

RLBC - STAFF MANUAL

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Welcome to the Ranger Lake Bible Camp staff team!

Your acceptance is based on your desire to see kids lives impacted for Jesus Christ. We are excited to see what God has planned for the summer.

In preparations for this year we are providing you with a copy of the staff manual. This manual will provide you with a background of Ranger Lake Bible Camp and will also be a guide to your time at camp this summer.

This summer we are challenging our campers to believe. In the book of Romans, the apostle Paul tell us “That if you confess with your mouth, ‘Jesus is Lord,’ and believe in your heart that God raised him from the dead, you will be saved.”

Some people believe in conspiracies, others in fame, still others believe in money. Throughout our lives we are encouraged, “Believe in yourself!” But our belief must be firmly set in Jesus’ life, anchored in God’s life-giving love. Belief in him cannot be mere lip service; Jesus demands full control. This belief is vibrant and growing because he challenges our faith and stretches our understanding beyond what we think is possible.

All beliefs are challenged, and many will change or fade away. However no matter what happens, whether we feel good or when it feels like the world is crumbling around us, our core belief of Jesus’ resurrection must not be shaken. We must believe.

This summer I know our belief in God and his character will be pushed and grown. Through this, our desire is to see you become passionate individuals growing and serving God.

See you at camp!

Dave Thiessen
Executive Director
Ranger Lake Bible Camp

OVERVIEW OF RANGER LAKE BIBLE CAMP

Ranger Lake Bible Camp is owned and operated by Canadian Sunday School Mission (CSSM). CSSM is an interdenominational ministry, which owns and operates over 40 camps nationwide.

Mission Statement

CSSM's mission is to...

- Promote the gospel of Jesus Christ.
- To evangelize the lost.
- To disciple the converted.

Therefore, under the direction of CSSM, Ranger Lake Bible Camp exists to joyously honor God through evangelism and discipleship by meeting the needs of its campers in a challenging yet safe, natural environment.

History

Prior to the development of a camp, our property was used at one time as a resort, as well as a Ranger Station. Ranger was founded in 1952 with desire to proclaim the gospel of Jesus Christ more clearly to more people. There has always been a genuine desire to impact the surrounding communities and to work alongside our local churches. Our primary focus continues to be on the children and youth of Saskatoon, the Battlefords, Rosetown and surrounding areas.

Location

Ranger Lake Bible Camp is located in the center of Lizard Lake Community Pasture. We own 392 acres of land and lease approximately 250 acres, which includes our own private lake. We are approximately 50 km northeast of Biggar, SK, or 70 km south of the Battlefords; or 115 km northwest of Saskatoon.

Associations

- CSSM Ministries
- Accredited member of the SCA (Saskatchewan Camping Association)

Finances

Ranger Lake Bible Camp is a non-profit organization that relies on camper fees and individual donors to operate its facilities and programs. Donations are receipted for tax purposes to both individuals and corporations who support this ministry. Ranger also relies on their full-time staff to raise some financial support towards their own salaries.

Doctrinal Statement

We believe in...

...the Divine inspiration and consequent authority of the Scriptures of the Old and New Testaments. By the term "divine inspiration" we mean the truthfulness and authority of both the Old and New Testament Scriptures in their entirety as the only written Word of God, without error in all that it affirms in the original manuscripts and the only infallible rule of faith and practice.

...the doctrine of the Trinity, of God revealed as Father, Son, and Holy Spirit, Creator of all things, infinitely perfect.

...the deity of our Lord Jesus Christ, His miraculous conception, humanity, miracles, bodily

resurrection, ascension and return.

...the personality of the Holy Spirit whose ministry is to glorify the Lord Jesus Christ and during this age to convict men, regenerate the believing sinner, indwell, guide, instruct and empower the believer for godly living and service.

...the total depravity of man who was created in the image of God, that he sinned and thereby incurred not only physical death but also spiritual death; and that all human beings are born with a sinful nature and are incapable of pleasing God, and in the case of those who reach moral responsibility become culpable sinners, utterly lost, and only through being born again through faith in our Lord Jesus Christ, in whom we have redemption through His blood, can salvation and spiritual life be obtained.

...the resurrection of the body, eternal life of the saved, the eternal punishment of the lost; after death all men continue in conscious existence, the believers being "absent from the body but present with the Lord," the lost in everlasting conscious torment.

...the personality of Satan as a created being and an adversary of God.

