

## Policy, Procedure and Dean's Manual



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# SMCC Policy and Procedure Manual

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Dear Fellow Servant of the Lord Jesus Christ,

We thank you for your willingness to serve the Lord and the campers at Smoky Mountain Christian Camp. The quality of our ministry depends on our imitation of Christ's humble servant heart (Phil. 2:1-11). Pray with us that our service will produce eternal results through the lives of the young people who come to SMCC (1 Cor. 3:10-17).

This handbook is presented to you for the purpose of helping you to understand the organization of Smoky Mountain Christian Camp, the responsibilities of camp personnel, and the policies for the everyday running of camp. If you have any questions, please call the Camp at 423-261-2197.

A week of camp can have more impact in the life of a young person than an entire year of faithful church attendance. As faculty and staff at SMCC, we must be unified and supportive of each other for God to work freely. God will supply if we commit to being his channel of blessing.

Please pray regularly and fervently for the week of camp in which you will be involved. Ask God to guide the dean, to prepare you for the week, and to speak to every camper, that He might be glorified by everything in the week of camp.

In His Service,

Billy Clark, Camp Manager

SMCC Executive Board

## Mission Statement

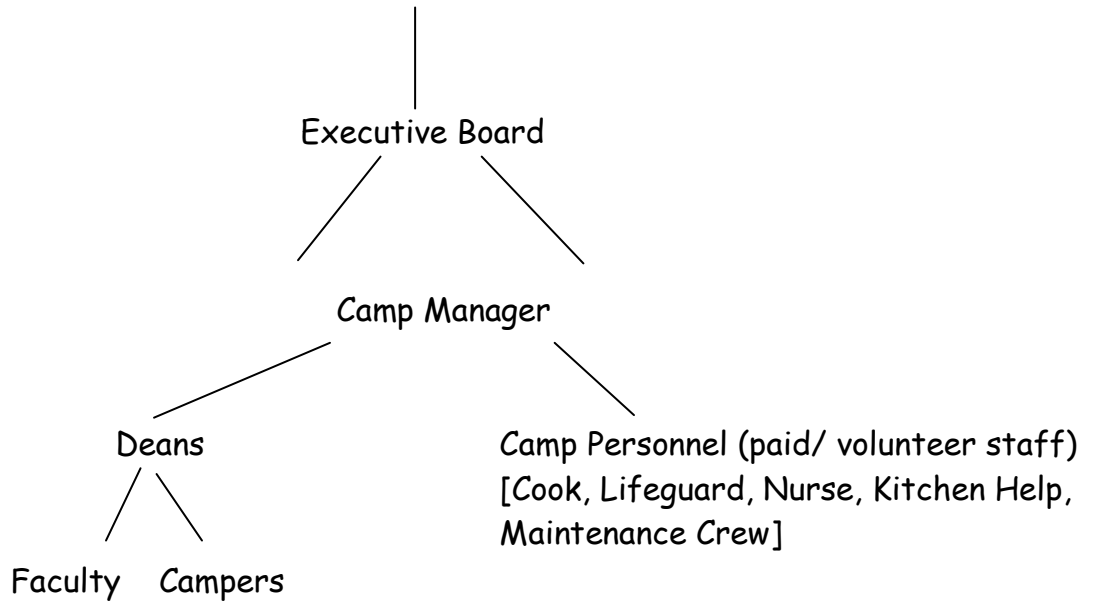
The mission of Smoky Mountain Christian Camp is to provide a venue for Christian ministry through:

- Retreat and reflection
- Benevolent activities
- Education, including:
  - ◇ Evangelism - a presentation of the plan of salvation to non-Christians, through:
    - A clear proclamation of the gospel
    - A consistent invitation to obey the gospel through:
      - ✓ Faith in Christ
      - ✓ Repentance from sin
      - ✓ Confession of Christ
      - ✓ Baptism
        - ❖ by immersion
        - ❖ of confessed, repentant believers
        - ❖ for the remission of sins
        - ❖ for the gift of the Holy Spirit
        - ❖ Discipleship - instruction for Christians in living the Christian life, including:
          - ✓ Christian doctrines
          - ✓ Christian practices
          - ✓ Christian standards.
  - ◇ Advocacy - promotion, particularly to church leaders, of the restoration of New Testament Christianity, based on
    - the Bible as the only divine authority for doctrine, ordinance, and practice
    - a program of simple obedience to the gospel
    - a plea for Christian unity
    - testimony of lives that bear the fruits of righteousness.

