

STAFF CODE OF CONDUCT

Camp Mashiach Summer Camp

[Must be read & agreed to by ALL Adult & Junior Staff attending CM]



PLEASE NOTE:

All staffing decisions, paid or volunteer, will be made at the discretion of the Camp Mashiach Board. The Board reserves the right to perform background checks, request references, or interview candidates as part of the selection process.

Camp Mashiach would not be possible if not for the exceptional staff who have given of their time to help lead, teach, and encourage the youth who attend every year. Your service is invaluable to provide the fun and safe environment that Camp Mashiach provides for Messianic youth to learn and grow in their spiritual walk. Such is not possible without rules, regulations, and guidelines followed by all who attend. All staff must be aboveboard and without reproach in conduct and action. Here is a list of items expected of all adult and junior staff who attend Camp Mashiach. The following guidelines will be discussed in detail at the adult staff meeting on the first day of camp. Responsibilities of staff include but are not limited to...

- 1. PERSONAL DISCIPLINE:** Adult Staff and Jr. Staff must maintain a high level of maturity and emotional strength as would be expected from a person in any position of leadership. Staff must be a positive example to those under their charge from a behavioral standpoint as well as a Biblical/spiritual standpoint. Staff must have an understanding of all Camp Mashiach rules and guidelines to exercise good judgment in all conflicts or situations.
- 2. CONDUCT:** We expect the conduct of all staff to be consistent with Torah-based principles and a Judeo-Christian faith and ethics. Conduct, which is immoral, illegal, or contrary to the policies, procedures, and tradition of Camp Mashiach, may result in dismissal of Adult Staff, Jr. Staff, or campers. Camp Mashiach is committed to cooperating with law enforcement if any individual is found in possession of illegal substances or performs any activity that is prohibited by law. **Permission for adult staff to possess firearms or weapons of any kind must be granted by the Head of Camp Security and Camp Advisory Team. This must be done before arriving at Camp.** Tobacco, alcohol, or fireworks may be granted at the discretion of the Head of Security, Camp Advisory Team, and Camp Director. In all other cases, possessions and actions that are prohibited at Camp Mashiach include but are not limited to: tobacco, alcohol, drugs, weapons of any kind, any explosive device, any item with direct ties to the occult (Magic: The Gathering cards, jewelry, etc.), blatant disregard for rules and authority, physical altercations (fighting, pushing, shoving, pulling), stealing, trespassing another's property, or sexual contact with any campers. If you as a staff member become aware of any of the items listed, it is your job to immediately report any such findings to the Camp Director, Security, Administrator, and/or additional adult leadership team needed to resolve the situation. Your conduct before and after the scheduled dates of Camp Mashiach (especially regarding interactions with youth) may affect your participation in Camp Mashiach and subsequent Camp Mashiach events.
- 3. PERSONAL DRESS & GROOMING:** You, as a staff member, are to set an example for the campers. Modest dress is expected and required of all staff. No undergarments should be visible. **Clothing with any political statements, questionable slogans, or graphics on clothing will not be allowed.** Modest swimming attire required during swim activities. It is essential to maintain regular hygiene. All staff are expected to follow the modesty rules contained in the welcome packet. **If a camper or fellow staff member violates the dress code, MALES are to only confront other MALES. FEMALES are only to confront other FEMALES.** **EXAMPLE:** If you are Male, and have an issue with a female's attire, you are to

bring it to the attention of a Female Leader/Staff Member. She [the female Leader/Staff Member] will then address the issue with the camper or staff member.

