



2019
Summer Staff
Handbook

Welcome to Covenant Harbor Summer Staff 2019

Dear Staff,

Welcome to the team! We're excited to have you join us at Covenant Harbor this summer. It's going to be a life-changing summer for kids and staff alike.

A new job can be overwhelming, but this handbook should help you with initial questions. This handbook is intended to prepare you well for your summer at camp. If you have any additional questions or just want to talk about camp, give us a call, or send us an email.

We will continue to pray for the team that God has assembled for this summer. We trust that you will be stretched, strengthened and spiritually encouraged by serving at Covenant Harbor. Please join us in committing this summer to prayer.

We look forward to serving with you!

Youth Ministry Team

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Our Vision

The mission of Covenant Harbor is to draw people from their routines into opportunities to enjoy creation, recreation and relationships so that all may experience God through Jesus Christ.

Youth Ministry Goals:

Love Kids. Share Jesus.

To accomplish this we will:

Let them be kids - allow freedom for fun and silliness in all parts of the camp experience.

Open and honest community - we want camp and each cabin group to be a place where each camper feels loved, accepted and valued for exactly who they are.

Value them for who they are - each camper is a unique creation, we will encourage individuality and help each camper experience camp in a way that fits them.

Earn the right to be heard - we will not assume kids will listen to us or respect us. We will spend time with them, develop relationships with them and earn their respect.

Seek Jesus ourselves - in order to tell campers about Jesus, we need to be passionate followers of Him.

Healthy relationships between campers and staff - relationships are the core of our philosophy. We want staff to be important role models, caring deeply about each of the campers they interact with.

Allow opportunities to respond - every camper will be presented with the truth of the gospel of Jesus Christ, and will be allowed to make the choice to choose to follow Jesus. These decisions are NEVER manipulated, coerced or forced.

Rooted in the Bible - everything we teach and present to kids is rooted in the truth of God's Word, the Holy Bible.

Encourage growth in Christ - we want every camper to take steps forward in their relationship with Jesus. We want the foundations that are started or built upon at camp to become increasingly stronger.

Who We Serve

It is humbling to be a part of God's plan to reveal Himself to other people. For some campers, we sow the first seed. For others, we nourish a faith that was born in a church or caring family. Our programs have an opportunity to reach a hurting and often misunderstood generation with the Good News of Christ's love.

Covenant Harbor not only serves the Churches of the Central Conference of the Covenant Church, but also kids from around the northern Illinois, northern Indiana and southern Wisconsin areas. The majority of our campers are from the Chicago, Rockford and Milwaukee areas. More than half of our campers come from non-Covenant homes.

Covenant Harbor is intentional about working with various groups and ministries who seek to bring urban children to camp. Events throughout the year raise money to support these campers who would otherwise not be able to go to camp. We seek to provide an environment where every camper feels loved and accepted, regardless of their ethnic, racial or socioeconomic background.

Covenant Harbor maintains the following staff-to-camper ratios: 1 staff for 6 campers (ages 6-8) and 1 staff for 8 campers (ages 9-14).

Who We Are

Covenant Harbor is one of many Covenant Camps around the country. Covenant Harbor is owned by the Central Conference of the Evangelical Covenant Church (learn more at www.covchurch.org).

Summer Camp at Covenant Harbor is just one part of what happens here. In addition to year round youth and family retreats, there are also year round Snake Road Adventure Center (outdoor education) and Road Scholar programs. We also have a Guest Services department that serves guest groups throughout the year. Our summer camps share the grounds with all of these guests.

Covenant Harbor has over 50 full and part time staff members that work year round in all kinds of jobs from dish washing and maintenance to administration and programming. Our summer staff will add another 80 people to that number. Our 65 collegiate staff serves in a variety of areas including counseling, waterfront, activities and program leadership. 15 High School students will be a part of the Day Camp Counseling team, who serve our Day Camp program then support overnight camp programs in the evening.