Core Values

1. *Bible Centered Preaching and Teaching* – We believe God's Word is the absolute source of truth for our world and we will be faithful in preaching and teaching God's Word.
2. *Intercessory Prayer* – We recognize our total dependency upon God and faithfully seek His anointing in all ministry initiatives.
3. *Responsible Evangelism* – We strive to communicate the truth of God's salvation message through whatever means possible.
4. *Growing Christians (Discipleship)* – We strive to develop fully devoted followers of Jesus Christ, capable and intentional in reproducing fully devoted followers of Jesus Christ.
5. *Significance of the Local Church* – We believe God has ordained the church as his primary vehicle in reaching the world for Christ. We will serve the ministry of the church, seeking to support them and exist as an extension of their ministry.
6. *Strong Functional Families* – We believe God constituted the family unit and as such we will seek to serve and support the family, seeking to achieve maximum health.
7. *Godly Servant Leadership* – We are dedicated to modeling an authentic, Christ like example in all things.

Goals

1. To seek God's wisdom and direction in all areas: staffing, program and facilities.
2. To give clear presentations of the gospel with both our words and actions.
3. To encourage spiritual growth in the lives of our staff and campers.
4. To run a program with biblical content, mature staff, and fun activities.
5. To promote safety in all areas.
6. To have campers experience and appreciate the fullness of God's creation.
7. To follow-up our campers and staff responsibly.

THE BOARD OF DIRECTORS

Ranger Lake's Board of Directors set policies and makes decisions regarding the operation and vision of the camp. The Board is made up of nine elected voting members (chairman, vice chairman, treasurer, secretary, and five members at large). Non-voting members include the Executive Director.

STAFF

Year-round Staff Members: Executive Director, Site Manager, Creative Director and Assistant Director

Seasonal Paid Staff Members: JC/Chapel Director, Program Director Secretary, LIT Director, Head Lifeguard, Riding Director, Cabin Leaders, Head Cook, Site Manager's Assistant, DIRT Camp Director, Nurse and Camp Speaker

Volunteer Staff Members: Jr. Cabin Leaders, LIT's, Wranglers, and Assistant Lifeguards, Maintenance help, Kitchen help, and Camp Grandparents

Qualifications and Responsibilities – For more detailed Job Descriptions contact the Executive Director at info@rlbc.ca. We have only listed the information on the position that are most commonly requested.

Cabin Leaders must be individuals who have a strong commitment to God and are experiencing growth in their faith. They must be actively involved in a church. Cabin Leaders should be High School graduates; preference is given to those who have been out of High School for at least one year. *Cabin Leaders* will care for a group of 10 campers in their cabin each week. They will work with, encourage and train their Jr. Cabin Leader (who will change from week to week); they will also teach various skills and participate with their campers in all areas of the program.

Jr. Cabin Leaders (JC) must be individuals who have a strong commitment to God and are experiencing growth in their faith. They should be actively involved in a church youth group. Jr. Cabin Leaders should, at least, be going into grade eleven the fall after they work at camp. Occasionally someone with Cabin Leader qualifications will serve as a JC because the senior positions have all been filled. *Jr. Cabin Leaders* will assist Cabin Leaders in caring for a group of 10 campers each week. They will also help various Cabin Leaders lead skill periods and participate with their campers in all areas of the program.

Leaders In Training (LITs) must be individuals who have a desire to grow spiritually. They should, at least, be going into grade nine the fall after they work at camp. They must be ready for long hours of manual labor. They should attend one of our Teen Camps, if possible. *LIT*'s will be trained by the LIT Director while participating in Bible Studies, group discussions, doing dishes, cleaning and various work projects. They will also have the opportunity to be a part of a cabin at meal times, on camp-outs nights, and they will assist at one skill per day. Yes, they do get some free time as well.

Wranglers must be individuals who have a desire to grow spiritually. They should at least be going into grade ten the fall after they work at camp. They must be familiar and comfortable working with horses and ready for long hours of manual labor. They should attend our Riding Camp, if possible. *Wranglers* will help run our riding program. They will take directions from the Riding Director. When not at the barn they will participate in other parts of the program.

CAMPERS

Numbers

Each week we have approximately 90-110 campers on main campsite. On average 50% of our campers come from non-churchgoing families. About 40% of our campers come from Saskatoon and the Battlefords, and the rest come from small town Saskatchewan. They are divided into cabin groups according to sex, age, and groups of friends.

We also run off-site camps which have around 20 campers a week: D.I.R.T. Camp (a boys-only paintball camp) and Scope Camp (a girls-only paintball camp). The staff and campers from these camps have little to no interaction with other staff and campers.

Please make every effort to learn the names of all your campers before your first meal with them is over. Each camper is important and we want him or her to know that they are cared for; this starts with knowing his or her name.

