



**Camp Witness
Bible Conference
Association**

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director@campwitness.org

STAFF CODE OF CONDUCT

Camp Witness staff members represent Jesus Christ wherever they go. The testimony of our staff should be reflected in all aspects of life, including but not limited to matters of faith, conduct and appearance. Staff members are an example to campers and others concerning the character of the camp's ministry and therefore staff members should endeavor to never exhibit any action or conduct that would result in the need for an apology.

Camp Witness staff members are expected to have: a strong desire to share Christ with campers; a growing relationship with Jesus Christ; a lifestyle that exemplifies the Fruit of the Spirit; an attitude of respect for Camp Witness rules and authority; and a "team player" attitude. Our staff members are chosen for their love for youth camping ministry and will be expected to put the needs of the campers first. All staff will attest to and remain in agreement with the Camp Witness Doctrinal Statement and Purpose Statement.

1. **PERSONAL DISCIPLINE** – Christian maturity and growth do not happen by themselves. Each staff member will be expected to set and maintain personal growth goals for Bible study and prayer life. The Program Director may from time to time check-in with staff on their spiritual walk.
2. **CONDUCT** – We expect the conduct of all our summer staff to be consistent with the Christian faith and ethics (selfishness and bad attitudes are not allowed). Conduct, which is immoral, illegal, or persistently contrary to the policies, procedures, and tradition of Camp Witness, may result in dismissal from the staff. Possession or use of alcohol, tobacco, and illegal drugs will not be tolerated. Likewise, abuse of prescription drugs is not permitted. Camp Witness is committed to co-operate with law enforcement in any activity that is illegal. Possession or use of fireworks on camp property is not permitted. Personal firearms are not allowed unless approved by the Director. Proper training and permits are required. The Director must be aware of and approve any knife. To be approved, the knife must be less than 4", must not be a fixed blade, switch blade or butterfly knife. All other weapons are prohibited without approval by the Director. Destroying of camp property will not be tolerated. Any damage to property, accidental or intentional, will be subject to repair or paying for said damage. Foul language or obscene gestures will not be permitted. Staff will enforce the Camper Code of Conduct.
3. **PERSONAL GROOMING** – You, as a staff member, are to set an example for the campers. Modest dress is expected and required of all staff. No undergarments should be visible. Clothing with logos, words, or pictures should reflect well on the camp and should not be offensive. Dress indicative of gang participation will not be allowed. Swimsuits must be modest and non-revealing. Swimwear should be reserved for water related activities. If water activities are co-ed, t-shirt covering may be required. Regular hygiene will be maintained. In general, shoes are required for staff at all times other than swim time/showering. Water shoes are strongly recommended for swim time. All staff, will wash your hands after using the restroom.

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4. **CAMPER SAFETY** - As a staff member, your top priority is to the campers. At no time will any camp staff encourage or allow campers to take part in any activity that could endanger the camper's safety or health. This includes skits, activities and games that would increase the risk of transmission of a communicable disease or head lice. Likewise, staff will in no way harm others, whether through, harassment, physical force or verbal and mental abuse or neglect. The use of "boot camp" forms of discipline are not permitted.

If you become ill, vomiting, diarrhea or fever, staff are to report this illness as soon as is practical. Masks will be available in each cabin for anyone who is not well to wear. In the case where a camper or staff member vomits, it is imperative that all staff who are cleaning it up wear masks and that campers are removed from the area until the area is disinfected.

5. **POSITIVE RELATIONSHIPS** – As a staff member, your relationship priority is to build rapport and connect with the campers. Time spent apart from them is a neglect of your responsibility, unless you are on assigned duty or free time. Close bonds between staff members are natural but should always be secondary to camper needs. If a romantic relationship should develop, it should be brought to the attention of one of the administrative staff. Be honest and report this to the program director or the Director. If these relationships become a distraction to the others, corrective action will be taken. Counselors should never develop romantic relationships with campers. Relationships between lead staff and Jr. staff is not allowed as Jr. Staff are viewed as campers from time to time. Staff should not be alone with another staff member of the opposite in a secluded area. Likewise, displays of romantic affections (holding hands, kissing, backrubs, etc.) are not allowed. Even platonic physical contact with members of the opposite sex should not take place. Physical contact with members of the same sex (staff to staff, or staff to camper) should be limited to avoid the appearance unseemliness.
6. **SUPERVISION** – Follow through all task the supervisor has given.
7. **STAFF HOUSING** – To avoid any appearance of impropriety, male staff may not enter female staff housing, and female staff may not enter male staff housing without permission from the Director. The hospitality center should only be entered with permission of the staff living there. No co-ed sleepovers will be allowed anywhere at camp.

Cabins have been arranged in a manner that allows for the greatest visibility and therefore camper safety. **DO NOT** rearrange bunks or move furniture without permission. Chairs are to remain in the changing rooms. Do not leave chairs or camp property outside. Only one camper in a changing room at a time. Wrestling or aggressive physical horse play should not be allowed.