Summer Camp is made up of four distinct programs. **Day Camp** serves about 80 kids each week, most of whom come from Lake Geneva and surrounding communities. **Kishwaukee** (affectionately known as Kish) serves 45 2nd – 4th graders each week. There are both full and partial week programs at Kish throughout the summer. **Pier 30** serves about 200 campers each week. The schedule rotates between 5-6 grade programs and 7-9 grade Skills camps. **Alpha Team** offers four two week sessions for high school students designed to be a transitional experience from being camper to being on staff. Alpha campers serve in our operations departments (food service, maintenance, etc.) while also enjoying some camper-like activities. We also offer one week of **BaseCamp** for high school students.

The Snake Road Adventure Center department hosts many schools and corporate groups at the ropes course throughout the year. They also run group initiatives and teach outdoor education. Snake Road staff members work closely with Summer Camp programs to provide High Ropes, Climbing Tower, Low Ropes, Indoor Wall and Giant Swing experiences for summer campers.

Road Scholar is an international organization that provides educational experiences for adults. Covenant Harbor's Adult Education department runs Road Scholar programs throughout the year, and primarily uses the Geneva Bay Centre. The Road Scholar program also runs several off site programs in Madison, Milwaukee, Door County and Kohler, Wisconsin.

Covenant Affirmations

The Evangelical Covenant Church seeks to form and nurture communities that are deeply committed to Jesus Christ and passionately engaged in Christ's mission in the world. The purpose of Covenant affirmations is to make clear the values and principles that have guided the Evangelical Covenant Church since its founding in 1885.

For Covenant people, our essential beliefs are summed up in what we call Covenant Affirmations:

- We affirm the centrality of the word of God.
- We affirm the necessity of the new birth.
- We affirm a commitment to the whole mission of the church.
- We affirm the church as a fellowship of believers.
- We affirm a conscious dependence on the Holy Spirit.
- We affirm the reality of freedom in Christ.

Staff Expectations

Summer staff, in any role, have the incredibly large responsibility of being a Christ-like example to all campers. We expect summer staff to live a life that honors God at all times, not only while camp is in session. Therefore, it is necessary for all applicants to:

- Have a personal relationship with Jesus Christ
- Demonstrate the love of Christ in all of their words and actions
- Maintain a positive attitude throughout challenging and exhausting situations
- Abstain from the use of tobacco, alcohol, and/or illegal drugs, regardless of personal beliefs
- Serve wherever needed, regardless of job description
- Use discernment in choice of dress, appearance and language
- Follow all guidelines listed in the Staff Handbook
- Abide by the standards of the Lifestyle Covenant

Because of the commitment summer staff make to teaching campers about Jesus, it is essential that each staff member believes:

- The Bible is God's inspired word
- Only one true and living God exists
- Jesus Christ is God's son, sent to earth as a sacrifice
- Salvation is by faith alone

The following specific guidelines and expectations help ensure that our team is committed to keeping our focus on the mission.

WE EXPECT staff to act in a Christ-like manner, to respect decisions made by those in authority and to desire growth toward Christ in all matters.

- Violation of Covenant Harbor policy or gross misconduct may result in disciplinary action up to and including termination of employment.
- Discipline issues will be addressed by supervisors.
- Termination of employment will be handled after consultation with the Executive Director.
- At the midpoint and end of your employment, your supervisor (or a Youth Ministry Team member) will meet with you to review your job performance and to focus on your gifts and opportunities for growth.

WE EXPECT staff to treat every guest and every employee with respect, regardless of any differences.

- Covenant Harbor is committed to equal employment opportunity. We do not discriminate against employees or applicants for employment on any legally recognized basis including, but not limited to, race, age, color, gender, marital status, national origin, handicap, disability, or veteran status.
- Sexual harassment (including but not limited to unwelcome sexual pressure, advances, invitation, gestures or innuendo) is prohibited. Covenant Harbor will not tolerate sexual harassment by any employee to any employee, camper or guest.
- Team Dynamics:
 - We want Covenant Harbor to be an environment where there is open, honest and direct communication. Staff are expected to deal with problems in a Christ-like fashion.
 - Complaining, comparing and gossiping will quickly erode staff community and won't be tolerated.

WE EXPECT staff to be fully present at camp and to focus on their job responsibilities and community relationships.

- Visitors: Covenant Harbor is a closed camp for reasons of safety and security. Visitors, including parents, family, boyfriends, girlfriends, etc. are not permitted on grounds during the camp week.
- Dating:
 - Dating is not allowed between staff and guests or campers.
 - Dating relationships between minor staff (under 18) and college staff (over 18) are not allowed.