4. **CAMPER SAFETY:** As a staff member, your top priority is to the campers. At no time will any camp staff encourage or allow campers to take part in any activity that could endanger the campers' safety or health. This includes activities and games that intend to inflict harm to one another. Likewise, staff will in no way harm others, whether through harassment, physical force, verbal and mental abuse, or neglect.
5. **POSITIVE RELATIONSHIPS:** As a staff member, your relationship priority is to build rapport and connect with the campers. Close bonds between staff members are natural but should always be secondary to camper needs. Although Camp Mashiach does not forbid romantic relationships between staff, however, it is discouraged. Public displays of romantic affections (holding hands, kissing, backrubs, etc.) are not allowed. We also ask that staff members who are married to each other publicly refrain from these activities so as not to be a distraction to others. Appropriate displays of affection between family members are not discouraged, but in all cases be mindful of your appearance to others as to not distract others. For those not related to each other, **all physical contact should be kept professional, as in any business or workplace setting.** Romantic relationships and/or sexual contact between staff members and youth campers, regardless of age, is forbidden at Camp Mashiach and subject to violation of various state and federal laws. Physical contact with any members of the same sex (staff to staff, or staff to camper) should also be limited to avoid the appearance of unseemliness.
6. **SUPERVISION:** Unless you have been specifically assigned the supervision of other staff members, it is not your place to correct or "help" other staff members by correcting them. If you believe they are not performing their responsibilities, please bring it to the attention of the Camp Director or Camp Administrator.
7. **STAFF HOUSING:** ***Under no circumstance is there a reason for men to be in ladies housing, or ladies to be in the men's housing.*** If there is an emergency, we have Male & Female staff on our Safety Teams, and the appropriate person[s] will handle the issue. If your child needs you, and you are not in their bunkhouse, our Safety Team will get you and/or your child to the cafeteria to address the issue. To avoid any appearance of impropriety, male staff may not enter female housing and female staff may not enter male housing.
8. **ELECTRONIC EQUIPMENT:** Adult staff should have their phones on them at all times if we need to contact you. Use of your phone should be reserved for calls and texts for Camp Mashiach-related contact and needed communication for work and/or family. Campers' cell phones are turned in at registration and should not be in their possession. Jr. Staff is asked to turn in their cell phones to be an example to the youth. On a case-by-case basis, Jr. Staff may be allowed (by the Camp Administrator or Camp Director) to possess and use their cell phone but only reserved to calls and texts for needed communication for work and/or family. Personal computers may also be allowed for use by staff and Jr. Staff if needed for work-related issues and if used during free time. Wireless access will be granted if needed to phone and computer users.
9. **EMAIL & SOCIAL MEDIA:** Staff should show great restraint concerning posting to social networking sites such as Facebook, Twitter, Instagram, or other social networking sites. For safety reasons and to minimize distractions, please show restraint in using these sites to announce specific times when you will be present at the camp. Likewise, please make sure that all posts before and after Camp Mashiach

reflect well on Camp Mashiach and the Savior we serve. Please respect any request by the Camp Director or Camp Board to remove posts, pictures, or videos that might be perceived as detrimental to the reputation of the camp. Strive to be Messiah-like, even when disagreeing with others' opinions. Remain appropriate and polite, even through email. **DO NOT send a mass email without having it approved by the board beforehand. If there is a conflict, DO NOT send out a mass email. It is best to take the conflict directly to the source in a quick manner. If you need further help or council, please speak with the Camp Board or the Camp Director.**

10. GOSSIP & CONFLICT RESOLUTION: Camp Mashiach has a firm **No Gossip** policy. Camp Mashiach defines gossip as: Talking or Venting about a problem or issue with anyone who cannot solve or fix the issue/problem.

For conflict resolution, we ask the following:

- a. **Seek Biblical guidance; humble yourself:** The Bible addresses conflict consistently. Some verses that you may reflect upon include: *Galatians 6:1*: "Brethren even if a man is caught in any trespass, you who are spiritual, restore such a one in a spirit of gentleness, each one looking to yourself, lest you too be tempted." *Colossians 3:12*: "And so, as those who have been chosen of God, holy and beloved, put on a heart of compassion, kindness, humility, gentleness, and patience bearing with one another and forgiving each other, whoever has a complaint against anyone, just as the Lord forgave you, so also, should you."
- b. **Understand the uniqueness of each Staff Member/Volunteer:** Identifying personality traits, spiritual gifts, and preferred management styles, will help each person understand the motivators each Staff Member/Volunteer possesses. Most conflict is a result of a lack of understanding. The conflict may arise from a lack of understanding of the personality of each Staff Member/Volunteer, a lack of understanding of a process or a lack of understanding of the "Why" behind the "What".
- c. **Honor the feeling of each Staff Member/Volunteer:** Their concerns are real to them, whether you feel they were right or not. Seeking to truly understand their reasons and perspective is key to successful conflict resolution. Helping each other understand perspective but reiterating the concerns of another honor the Staff Member/Volunteer and helps you know that you have an understanding of their feelings. Start your conversation with "Help me understand..." and remember not to be so busy trying to be understood than to understand.
- d. **Retrace the loop:** As previously mentioned, most conflict comes from a lack of understanding. Determine how this lack of understanding came to be.
- e. **Deal with the conflict promptly:** Allowing conflict to fester only makes it worse. Using the Biblical approach found in Matthew 18, meet with the person who has the conflict with you as soon as possible.
- f. **Do not let the conflict steal your joy of serving:** Nothing will burn out a volunteer quicker than unresolved conflict. Pray for the armor of God to surround you and take control of the situation. Remember you cannot make others do what you want them to do; you can only make choices to which others respond and create an environment where others can make choices too.
- g. **If there is a conflict, do NOT speak to other Staff Members who are not involved in the conflict about it. It is best to take the conflict directly to the source in a quick manner. If you need further help or council, please meet with a Board Member or the Camp Director.**

