicea Shelter
  - Pedal Carts
    - Kept a large maple tree where the paved driveway splits
  - Ga Ga Pit
    - Located near Snack Shack
  - Zip Zap
    - Located on the side of the Soccer Field
  - Human Foosball
    - Located near the pool
  - Putt Putt Course

- Located near the pool
- 18 Hole Disc Golf Course
  - Traverses main camp, start/finish at Octoswing 1
- 9 Square in the Air
  - Located near Laodicea
- Pendulum Swing (commonly referred to as the 'battering ram')
  - Located near Snack Shack
- Swing Set
  - Located near Noah's Ark
- Noah's Ark
  - Located near pool / Putt Putt course
- Outdoor Basketball Court / Pickle Ball Court
  - Located in front of the Lodge
- Soccer Field
  - Located near Snack Shack
- Hiking Trails
  - Through the woods...

## DEADLINES

### Camp Registration

- Opens first business day of January
- First Tier Price Range—January and February
- Second Tier Price Range—March and April
- Third Tier Price Range—May, June, and July

### Dean's Timeline:

#### Prior to Camp Session Start Date

- 6 Months—Begin to recruit faculty / help. Identify main roles needed (teaching, worship, crafts/lessons, etc). Emphasize commitments. Communicate to camp with a brief description of your camp session (this can always be edited later; parents thirst for these descriptions when registering for camp). If your camp session requires advanced purchases, reservations, van usage, etc., anything outside a normal realm of operations, the camp MUST know in advance and given direction on how to go about those outlying requests.
- 5 Months—Tentative schedule, secure camp session theme and faculty assignments. Initial communication to team via email or meeting (digital or in person). Communicate with camp, if needed
- 4 Months—Start narrowing down faculty-led activities, main teachings, devotions, lessons, campfires, etc. that will incorporate the camp session theme. Request roster/numbers from camp office.
- 3 Months—Camp should have knowledge of your planned faculty (of all ages) attending. Those faculty should already have started the mandatory faculty registration process. They should know assignments, responsibilities, roles, etc. Deans should be in communication with faculty via email and/or possible meeting. Request roster/numbers from camp office.
- 2 Months—Polish up any imperfections in schedule, fine tune teaching material to keep in line with camp session theme. Request roster/numbers from camp office.
- 1 Month—Craft a parent/camper letter that introduces you and your team, your goals for the camp session, theme, planned activities, any items needed in addition to normal packing (themed dress up nights for dinner, white shirt to tie-dye, messy day games, etc), encourage parents to pray for their child's time at camp, camp's missionary support, and any other information deemed necessary. We can email blast this out to families/campers. Request roster/numbers from camp office. Submit your t-shirt design (we highly encourage you to use our camp design) to the office for review.
- 21 Days—All Deans, faculty, teenagers, children, day visitor, etc. should have already completed the mandatory faculty registration process. Camp will re-blast an email with updated information about your camp session details. Purchase materials needed for your camp session (keep receipts to be reimbursed). Request roster/numbers from camp office. By this deadline, you should have 90%-95% accuracy on camper numbers.
- 14 Days—Send your finalized schedule to camp so that we can begin piecing all puzzle together and correct any flaws with what is planned. Request roster/numbers from camp office. Special requests need to be finalized with the camp.
- 7 Days—Keep the camp updated with any special requests needed to make your camp run efficiently and effectively.

### Camp Session Start Day

Arrive 120 minutes early to begin setup / move in.

90 minutes prior to start time, mandatory faculty check in starts.

30 minutes prior to start time, you should have your faculty in place to start receiving campers/parents

45 minutes after start time, you should have 95%-100% of campers and begin to move towards first thing on your session schedule (Sunday Check In camps first big thing is dinner at 5:00 and 5:30)

# **BUTLER SPRINGS CHRISTIAN CAMP** **STATEMENT OF FAITH AND PRACTICE**

Butler Springs Christian Camp holds to the truth that God sees a clear correlation between what we believe and how we behave. To put it more directly, our behavior must be an expression of our beliefs, both on-site and off. As a Christian Camp we take seriously the Bible and its implications for personal conduct. While there is no one model of Christian behavior Butler Springs Christian Camp insists upon from its Partner churches, employees, directors, and volunteers, we do insist those associated with Butler Springs Christian Camp affirm our Statement of Faith and Practice. Examples of specific areas of application for individuals would be, but not limited to: participation in the life of a local church; respect for the historic position of Butler Springs Christian Camp on marriage, gender and sexuality(See our Statement on Marriage, Gender, and Sexuality); respect for issues like the use of alcohol, tobacco, and illegal drugs; respect for individuals; a personal commitment to spiritual growth; and a willingness to be positive representatives of Butler Springs Christian Camp, both on-site and off-site.

We believe **God** is one being in three persons--God the Father, God the Son, and God the Holy Spirit. He is the source of all creation (Gen. 1:1, John 1:1-2), which He sustains (Col. 1:17) and is in the process of redeeming (Rom. 8:19-22). God the Father loves us and desires that we have fellowship with Him as His children (I John 1:3).