8. **ELECTRONIC EQUIPMENT** – Our campers are strongly discouraged from bringing any electronic equipment to camp. Use of cell phones or other internet cable devices is not permitted while "on duty." This includes sleep and rest times. Staff may use these items on time off, as long as they practice sensitivity to the convictions of others. Sensitivity to musical tastes and the convictions of others within earshot should be practiced. In general, laptops and personal computers are not allowed in the cabin unless you have prior consent from one of the administrative staff. Use of audio or video for cabin devotions must be approved by administrative staff. Emails may be received and limited access to Internet and outgoing emails will be allowed. Wireless access passwords and passphrases will not be given to campers. Likewise, staff who are campers some weeks and staff

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other weeks will willingly submit to camper rules on phone and computer usage during the weeks they are campers. Camp Witness reserves the right to monitor all Internet and email traffic, therefore all network/internet/email traffic which travels on Camp Witness systems is not to be considered private. As such, any activity that takes place on the Camp Witness systems that is deemed to be illegal will result in termination and cooperation with legal authorities.

9. **SOCIAL NETWORKING** – Staff should show great restraint concerning posting to social networking sites such as Facebook, Twitter, Snapchat or other social networking sites. For safety reasons and to minimize distractions, please show restraint in using these sites to announce specific times when you will be present at camp. Likewise, please make sure that all posts after the camp season reflect well on the camp and the Savior we serve. Please respect any request by the Camp Director to remove posts, pictures or video that might be perceived as detrimental to the reputation of camp.
10. **PROMPTNESS** – It is expected of all staff members to be on time to meals, meetings, and program assignments.
11. **PRANKING AND CABIN CREATIVITY** – Camp Witness has a No Prank Policy. Pranking of other staff, campers or cabins is not permitted. What seems innocent and funny can quickly become hurtful and damaging to camp relationships. Staff are to help campers achieve cabin creativity that is in good taste and appropriate for a Christian camp setting. NO people, either campers or staff can be used as part of cabin creativity.
12. **FOOD/KITCHEN** – The kitchen, walk-in cooler and freezer are restricted access areas. Staff shall refrain from congregating in the kitchen area and are only allowed in the area when they are asked to assist or accompanying campers on dish duty. This includes times when there are no camps in session. Use of the main kitchen and kitchen equipment are only permitted with permission from the director or cooks. Refrigerators and cooking equipment in the old kitchen are available to the staff. Staff who are campers for the week, do not retain this privilege. Leftovers that are available for weekend consumption will be designated. Before using other food stuffs for weekend meals, please get permission from the head cook. Do not eat food that is not yours. EVER. In the case where camp is providing meals during non-camp times, please participate in meals you have committed to be at.

When working in the kitchen, all staff will take direction from the head cook and/or director. You will always wash your hands prior to serving food and wear one time use gloves. All campers and staff who are putting dishes away after they have been washed and sanitized will wash your hands prior to putting away dishes or stacking dishes to dry on the racks.

13. Use of personal vehicles during the camp week is not allowed unless approved by the Director or Program Director. Facilities Director and other long term staff are exempt. Use of ATV's is not allowed without permission of the Director or Program Director. If you are asked to use a personal vehicle for camp use, you may be asked to submit to a further background check. Mileage will be reimbursed.
14. **PRIVACY/CONFIDENTIALITY**. Confidentiality will be maintained for all personal matters disclosed by campers to staff. Staff members are encouraged to discuss matters with the Director or Program Director if you are unsure of how to deal with a specific situation or revelation. Before discussing these personal matters with parents, permission shall be

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requested from the young person who has shared. The young person's privacy will be maintained except in the following situations:

A. If the staff/Director/Assistant Director/Program Director believes the young person is an imminent danger to themselves or others.

B. If evidence of abuse is present that has not been previously investigated/prosecuted by authorities, proper authorities will be contacted. Parents may be contacted, depending on the origin of the abuse.

15. SEXUAL PURITY – All Staff members are expected to adhere to sexual purity as defined in the camp Doctrinal Statement. Temptation is not sin, but all staff must be committed to Biblical sexual purity and living a life that resists any expression of sexual intimacy that is outside the bounds of marriage between a man and a woman.

16. ARBITRATION - In order to maintain a proper Christian witness to others, **a Biblically based dispute resolution process will be the means to settle conflicts and disputes. By signing this Staff Code of Conduct, the signer(s) agree that they waive their right to use the court system to settle issues of dispute and will instead use conciliation, mediation, and arbitration, as necessary, and will abide by any decision of the arbitration process. The arbitration process will follow the Guidelines for Christian Conciliation as outlined by The Institute for Christian Conciliation at <http://peacemaker.net/rules-of-procedure/>. The court system will only be used to enforce decisions of the arbitration process. Interpretation and jurisdiction of these terms is under Nebraska law.**

17. AT WILL EMPLOYMENT - Nebraska is an “employment at will” state. As such, employment may be terminated at any time, for any reason that is not prohibited by law. Although in general employee/camp conflicts will be resolved and the employee retained, camp does reserve the right to terminate employment if it is determined to be in the best interest of Camp Witness or the individual.

I agree to abide and follow the above code of conduct and understand that failure to do so either willfully or by omission can result in disciplinary action, up to and including dismissal from camp service.

Printed Name of staff applicant: _____

Signature _____ Date _____

If staff applicant is less than 18, signature of parent is required.

Printed name of parent or guardian: _____

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Signature _____ Date _____

director@campwitness.org www.campwitness.org

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