All this to the glory of God and the advancement of His kingdom in accordance with His Word.

# Smoky Mountain Christian Camp Organizational Structure

General Board of Supporting Church Representatives



## **SMCC Camp Personnel Position Descriptions**

### **Camp Managers**

1. Supervise the physical appearance of the campground. .
2. See that repairs are made to property as needed or authorized by the governing body.
3. See that supplies for cleanup and sanitation are kept on hand.
4. Over see disposal of trash.
5. Inspect and approve cleanup by campers prior to their dismissal.
6. Oversee the transition between the weeks of camp.
7. Hire cooks and work closely with them to supervise kitchen operation.
8. Hire and supervise lifeguard, maintenance assistant, kitchen staff, and wilderness staff.
9. Work closely with staff and faculty for wilderness weeks of camp.

### **Office Manager (Secretary)**

1. Receive and process registration and fees.

### **Cook**

1. Plan and implement menu.
2. Be responsible for cleanliness of the dining area and the kitchen.
3. Help supervise the kitchen volunteers.
4. Help maintain the proper relationship between the crew and the campers/faculty.

### **Kitchen Volunteers**

1. Be responsible to the manager, office manager, dean and cook. Participate in the schedule set by the cook or manager, unless illness prevents.
2. Be responsible in meal preparation, kitchen and dining room cleanup, washing dishes, and other duties needed for operation of camp facility.
3. Kitchen Staff are required to stay on the campgrounds unless permission is given to you by the camp manager.
4. Kitchen Staff will be housed separate from campers when possible. Staff quarters are off limits to campers. Be respectful of fellow workers. Illness or injury must be reported to the camp nurse immediately.
5. All camper rules apply to kitchen staff.

### **Lifeguard**

1. The lifeguard must be mature enough to be the master of the situation and steadfast in enforcing the rules, and must be tactful in handling disciplinary problems. He or she must use self-restraint in temper and manner.

2. Oversee all swimming activities. Limit their own participation in swimming, conversation or other activities while on duty.
3. Have uncooperative campers leave the swimming area and report all disciplinary problems to the dean.
4. Review regularly and practice lifesaving and first aid skills.
5. Be responsible to the manager and deans. The lifeguard is required to abide by the schedules set by the manager and deans, unless illness prevents.
6. The lifeguard will be housed in separate quarters with the work crew when possible. Staff quarters are off limits to the campers. Be respectful of fellow workers.
7. You may be asked to help out in the kitchen when needed. When you are not lifeguarding ask the cook if there is anything you can do to help. This will help keep things running smoothly.

**Nurse: there are 3 nurses living on camp grounds who can be contacted (Scott and Rachel Williams at 261-2904 and Debbie Clark at 261-2329) but each dean needs to bring their own nurse who at minimum is a first responder.**

1. Administer and log all medications given to campers and staff. The Nurse must be given all prescriptions and medications brought to camp, to be locked up for safekeeping and administering.
2. Be alert to all general health condition of the campers and staff (respiration problems, sore throats, skin disorders, etc.).
3. Review medical forms of all campers and staff.
4. Inform the camp dean of special camper health conditions that would affect the program for that camper.
5. Inform the camp manager, office manager, and the dean of serious illness or injury requiring the care of a physician.
6. Be responsible for alerting a medical facility of the transporting of illness or injured campers or staff. Send a copy of the campers signed medical release and an insurance form from the camp.
7. Isolate and supervise any person with suspected communicable disease.
8. Give a list of any supplies needed to the office manager.

### **Deans**

1. Work closely with your staff, faculty, and helpers.
2. Plan the program, schedule, and staffing for your week of camp,
3. Get a copy of the Deans Handbook and follow the directions contained within.

## **Sponsors**

1. Must be responsible to the deans, work with him/her and the camp staff to see that the mission of the camp is carried out properly. Supervise the campers at all times.
2. Oversee the daily cleanup of the dorms and campgrounds.
3. Be present and actively engaged at all camp activities.
4. Report any sickness or injury to the nurse and dean.

