



Staff Handbook

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Welcome to the Grindstone Lake Bible Camp Team!

We have prepared this handbook as a general statement of our policy and as a guide for general information that should assist you during your employment. The provisions of this handbook are designed to serve as guidelines rather than absolute rules. Exceptions may be made, from time to time, due to particular circumstances.

This employee handbook does not constitute a contract for employment with Grindstone Lake Bible Camp either expressed or implied. Employment at Grindstone Lake Bible Camp is at-will, unless otherwise provided by an employment contract.

The statements contained in this handbook do not limit the right of either this organization or the employee to terminate the employee's employment or compensation, with or without cause or notice, at any time, for any reason not contrary to law.

Further, this organization reserves the right—at any time—to change, delete, or add to any of the provisions or benefits, in its sole discretion.

The following staff policies and guidelines presented in this handbook represent principles set forth by the camp board of the Grindstone Lake Bible Camp Association. Interpretation lies with the camp director. Enforcement and recourse is the responsibility of the camp director. Failure to comply with either the spirit or explicit meaning of the policy may result in dismissal.

This employee handbook supersedes all prior oral or written handbooks, policies, and guidelines.

MINISTRY DISTINCTIVES

Mission Statement

Our mission, as Grindstone Lake Bible Camp, is to build the global church by serving as the evangelical arm of the local church through a shared mission of charting the course to Christ.

GLBC History

Grindstone Lake Bible Camp came into existence because of the ministers who started what they called the "St. Croix Fundamentalists Ministers Association". Their first meeting was in the Hinckley Presbyterian Church on March 9, 1931. Those present at that meeting were, D. W. Thompson, Presbyterian Church, Pine City; Clair Brown, M.E. Church, Grantsburg; Paul Hendricks, Presbyterian Church, Hinckley; and A. H. Giles, Presbyterian Church, Mora.

It was at the May 2, 1932 meeting that the first mention was made of a Young People's Bible Camp. The original plan was to have the camp at the Yellow Banks Boy Scout Camp, 17 miles east and 5 miles south of Hinckley. A special meeting was called for May 9th to finish plans for the camp. This resolution was adopted:

“The conference will be from June 20 to 27 and be open to all young people of both sexes from the age of fourteen and up.”

The appointed positions were:
Manager, D.W. Thompson
Food & Dining, D. Whitcomb
Grounds, Geo. Freerksen
Program, P. Hendricks
Music, D. Farrington
Publicity, A. H. Giles

“The Fundamentalist Young People's Bible Conference” was born and the cost was \$2.00 for the week.

On June 6, 1932, D. W. Thompson told the members present that the pavilion and two cottages at the south end of Grindstone Lake were available for a rental of \$35.00 for the week of June 20-27. So it was decided to change from Yellow Banks to Grindstone Lake. A cottage was also rented from Mrs. Jameson for \$4.00.

June 20th arrived and what we know as Grindstone Lake Bible Camp came into existence with 88 registered campers from 14 churches, and 12 pastors and group leaders, making a total of exactly 100. The policy of having all age groups in one camp continued for years until the number attending eventually became so great that the age groups had to be divided and additional weeks of camp held.

In early years of camp, many things were done in what today would be considered very primitive ways, such as mandatory calisthenics at 6:30 am, followed by swimming before breakfast. After each meal the

dishes were washed in the lake.

An interesting feature of the early camps was that the local pastors were the speakers and teachers for all activities.

The total budget for the 1932 camp was \$209.83. with expenses of \$152.73, the balance on hand to start the next camp was \$57.10.

It was at the July 3, 1933 Ministerial Association meeting that an option was made available to take over the present property as a permanent camp. However, there was indebtedness of \$1,000.00 against the property. A committee was appointed to see what could be arranged for financing.

Other sites were considered for camp. Mr. Barstow of the Sandstone Bank offered two different places on the lake for sale. Another site was the Parrish property at the north end of the lake. At one time Leonard Wahlberg and Ralph Wahlquist were delegated to look into the possibility of purchasing pine and balsam logs to be used in the construction of the necessary buildings on one of these sites.

At a special meeting of the St. Croix Fundamentalist Ministerial Assoc., action was taken to meet with Mr. Emil Merganz regarding the purchase of his Grindstone Lake property. Albin Larson, D. W. Thompson, and R. Deursen were appointed to meet with Mr. Merganz and close a deal with him, the full purchase price not to exceed \$1,400.00. These trustees of the Bible Conference Association were established.