- Staff members that are dating prior to summer will be expected to set a good example for other staff and campers.
- Homosexual relationships are not allowed.
- Technology:
 - Vision: Camp is a chance to get away from routine and distractions at home. While technology is used in our programs to creatively engage and communicate with campers, the personal use of electronics by campers or staff directly competes with our goals and vision.
 - Camper policy: Kids are not allowed to have cell phones or any electronic devices at camp.
 - Staff policy: Staff are allowed to have cell phones at camp, but use of them is allowed only outside of interactions with campers. Phones may be kept on your person only for emergency communication purposes. Buy a watch.
- Living Guidelines:
 - Staff members are not permitted to enter the living areas of the opposite sex.
 - Quiet hours start at 11pm.
 - The care and cleanliness of your room is your responsibility. Respect the people you live with and do not trash your room. Counselors will need to help campers keep rooms clean and orderly.
 - Non-counseling staff will sign a Housing Agreement upon check-in and must schedule a check-out time with the appropriate staff member before moving out. A satisfactory check-out is required before you receive your final paycheck.

WE EXPECT staff to use their time wisely, both on and off the clock.

- The summer camp schedule is 24 hours a day, 6 or 7 days a week.
- Our summer of ministry is more like a marathon than a sprint, so staff need to care for themselves physically, emotionally and otherwise to finish strong.
- Each staff member has breaks every day and a 24-hour break each week. For most staff, the weekly break will begin on Saturday around 1 pm.
- See the “Life at Camp” section for a more detailed description of hours of work and time off.

WE EXPECT staff to respect the property and equipment at camp and to act professionally and courteously when representing Covenant Harbor.

- Do not operate any machinery, boat, vehicle or tool unless you have permission, have been properly instructed in its use and you are thoroughly familiar with all details of its operation. Wear safety equipment as needed for the particular job you are doing.
- It is your responsibility to know all of the safety and emergency procedures explained in staff training.
- Covenant Harbor vehicles may be driven only by legally licensed and pre-authorized persons with valid driver’s licenses, for business purposes only.
- Staff are not permitted to transport non-Alpha campers in personal vehicles at any time. Only Alpha staff (or other staff by specific request) are permitted to transport Alpha campers, and then only with permission of the Youth Min Team.
- Any behavior that could jeopardize safety is prohibited. This includes, but is not limited to, the reckless operation of vehicles and equipment. Anyone behaving recklessly will be subject to employment termination and may be held personally accountable for damages.
- Covenant Harbor computers may not be used for personal use.
- There are several Wi-Fi hotspots around camp, which are designed for Covenant Harbor work use. The personal use of smartphones, laptops, tablets or other Wi-Fi devices is limited to the staff lounge.

WE EXPECT staff to represent Christ in all areas of their lives, both on and off camp.

- The use of alcohol, illegal drugs or tobacco is prohibited while employed on summer staff. This includes off-site use. Violators of this policy will be subject to disciplinary action up to and including employment termination.
- It is necessary for all summer staff represent themselves in a Christ-like manner in all forms on online presence.
- Summer staff are not allowed to have personal social media relationships with any non-Alpha camper. Specific Alpha rules and guidelines must be strictly followed.

- Covenant Harbor staff reserve the right to request changes to any staff member's social media presence when that staff member has identified themselves as an employee of Covenant Harbor. Staff members who will not comply, or who consistently make poor choices on social media, may be required to eliminate their identification with Covenant Harbor.
- Staff must make wise choices in their personal selection of music, movies and other entertainment. Staff may not expose campers to any non-Christian media without specific permission from the Youth Ministry Team.
- Use of pornography or other inappropriate material is not allowed. Inappropriate internet surfing will be taken very seriously. Violators will be subject to disciplinary action up to and including employment termination.

WE EXPECT staff to set an example of healthy body-image for our campers. Personal style, fashion sense and personal appearance need to become secondary to this primary need.