We believe **Jesus** is the incarnation of God the Son. He is the Word that became flesh (John 1:14), and He now holds all authority in heaven and on earth (Matt. 28:18). He is Savior and Lord. He made human salvation possible through His life, death on the cross, and resurrection. He ascended into heaven where He is now our high priest and advocate. He is head of the church.

We believe the **Holy Spirit** works actively in the world, seeking to glorify Jesus. The Holy Spirit convicts people of sin, righteousness, and judgment to come (John 16:5-11). The Holy Spirit indwells believers individually and completely in the Church. The Holy Spirit develops within the Christian a pure heart which results in Christ-like character expressed in private and public conduct and action.

We believe the **Bible**, the Old and New Testament Scriptures, is the uniquely inspired, infallible, and inerrant Word of God (2 Tim. 3:14-17; 2 Peter 1:16-21). The Bible is the rule of faith and practice for Christians. We affirm that Scripture is the authoritative revelation from God by which we know God's will and Christ's authority. We seek to assert what the Scriptures clearly assert and allow freedom in other cases. We seek to understand divine intent, through authorial intent, and we seek to apply its teaching to the contemporary church and culture.

We believe the **Church** is the body of Christ on earth, the community of believers throughout the world. Upon faith, repentance, confession, and baptism a person is added to the Church. In addition, the priesthood of all believers means each Christian is called to be a serving minister (1 Peter 2:9-10). The Church's mission is the great Commission (Matt. 28:18-20).

We believe **Human** beings were created by God to walk in fellowship with Him. However, all (except Jesus) have sinned and fall short of the glory of God (Rom. 3:23) and must rely on God's grace and forgiveness. Every



human from the moment of life (conception) is in the image of God, a person to be nurtured, protected, and developed.

We believe **Marriage** was established by God and we believe it to be a lifelong, exclusive relationship between one man and one woman and that all sexual activity outside the marriage relationship, whether heterosexual, homosexual, or otherwise, is immoral and therefore sin (Gen. 2:24-25; Ex. 20:14, 17, 22:19; Lev. 18:22-23, 20:13, 15-16; Matt. 19:4-6, 9; Rom. 1:18-31; I Cor. 6:9-10,15-20; I Tim. 1:8-11; Jude 7).

We believe that **God created the human race male and female** and that all conduct with the intent to adopt a gender other than one's birth gender is immoral and therefore sin (Gen. 1:27; Deut. 22:5)." (See our Policy Statement on Marriage, Gender, and Sexuality)

We believe **Salvation** is by God alone through Jesus Christ. One accepts Christ as Savior through a conversion process that includes faith, repentance, confession, and baptism (Acts 2:38, 8:12, 10; 47-48, Rom. 10:9).

We believe **The Lord's Supper** is the celebration of the New Covenant, in which the Christian community remembers Christ and celebrates the covenantal relationship they have with Him and with each other. Congregations in this fellowship typically celebrate the Lord's Supper at least weekly (1 Cor. 11:17-34, Acts 20:7).

We believe the **Final Coming** of Jesus is a time when Christ will personally come again as savior and judge of the world. At that time, there will be a bodily resurrection of the dead-believers to eternal life with God and unbelievers to eternal judgment. Sin will be no more, and believers will live in fellowship with God forever (1 Thess. 4:13-18, Rev. 20:11-15).

# **STATEMENT ON** **MARRIAGE, GENDER, AND SEXUALITY**

We believe that God wonderfully and immutably creates each person male or female. These two distinct, complementary genders together reflect the image and nature of God. (Genesis 1:26-27) Rejection of one's biological sex is a rejection of the image of God within that person.

We believe the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Genesis 2:18-25) We believe that God intends sexual intimacy to occur only between a man and a woman who are married to one another. (1 Corinthians 6:18; 7:2-5; Hebrews 13:4) We believe that God has commanded that no intimate sexual activity be engaged in outside of marriage between a man and a woman.

We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, or any attempt to change one's sex or disagree with one's biological sex) is sinful and offensive to God. (Matthew 15:18-20; 1 Corinthians 6:9-10) We also believe that the power of the Holy Spirit can help the person overcome any of the above-mentioned sins and that other sins not listed are also offensive to God.

We believe that in order to preserve the function and integrity of Butler Springs Christian Camp, and to provide a biblical role model to those that participate in the ministry of Butler Springs Christian Camp; it is imperative that all persons employed by Butler Springs Christian Camp in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality. (Matthew 5:16; Philippians 2:14-16; 1 Thessalonians 5:22)

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Romans 10:9-10; 1 Corinthians 6:9-11)

We believe that every person must be afforded compassion, love, kindness, respect and dignity. (Mark 12:28-31; Luke 6:31) Hateful, harassing, demeaning behavior or any attitude that does not reflect the love and grace of God that is directed toward any individual is not in accord with Scripture nor the Faith and Practice of Butler Springs Christian Camp.