The main building (Tabernacle) was really a multi-use facility in the early years. Among other things, it was a classroom, assembly hall, sanctuary, activity center, dining hall and cook house, and the boys' sleeping quarters. The girls used the few cabins on the grounds.

GLBC grew and additions were made to the property over the years. The state began to have more regulations that had to be followed. The real expansion began in the 1960's.

On March 13, 1967, the board was authorized to draw up plans and fundraising ideas for a pole type building for a larger tabernacle or chapel.

In March 1971, Guy Hendricks reported that there were plans to build a camp manager cabin. The money was to come from donations of Danforth, Sand Creek, and Clover Sunday Schools by the displaced persons, in appreciation for help received.

In July 1971, a piece of land, approximately 7 acres, became available southwest of our property and the purchase price of \$1,200.00 was agreed upon. It was reported at a special meeting September 27, 1971 that the land had been purchased. At this point plans were started for the new chapel. On May 29, 1973, the committee reported that a building 40'x82' could be built for between \$11,000 and \$12,000. By October 1973 actual plans were under way to have Schoenrock Construction Co. lay the slab after the area was leveled.

If the camp intended on growing, the next major project would have to be sewage disposal, in order to comply with state regulations and the standards of the "Shoreline Ordinance." The new system would

cost approximately \$9,000.

In April 1978, permission was given for a new staff restroom. In May of 1979 plans were under way for new dormitory type cabins for both girls and boys.

Since the addition of the dormitory type cabins several other buildings were added to the campgrounds which include; the recreation building, office and arts & crafts building, the dining hall, a canteen building, Camp Director's house, and the creation building.

In the winter of 2013-2014, the roof of the 1973 chapel building collapsed under the weight of heavy snow. The building was then fully torn down in the spring of 2014. The insurance company gave the camp money to build a "temporary structure" to hold chapel for the summer of 2014 until a more permanent structure could be built. The money was used to build a building for temporary chapel services, and was later renovated into a new office facility in the Spring of 2019. The new chapel building was built in the spring of 2015, equipped with bathrooms, storage, a sound booth, stage, and seating area for 250-300 people. This building was attached to the end of the dining hall to provide easy access to bathrooms and both buildings.

Over the years camp registration fees brought heated discussion. There were always those who thought that they should be kept low enough so that anyone could attend, particularly when there were several young people in one family. It was often stressed that we should have faith enough to know that our needs would be supplied.

Countless numbers of lives have been influenced by the presence of Grindstone Lake Bible Camp, and the result has been that many have gone into full time Christian work.

It is impossible to name all of those who have given of their time, talents and substance to the promotion of the Bible Camp and purpose of which it was founded, to proclaim the Gospel of Jesus Christ. Through the years many individuals have served in different capacities on the Bible Camp board of directors. The present board consists of Loren Nelson, chairman; David Hogberg, Treasurer; Pastor Peter Dobson, Secretary; Pastor Caleb Zahl, Dan Nelson, and Robert Sikkink.

Program Philosophy

Our Statement of Faith:

From the bylaws of Grindstone Lake Bible Camp

Adopted March 17, 1981

1. We believe the entire Bible to be the inspired, the only infallible authoritative Word of God and rule for faith and practice.
2. We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit.
3. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His Miracles, in His vicarious atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
4. We believe that the shed blood of Jesus Christ and His resurrection provide the only ground for justification and salvation for all who believe and that only such as receive Jesus Christ are born of the Holy Spirit, becoming children of God.
5. We believe that the ministry of the Holy Spirit is to glorify our Lord Jesus Christ and during this age to convict men, regenerate the believing sinner, indwell, guide, instruct, and empower the believer for godly living and service.
6. We believe in the bodily resurrection of the dead: of the believer to everlasting blessedness and joy with the Lord; of the unbeliever to judgment and everlasting conscious punishment.
7. We believe in the spiritual unity of believers in our Lord Jesus Christ.

Our Purpose is to:

The purpose of this organization is to provide a camping ministry where all facets of the programming are focused on the message of the Gospel.

Derived from this purpose are the following correlated purposes:

- To reach the unbeliever for Christ;
- To help the believer to grow spiritually and socially;
- To create interest in missions, evangelism, and spiritual growth through Bible teaching and worship;
- To further the cause of a Christian camping program through recreation and other related activities;
- To strengthen the fellowship among the cooperating churches.

Our Main Objective is:

To Preach the Gospel clearly and enthusiastically.