- General Appearance – The personal appearance of summer staff is important as a role model for campers and as a representative of Covenant Harbor. Neatness, cleanliness and care for personal hygiene are expected of you. Nametags must be worn daily.
- Clothing: Staff set an example for campers, therefore 1) No clothing with logos that reference violence, sex, drugs, tobacco or alcohol. Only tasteful, non-offensive clothing designs are allowed; 2) Summer staff are required to wear a clean, untorn staff t-shirt on opening and closing days. One shirt is provided; 3) Clothing must fit properly – bare midribs, tight clothing (including yoga pants/leggings) and showing any undergarments is inappropriate; 4) Shorts should be “fingertip length” (as long as your fingertips when your arms hang at your side); 5) Only one piece swim suits; and 6) Clothing must be worn at all times, except at the waterfront.
- No extreme changes in physical appearance during the course of the summer (no new hair colors, body piercing, drastic haircuts or tattooing). Distasteful body art should be covered at all times.
- The Youth Ministry Team and/or Executive Director have the authority to determine what constitutes appropriate dress and appearance, including clothing, hair style and body art.

WE EXPECT staff to take care of themselves and to be prepared for the consequences when they don't.

- Only direct work-related injuries are covered by Worker's Compensation Insurance.
- You must be covered by your own medical insurance (or parent's or school plan) and make arrangements to pay all medical bills other than those directly resulting from a work-related injury.
- We must have your completed health form on file.
- Staff who are unable to complete their job responsibilities due to sickness will be required to take unpaid time off.
- Staff need to know their own limits and take care of themselves physically, emotionally and spiritually.

Life at Camp

Typical Day

Each program and each day at Covenant Harbor are very unique, but it can be helpful to see a glimpse of what you will experience this summer.

Morning:

Breakfast – Meals are served buffet style. Counselors eat with campers, non-counseling staff eat “outback”. Day Campers arrive between 8:30 and 9:00 am.

Morning session - including worship, games, lessons and more

Activity Time - Skills, team adventure or a custom activity allow for bonding and memory making.

Afternoon:

Lunch – Pier 30 eats around 12:00, Day Camp and Kishwauketoe eats around 12:45.

Free Time – More like “guided elective time”. Kids, depending on their age, have varying levels of freedom to choose a staff led activity.

Talkbacks – A counselor’s chance to lead discussion with their cabin group.

Day campers leave between 4:00 & 4:30

Evening:

Dinner

Activity – A big game, event or otherwise life-changing experience.

Evening Session—including worship, lessons, games, etc.

Mail

Mail goes out at 9:45 am Monday through Saturday and is delivered daily at a mealtime. There is an outgoing mailbox in the Lodge.

Packages can be sent through the administrative office. Please do not have magazines or catalogs mailed to Covenant Harbor.

Mail and packages should be addressed in your name to: Covenant Harbor 1724 W Main St. Lake Geneva, WI 53147.

Pay Checks

All paperwork and hiring details must be complete before you are able to begin work. You cannot work or be paid until paperwork is in.

You will be paid every other week. Checks are delivered on the Saturday of each pay week. Covenant Harbor requires staff to use Direct Deposit, which deposits your paycheck directly into any bank account of your choosing. Please bring your checkbook or a voided check to set up direct deposit.

Check out responsibilities must be completed before you receive your final paycheck.

Laundry

We have a limited number of free washers and dryers available for you at camp. If you choose to use these machines you must remove your clothes as soon as they are finished. You can also use commercial laundromats in town on your 24 hour break.

Parking & Vehicles

Covenant Harbor has a parking shortage. We encourage you not to bring a vehicle if possible. For security reasons, all staff vehicles on Covenant Harbor property must be registered. If you plan to bring a car, please fill out the vehicle form (included in your hiring paperwork) prior to your arrival.

Please note that due to limited parking spaces, not everyone who wants to have a car at camp will be able to have one. Vehicle determinations will be made based on age, years of service and position at camp. Specific parking assignments and parking permits will be given at staff training.

First year day camp staff (who are still under 18) are not allowed to have cars on site.

Staff members that drive their own vehicles are expected to set an example in their driving practices. The speed limit at Covenant Harbor is 15 m.p.h. on the entry road and 5 m.p.h. in camp. **While camp is in session personal vehicles are not allowed in the main camp.**

Hours of Work & Time Off

Covenant Harbor staff schedules may vary from week to week and are dictated by the individual programs and the need to supervise campers 24 hours a day while camp is in session.

