

GENERAL STAFF HANDBOOK EXPECTATIONS

7 EXPECTATIONS FOR SUMMER STAFF TO BE SUCCESSFUL

1. REVIVAL | Seek God personally.

- Psalm 63:8 - My soul followeth hard after thee: thy right hand upholdeth me.
- “To have found God and still to pursue Him is the soul’s paradox of love.” - A. W. Tozer

2. EDIFICATION | Sharpen others spiritually.

- Proverbs 27:17 - Iron sharpeneth iron; so a man sharpeneth the countenance of his friend.
- Hebrews 3:13 - But exhort one another daily, while it is called today; lest any of you be hardened through the deceitfulness of sin.

3. REJOICING | Serve others joyfully.

- Philippians 4:4 - Rejoice in the Lord always: and again I say, Rejoice.
- Galatians 5:13 - For, brethren, ye have been called unto liberty; only use not liberty for an occasion to the flesh, but by love serve one another.
- “There is joy in serving Jesus, joy that throbs within my heart. Ev’ry moment, ev’ry hour, as I draw upon His power, there is joy that never shall depart.” – *Joy in Serving Jesus* by Oswald Smith

4. PRAYER | Speak to God purposefully.

- Ephesians 6:18 - Praying always with all prayer and supplication in the Spirit, and watching thereunto with all perseverance and supplication for all saints.
- “Any concern too small to be turned into a prayer is too small to be made into a burden.” — *Corrie Ten Boom*

5. TEAMWORK | Support your team wholeheartedly.

- Ephesians 4:2-3 - With all lowliness and meekness, with longsuffering, forbearing one another in love; Endeavouring to keep the unity of the Spirit in the bond of peace.
- “Coming together is a beginning. Keeping together is progress. Working together is success.” – Henry Ford

6. SPEECH | Give grace consistently.

- Ephesians 4:29 - Let no corrupt communication proceed out of your mouth, but that which is good to the use of edifying, that it may minister grace unto the hearers.
- “God’s grace guided and poured forth through the words of Jesus and set His speech above that of every other person. The Lord intends for this same grace to pour forth when we speak.” – Bob Hoekstra in the *Blue Letter Bible*

7. ATTITUDE | Reflect Christ passionately.

- Proverbs 15:15 - All the days of the afflicted are evil: but he that is of a merry heart hath a continual feast.
- Daniel 5:14 - I have even heard of thee, that the spirit of the gods is in thee, and that light and understanding and excellent wisdom is found in thee.
- “Love Jesus in an infectious way so that people around you want what you have.” – Levi Lusko

This section of the manual lists our expectations, policies, and procedures for our summer staff. You will be required to complete an online form at the end of each section that states that you agree to abide by that section of the handbook. If you cannot agree or you have any questions, please reach out to the Camp Director before signing. The General Staff Handbook Expectations below are listed in alphabetical order.

BIBLE VERSION EXPECTATIONS

Camp CoBeAc uses the King James Bible for all preaching, teaching, Bible memory, camp presentations, literature, and counseling situations. Camp CoBeAc believes that the King James Bible is the Word of God and is relevant, reliable, and rewarding for all those that choose to use it. Camp CoBeAc has historically used and will continue to use this Bible translation with confidence. Out of deference to this position, at no time should any staff member display any other version than the KJV. While some of our constituents use other translations, at no time should our staff question pastoral authority and church autonomy by creating doubt in the Scriptures our constituents have chosen to use, nor should they question the personal worth of a person who uses another version.

BREAK EXPECTATIONS

Please remember that most positions at camp require staff to be available 24 hours a day. When you are given a break from your work responsibilities, please adhere to the following guidelines:

- Breaks are given to allow staff a chance to rest – please take the time to relax and catch up on needed sleep, to refresh spiritually, or to catch up on personal responsibilities.
- Take breaks in a location that will not be a distraction to others: (i.e.: Ugly Mug, Office, Dining Hall, etc.) Do not interfere with others who are still working.
- Volunteers are always appreciated in other areas. If you wish to volunteer in another area during your break time, secure permission from your supervisor and the supervisor of the area in which you desire to volunteer.
- **Staff members are not permitted to go to town when taking a break from their work responsibilities and should not make trips into town during the week without prior approval from their department supervisor.**

CHURCH ATTENDANCE EXPECTATIONS

Staff members are required to attend Sunday School, Sunday Morning, and Sunday Evening services, except when given specific permission to miss due to illness, emergency, or travel (not counting Weekend Passes). Due to the nature of the camp ministry, you are already attending a service on Wednesday night here at camp, so you are not required to go to a church service on Wednesday.

If you are unable to find a ride to any of the Sunday services, it is your responsibility to contact the on-call full-time staff member at least 2 hours before you miss the service.

While attending services, please remember these guidelines:

- Be on time.
- Be alert.
- Be friendly and greet others.
- Be sharp in appearance.

The following are a list of churches our summer staff members may chose to attend. If you would like to attend a different church, you may make a request in writing and submit it to the Director for approval. However, we would ask that you attend a default church until you are approved to attend a different church.

First Baptist Church, Prudenville – Pastor Doug Stockwell

- Sunday School: 9:45am
- Sunday Morning: 11:00am
- Sunday Evening: 6:00pm
- Miles from Campus: 4.8 miles

Houghton Lake Baptist Church, Houghton Lake

- Sunday School: 9:45am
- Sunday Morning: 11:00am
- Sunday Evening: 6:00pm
- Miles from Campus: 7.9 miles

Immanuel Baptist Church, Roscommon

- Sunday Morning: 10:00am
- Sunday School: 11:00am
- Sunday Evening: 6:00pm
- Miles from Campus: 23 miles

Calvary Baptist Church, Grayling – Pastor Phil Niederer

- Sunday School: 9:45am
- Sunday Morning: 10:30am
- Sunday Evening: 6:00pm
- Miles from Campus: 36 miles

Whittemore Baptist Church, Whittemore – Pastor Daniel O’Brien

- Sunday School: 10:00am
- Sunday Morning: 11:00am
- Sunday Evening: 6:00 pm
- Miles from Campus: 51.7 miles

Mio Baptist Church, Mio – Pastor Glynn McMorris

- Sunday School: 10:00am
- Sunday Morning: 11:00am
- Sunday Afternoon: 1:30pm
- Miles from Campus: 52 miles

While there are other good churches, these churches best reflect our ministry philosophy.