“I am not ashamed of the gospel because it is the power of God for everyone who believes.” (Romans 1:16-NIV) We want all campers to know that they have sinned against God and are without hope except for his grace and mercy. Children should also know that Jesus Christ is the divine Son of God and the only Savior of sinners. He paid the penalty for our sin, even though he lived a perfect life. Through this divine act, God grants forgiveness of sins and gives sinners the perfect righteousness of Christ. Children must understand that this great gift of love is received by faith in Christ alone.

Our Desire is:

To know Him and be like Him

“to be conformed to the likeness of His Son” (Romans 8:29-NIV)

To love campers with His love

“May the Lord make your love increase and overflow for each other and for everyone else, just as ours does for you.” (Thessalonians 3:12-NIV)

We Understand:

Our Power is in Him

“I pray also that the eyes of your heart may be enlightened in order that you may know His incomparably great power for us who believe. That power is like the working of His mighty strength, which He exerted in Christ, when He raised Him from the dead and seated Him at His right hand in the heavenly realms, far above all rule and authority, power and dominion, and every title that can be given, not only in the present age but also in the one to come.” (Ephesians 1:18-21-NIV)

Our Service is for Him and our reward is from Him

“Whatever you do, work at it with all of your heart, as working for the Lord, not for men, since you know that you will receive an inheritance from the Lord as a reward. It is the Lord Christ you are serving.” (Colossians 3:22-24 NIV)

Our Attitude is:

To be respectful of our denominational diversity.

Grindstone Lake Bible Camp is an evangelical organization called the GLBC Association. Member churches represent the Evangelical Free Church of America, the Presbyterian Church of America, the Presbyterian Church USA, the Baptist General Conference and Independent. It is safe to say that campers come from a much broader background than these, such as no church, Roman Catholic, Lutheran, Pentecostal, etc. GLBC takes no position on baptism or communion, nor does it practice these ordinances. Furthermore, it takes no position on the particulars of eschatology. It is also a non-charismatic ministry. GLBC exists to teach the fundamental basics of gospel truth, call young people to repentance and faith in Jesus Christ, to teach the basics of Christian living and trust the power of God's Word and Spirit to minister God's transformational grace in the lives of sinners.

To keep the cost affordable, so that no one is turned away because of cost.

Our registration fees cover our staff and food costs which is about 60% our budget. Everything else comes from donations or other income. Be thankful to many people who contribute to the camp.

To model a lifestyle that is according to the message we proclaim.

“Whatever you have learned or received or heard from me, or seen in me—put it into practice. And the God of peace will be with you.” (Philippians 4:9-NIV)

“For our gospel did not come to you simply with words, but also with power and the Holy Spirit and with deep conviction; just as you know what kind of men we proved to be among you for your sake.” (Thessalonians 1:5-NIV)

Our commitment is to live the “Christian Life” with integrity before them and to explain the gospel with crystal clarity. Through this, it is our prayer that many will accept the gift, which God has provided for them.

To be relentless about safety everywhere.

Be conscious of everyone in every area. Be aware of any possible dangerous situations. If you are not sure, assume the worst. If we are not safe, we cannot operate.

Keep us informed about anything unusual. Ask Questions. Make sure that you report it to the proper person (i.e. staff/camper issues to Camp Director; maintenance issues to Camp Manager; health issues to the First Aid Director). All of the administrative staff members are here to answer your questions and help you with your camp problems. You are not bothering us to bring camper issues and questions to us.

Our Effort should be to:

Provide Security for these children!

Children expect boundaries and guidelines. They need to know what is expected of them and know you meant it. Start off firm and then lighten up (not the other way!). You must learn to do this without getting angry or raising your voice! **Yelling at a camper is not permitted. Children grow and develop when there is a strong but loving hand guiding them.**

Be a joyful example for these children!

Happiness and enthusiasm are contagious. Let it continually control you! “Rejoice in the Lord always, and again I say Rejoice!” (Philippians 4:4 NIV)

Be with your children!

Spend as much of your waking hours of your everyday with your children as you can! Use your “off-time” to meet the needs of your friends. Help build that relationship with God, but don't sell your campers short! It's why we're all here, from counselors to Program to Administrative Staff.

His Results

Today we can experience an intimacy with Christ that will change who we are, how we think and what we believe is valuable.