## **Camp Personnel and Emergency Services Contact Information**

### **Camp Personnel**

Managers - Billy Clark Home: 423-261-2197

Bill Clark Home: 423-261-2329

Secretary- Jennifer Clark

Camp Cook- Christana Tucker

### **Emergency Services**

Ambulance - 911

Call either manager above

**Call any of the 3 nurses living on camp ground** (Scott and Rachel Williams at 261-2904 and Debbie Clark at 261-2329)

## **Camp Rules**

1. Participate in all activities unless the Camp Nurse says you can't.
2. Stay on the campgrounds for the duration of camp.
3. After lights out, stay in the dorms until morning. Campers should not leave the dorm without permission from a dorm parent.
4. Don't take food or drink into the dorms. This will help keep bugs, rodents, and snakes outside where they belong.
5. **Turn in all medications to the Camp Nurse when you arrive (even sponsors)**—the Camp Nurse must dispense all medications. Report all illnesses and injuries to the Camp Nurse immediately.
6. Behave yourself—don't use tobacco or intoxicants (legal or otherwise) while at camp. Don't use profane language. No fighting. Etc.
7. Dress in keeping with the highest Christian standards while at camp. Show modesty in your choice of clothing.
8. Wear proper footwear. This will help you avoid snakebites and other foolish injuries.

9. Don't bring lighters, explosives, or weapons of any kind to camp.
10. Visitors are welcome at camp. However, all visitors must register their visit with the Camp Manager or Nurse, and must agree to abide by the camp rules.
11. Any camper who is unwilling to abide by these camp rules may be sent home.

What to bring to camp?

Clothing suitable for camp and weather, swimsuit, bedding, towels, bag for dirty clothes, soap and toiletries, money for missions offering and canteen, Bible, paper, pen or pencil, camera, any needed medication

## SMCC Policies and Procedures

### Registration

#### Faculty

The dean is allowed 15 "free" registrations for faculty. These registrations can be used for speakers, worship leaders, sponsors, and the like. The dean is responsible for obtaining registration forms from these workers and for notifying Jenni Clark that they are "free."

#### Sponsors

Each dean should send an appropriate number of sponsors. Sponsors should not be younger than sixteen years old and should be at least three years older than the students at camp. Sponsors are to stay on the campus unless the dean allows them to leave. Sponsors are at camp for the benefit of the campers. Sponsors should be actively engaged in camp activities. The dean is responsible for informing the faculty of their roles and responsibilities. There must be at least two sponsors in each dorm every night. The dean will set a curfew for teenage sponsors, 16 years of age and older. **Each sponsor, 18 years and older, must sign a form to allow for a background check and fill out a registration form. There will be no exceptions.**

#### Baptisms and Decisions

If decisions for Christ are made, it is important to document them. A documentation form is included in the forms section of this book. Baptisms of students may not be performed without parental approval. Some parents may desire that the baptism be performed at the

student's home church, some may desire to be present at the camp to witness the baptism, and others may refuse permission to baptize. Should a student request baptism, the person taking the student's confession **MUST** make certain that the student's legal guardian has been contacted and approval given **BEFORE AGREEING** to perform the baptism.

### **Phone**

The camp has only one phone line. This phone is for business and emergency use. Sponsors should limit personal phone calls on the camp phone. If a sponsor must use the camp phone for personal use, the sponsor should limit the call to four minutes.

### **Camper pick-up policy**

All campers are to stay on the campgrounds for the duration of camp. No student will be allowed to "come and go." If it is necessary for a student to leave early, care should be taken that the student is leaving with an approved person - talk to the camper's sponsor, check picture ID, and if the person picking up is not the child's legal guardian, check with the child's guardian. Dean must ask if anyone is going to have to leave early and if this is so must have an Early Release form filled out prior to coming to camp. (This form is in the deans handbook- just make copies )

### **Evaluation Forms**

Evaluations help make camp better each year. The dean should have the faculty complete an evaluation form at the end of camp.

### **End of Week Responsibilities**

Before leaving at the end of the week the dean must make sure that the camp is clean.

### **End of camp clean-up responsibilities**

**Cleaning supplies, brooms, mops, and trash bags are found in the kitchen.**

### **Chapel**

- Take out the trash
- Stack chairs neatly
- Turn off all sound and video equipment
- Sweep and mop floor

### **Dorms (cleaning supplies are between toilets and showers)**

- Scrub sinks, countertops, and toilets
- Clean mirrors
- Clean out shower stalls
- Sweep and mop floors
- Take out the trash
- Take all "forgotten" items from the dorm to the dining hall.