CURFEW EXPECTATIONS

Curfew for the weekends applies whether at camp or off-site. Operational staff will follow the curfew schedule for lights out unless given permission from their direct supervisor.

Day	In Room	Lights Out
Monday-Thursday	11:00 p.m.	11:30 p.m.
Friday-Sunday	11:00 p.m.	12:00 a.m.

DATING EXPECTATIONS

While some couples share a close friendship and would choose not to define their friendship in dating terms, all couples—whether they are just friends, enjoy a close relationship, dating, or currently engaged—need to handle their relationships properly in order to maintain purity, credibility, blamelessness, and a good Christian testimony.

It is the desire of Camp CoBeAc that each staff member cultivate godly friendships. We also desire that every staff member focus on serving God to the best of his or her ability. We try to assist you in this way by removing dating situations during the camp week. A dating couple will not be assigned to supervise the same afternoon activity. While we wish our staff to properly model Christian dating relationships for campers, we also desire that the focus of the relationship be such that campers are not aware during the week that a couple is dating or interested.

Staff members are required to follow these guidelines throughout the summer (whether at camp or off-site):

- You may not date or cultivate romantic interests in any camper.
- Staff members over 18 years old, you may not date staff members under 18 years old.
- Staff members under 18 years old, may not date other staff members while under contract/volunteering at Camp CoBeAc.
- As relationships develop it is appropriate to maintain favorable approval from parents, pastor, and, as necessary, the camp ministry.
- Never make unwelcome and/or awkward advances to any person for any reason.
- While working, please keep in mind that the relationship is always secondary.
- Couples should avoid becoming isolated and make attempts to socialize in groups.
- Couples may never be alone at anytime and must have a chaperone over the age of eighteen when leaving the camp site or in areas onsite that would be unsupervised by regular traffic. There must always be an odd number of people in a room when a dating couple is together.
- Engaged couples must meet with the Director for further instructions.
- Unless you are in a public place on campsite, a third person must always be present.
- Groups must travel with an odd number of guys and girls.
- No physical contact is allowed at any time. This includes playful touching/friendly contact: rubbing back, hitting, etc.
- Couples must maintain observable space between them while sitting, standing, and walking.
- If in the estimation of the leadership staff, we determine that your relationship is causing you to be unable to focus on your work and other responsibilities, steps will be taken that include counseling, discipleship, and separation and/or dismissal.

DINING HALL EXPECTATIONS

- The contact person for the dining hall is the Food Service Manager. If they are unable to answer your questions, please feel free to see one of the full-time program staff.
- Counselors will have assigned tables for the week. Each meal, counselors will sit at the same table with your cabin. Table assignments may change from week to week as cabin numbers change. Please find out before the first meal where you will be sitting.
- Please limit movement in the dining hall to simply going to the meal line if possible.
- We only have a short time to clean the dining room between meal shifts. It is a great help to the food service staff if you pay close attention to the clean up procedures.
- Please pay special attention to the cleaning of your table at the end of your meal.
- Please, no horse play during meal times. That would include throwing food and using napkin holders, silverware, glasses or other items as musical instruments.
- Seconds will be served when available; however, please keep in mind that we try to manage the meals so that there is no waste or excessive leftover food. At times, there will not be seconds served.
- The salad bar is for the sponsors and staff, not campers.
- In the event that a meal does not meet the high standards for food quality that we are trying to achieve, please do not complain to your campers or other staff members.
- Please do not ask for items that are not on the menu.
- In the event that something is spilled at your table, please notify kitchen staff so that it may be cleaned up immediately.
- Please do not allow your campers to remove glasses, plates, or other items from the dining hall. This is also a reminder to staff.
- **No one but kitchen staff is allowed to be in the kitchen.** This is for safety and health requirements.
- Only staff assigned to work in the kitchen may be in the kitchen.

- Do not use the kitchen as a short-cut to cabins or other camp buildings.
- Dishes and other kitchen equipment may not be removed from the kitchen and/or dining hall. If you feel that your situation warrants special consideration please contact the Food Service Manager.
- Food items needed for activities (cabin challenges, prizes, incentives) should be requested at least two days in advance. Requests may be made only by the Team Leads to the Food Service Manager.
- Food and non-food items may not be removed from the kitchen without permission from the Food Service Manager.
- The Dining Services staff is available to assist you and campers. Be courteous and patient at meal times.
- No griping, complaining, or discourteous treatment of the Dining Services staff will be tolerated. Their instructions are to be followed at all times during a meal.
- Summer staff with allergies should connect with the designated allergy dining services staff to receive their meal. Your meal will be available during your designated meal shift. (Ex: Junior counselors with allergies will receive their meal during junior meal time.) Allergies should have been listed on your medical form, but if you did not list your food allergies, you should connect with the Food Service Manager.

DRESS EXPECTATIONS

When asked the reason why secular organizations have a very specific dress code for their staff, employers could easily reply, “We have a dress code because we are creating an atmosphere.” If that is true of a secular organization, how much more should we create an atmosphere in a Christian setting? God has called us to be leaders and to lead by being an example. Staff members who purpose in their heart to be clean, orderly, and modest in their dress will set the tone for the right kind of atmosphere.

Each summer staffer is expected to dress professionally, modestly, and appropriately at all times. As representatives of Camp CoBeAc and servants of Christ, staff members are expected to exhibit a neat and well-groomed appearance. All attire should reflect conservative standards in dress and mirror a smart casual look that would be common in a casual ministry like camping.