Discipline

As a camper learns to relate to the people around them they are inclined to feel out the restrictions and boundaries placed on them. Many campers come to camp and live outside the boundaries they are used to from home or school. These boundaries may be very loose or very tight or anywhere in between, depending on the camper. Some will always push the boundaries to see if they will be enforced. Discipline is a means of enforcing boundaries, both for the smooth operation of the camp as well as for the security of the individual within them. In order for someone to respond positively to discipline, they must know that we love them more than our rules. The form of discipline used must also be appropriate. It is not appropriate to physically discipline at Ranger Lake. It is not appropriate to discipline if you are angry. Therefore, if you are angry or ill tempered with a given situation, handle the immediate situation and enforce the discipline after you are in control of your emotions. When a problem persists, bring it to the attention of the Director. Junior Staff and volunteers are to leave discipline to senior staff members.

SCHEDULE

Registration Day

It is important to be at the camp shortly after 2:30 pm so that you can get settled into your cabin and be on time for a 3 pm staff meeting in the Chapel where we will refocus, go over the game plan for the week, introduce new staff, and pray. We will break from staff meeting at 3:30 pm and make the final preparations for starting registration at 4 pm. By 3:50 pm everyone should be in position to start registration. Cabin Leaders should be in their cabins with both feet on the floor ready to greet their campers and parents. Supper will be served at 6 pm followed by the regular evening schedule.

Closing Day

On closing day we will run the regular daily schedule. Parents will start arriving at 6:30 pm and we will begin our closing program at 6:45 pm. The closing program will end at 7:15 pm and a snack with coffee and juice will be served. The Tuck Shop will also be open. The staff is to continue hanging out with their campers and visiting with the parents until all their campers have

left. Finish the week strong; avoid visiting with other staff members until all campers have left. Jr. Staff may need to leave at this point but the senior staff must participate in a cleanup of the camp. Senior Staff's camper evaluations must be completed before beginning your time off. Any Jr. Staff that can help with the clean up would be much appreciated. If everything goes well time off should begin by 8:15 pm.

Daily Schedule

This is the typical schedule that we run for our junior camps – Jr. Teen and Teen camps are slightly different.

7:15 am *Staff Meeting* – A time of encouragement, prayer, and announcements for the day.

8:00 am *Breakfast*

8:45 am *Cabin Clean-up* – The cabin will be evaluated on its cleanliness during chapel.

9:15 am *Chapel* – This will be a short 25 min chapel which will include a couple songs and an introduction of the topic of the today via video clip and/or Bible story.

9:45 am *Small Group Discussion* – Cabin groups will find a spot where they can work through some questions on a talk sheet.

10:15 am *Skill #1* – Each cabin leader will teach three skills and have one off each day.

11:15 am *Skill #2*

12:15 pm *Lunch*

1:00 pm *Siesta* – Everyone goes back to their cabins for a rest.

1:30 pm *Skill #3*

2:30 pm *Tuck* – The Tuck Shop is open for about 45 minutes for campers and staff to purchase a drink and/or something sweet.

3:15 pm *Skill #4*

4:15 pm *Free time* – Do not let the words “free time” deceive you. This is free time for the campers. Staff are expected to use this time to visit one on one with their campers or to do something with their cabin. Whatever you do, please make sure you are with campers.

5:30 pm *Supper*

6:30 pm *Rush Hour* – The time formerly known as Wide Games

8:00 pm *Chapel* – This chapel will include singing, question of the day video, drama, a testimony, and message from our speaker.

9:15 pm *Snack*

9:45 pm *Cabin Devotions* – Everyone is back in their cabins. The Cabin Leader will tell a Bible story and lead a discussion on it before going to sleep.

10:30 pm *Lights out* – See you in the morning.

PREPARING FOR CAMP

What to Bring

- Bible, pen, and paper
- Devotional material and books for your own personal growth (effective staff are growing)
- Sleeping bag and pillow
- Warm clothes for cool nights
- Bathing Suit (girls, no two-pieces please)
- Flashlight
- Bug spray and Sunscreen
- Dress up clothes

- Rain gear
- Money for Tuck Shop
- Tooth Brush and other toiletries
- Towels
- Hat
- Camera
- Guitar or other musical instruments

What to Leave at Home

- Stereo
- Computer
- Immodest clothing
- Expensive toys and clothes
- Cell Phones

*You may bring an mp3 player but may only listen to it during your skill off in your cabin or in the staff lounge. Please, only bring God-honouring music!