Summer staff will have regular time off. For most staff, the weekly break will begin on Saturday around 1 pm. Staff will need to be back, moved into their cabins and ready to start on Sunday around 1 pm. This break time may vary a few weekends of the summer. Some non-counseling staff may have alternate time off. Waterfront staff will rotate through weekend “pier responsibility”, but will still be given 24 hours off.

Every staff member will have breaks daily in addition to the 24 hours off. We expect a lot from our staff and in turn, work hard to see that the staff are cared for.

All staff under the age of 18 are required to report to their supervisor when leaving camp grounds.

Due to the demanding nature of our summer programs, additional time off is very difficult to accommodate. Any requested time off must be listed on your employment agreement. If you request a partial week off, we may require you to take a full week.

Technology

We want kids to get away from distractions and routine at home. Camp is an ideal place to expose kids to a healthy, Christ-focused environment. Every opportunity should be used to promote tasteful music and media.

Cell phones: Most carriers have full coverage on camp grounds and in the local area. Personal cell phone use cannot interfere with any job responsibilities. Campers are not allowed to have phone access, therefore all phone usage must occur outside of camper interactions. Do not plan on having constant access to your phone, or using it as your watch.

In an emergency, family and friends can contact you at (262)-248-3600.

Wi-Fi: The staff lounge and a few other locations at camp have a limited access to Wi-Fi. This is password protected and designed to allow staff to check email and other communications.

Preparing for Camp

What to Bring

As you prepare for camp you need to know that days are often very warm and humid. Nights can get cool and we occasionally have rain and thunder storms. Storage space is limited. Please plan accordingly. Counselors will move regularly – please pack accordingly.

Consider the wear and tear on items such as musical instruments, personal computers and sports equipment that may require frequent moving and non air-conditioned spaces/storage. Covenant Harbor is not liable for loss of or damage to personal items.

Here's a general list of things to include in your suitcase:

- | | | | |
|--|--|--|-------------------------------------|
| <input type="checkbox"/> Shorts | <input type="checkbox"/> T-shirts | <input type="checkbox"/> Sweatshirts | <input type="checkbox"/> Pants |
| <input type="checkbox"/> Rugged footwear | <input type="checkbox"/> 1-2 nicer outfits | <input type="checkbox"/> Rain gear | <input type="checkbox"/> Swimsuit |
| <input type="checkbox"/> Bible | <input type="checkbox"/> Notebook | <input type="checkbox"/> Wrist watch | <input type="checkbox"/> Stamps |
| <input type="checkbox"/> Sleeping Bag/Blankets | <input type="checkbox"/> Pillow | <input type="checkbox"/> Beach towels | <input type="checkbox"/> Fan |
| <input type="checkbox"/> Bed linens-sheets, etc. | <input type="checkbox"/> Bath towels | <input type="checkbox"/> Flashlight | <input type="checkbox"/> Camera |
| <input type="checkbox"/> Bug spray | <input type="checkbox"/> Sunscreen | <input type="checkbox"/> Battery alarm clock | <input type="checkbox"/> Toiletries |
| <input type="checkbox"/> Water bottle | <input type="checkbox"/> Small back pack | | |

What Not to Bring

Camp is a sanctuary and we need to have a healthy separation from many of life's "necessities". Any of these items found at camp will be confiscated. Therefore, do not bring:

- | | | | |
|--|---|---|----------------------------------|
| <input type="checkbox"/> Inappropriate Music | <input type="checkbox"/> DVD player | <input type="checkbox"/> Fireworks | <input type="checkbox"/> Knives |
| <input type="checkbox"/> TV | <input type="checkbox"/> Alcohol or Drugs | <input type="checkbox"/> Firearms | <input type="checkbox"/> Weapons |
| <input type="checkbox"/> Game systems | <input type="checkbox"/> Pets | <input type="checkbox"/> Clothing that doesn't mesh with modesty policy | |

Due to electrical limitations, the Maple Commons can have only a limited number of refrigerators. Contact the Youth Ministry Team if you want to bring one.

Arrival & Departure

Specific information about arrival will be sent via email several days before your start date. Your specific start date is listed on your employment agreement.