The basic general rule for everyone is neck to the knees and loose. Additionally, wording on T-shirts should not be worldly in nature. Logos and/or advertisements that promote themes that are questionable or sacrilegious, such as Abercrombie, Hollister and/or “Jesus t-shirts” are not permitted. Male and female clothing should not be tight, revealing, have low neck or back lines or be so saggy and loose that it allows undergarments to be revealed. The designated staff shirt must be worn every Monday and must be on by lunch.

Although we expect our staff to follow our dress expectations, our ultimate desire is that you would walk closely with Christ, and in doing so would seek to please Him with how you dress. If you have any specific questions about the dress code, please feel free to email summerstaff@cobeac.org.

General Guidelines:

- In promoting Biblical distinction, modesty and appropriateness, we have tried to make our dress standard simple—neck to the knees and loose. Please consider the following: distinctly masculine and distinctly feminine apparel are expressed by cut and lines, style, fabric, and accessories.
- Cleanliness and personal care are an important part of a good testimony.
- We appreciate your willingness to see the importance and right priority, and are asking you to help us individually with this. As we minister to many different churches throughout the summer, each of us may have to defer to a different dress preference than we might normally choose. If you have any individual questions, please see one of the full-time staff men or ladies respectively.

MEN

What to Wear

- Casual dress pants (i.e. khakis), a button-down shirt, and casual shoes with socks (not sandals or tennis shoes) should be worn to the evening services.
- Jeans without holes or frayed hems, knee-length shorts, and athletic pants can be worn during the week or on weekends when going into town.
- Sandals or closed-toed shoes are acceptable footwear for camp activities.
- Button-down and dress slacks are appropriate for Sunday morning services. Ties are encouraged if a good majority of the men are also in ties.

What Not to Wear

- Male staff members may not wear jewelry (i.e., earrings, bracelets, or necklaces).
- Men are not to wear tank tops, ripped blue jeans, tight slacks, bicycle shorts, or any other clothing considered questionable or inappropriate. This applies both at camp and in town, during the week and on weekends.

Guidelines for Hair

- Men may choose to be clean shaven or maintain neatly trimmed facial hair. (All facial hair must be fully grown by the time you arrive at camp. If you arrive clean shaven, you may not grow facial hair during the summer.)
- All facial hair must be maintained to remain defined and of uniform length at all points of growth.
- Facial hair must be fully grown in (between 1/4-1/2 inch in length), and must be tapered with clean lines.
- Hair should not touch the top of the eyebrows, the tip of the ears, or the back of the collar. Please avoid faddish hairstyles.

WOMEN

What to Wear

- A dress or a skirt and blouse should be worn to the camp evening services and Sunday services.
- Casual, feminine, and knee-length walking shorts, basketball shorts, or loose non-denim capris can be worn during the week or on weekends when going into town.
- All dresses, skirts, and shorts must come to the middle of the knee.
- Loose-fitting, non-denim pants are permitted for camp activities and weekends when stated. Avoid form fitting materials (spandex) and garments with rips or holes.

What Not to Wear

- Denim capris or shorts are not permitted.
- Low necklines and backs are not permitted.
- Slits in skirts should not be higher than the knee.
- Women are not to wear blue jeans, tank tops, crop tops, or any other tight or faddish clothing. This applies to both at camp and in town, during the week and on weekends.

Dress is very important; the leadership staff will be checking daily and will ask you to change if necessary. If asked, you must change immediately and with a proper attitude.

Special Music

Ladies should plan to bring one nicer pair of sandals or dress shoes (not flip-flops) for special music and other “on-stage” occasions. Guys will need a pair of khaki or dress pants.

Clothing for Campers

All staff members should assist our campers in maintaining the following appropriate dress standards. Should a camper require correction regarding their choice of clothing, correction should be offered in a loving and kind, but direct manner. Difficulty with any camper’s clothing should first be addressed through the counselor, and if further action needs to be taken, it may be discussed with the Director. Due to the nature of our ministry, we will have many unsaved campers who come without an understanding of modesty. While we will need to address major dress grievances, our desire is to approach each situation with wisdom, prudence, and discernment so as not to hurt their spirit.

- Guys
 - Shorts should be loose and come to the middle of the knee.
 - Shirts must have sleeves. Tank tops are not permitted.
 - Pants should be properly fitted and not sagging or revealing.
- Girls
 - Clothing worn for daily activities must come to the middle of the knee and be loose fitting.
 - Loose fitting pants are acceptable for recreational activities.
 - Girls' may not wear tank tops or spaghetti strap shirts.

GUEST EXPECTATIONS

- If you have guests who will be staying overnight, you will need to fill out a pass for your guest online using the standard pass form. Lodging is not available when camps are taking place during the week. It is not encouraged for the weekends and is limited; however, exceptions can be made if needed. You will be notified if lodging is available for your guests prior to their arrival.
- Lodging and meal tickets are available in the office and the rates are as follows:
 - Meals - \$8.00 each
 - Lodging - \$49.00 per room per night
- All guests (day or overnight) must check in and out at the office and must wear their guest name tag for the entirety of their stay.
- Staff members with visiting family members will be permitted a one-time, two hour break, if work assignments are completed or can be covered by another staff member.
- Guests, whether they are family or friends, are not permitted to stay in cabins or other staff accommodations.