What to do before coming to camp

- Maintain a healthy devotional life and pray for your future campers and for staff unity
- Read through the Code of Conduct and be prepared to sign it when you get to camp
- Ask some people to pray for you while you are at camp
- Prepare your testimony
- Complete any assignments that have been assigned by the Director (which will be sent via email).

Prayer Partners

We believe in the power of prayer! Senior Staff are required to submit a list of the names, addresses and phone numbers of 5 people who have committed to pray for you each day while you are at camp. You will be responsible to call or write each of them two times during your camp employment to update them on your prayer requests. If you are unable to find 5 committed prayer partners, please contact us and we will do our best to assist you with your prayer team. We feel this is essential if we expect to see God significantly impact our campers. Please mail this prayer partner list to the CSSM Provincial Office before June 15th. They will contact your partners to remind them of their commitment to pray for you. CSSM/SK, Box 60, Caronport, SK, S0H 0S0.

Sharing Your Testimony

One of the most powerful stories that you can share with someone is your testimony – what God has done and what God is doing in your life. Senior Staff must come to staff training prepared to share a 4-6 minute testimony. As you prepare your testimony, consider how you can use your testimony to show campers the attributes of God (ie: God is loving, or faithful, or merciful, or our Father, etc). In the end the focus of a testimony needs to be on God. Please make every effort to stay away from confusing language when sharing your testimony (ie: Sanctification, “I asked Jesus into my heart,” washed in the blood of the Lamb, etc.).

Leading a Camper to Christ

God is going to use you in many different ways this summer – in ways that you may never have been used before and perhaps ways that you never have dreamed of being used. One the greatest privileges that we can experience in our lives, next to our own conversion, is the opportunity to lead someone else to Christ. The campers will be exposed to the gospel many times during their week at camp, both in the Chapel and through spending time with you. We want our salvation message to be presented clearly and consistently, in both our words and actions.

- We do not want to pressure the campers into making a decision: “You had better decide tonight because you do not know what is going to happen tomorrow.”

- We do not want to scare them into making a decision. “If you do not become a Christian, you are going to hell.”

- The uncertainty of life and the reality of hell are both true, but we do not want them to be the focus of our gospel presentation. We want to focus the camper’s attention on God’s love for him as shown in Jesus Christ’s death and resurrection and on the reality that if he will trust Christ for his salvation he can have a meaningful life today (though not easy) and look forward to an incredible future tomorrow.

- Salvation is not a formula or a magical prayer that we pray. We have been saved by grace through faith (Eph. 2:8-9). It is important to confess with our mouth Jesus as Lord, but it is also important that a camper believes in his heart (Romans 10:9-10). This does not happen by repeating a prayer. It happens when a camper meets Jesus. Often by seeing Him in the life of his Cabin Leader or another staff member, or through hearing about Him in chapel, a camper can have an experience with Jesus.

FOLLOW-UP

Follow-up is an extremely important part of camp ministry. God has not only called us to proclaim the Gospel, but more specifically He has called us to make DISCIPLES (Mt 28:19-20). It is our desire to encourage our staff and campers in a life-long relationship with Christ. We do not have the means to disciple all our staff and campers year round, but we do not want that to stop us from discipling some of them. It is our desire to see our staff and campers persevere in their faith by helping them connect with a church, a youth group, more ministry opportunities, and other believers, who can help them continue to grow. If our staff and campers are not moving closer to God during the school year, they are moving further away. Making disciples is not a one-week event; it is an on going process.

Our emphasis is on following up Jr. Teen aged campers. This is a critical age of transition in many kids’ lives. Unfortunately it is often the age where many poor decisions are made with regards to friends, sex, smoking, alcohol, drugs, and crime. We want to help some of our campers through these difficult years; help them set goals, encourage them to stay committed to a lifestyle that honors God, and above all to keep directing their focus to Jesus. We will give you more details about what part you can plan during staff training.

Camper Evaluation Forms

In order for us to effectively connect our campers with churches and youth groups, it is important that the camper evaluation forms are filled out properly by the Cabin Leaders at the end of each week. This way we will know which campers need to be connected with a church/youth group/kids club.

Staying in Contact with Campers

As mentioned before we do not have the means to disciple all our staff and campers during the school year, nor are you able to do that for all of the campers that will stay with you over the course of the summer. Jesus focused on twelve men, three with which He spent a lot of time – Peter, James, and John. Please be praying throughout the summer that God would lay on your heart the campers that He wants you to keep in regular contact with during the school year. Who are your disciples going to be? A year from now campers will probably not remember any of the devotions you taught them in the cabin, but they will never forget the counselor who cared enough to call and take them out for a Coke. Also, be aware that you will bump into campers from time to time outside of camp (in malls, at movies, etc.). Please make every effort to talk with them when you see them. Ignoring them will damage any sort of influence that you had on them during the summer months.