### **Dining Hall**

- Stack tables and chairs neatly to the side
- Sweep and mop floor
- Take out trash
- Set table and chairs back up.

### **Grounds**

- Canvas grounds and pick up trash
- Put all sports equipment in the sports shed
- Turn canoes over and put life jackets and paddles in the shed on the dock

### **Discipline**

The rules are designed for student safety and camp effectiveness. The dean is responsible for informing the faculty and students of the rules and for enforcing them. The rules can be found at the front of this book. Do not hesitate to enforce the rules. Remember that the dean sets the tone for a week of camp. Having an organized and disciplined camp will help to ensure the success of a week of camp.

When dealing with children, it is important to issue a warning before carrying out consequences. It is likewise important to have pre-determined consequences for infractions.

If a camper arrives at camp with an item prohibited by the camp rules, that item should be confiscated. For confiscated items of value, receipts should be given and such items should be kept in a safe place. If possible, the item should be turned over to the camper's sponsor who should lock it in his vehicle. In the event that the confiscated item is of a dangerous nature (a weapon or an explosive), the child's sponsor, the child's parents, the local authorities and camp manager must all be contacted. In the event that the confiscated

item is an illegal drug, a prescription drug being used illegally, or alcohol, contact the child's sponsor, the child's parents, and camp manager.

For minor rule infractions, follow the procedure described below:

- Level I - When a student is observed in a violation of the rules, a faculty member in the immediate area should issue a verbal warning to the student.
- Level II - If the camper persists, and the action merits, the dean will meet with the camper. The dean will issue a warning or restrict privileges at his discretion.
- Level III - If the camper persists, the dean may send the camper home.

Campers should be sent home only as a last resort. Remember to be firm but fair and always consistent. If the dean is unsure about a consequence he or she should contact the camp manager.

### **Accident and Illness**

1. Campers are to notify a faculty member in case of illness or accident and then proceed to the nurse.
2. In case of serious injury, someone is to be sent to bring the nurse to the victim. If a camper is to be transported to medical facilities, call the facility ahead of time stating the type of illness or injury.
  - a. Daytime - 253-6532, Chota Community Health Service, 412 Hunt St. Tellico
  - b. Nighttime - 213-8573, Sweetwater Hospital, 304 Wright St, Sweetwater
  - c. Ambulance (day or night) - 253-2220
  - d. Fire Department- 261-2424
3. When transporting campers to a medical facility, the parent should be informed and the signed medical release form must be carried along.

# **2009 Missions Report**

## **Week of Camp**

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Name of Mission

---

Contact Person

---

Address

---

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Amount collected \_\_\_\_\_

## Baptisms/Decisions Record

Name \_\_\_\_\_

Home Church \_\_\_\_\_

Decision Made

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Action taken

---

Name \_\_\_\_\_

Home Church \_\_\_\_\_

Decision Made

---

Action taken

---

Name \_\_\_\_\_

Home Church \_\_\_\_\_

Decision Made

---

Action taken

---

Name \_\_\_\_\_

Home Church \_\_\_\_\_

Decision Made

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Action taken

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# Smoky Mountain Christian Camp Faculty Evaluation Form

Signature: \_\_\_\_\_ (if you wish-It may help us to ask further on suggestions)

Thank you for your participation in the ministry of Smoky Mountain Christian Camp. Please take a few minutes to complete the following evaluation. Your thoughts are valuable to us as we continue to strive toward the goal of excellence.

Week of Camp (circle one) 1st and 2nd grade; 3<sup>rd</sup> and 4<sup>th</sup> grade; 1<sup>st</sup> 5<sup>th</sup> and 6<sup>th</sup> grade; 2<sup>nd</sup> 5<sup>th</sup> and 6<sup>th</sup> grade; Junior High 1; Junior High 2; High School; Teen Ministry

Worship: 10 9 8 7 6 5 4 3 2 1

Comments:

Recreation: 10 9 8 7 6 5 4 3 2 1

Comments:

Class Time: 10 9 8 7 6 5 4 3 2 1

Comments:

Schedule; 10 9 8 7 6 5 4 3 2 1

Comments:

Faculty: 10 9 8 7 6 5 4 3 2 1

Comments:

Meals: 10 9 8 7 6 5 4 3 2 1

Comments:

Facilities: 10 9 8 7 6 5 4 3 2 1

Comments:

What was the best thing about camp?

