CoBeAc
Camp & Retreat Center

WHAT TO KNOW BEFORE YOU ARRIVE

PAGE 1 — BACKGROUND CHECK
STAFF FILE
ARRIVAL/ DEPARTURE, CHECK-IN, AND TRAINING

PAGE 3 — WHAT TO PACK

PAGE 4 — DRESS GUIDELINES

PAGE 5 — GENERAL INFORMATION

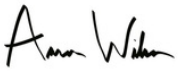
PAGE 6 — FREQUENTLY ASKED QUESTIONS

PAGE 9 — SUMMER CALENDAR OF EVENTS

WELCOME TO SUMMER STAFF

We are already so excited about having you here on our summer staff this year. Our desire is to supply you with information which will provide a better understanding of Camp CoBeAc as well as help you adequately prepare for your role in this ministry. It would be impossible to completely prepare you for every facet of the camp ministry; however, we do hope that this information will help lay a good foundation for you. As you go over this material and follow the posts on the Summer Staff Instagram page, please feel free to contact us with any questions you may have through email at summerstaff@cobeac.org or by calling us at 989.366.5162. You are important to us, and we desire to make your time at Camp CoBeAc enjoyable as well as spiritually challenging. Please be assured of our prayers for you as you prepare to serve with us this summer!

In His service,



BACKGROUND CHECK

If you will be over 18 years old this summer, you will either be sent a link to fill out a background check authorization form to allow us to complete a background check for you, or you will be sent a link from the summer staff secretary to complete a background check request yourself.

If you will be over 21 years old this summer, you will also be asked to submit a form to the central registry in your home state. The summer staff secretary will send you the necessary information to complete your central registry clearance check.

STAFF FILE

As a licensed camp, we are required to have a staff file for each staff member. This file will include your application, 3 reference forms, background checks, and other important information. Please plan to bring a valid driver's license or state photo I.D. with you to be scanned at check-in in the office. If you have any questions, email summerstaff@cobeac.org.

STAFF ARRIVAL/ DEPARTURE, CHECK-IN, AND TRAINING

ARRIVAL: MAY 26, 2027 **DEPARTURE: AUGUST 7, 2027**

Staff training is essential for each staff member, and we aim to accomplish three key objectives. First, we want you to familiarize yourself with Camp CoBeAc, including camp policies, safety and health procedures, counseling practices, and the program schedule. Second, we want you to build connections with the summer staff and full-time staff, so you can truly feel at home. Lastly, we seek to create a spiritually enriching environment that will equip the summer staff for meaningful service.

All staff members are required to attend Staff Training which begins the evening of Wednesday, **May 26, 2027.** Staff should plan to arrive at Camp CoBeAc on or before May 26 in time for the evening service. There is always help needed even before staff training, so if you would like to come early, we would certainly appreciate the help.

Staff may drive a personal vehicle to camp, be dropped off, or arrange for an airport pick up.

ARRIVAL FORM

Regardless of how you plan to arrive, you are required to fill out an arrival form as soon as your travel details are in place. The form can be found on the summer staff page on our website or the summer staff linktree, and it must be completed by **May 1.**

DEPARTURE FORM

You will also be required to fill out a departure form as soon as you know your departure details. Further instructions will be given during the summer about this form.

IF YOU ARE FLYING

Many of you will be traveling a long distance to serve at camp, which means flying is going to be the best option! Here are a few things to help you plan if you are flying:

- CoBeAc will offer a shuttle from the airport on specific days (May 24-May 26. If you choose to fly on another day, you will be responsible to find a ride.
- If you are a lifeguard, a shuttle will be available on May 20-21. Please note that training begins at 6:00 PM on Friday, so you will need to be on property by that time.
- Submit airport shuttle requests by completing the Arrival form by May 1.
- If flying, we request that you use either FNT (Flint) or MBS (Midland, Bay City, Saginaw) airports for arrival and departure if at all possible. Other options are DTW (Detroit) and GRR (Grand Rapids).

SUMMER STAFF CHECK-IN

Summer Staff check-in will take place all day on Wednesday, May 26. When you arrive at camp, please go to the office to check in. Be prepared to:

1. Complete the Arrival Checklist in the office.
2. Present your ID to be scanned.
   (See Staff File section above for more info.)

At staff registration, you will receive the following:

1. Staff notebook and schedule
2. Name tag
3. Staff shirt
4. Room assignment

WHAT TO PACK

We suggest that you refrain from bringing valuables to camp. We have limited storage and cannot be held liable for your valuables.

ITEMS TO BRING

Pillow
Laundry Soap
Laundry bag/basket
Towels
Backpack
Sheets
Bedding for twin bed
Extra blanket
Umbrella
Rain jacket
Bible
Notebook
Flashlight
Fan
Insect repellent
Modest swim attire
Sun Screen
Water bottle
Personal IDs (SS card, State Photo ID)
Storage bins/Stackable
Extension cord

CLOTHES TO BRING

Enough clothes for at least 1 week (count on possibly needing two changes of clothes per day)

Casual clothes for work, activities, etc. and clothes for evening and church services (See dress guidelines for specific details)

Warm jackets/sweatshirts (The weather is often chilly in the evening and early morning but warms up throughout the afternoon.)