RULES TO REMEMBER

Respect

In everything you do: Respect God, respect others, and respect yourself.

No Pranks

Pranks can be fun, but often they can be hurtful, especially as they become more frequent. As they become more frequent in a camp setting they also tend to become a distraction that takes our attention off our campers. Often pranks can end up being a curse. If you have creative energy, please use it to surprise someone with a blessing, instead of a curse.

Stay in your cabins after lights out

This applies to campers and staff. A good night's sleep is important. We need to be able to account for everyone's whereabouts.

COMMON QUESTIONS

What happens on the day off?

Please read the information on the closing day. The day off starts *after* the campers leave and the clean up and camper evaluations are completed. It is a time for the staff to go home for a break or to stay at the camp to relax. Occasionally we will have a staff campfire on the Friday night. Curfew for Friday night is 1:00 am - whether you are on or off the camp property. Saturday's curfew is 11:00 pm – whether you are on or off the camp property. Everyone is expected to attend church on Sunday morning. Please make sure you are back at the camp around 2:30 pm on Sunday, so that you can get settled back into your cabin and be on time for the staff meeting.

Why are there curfews on our days off?

It is our goal to help our staff maintain their health and enthusiasm throughout the summer, thus giving all of our campers an incredible camp experience. In order to achieve this we are giving our staff one full day off between camps. This day off needs to be used responsibly if we are going to experience increasing levels of success in our camping program. Curfews give a consistent expectation for the whole staff to follow. It also makes it easier for us to make the

right decision when it starts to get late.

Who can stay at camp on the day off?

Only Senior Staff members can stay at camp for the day off. Any exceptions (which are not often made) must be cleared through the Director.

When and where can I do my laundry?

There is a laundry facility in the main washroom building where staff can do laundry. When you put a load of laundry in a washer, make sure that you will be able to return in the next half hour so you can transfer it to the dryer. If you find another staff's laundry in a washer, place it on top of one of the driers. Do not assume that they want all their laundry to go in a dryer. There will be extra soap in the laundry room, but it is preferable if you bring your own. Leave your white clothing at home. The water that goes into our washing machine is still hard water.

What skills will I teach?

Each Cabin Leader will teach three skills and take one off each day. The skills that you teach will vary from week to week, unless you have been trained at the climbing wall, pool, or barn. You may teach three different skills in a day, but you will teach them at the same time with the same group of kids for the whole week. Jr. Cabin Leaders will assist a variety of different Cabin Leaders in a variety of different skills each week.

To what address can family/friends send mail?

Attention: Your name
Ranger Lake Bible Camp
315 Lenore Drive
Saskatoon, SK S7K 7Z5

What is the policy for staff member phone calls?

Staff members are to make their phone calls from the office phone. Please use a calling card or call collect. If necessary make a 10 second phone call and get the person you are calling to call you back at the camp - (306) 937-3560. Phone calls should be limited to 10 minutes; there is only one phone line and 150 people at camp during the week.

What is the policy for camper phone calls?

Campers are only allowed to use the phone with the Director's permission. Homesick campers often feel more homesick after calling home, so do not encourage them to call home.

Can I receive email at camp?

You will not be able to check your personal email on the camp computer. People can email you at info@rlbc.ca and the office staff will print it and put it in your mailbox in the staff lounge.

Can I bring my stereo to camp?

You may bring a small stereo to camp for the purpose of bedtime stories or music that pertains to devotions, but do not bring a large and/or expensive stereo. We do not want to run the risk of one of your many roommates damaging an expensive stereo. Music will be used from time to time as part of the program, but that will be left to the discretion of the Program Director. When not

using your stereo we recommend unplugging it so as to protect it from any power surges.

What is the deal with the Code of Conduct?

It is important that consistency is modeled in the lives of the people who are part of the ministry at RLBC. The Code of Conduct is a standard that everyone is asked to adhere to so that we can stay above reproach in the eyes of the people we are serving. Board Members and full-time staff sign the Code of Conduct every year and the summer staff signs it prior to beginning their work at camp.

When can visitors come to camp?

Visitors can come to camp, but it is preferable if their visits are not long or frequent. All visitors must be coordinated and pre-approved by the Director. If a friend or family member is interested in a longer visit, ask them if they would consider coming to camp as a volunteer (instead of a visitor) for a couple days or a week. When a visitor arrives at camp (while campers are at camp), they must immediately sign in at the office and put on a visitor name tag. This is part of our child and youth protection policy.