HOUSING EXPECTATIONS

- We ask for flexibility to accommodate an increased number of campers during any given week. We do not guarantee that you will be in the same cabin/room all summer. Camp CoBeAc reserves the right to ask you to move at any time.
- No electric appliances may be used in the cabin other than personal grooming items. Please unplug and turn off such appliances when you leave.
- No cooking is permitted in the cabins. Please refrain from keeping food and drink items in the cabins due to the potential for insect and rodent infestation.
- Cabin checks will be conducted daily throughout the week for camper and staff cabins.
 - Your cabin must be clean and orderly (beds made; trash emptied; floors cleaned and cleared of shoes, bags, and clothing; and bathroom orderly) throughout the day. Bathrooms should be cleaned daily and a thorough cleaning should be completed each Friday.
 - For staff cabins, cleaning responsibilities should be divided equally among all roommates. Post a list on the back of the door detailing who is assigned to what duty and when it should be completed.
- **Men and ladies are never permitted near or in each other's cabins.** Exceptions are made on a limited basis by the camp administration for work related purposes only and precautionary measures must be taken.
- Bunks should not be moved in the cabins
- Furniture should not be moved in or out of any buildings without approval from the Administration.
- Small storage bins are permitted in cabins; however, staff members may be asked to change cabins weekly so they should plan accordingly and limit excess belongings.
- Damage in the cabin should be reported immediately. This includes but is not limited to doors, windows, screens, bathrooms, walls and closets. Maintenance requests are available online.
- Do not lock or block the adjoining doors between rooms in cabins, and do not lock the outside door to your cabins during the day. Please instruct campers in this matter upon their arrival.
- Cleaning supplies are available from the hospitality department. Please complete a supply request form if you need supplies.
- **NO** candles or candle warmers are permitted in any cabin.
- Be sure to turn off lights and fans when leaving the cabin.

- On weekends (Friday-Sunday nights), counselors may invite other staff members of the same gender to stay in their cabins with them.
- Staff members will be held liable for any damage done to equipment or property due to carelessness.

INJURY EXPECTATIONS

- **Should any staff member get injured while working, it is imperative to report to the health center and complete an incident report within 24 hours of the injury.**
- If only a small bandage is needed it will not take long. If the nurses determine that further medical attention is needed they will direct a staff member to take you to a local urgent care or call 911.
- If the situation warrants an immediate call to 911, the health services director or health officer should be notified since she is able to give the best instructions for how to access certain points on the property.
- If the nursing staff determines that additional rest is needed, your direct supervisor should also be notified.

LAUNDRY EXPECTATIONS

Because laundry facilities at camp are limited, you have the option to use the laundromat facilities in town on the weekends. If you choose to use the facilities at camp, washing machines and dryers for ladies are in the front dorm laundry room, and washing machines and dryers for the men are in the back of the dorm laundry room. Please follow all posted instructions.

MAIL

- The mail goes out Monday-Saturday around 11:00 a.m.
- Incoming mail can be picked up at the Office. Counselors can pick up their mail at meal times.
- Please direct your mail to the following address:

(Your Name)
Camp CoBeAc
4925 S. Reserve Road
Prudenville, MI 48651

MAINTENANCE GARAGE EXPECTATIONS

For safety reasons, equipment in the Maintenance area will not be available for personal use. All maintenance requests must be submitted online. Tools are available for camp work projects only.

- Staff must first get permission to use tools from their direct supervisor.
- The staff member using the tools is responsible for returning them.
- If the tools are not returned or are damaged, the staff member who used them will be responsible to replace them.

MEETINGS AND SERVICES EXPECTATIONS

- All staff members are required to attend the Monday morning & Friday afternoon staff meetings.
- All staff members are required to attend each evening service during the week unless work responsibilities interfere.
- All staff members should be prepared to counsel with campers during invitation times.
- Counselors are required to attend all morning counselor meetings.
- Operational staff members are required to attend all departmental meetings directed by their supervisor.

EXPECTATIONS FOR MINORS

Specific expectations regarding to supervision:

- All summer staff volunteers under 18 must have a parent/guardian sign the Parent/ Guardian Release for Minor Volunteers form before being allowed to serve at Camp CoBeAc.
- All summer staff volunteers under 18 must have at least 3 positive recommendations for service at Camp CoBeAc, one of these by a senior, assistant, or youth pastor of his/her local church. These should have been submitted through their initial online application.
- All summer staff volunteers under 18 must have camp administrative approval before leaving the campus at any time- either during the week or weekend (even a trip to Walmart).
- All summer staff volunteers under 18 leaving campus on the weekends to a destination greater than 30 miles away or overnight- must have signed permission from a parent/guardian and submitted to the office for administrative approval.
- Curfew for cabins will be 11:00 pm unless his/her supervisor deems it necessary to be working on a task later.
- Summer Staff housing (Op-staff) will have a cabin leader that is supervising to make sure that all summer staffers are in by curfew.

MOVIES & SHOWS EXPECTATIONS

In Psalm 101:3, the psalmist says, "I will set no wicked thing before mine eyes." In keeping with that desire, these expectations are included to help you as you strive to honor Christ with what you watch.

While you are under contract/ volunteering at camp, you cannot watch any movies on any electronic device and may not view movies on personal devices with a group without approval from the Camp Director. Every movie, video, or internet video clip shown must be approved during the week by the Director prior to showing or on the weekend by the on-call staff member. No movies above PG-13 are allowed, and movies must have a filtering service. Staff may only watch sports, documentaries, television news, and previously approved videos in homes. Staff must receive approval to view any other television programs. Staff members may not attend movie or IMAX theatres at any time during employment with Camp CoBeAc. These guidelines apply while at Camp CoBeAc or off-site on the weekends. Should your host suggest something else, please use your own judgment.

MUSIC EXPECTATIONS

Camp CoBeAc holds a strong traditional, conservative position regarding music. We do not allow rock, country, rap, new age, pop, jazz, contemporary Christian music, or any other music generally associated with worldliness, liberal or progressive religious groups, or mainstream entertainment entities to be listened to, performed, or promoted by our staff at any time during employment in this ministry. Any music you would like to play for others to listen to needs to be approved beforehand.