Sandals, tennis shoes, and shoes for evening services

ITEMS TO BRING AT YOUR OWN RISK

Tablets Laptops Jewelry Large amounts of cash

SPECIAL NOTES TO COUNSELORS

While we like to believe the best about our campers, we do have a variety of young people coming to camp from different situations and backgrounds. Campers do take things, and we would ask that you practice discernment in what you choose to bring.

WHAT IS PROVIDED?

Microwave (in Dining Hall)
Garbage cans/ bags
Paper towels
Toilet paper
Cleaning supplies

DO NOT BRING

Guns/ Weapons
Magazines
Drugs/ Alcohol/ Tobacco
DVD Players/ TV's/ Gaming Systems

PLEASE NOTE!

As a Christian camp, CoBeAc reserves the right to ask any staff member to change a particular outfit or hairstyle if it is deemed immodest, inappropriate, not distinctly feminine or masculine, and is not representative of godliness. Dress standards must be followed in town and on the weekends.

DRESS GUIDELINES

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?

Our general dress during camp events should reflect modesty, appropriateness, and a distinctively godly testimony. We would love to simply say, “Be godly, be wise, be modest, and exercise biblical discernment in all camp activities and events.” While that remains the heart behind our expectations, a few specific guidelines will help provide clarity and consistency.

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.
- Staff shirts are to be worn on Mondays during registration.

MEN

What to wear:

- Casual dress pants (i.e. khakis/nice jeans), a polo/button-down shirt (no T-shirts) and casual shoes with socks (e.g. nice tennis shoes or dress shoes, not sandals) 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/pants 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.

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.

GENERAL INFORMATION

ATMOSPHERE

We maintain a conservative emphasis on conduct and attire. We reserve the right to ask and expect any staff member to change their behavior or clothing if deemed inappropriate. We ask that our staff members be loyal to the standards, policies, objectives, and spirit of Camp CoBeAc and be an excellent example to the campers, guests, and other staff members. We expect your conduct now, at the time of arrival, and throughout the summer will be above reproach. Our standards for dress, music, and entertainment would be Baptistic. If you have further questions regarding any of our guidelines, please email summerstaff@cobeac.org.

POSITIONS OFFERED

Camp is an exciting summer ministry with many benefits! One of the unique benefits is learning to be flexible and wear “many hats” while serving. We have offered you a position based on your background and references; however, you may be asked to change positions if deemed necessary. If so, we would expect you to cheerfully serve in whatever capacity you can be used most effectively.

Each summer staff member's position will fall under one of these main summer staff classifications:

Counselor

- Duties: You will be responsible for the safety and well-being of a group of campers throughout the week. You will guide them to their scheduled activities throughout the day, participating in activities as needed.
- Qualifications, Education, and Training Requirements: You must be a high school graduate or someone who demonstrates the spiritual character, relational maturity, and emotional stability to be responsible to oversee a group of campers. You will be responsible to read the summer staff manual during training, as well as attend the training sessions during the two and a half weeks of training before campers arrive.
- Lines of Authority: Whether you are a junior or teen counselor, your first line of authority will be the department head of the junior or teen counselors.

Operational Staff

- Duties: You will be responsible to work with those on your team to complete the specified tasks within your department.
- Qualifications, Education, and Training Requirements: You must be a high school graduate or someone who demonstrates the spiritual character, relational maturity, and emotional stability to work with others and complete operational tasks within a department.
- Lines of Authority: Your first line of authority will be your department head.

FREQUENTLY ASKED QUESTIONS

WILL I BE ABLE TO RECEIVE MAIL?

Yes. Please direct your mail to the following address:

Your Name
c/o Camp CoBeAc
4925 S Reserve Road
Prudenville, MI 48651

WHERE WILL I DO LAUNDRY?

Laundry facilities are available for staff on the camp ground, and quarter operated laundry facilities are available at the local laundromat.

WILL I HAVE INTERNET ACCESS WHILE I AM AT CAMP?

Camp provides WiFi access around the main camp areas and will be available to all summer staff. You will be given the passwords during staff training.

Personal laptop 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.

CAN I COME EARLIER OR STAY LATER THAN MY CONTRACT DATES?

We have many opportunities available for service. Contact the camp office for details on internships. If you wish to leave earlier than your ending contract date, please let us know as soon as possible and indicate your decision on the Departure Request form.

AM I ABLE TO LEAVE CAMP DURING A WEEK OF CAMP?

Absence Requests are for special events during the summer that require you to be absent during a week of camp (Monday-Friday). The Absence Request Form is located on our website and must be submitted by **June 4th**. The sooner these are submitted, the more likely we will be able to work around your work responsibilities and give you the time off.

WILL I BE ABLE TO LEAVE CAMP ON THE WEEKENDS?

After staff training is complete, most weekends will be open for you to leave; however, staff should not expect to leave on Fridays until after clean-up is complete and must be back before Sunday curfew. Specific guidelines will be given during staff training.

WHAT TIME IS CURFEW?