This summer campers will leave knowing they have value and purpose for living because of Christ. Christianity becomes more than a religion, it's a relationship with our Creator, Father, and Savior. **In years to come**, we see and hear about changed lives because of your friendship and leadership to a child who looked to you as a role model of Christ's love and friendship.

Ministry Purpose

Grindstone Lake Bible Camp is a non-profit religious organization and is substantially controlled and supported by a religious body, local churches from different denominations (Presbyterian, Baptist, Evangelical Free, Non-Denominational).

More importantly, our organization is a community of believers who have joined together to meet the spiritual and academic needs of the greater community. Our organization promotes behavior consistent with the Holy Scriptures.

Consequently, when joining *Grindstone Lake Bible Camp's* staff, you freely and willingly agree to the standards of behavior outlined in this policy. The standards included in this policy are not exhaustive; rather, they provide a guideline of conduct we believe is in accordance with biblical standards.

As representatives of *Grindstone Lake Bible Camp*, it is imperative that our actions are above reproach in all things. Consequently, the following standards of conduct shall apply to all employees. Violations of these standards are regarded as a serious breach of integrity and could result in discipline, up to and including termination:

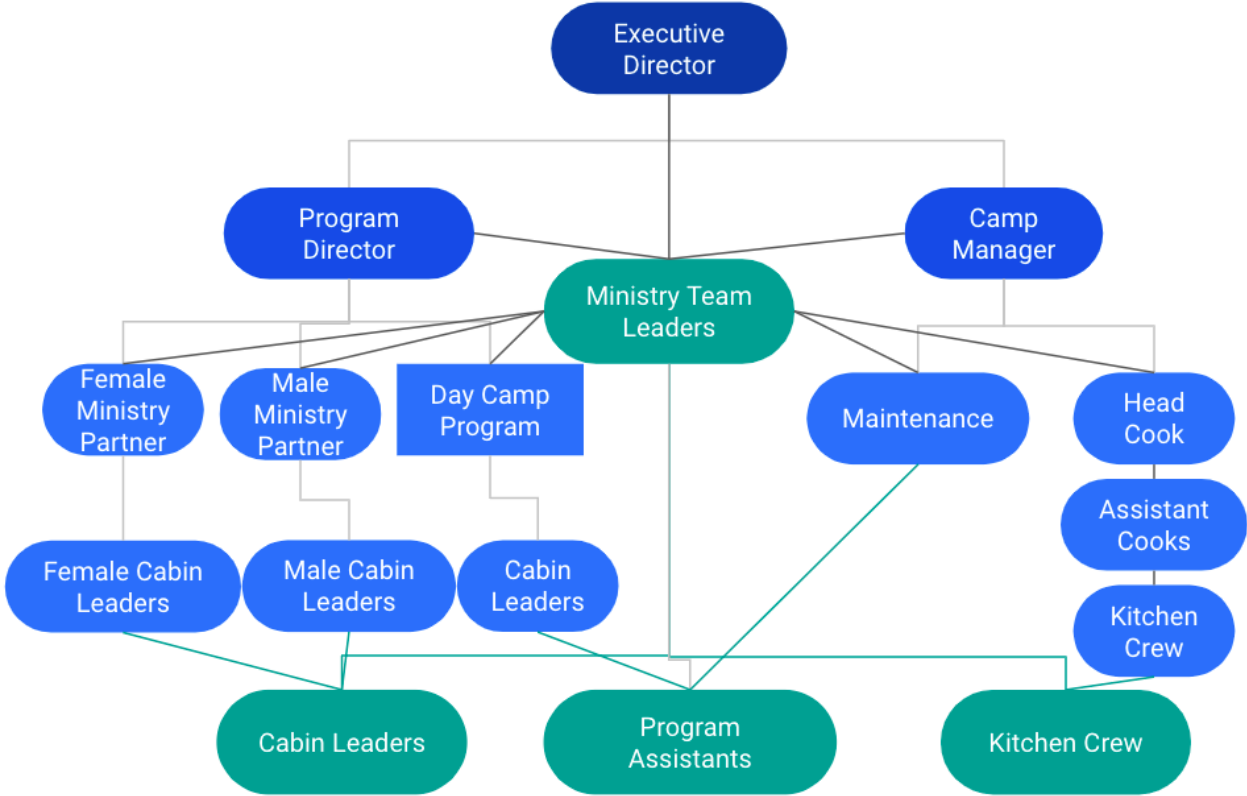
- God's Word teaches us that certain attributes are desired, including love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control (Galatians 5:22–24). These attributes are to be sought, encouraged, and demonstrated in our relationships.
- Scripture further teaches us that certain behaviors should be avoided, including theft, lying, dishonesty, gossip, slander, backbiting, profanity, vulgarity, sexual promiscuity (including adultery, same sex relations, and premarital sex), drunkenness, and immodest dress.
- Employees are expected to show Christian concern in their interaction with others, and to join together with a body of believers for worship and fellowship on a regular basis.
- *Grindstone Lake Bible Camp* recognizes the danger to one's physical and mental well-being in the use of certain products. Therefore, employees are to refrain from the use of tobacco in any form, abusing alcoholic beverages, from using hallucinogenic drugs and substances and from using narcotics not authorized by a physician.