While music tastes are being developed individually, please make music choices that are consistent with the traditional, conservative standards of Camp CoBeAc and be sensitive to the many conservative churches that support this ministry. While there are differences among good fundamental churches, colleges, and camps, we are not debating music standards here; we are simply setting our own standard for Camp CoBeAc. Please help us to preserve our conservative testimony and choose to default to a conservative stand in your music choices.

All music played or performed at Camp CoBeAc (whether for a service or a cabin challenge) must be approved by the Director.

Music for Services

Music is a key element of each service because it helps prepare hearts for the message. A sharp appearance will communicate the importance of this ministry to the listener. You will be involved in many activities during the day, so if you are performing in a service, please take the time to dress appropriately. The following are a few guidelines that will help you as you serve the Lord in our music program this summer.

- Staff should remember not to assume that the style of music they like is acceptable. Please do not put camp leadership in a difficult position.
- The Camp Director has the right to cancel any group or particular music special or change the way it is presented for any reason he deems necessary.
- Our platform music must reflect the conservative nature of this ministry and avoid any presentation that will hinder the relationship we have with the churches.
 - Guys: Please wear khaki style pants and a tucked in polo shirt. Any t-shirt worn under a polo shirt should be white.
 - Ladies: Please wear a sharp looking outfit.
- Those participating in special music groups need to attend practice.
- Instrumental pieces do not need to be memorized but should be well-rehearsed.
- By allowing the music to speak to you, you can communicate the message through the expressions on your face. This will strengthen the message of the song.

Our goal is to allow you to use your God-given talents to present a Christ-honoring music program this summer. We know you will do everything you can to attain this goal.

OFF-SITE PROPERTY EXPECTATIONS

No summer staff member may go to town during the week (beginning with staff meeting Monday morning until Friday noon) unless the purpose of the trip is work related and permission has been granted by their direct supervisor. If a town-run is approved, you must sign-out before leaving. Summer staff members may not have any off-campus jobs while serving at Camp CoBeAc.

Absence Requests (Special Events)

You are required to submit an absence request if you will be absent for an extended period of time or during a week of camp. These are submitted online, and the Camp Director will give final approval. You must turn in requests no later than **Friday, June 6, 2025**. Please refrain from making commitments to others before you have approval. The shorter the notice, the less likely the request will be approved, and the larger the camper number for the week, the less likely the request will be approved. Also, please be aware of your contract's end date, and don't make plans to leave before it's completed. Follow the standard signing out process even if you have an approved absence request.

Passes (Weekends)

Passes should be submitted for these two reasons:

1. Travelling 30 minutes or more away from camp
2. You are staying overnight at a location other than Camp CoBeAc.

All pass requests must follow certain guidelines:

- **Staff may not leave on Fridays until all jobs are completed and rooms are checked.** Staff must return before Sunday curfew.
- A pass must be submitted online for approval no later than the **Thursday at breakfast** before leaving. Your supervisor cannot give you time off on Friday mornings or on main scheduled events without the Director's signature.
- Staff under age 18 must secure parental permission before leaving camp for the weekend. Please have parent/guardian send an email to summerstaff@cobeac.org in addition to submitting your pass.
- Groups must travel with an odd number of guys and girls. Follow camp dating guidelines.
- Follow camp television and movie guidelines.
- You are still required to attend Sunday School, Sunday Morning, and Sunday Evening services at a local church.
- Follow the standard signing out process even if you have a pass.
- **Overnight requests:**
 - Throughout the summer, you may be invited to spend the night at someone else's home. Keep in mind that while you are there, you are still a representative of Camp CoBeAc and are expected

to honor the Lord with your actions and behavior. **ALL** camp guidelines and standards still apply, and we reserve the right to monitor your activities on the weekends.

- Be in the home you are staying at no later than 12:00am.
- Staff men and staff women will not be allowed to stay in the same home overnight. In the case of brothers and sisters, one gender of guests can stay in the home overnight, but this cannot include a dating couple.
- No more than four staff members may stay at one home on the weekends.
- Please do not expect your host family to do your laundry or clean-up after you, and do not assume that they will provide your meals.
- Show common courtesy when staying at someone’s house: do their dishes, clean up after yourself, and thank them. Make it a vacation for your host.

Signing Out

All summer staff are required to sign out before leaving camp property at any time for any reason. This provides accountability, and it helps us locate you in case of an emergency. This can be done with the form in the mailbox on the right side of the office. Groups must travel with an odd number of guys and girls.

PROPERTY AND EQUIPMENT EXPECTATIONS

- Due to the professional and busy nature of the Main Camp Office, staff members should not use the office as a meeting room.
- Only authorized persons are permitted to use the camp sound equipment. No unapproved music or messages may be played over the camp sound system.
- Only authorized persons are permitted to use the camp radios.
- Please assist in keeping the camp grounds clean by picking up trash.

SICKNESS EXPECTATIONS

- Staff members who are sick must obtain permission from Health Services staff members if they are unable to perform scheduled work duties.
- Sick calls are taken no earlier than 7:00am and must be made before the time you are scheduled to work. You are responsible to notify your supervisor after you have received permission from the Health Services staff. For those who must be at work before 7:00am, notify your supervisor first to request permission to miss work, and then check in with Health Services staff promptly at 7:00am.
- If you call in sick, you will be expected to rest for the entire day. Arrangements for meals to be brought to you will be made. (This applies to weekend illnesses also.)
- If you are sick on the weekends, contact the on-call staff member.

SECURITY EXPECTATIONS

Camp CoBeAc full-time staff are scheduled to be on property for general oversight. Please be mindful of the schedule, security responsibilities, and general camp policies. In the case of an emergency, please call the staff member on duty.