11. PARTICIPATION & PROMPTNESS: Everyone attending camp [regardless of age] is expected to be at camp all week. Leaving early causes disruptions to the group and creates staffing shortages. We are unable to accommodate partial stays. Do not come to camp unless you are able to stay for the entire time. It is expected that all staff members will be on time, and are engaged and participating in all staff

meetings, activities, and events in the program schedule.

- 12. STAFF ASSIGNMENTS:** All Adult & Junior Staff are expected to remain with the tribes they are assigned to at all designated times. If you are a Tribe Leader, and you have to leave your tribe or the camp, you are to let Security and the Camp Administrator know before you depart from your tribe. This is to ensure safety & continuity for all attending Camp Mashiach.
- 13. VEHICLES:** Once you have arrived at Camp, all vehicles are to remain parked in the designated parking areas for the week. Junior Staff and Adult Staff are not allowed to drive back and forth within the camp without a driving pass, issued by the Camp Administrator and/or Camp Security. **Those doing so without prior authorization will be pulled from their location to move their vehicle back to the designated area.** If you have to leave camp, Camp Security & Administration are to be notified before your departure. You must check out/check-in with Administration & Security upon your departure/return.
- 14. PRIVACY/CONFIDENTIALITY:** Confidentiality will be maintained for all personal matters disclosed by campers to staff. Staff members are encouraged to discuss matters with additional staff, the Camp Director, and/or Spiritual Leaders if they are unsure of how to deal with a specific situation or revelation. Before discussing these personal matters with parents, permission shall be requested from the camper who has shared.
- The camper's privacy will be maintained except in the following situations:**
- A) Abuse of any kind that has not been previously reported must be reported immediately to the Camp Leadership Team & Camp Director[s]. The Camp Leadership Team will report this to the proper authorities immediately. Parents will be contacted depending on the origin of the abuse.
 - B) If the staff/Director believes the camper is an imminent danger to themselves or others.
- 15. AVOIDING TOPICS OF CONTROVERSY:** One of the goals of Camp Mashiach is to provide a fun and safe environment for Messianic youth to congregate and leave the secular world behind, and provide a place of unity within our youth and staff. **Camp is not the place to discuss hot-button topics, or discuss things that cause division. THIS INCLUDES BUT IS NOT LIMITED TO THE FOLLOWING TOPICS: All politics, conspiracy theories, the Name, calendars, flat earth, etc...**
- 16. PARENTS/GUARDIANS WHO ARE SEPERATED/DIVORCED/ESTRANGED:** Safety is our #1 priority for all attending camp. We also want to avoid any disruption during camp to provide the best experience possible for all who attend camp. **Whichever parent/guardian has custody/visitation [custodial parent] of the child for the period of camp, is the parent/guardian who is allowed to attend camp with their child.** The non-custodial parent may visit during the Camp Mashiach approved visitor time[s] with **prior written consent from the custodial parent. This written permission must be submitted to Camp Mashiach Administration PRIOR to the start of camp.** If you show up during non-approved visitor time[s] and/or have not submitted the written permission prior to the start of Camp, you will be asked to leave, and not be permitted to stay on the grounds.
- STAFF SIGN OFF:** I agree to abide by and follow the above code of conduct and understand that failure to do so either willfully or by omission may result in immediate dismissal from Camp Mashiach removal from the premises of WNC Gateway Campground & Conference Center, and/or a ban from subsequent Camp Mashiach events at the discretion of the Camp Director and Camp Board.

*****SIGN OFF'S FOR THIS ARE IN YOUR ONLINE REGISTRATION*****

PLEASE ENSURE YOU HAVE LOGGED IN AND SIGNED OFF ON THIS DOCUMENT