Morals Clause/Policy

Grindstone Lake Bible Camp is a non-profit religious organization and is substantially controlled and supported by several local association churches. More importantly, our organization is a community of believers who have joined together to meet the spiritual and academic needs of the greater community. Our organization promotes behavior consistent with the Holy Scriptures. Consequently, when joining *Grindstone Lake Bible Camp* staff, you freely and willingly agree to the standards of behavior outlined in this policy. The standards included in this policy are not exhaustive; rather, they provide a guideline of conduct we believe is in accordance with biblical standards. As representatives of *Grindstone Lake Bible Camp*, it is imperative that our actions are above reproach in all things. Consequently, the following standards of conduct shall apply to all employees. Violations of these standards are regarded as a serious breach of integrity and could result in discipline, up to and including termination.

- God’s Word teaches us that certain attributes are desired, including: love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control (Galatians 5:22–24). These attributes are to be sought, encouraged, and demonstrated in our relationships.
- Scripture further teaches us that certain behaviors should be avoided, including: theft, lying, dishonesty, gossip, slander, backbiting, profanity, vulgarity, sexual promiscuity, drunkenness, and immodesty of dress.
- Employees are expected to show Christian concern in their interaction with others, and to join together with a body of believers for worship and fellowship on a regular basis.
- Grindstone Lake Bible Camp recognizes the danger to one’s physical and psychological well-being in the use of certain products. Therefore, employees are to refrain from the use of tobacco in any form, alcoholic beverages, hallucinogenic drugs and substances, or narcotics not authorized by a physician.

Summer Camp Staff Structure



Job Descriptions

Volunteers

Employees who desire to volunteer with Grindstone Lake Bible Camp during non-working hours must first obtain approval from the *camp director*. Approval of the employee's request to volunteer will depend on several factors, such as the nature, extent, and duration of the voluntary activity. Because Grindstone Lake Bible Camp must comply with applicable labor laws, non-exempt employees cannot volunteer for, and will not be allowed to perform, activities that are normally part of their job responsibilities.

If a former employee wishes to continue his or her volunteer efforts for Grindstone Lake Bible Camp, approval will be contingent upon a positive recommendation from the prior employee's supervisor and *camp director*.

Grindstone Lake Bible Camp encourages volunteer efforts by non-employee volunteers. Before engaging in volunteer activities, non-employees must complete a volunteer application and agree to background and reference checks, an interview, and completion of a signed volunteer agreement.

All volunteers, whether employee or non-employee, serve with the knowledge and approval of the *camp director*, who may terminate the volunteer's relationship with Grindstone Lake Bible Camp at any time.

All Staff

Qualifications:

- Must give evidence of personal faith in Jesus Christ as Savior.
- Must be in agreement with the camp's constitution, doctrinal statement, and purpose.
- Must be at least the following ages:
 - Program Director: 21 years old
 - Core Counselor: 18 years old
 - Program Assistants: 16 years old
 - Head Lifeguard: 18 years old
 - First Aid Director: 18 years old

Duties:

- Is answerable to the Director (or designated representative).
- Is responsible to be on the campgrounds no later than 2:00 P.M. for a staff meeting on the first day of camp. If the counselor is not able to be at camp on time, he or she must make prior arrangements with the Director.
- To notify camp Director or Program Director either in person or via office sign out sheet if you must leave the campgrounds.
- During off weekend time, is responsible to get rest for the upcoming week.
- Is responsible to see that the camp schedule is kept by the campers.
- Is responsible for the safety of the campers while in his or her care.
- To complete other activities as assigned by the Director.
- Is responsible to fill out an evaluation of his or her experience as the Director gives opportunity.
- On the last day of camp, staff are completed with their duties after the staff meeting which is usually at 8:00 P.M.
- Attend the first supper.