Staff Security Schedule

Weekend Friday-Sunday	Staff	Cell Phone
June 13-15	Caden Fulkerson	765.470.2487
June 20-22	Max Barker	616.558.3617
June 27-29	Ben Thompson	231.881.5615
July 4-6	Ben Scott	989.329.7169
July 11-13	Phil Pierce	517.917.3894
July 18-20	Nathan Holbrook	810.837.0055
July 25-27	Ty Moorman	432.466.6429

General Camp Security Policies:

- The staff member(s) on security will be on-call from 12pm on Friday until 9am on Monday (Please do not miss church services).
- If you do not recognize a vehicle, notify the staff member on call.
- Do not give out phone numbers to anyone who is not staff of Camp CoBeAc. Instead take their name and message and assure them that someone will be in contact with them.
- Never approach someone you do not know for the purpose of confronting them when you are alone. (This policy provides a witness in the event of repercussions and is for your protection as well as the reputation of Camp CoBeAc).

SWIMMING EXPECTATIONS

- At least two people (one of whom is at least 16 years old) must swim together.
- All posted and announced regulations must be followed. Weekend policies are the same as the policies during the week.
- On weekends staff may swim at their own risk. No Lifeguards will be scheduled on duty.
- **Only our summer staff and full-time staff families are permitted to swim in the camp lake. All guests must have director approval.**
- During open swim time, all persons must wear dark colored t-shirts and knee length shorts or swimming trunks.
- When using boats, you must use proper fitting life-jackets.
- If you go swimming off campus, you must follow our mixed swimming dress guidelines.

STIPENDS/ TRAILBLAZER SCHOLARSHIP EXPECTATIONS

Stipends

The total amount a summer staffer receives for the summer (including scholarships, signing bonus, etc.) is divided by 10 weeks to get the summer staffer's weekly amount. If a summer staffer serves a full week, the full amount is credited. If a summer staffer misses more than 2 days during a week, that amount will be halved. A summer staffer can choose to either receive \$25 or \$50 out of their weekly amount for a weekly stipend (the rest of the weekly amount is kept track of and given to them at the end of the summer), or to receive it all at the end of the summer. Each summer staff member will need to create a PayPal or Venmo account to receive their weekly stipend.

Trailblazer

Each summer staff member has the opportunity to fundraise through our Trailblazer Fundraiser. Any pledges received will be given to that summer staffer at the end of the summer or sent directly to their college, as instructed.

Taxes

Summer staffers are volunteers, not employees. You will not receive wages and will not receive a W-2. However, your weekly stipends are still considered compensation. If you receive more than \$600 in the 2025 calendar year, we will send you a 1099 form with that amount, which you should report as income.

Please note that scholarships (any money we send directly to your college) are *not* taxed. Trailblazer money is also never taxed. Scholarships and trailblazer money will not be included on your 1099 form, if you receive one.

Scholarships

If you have been approved to receive our Summer Ministry Scholarship, Counselor Scholarship, Communications Scholarship, or Church Match Scholarship, you will receive specific instructions for receiving the funds.

VALUABLES EXPECTATIONS

Camp CoBeAc is at no time responsible for any valuables that are brought to camp. Valuables can and should be checked into the office on Monday mornings. They can be retrieved by request on Friday afternoon.

WEEKEND EXPECTATIONS

Meals

Staff members are required to sign up for meals served during the weekend. ***You will be required to complete a weekend meal signup which will be available at the staff meeting Friday afternoon.*** Also, each staff member will be scheduled to assist with weekend meals at some point in the summer. You are responsible to help on your designated weekend, and you are required to find a replacement if you are unable to be there.

Weekend meal times are as follows:

Friday Dinner	5:30-6:00pm
Saturday Brunch	10:30-11:30am
Saturday Dinner	5:30-6:00pm
Sunday Breakfast	8:00am <i>(Sunday Breakfast will be cereal, milk, juice, and fruit.)</i>
Sunday Lunch	1:00-1:30pm
Sunday Dinner	7:45-8:30pm

WEEKEND SCHEDULE

Friday

After lunch, a staff meeting will be called, and work assignments will be given. Free time commences once cleanup is complete.

5:30-6:00pm	Dinner (Sign up at the link)
11:00pm	In Cabins (Security Begins)
12:00pm	Lights Out

Saturday

10:30-11:30am	Brunch
1:00pm-Dusk	Open Lake Time (See the Swimming Expectations section above.)
5:30-6:00pm	Dinner (Sign up by Friday wrap up)
11:00pm	In Cabins (Security Begins)
12:00pm	Lights Out

Sunday

8:00am	Continental Breakfast
Church	Approved Churches only
1:00-1:30pm	Lunch
Church	Approved Churches only
7:45-8:30pm	Dinner
11:00pm	In Cabins
12:00pm	Lights Out

Monday - BE READY FOR THE DAY AT BREAKFAST.

8:00am	All cars parked in designated areas
8:00 - 9:00am	Special meetings can be called without Administrative scheduling
8:45 - 9:00am	Continental Breakfast
9:00 - 9:50am	Choir/Special Music Practice (Chapel)
10:00 - 10:40am	Discipleship Groups
10:40 - 11:15am	All Staff Meeting (Chapel)
11:15 - 12:00pm	Department Meetings/Final Registration Set Up
12:00 - 12:30pm	Lunch
1:00pm	Everyone at their post (Schedules will be provided.)
1:00 - 5:00pm	Official Registration

Notes

- Department supervisors will provide times for their workers to have department meetings daily.
- All Counselors should be settled into their cabins by Sunday night curfew.
- Study and follow your activity schedule .
- Counselors MUST HAVE, KNOW, & FOLLOW all forms in counselor packet.
- Wear name tag all day.
- Greet/Acknowledge every guest and look for ways to help.
- Each staff member is responsible to secure a weekly responsibility schedule.

FINAL NOTES

We ask that our staff exercise caution in their work ethic, relationships, and entertainment choices while serving at Camp CoBeAc.

All questions/issues should be run by your primary supervisor. If they ignore it, you may bypass them for the next person in the chain of command. All parties will be brought together at that level.

We reserve the right to release any staff, volunteer, or intern for any reason whatsoever.