Generally, staff are expected to be at camp, moved in, and ready to work on the first day of your employment agreement. Many staff will arrive on May 31st, and will check-in between 10:30 AM and 12 PM. Staff with arrival dates other than May 31st will check in between 11 AM and 12 PM.

While some staff have alternate departure dates, the summer will officially end at noon on August 9th. Campers go home on the morning of the 8th. Work projects, clean up and a celebration banquet will take place the afternoon and evening of the 8th. More work projects and worship happen the morning of the 9th, and then we will say our good-byes.



Covenant Harbor Lifestyle Covenant

The ministry of Covenant Harbor is reliant upon the quality of the staff who carry the gospel message, model healthy Christian living, create a community where campers and guests thrive and deliver outstanding programs. We highly value our staff. We recognize the unique role and responsibilities of staff as the key agents for ministry effectiveness.

The journey of discipleship, particularly for young adult staff, is a dynamic, developing adventure. While we desire that our staff demonstrates maturity in all areas of personal life and character, we also recognize that young adults are still being formed spiritually, emotionally, intellectually and socially. This ongoing formation best occurs in a healthy, accountable environment – the kind of environment provided by Christian community.

We look to the example of the apostle Paul and his young disciple, Timothy, who although young, was yet deemed capable by his mentor. “Don’t let anyone look down on you because you are young,” Paul writes to Timothy, “but set an example for the believers in speech, in conduct, in love, in faith and in purity.” (I Timothy 4:12). This is the model we seek for all our staff.

In this spirit, we ask staff to agree to the following lifestyle covenant. The goals of our summer camp programs are to Love Kids and Share Jesus. To do this as completely and as relationally as possible, with Christ as our example, these established guidelines help us live out our commitment to Christ.

Covenant Harbor understands that some of these expectations may be very different from societal or behavioral norms. Staff who cannot, in good conscience, agree to this lifestyle agreement are welcome to discuss concerns with the Youth Ministry Team or to seek employment elsewhere.

I am committed to the mission of Covenant Harbor.

- I understand that personal matters (dating relationships, fashion, politics, etc.) have the potential to distract from the ministry and a clear presentation of the gospel.
- I am committed to being flexible and ready to serve beyond my job description.
- I am committed to investing in and growing my personal relationship with Christ so that I may have the most impact.

I am committed to living in a way that is consistent with biblical teaching in all areas of my personal and community life.

- I am committed to healthy interpersonal relationships that follow Biblical models:
 - Gossip, slander, malicious humor, offensive or profane language, divisive behavior, etc. quickly break relationships and erode community.
 - Each individual brings gifts and talents and deserves respect. Racism, sexism, cultural insensitivity or other intolerance have no place in our community and will not be tolerated.
 - Our relationships with each other should reflect our connection to Christ.
- I am committed to self discipline:
 - I understand that the use of alcohol, tobacco and other mind-altering (legal or illegal) drugs is prohibited both on and offsite.
 - In matters of sexual behavior, I will abide by the expectations of the Evangelical Covenant Church with regard to its position on human sexuality: practicing and teaching fidelity in heterosexual marriage and celibacy in singleness.

- I understand that the possession or use of pornography in all forms is prohibited.
- I understand “come as you are and stay as you are”. Piercing and tattoos that you have when you are hired are acceptable. No new piercings, tattoos or other drastic changes may be made throughout the summer.
- I understand that the way I present myself in social media matters – both for my own relationships as well as for the ministry of Covenant Harbor.

As a member of the Covenant Harbor staff, I understand my unique role and responsibilities in modeling a life of discipleship to Jesus Christ for campers and guests. As an indication of my understanding and willingness to honor Christ and the camp’s mission above all, I agree to abide by this Lifestyle Covenant as long as I am employed by Covenant Harbor.

- I have read and agree to the Covenant Affirmations.
- I have read and agree to abide by the Lifestyle Covenant.
- I have read and agree to abide by the Summer Staff Handbook.

Signature _____ **Date** ____/____/____

Parent Signature (if employee is under the age of 18) _____

Covenant Harbor Summer Staff - 1724 W Main Street - Lake Geneva, WI 53147

Phone: 262-248-3600 - summerstaff@covenantharbor.org