What was the thing you would most like to see changed next year?

Mark each category by circling a number. Circle "10" for excellent and "1" for poor.

Constructive criticism and comments are welcome.

## **Smoky Mountain Christian Camp Faculty Evaluation Form**

Signature: \_\_\_\_\_ (if you wish, it may help deans to ask more about suggestions)

Week of Camp (circle one) 1st and 2nd grade; 3rd and 4<sup>th</sup>; grade 1<sup>st</sup> 5th and 6th grade; 2<sup>nd</sup> 5<sup>th</sup> and 6<sup>th</sup> grade; Junior High 1; Junior High 2; High School; Teen Ministry

**Please complete this evaluation regarding this week of camp. Be critical. Be specific.**

**Thank your for your participation in this evaluation process.**

1. List 3 of the best things that occurred at this camp.

2. List 3 things that could have been better about this camp.

3. I think we should have spent more time...

4. I would like to see \_\_\_\_\_ (fill in the blank) happen/changed at Camp.

5. Please write any additional comments below or on the back of this sheet.

Smoky Mountain Christian Camp

Early Release Card

**Student Name-**

\_\_\_\_\_

**Day**

**Leaving**\_\_\_\_\_

\_\_\_\_\_

**Time Leaving**\_\_\_\_\_ **Date Leaving**\_\_\_\_\_

**Church Attending with**\_\_\_\_\_

**Reason For**

**Leaving**\_\_\_\_\_

**Person Picking Up**

**Student**\_\_\_\_\_ **DL#**\_\_\_\_\_

**Parent**

**Signature**\_\_\_\_\_

**Phone#**\_\_\_\_\_

**Youth Minister's**

**Signature**\_\_\_\_\_

## Dean's Checklist

### November:

\_\_\_\_\_ Nail down the date of your week of Camp

\_\_\_\_\_ Develop a theme for your week of Camp

### January:

\_\_\_\_\_ Meet with assistant deans and Billy

\_\_\_\_\_ Develop promotional strategies

\_\_\_\_\_ Select a worship band and begin getting volunteers

\_\_\_\_\_ Select a mission to support and contact them

### March:

\_\_\_\_\_ Set the schedule

\_\_\_\_\_ Give a list of the tentative volunteers

\_\_\_\_\_ Plan class topics

\_\_\_\_\_ Communicate with worship leaders

**May:**

\_\_\_\_\_ Confirm teachers and other volunteers

\_\_\_\_\_ Complete schedule and give a copy to Billy

\_\_\_\_\_ Meet with the worship leaders, teachers and other  
volunteers

\_\_\_\_\_ accumulate supplies needed for the week of camp

**Day of:**

\_\_\_\_\_ check in with SMCC staff

\_\_\_\_\_ post schedules around the camp

\_\_\_\_\_ prepare facilities for use (set up, decorate)

\_\_\_\_\_ be available to sponsors and youth ministers for any  
questions during registration

\_\_\_\_\_ hold a faculty meeting:

\_\_\_\_\_ go over rules/discipline/schedule/mission  
Statement

\_\_\_\_\_ discuss phone use

\_\_\_\_\_ go over rules for after hours activities and  
teen curfew

- \_\_\_\_\_ state purpose and objectives for the week
- \_\_\_\_\_ introduce SMCC staff and your faculty for the week
- \_\_\_\_\_ make sure group leaders, teachers, recreation director, and worshipleaders are prepared for their task
- \_\_\_\_\_ assign dorm parents (2 per dorm)
- \_\_\_\_\_ set a standard of excellence

- \_\_\_\_\_ hold a camper orientation, discuss:
  - \_\_\_\_\_ camp boundaries
  - \_\_\_\_\_ rules
  - \_\_\_\_\_ schedule
  - \_\_\_\_\_ clean up after meals
  - \_\_\_\_\_ dorm cleanliness

### **Last night of Camp:**

- \_\_\_\_\_ hold a faculty meeting
- \_\_\_\_\_ delegate clean-up responsibilities
- \_\_\_\_\_ have faculty complete evaluations

### **Before you leave Camp:**

- \_\_\_\_\_ meet with Bill and Billy to check-out
- \_\_\_\_\_ cleaning completed