Complete the Staff Handbook Acknowledgement Form at this time using the link on the next page.

All of the forms can be accessed using the QR code and/or the link below. Complete each form as you go over them together as a staff. If you are not able to agree to a section, please see the Director.



<https://linktr.ee/cobeacstaff>

If your phone does not have internet access, please complete the forms as soon as possible in the office.

CELL PHONE EXPECTATIONS

Most summer camps do not let their staff members use cell phones, so this is a privilege for you. Therefore, the use of your cell phone may be discontinued and confiscated for a time at the discretion of leadership staff at Camp CoBeAc.

With the use of cell phones by summer staff we hope to make it easier to contact you in the event of an emergency (i.e. weather) should the need arise. There may also be other reasons for reaching you during the day, for example, to let you know that one of your campers has received a package in the mail.

Summer staff that cannot receive text messages will need to notify the office as soon as possible. Please make certain that this will not cause an increase in your phone bill. Camp CoBeAc cannot be responsible for the payment of your phone bill.

Please notify family and friends that the best time to contact you will be **Friday afternoon thru Sunday night**. We recommend that you update your phone message to reflect this.

In the event of a family emergency, we ask that your parents or guardian call the Camp office. This will give them the opportunity to speak directly with you about the situation, rather than receiving the news on the phone. **Please notify your parents of this.**

We realize that cell phones can quickly become a distraction for anyone. It is important to remember the following rules at all times, not only when campers are present, but also when speaking with other staff members:

- Phones are to be turned on silent and put away during all camp and church services.
- Never answer a phone when in a meeting.
- Phones may not be used at high-risk activities: zip line, lakefront, ranges, etc.
- Have only appropriate ring tones on your phone.
- Phones may not be used in the cabins after lights out.
- No cameras (regular or on cell phones) are to be used in the cabins, restrooms, or lakefront, and shall not be used to photograph campers (privacy issues).
- Phones may not be used during meal times in the dining hall.
- If you choose to use an internet connection on your phone (if capable), please use the CoBeAc Guest Wireless provided. (Password: Y5cobeac)
- Every staff phone number will be logged for office purposes.

Technology has increased in the past few years and if you cannot control your phone, we encourage you to turn in your phone to the office. We are categorically against using cell phones to send or receive inappropriate text and using internet access to watch inappropriate movies.

Rules must be followed at all times. Unauthorized or inappropriate use of your phone may result in the phone having to be turned in and disciplinary action. Please, at all times remember that you own the cell phone, it does not own you.

Complete the Cell Phone Policy Agreement Form at this time using the link on the QR page.

COMPUTER EXPECTATIONS

Camp CoBeAc Computers

- Access to camp computers and other technology equipment is only granted to camp staff.
- Due to the limited resources available at Camp CoBeAc, we are unable to provide every staff member with computer access throughout the summer. The Houghton Lake Library has free computer access for staff members. To use their computers you will need to register at the library with a home address and picture identification. The library is open on Saturdays until 5:00 p.m.
- Refrain from storing personal information on camp computers and networks.
- Refrain from changing desktops, backgrounds, and screensavers/passwords on camp computers.
- Software used on camp computers is licensed to Camp CoBeAc and should not be installed on personal computers unless authorized by the Office.
- The Office must approve peripherals that may interfere with the computer or the network functions.
- Refrain from the overuse of camp computers for personal use (i.e., surfing the web, social networking, etc.).
- Viewing pornography of any sort is prohibited and will result in immediate termination from CoBeAc.
- Camp computers may not be used to stream, download, or view movies or shows without permission. Violation of this may result in restriction of camp computer usage.
- Camp CoBeAc will periodically monitor the content of web pages, electronic mail, or other online communications sent, received, and viewed on camp computers.
- Summer staff should have no expectation of privacy when using camp computers.
- All camp computer accounts must be password protected.
- Staff is responsible for any information stored, viewed, and shared from their computer accounts.
- Any staff that uses camp computers must be aware of computer viruses or other destructive computer programs, and take steps to avoid infecting camp technology.
- Staff is responsible for taking precautions to prevent damage to computers during power outages.

Personal Computers

- Personal computers/tablets may be brought to camp at the owner's own personal risk. However, they must be checked in at the Office on Monday morning and may be checked out again on Friday afternoon for the weekend. If a supervisor deems it necessary for you to use a computer for work purposes, you may check out your personal laptop during the week (if available) for work purposes only.
- Camp CoBeAc leadership reserves the right to monitor computer usage and communication at any time. CoBeAc leadership also reserves the right to check a personal computer if there is suspicion of computer misuse.
- When using the internet, connect to **CoBeAc Guest Wireless**. (Password: Y5cobeac) There are a few other wireless hotspots in town that you may use if needed.
- Viewing pornography of any sort is prohibited and will result in immediate termination from CoBeAc.
- Personal computers may not be used during the weekend to stream, download, or view movies or shows without permission. Violation of this may result in restriction of personal computer usage.
- Camp CoBeAc will periodically monitor the content of web pages, electronic mail, or other online communications sent, received, and viewed on camp computers.
- Staff is responsible for any information stored, viewed, and shared from their computers.
- **While the Camp's internet is filtered, we recommend that your electronic devices have an internet filter downloaded to the device (especially cell phones with data capabilities) to use when you are not using the Camp's internet.** (Mobicip, Covenant Eyes, Safe Eyes, etc.)
- Camp CoBeAc will not be held responsible for any personal computer damage made by staff members, severe weather, or uncontrollable circumstances (i.e. thunderstorms & power surges, viruses, etc.).

Complete the Computer Policy Agreement Form at this time using the link on the QR page.

SOCIAL MEDIA EXPECTATIONS

In our culture, social media is the greatest means of staying connected and sharing memories. Camp CoBeAc uses social media as a tool to keep others interactive with our ministry. The reality is that the virtual world is increasing with a social media presence. With all the great benefits this brings, some dangers also arise.