Day	On-Site	In Room	Lights Out
Mon-Thurs	Follow Camp Schedule		
Fri-Sun	10:30pm	11:00pm	12:00am

Those gone for the weekend must also be back at camp by 10:30 p.m. Sunday night.

AM I ALLOWED TO HAVE OVERNIGHT GUESTS?

Yes. If you desire to have guests, you will need to fill out a pass (indicate who the guests are, their relationship to you, how long they will be staying, and where they will be staying), located on our summer staff web page on our website, and this pass will need to go through administrative approval. All guests (day or overnight) must check in at the office to pick up a visitor's tag. This tag must be worn the entire time they are on camp property. Check with the office for lodging and meal ticket rates.

WHAT KIND OF MUSIC IS USED AT THE CAMP?

Camp CoBeAc holds a strong conservative position regarding music. We do not permit rock, country, new age, jazz, or contemporary Christian music to be performed or played around camp.

WHEN WILL I GET MY STIPEND/ WHEN WILL I GET PAID?

Each summer staff member will have the option to receive a small portion of their stipend at the end of every week via Paypal or Venmo. (If under 18 years old, you will receive it by cash). Anything left at the end of the summer, as well as any support you raise, will be given to you in a lump sum via check, or you may have it sent to your college. More details will be given upon your arrival. If you have been approved to receive funds through one of the four scholarships offered by Camp CoBeAc, your scholarship will be sent to your college.

TRAILBLAZER FUNDRAISER RACE

This program is centered on the annual race fundraiser held at camp each summer. Every summer staff member will participate in the Trailblazer which can be used as a fundraiser to raise funds from extended family, friends, churches, and individuals. This attaches a specific date/event that summer staff can use as a springboard to help them raise funds.

We encourage each summer staff member to have a target goal to reach for the Trailblazer. Prior to the event, each person has the opportunity to contact individuals via phone, emails, letters, fundraising websites (e.g. gofundme.com), Facebook, Instagram, and other social media outlets to get the word out about the Trailblazer and their personal goal to raise. Those individuals who would like to donate are then able to pledge a specific amount of money to go towards the staff member's goal.

At the end of the summer, all money you earn throughout the Trailblazer and any scholarship money or leftover stipend will be either sent to your college or given to you in the form of a check. More information about the Trailblazer Fundraiser and your stipend will be given during Staff Training.

WHAT BIBLE VERSION SHOULD I USE AT CAMP?

The King James Bible will be used for all preaching, teaching, memorization, personal devotions, and counseling situations.

SHOULD I BRING APPLICANCES FOR COOKING?

We ask that no major appliances be used in the cabins due to state fire codes. No cooking is allowed in the cabins

MAY I BRING MY CELL PHONE?

Yes; however, CoBeAc has a cell phone policy that will be gone over during Staff Training. We ask that you have family and friends contact you on weekends. In an emergency situation, we ask that your family contact the camp office while camp is in session and leave a message for you.

IS THERE A SPECIFIC CHURCH I MUST ATTEND ON SUNDAYS?

Staff members are required to attend Sunday services, except when excused for illness, emergency, or travel (with permission). The church you desire to attend must be approved in advance, or you may choose from one of the churches presented during training. A large number of our summer staff bring their vehicles, so the majority of transportation is facilitated within summer staff. The full-time staff will help facilitate rides when needed.

SUMMER STAFF LINKTREE

The Summer Staff Linktree will be a huge help to you as you prepare for the summer! Visit the link to learn more about scholarships, the Trailblazer Fundraiser, and view any forms you need to submit.

linktr.ee/cobeacstaff

SUMMER CALENDAR OF EVENTS

MAY 21	**LIFEGUARD TRAINING**
MAY 26	**STAFF TRAINING BEGINS**
TBD	**MACKINAC ISLAND TRIP**
JUNE 4-5	**FATHER SON RETREAT** TBD
JUNE 9-12	**GREAT LAKES RENTAL CAMP**
JUNE 14-18	**SUMMER CAMP WEEK 1** TEEN: STEPHEN RUSS JUNIOR: KALEB ALMA
JUNE 21-25	**SUMMER CAMP WEEK 2** TEEN: JEFF REDLIN JUNIOR: KALEB ALMA
JUNE 28-JULY 2	**FAMILY CAMP** PHIL ALSUP
DURING FAMILY CAMP WEEK	**TRAILBLAZER RACE**
JULY 5-9	**SUMMER CAMP WEEK 3** TEEN: JOE SHAKOUR JUNIOR: CHASE WILLIAMS LEADERSHIP CAMP: STEPHEN CARLSON
JULY 12-16	**SUMMER CAMP WEEK 4** TEEN: MATT TEIS JUNIOR: CHASE WILLIAMS LEADERSHIP CAMP
JULY 19-23	**SUMMER CAMP WEEK 5** TEEN: ERIC GOETSCH JUNIOR: NATHAN BIRT
JULY 26-30	**SUMMER CAMP WEEK 6** TEEN: DAVE YOUNG JUNIOR: ETHAN LECROY
JULY 30	**SUMMER STAFF BANQUET**
JULY 31-AUG 7	**RENTAL GROUPS**