- **Interruptions:** Social media can become a distraction to the camp schedule. Staff can find themselves focusing more on their next update rather than their next opportunity to serve.
- **Inconsistencies:** Images and statuses posted can become inconsistent with the philosophy and standards of Camp CoBeAc.
- **Inhibitions:** A staff member's personal testimony can be hindered if he or she posts things that do not reflect biblical principles.
- **Inappropriateness:** Images or statuses with inappropriate content posted in connection with Camp CoBeAc can cause serious legal exposure for the camp staff.

Camp CoBeAc is committed to protecting our campers, staff, and board churches from potential legal harm and marred testimony. Eph. 4:28 says, "Let no corrupt communication proceed out of your mouth..." (Facebook, texting, Twitter, Instagram, etc.) Staff found using their social media or devices in any of these ways will be given a warning and asked to remove the content from the site. Inappropriate use of social media may also result in loss of electronic devices or early departure for the summer.

We realize that social media is easy to access, so we ask that the following policies be followed while under contract/ volunteering at Camp CoBeAc:

- Electronic devices are to be turned off during all services.
- Social media sites (Facebook, Twitter, Instagram, Snapchat, TikTok, etc.) should only be accessed during free time on the weekends.
- Camp CoBeAc will occasionally use social media sites to update constituents of camp events and to promote our ministry. Staff should not ask to use Camp CoBeAc's social media sites at those times.
- Any and all updates to social media sites should reflect the philosophy and testimony of Camp CoBeAc.
- Camp CoBeAc will periodically monitor the content of web pages or other sites.
- Camp CoBeAc reserves the right to ask any staff member to change or delete any camp-related posts on social media sites.
- Remember that everything posted on social media sites is a reflection of your character and your Christian testimony.
- No inappropriate statuses, pictures, or other information may be posted on social media sites at any time during the camp season.
- Staff found using their social media or devices in any inappropriate ways will be given a warning and asked to remove the content from the site. Inappropriate use of social media may also result in loss of electronic devices or early departure for the summer.

Complete the Social Media Policy Agreement Form at this time using the link on the QR page.

VEHICLE EXPECTATIONS

Camp Vehicles

- Includes camp trucks, camp vans, camp cars, golf carts, heavy equipment, and all camp vehicles.
- **Do not use without permission.** Permission to use camp vehicles will come from the camp leadership staff.
- Permission to use a camp vehicle is not a blanket pass – If you receive permission to use a camp vehicle for a job, it does not mean that you automatically have permission to use it again later that day.
- If you can walk to do the job, walk to the job.
- The Camp Vehicle Policy Agreement Form must be read and signed.
- Only staff receiving permission may use the vehicle. You may be held financially responsible if damage has occurred and gross negligence is apparent.

On-Site Work Vehicles

- Must be at least 18 years old to drive, and we need to see your driver's license.
- On-site work vehicles must stay on Camp CoBeAc Property and stay on roads/paths.
- **NO PERSONAL USE** – On-site work vehicles are not to be used for any personal reason, including the moving of items from one cabin to another.
- On-site work vehicles must be driven at a reasonable speed. The camp speed limit is 15 mph.
- **Keep all hands, arms, and legs inside the vehicle at all times.**
- **No one is allowed to sit in any truck bed, gator bed, or on the truck tailgate. Every vehicle has seats; use them.** If you disregard this, you will be held liable for your own injuries.

Damages/Maintenance

- Inspect and report any damage or problems with the camp vehicles BEFORE USE.
- If damage is incurred, the last driver will be held responsible.
- Report any problems to Ben Thompson.
- If a vehicle is in need of gas, please inform the Maintenance staff.
- All camp vehicles should be cleaned out and washed every Friday.

Vehicles – ATVs

- Only full-time staff will be permitted to have personal ATVs at camp.
- Do not ask staff for permission to use their ATV.

Personal

- **The camp speed limit is 15 mph.**
- Staff vehicles may use the main camp parking lot from lunch on Friday until Monday morning staff meetings. During the week, personal vehicles will be parked in the designated summer staff parking location.
- No one may drive another staff member's vehicle without administrative permission.
- No campers are to be given rides at any time.
- Any staff member who drives recklessly will lose his driving privileges for the summer.

Complete the Vehicle Policy Agreement Form at this time using the link on the QR page.

WORKING WITH MINORS EXPECTATIONS

Camp CoBeAc is not obligated to allow any contact with campers by a volunteer or staff member for any reason deemed unacceptable by the Leadership Team.

- I understand that every responsible attempt will be made to protect their safety, dignity, and spiritual well-being.
- All efforts will be taken to prevent emotional, physical, or sexual abuse of our campers.
- As a staff member at Camp CoBeAc (whether as a volunteer or as staff), I understand it is completely outside of the scope of my ministry to engage in any practice that would intentionally harm a camper emotionally or physically.
- I agree not to engage in any behavior that would involve sexuality with any child. That includes inappropriate touching, intimate sexual contact, sexual gestures, sexual jokes, statements and pictures, exhibitionism, actions or speech designed to arouse sexually, and actions or speech designed to encourage sexual experimentation. I understand that I will be immediately subject to dismissal and termination from my position at Camp.
- I agree not to discuss sexual issues or sexuality with any child under legal age without written permission from camp leadership.
- I understand that sexual abuse of a minor child is a crime. I understand that the camp will cooperate fully with any and all enforcement agencies when abuse occurs or is alleged.
- I understand that any participation in activities listed in #4 will result in disciplinary action with the possibility of termination.
- I understand that camp leadership can remove me from my responsibilities for any reason they deem necessary to protect the children under Camp CoBeAc's care. I understand that I will be dealt with in confidentiality and with dignity while investigations and evaluations are ongoing.
- I understand that Camp CoBeAc is not obligated to allow me access to campers.

Complete the Working with Minors Policy Agreement Form at this time using the link on the QR page.