Ministry Partner's

As a ministry partner you are partnering with each counselor to ensure their physical and spiritual health. With a focus on each staff member together you will develop a discipleship program to deepen the staff members relationship with God by challenging them and holding them to the challenge. You are also the first contact person for prayer, advice, and camper questions. You are also to report to the Director any issues that come up between staff or involving staff immediately. Together you are a team and can bounce ideas off of each other, and pray for staff members and campers. Remain above reproach, and continue a genuine relationship with staff members and campers.

- Create and prepare discipleship programs with same gendered counseling and program staff.
- Meet weekly for an hour long discipleship with each staff member.
- Check up on cabins as time permits to observe counselor camper interactions.
- Attend/make yourself available during cabin devotions to attend and reflect on their devotions during discipleship.
- Meet with the Executive Director about any camper/staff member concerns immediately after getting the situation under control.
- Hold staff to their spiritual challenge. Maybe prayer life, reading the bible, reflecting on scripture, controlling the tongue, and investing time listening to their testimonies and struggles they will face when they go home.

First Aid Director

The first aid person is the record keeper, and solver of any health issues or emergencies at camp. FAD is in charge of dispensing meds, and should maintain records of dispensed meds, band aids, and any OTC handed out using the online form/paper form. The FAD is encouraged to get involved in camp activities, but must have a radio at all times for emergencies.

- Handle all health/emergency concerns appropriately.
- Record all activity EX. Band aids, OTC, AM PM or Lunch meds.
- Inform director of major health concerns, and accompany director and camper to ER if needed.
- Quarantine any communicable diseases appropriately and inform director if need to be sent home

Program Staff

- To assist the Director in organizing and implementing Bible memory, team sports (cabin activities), campativity, and elective skills. When possible, apply appropriate spiritual lessons to the activities.
- Lead and design assigned elective skill.
- Be available to backup counseling staff in their absence.
- Responsible for supervising campers during camper free time. This includes the following:
 - Head Lifeguard: monitors swimming and canoeing area.
 - Lifeguard Assistant: monitors swimming and canoeing area.
 - Safety-board/Crosswalk Attendants: monitors the road for traffic and safe crossing
 - Canoe Lookout Attendant: monitor and enforce the safety and behavior rules for the canoes; notify the head lifeguard in the event of a canoe emergency; oversees the checking out and return of all canoeing equipment.

Core Counselors

- Must be in or near the immediate vicinity of their assigned cabin by 3:00 PM on the day that camp begins in order to greet campers and meet the parents of the campers.
- Is responsible to get acquainted with campers in their cabin as quickly as possible.
- Must be ready to assist campers with all problems (sickness, tying shoes, etc.).
- Must be willing to enforce the behavior expectations of the camp by means of the procedure outlined in the misbehavior consequences.
- Is responsible for the cleanliness of the cabin.
- Is responsible to plan and lead cabin activities as called for in the schedule such as cabin discovery.
- Is responsible to talk to each camper with the intention of determining the camper's spiritual status.
- Is responsible to see the cabin devotions are held every evening in their assigned cabin.
- Is responsible to complete supervision of the playground during the times assigned by the Director.
- Is responsible to attend all activities (excluding counselor free time) and chapels unless prior arrangements have been made with the Director or his representative.
- Is responsible to see that the counselor assistant assigned to them is aware of his or her responsibilities and understands why you do what you do. Counselor Assistants are under their authority. May make evaluation of counselor assistant as Director prescribes and share helpful things from the evaluation with counselor assistant.
- Is responsible to welcome and help involve their counselor assistant to be a part of the camp community, and to involve them in the ministry of the cabin by praying with them, planning activities, etc.
- Is responsible to fill out a response record for their cabin, due on the last day of every camp week.
- Is responsible for the clean-up of his/her cabin on the last day of each camp week.

Counselor Assistants (CIT's)

Qualifications

- For 1st-6th grade, must be 15 years old; for 7th-8th grade, must be 16 years old; for 8th-9th grade, must be 17 years old; and 19 years old for Sr. High.

Duties:

- Is answerable to the core counselor in charge of the cabin to which he or she is assigned.
- Is responsible to participate in all activities and chapels
- Is responsible to assist the core counselor in the implementation of their job description as requested. This may include, but not limited to:
 - Leading an evening devotional
 - Assisting in the clean-up of the cabin
 - Assisting campers with personal devotions and memory verses
 - At the discretion of the core counselor, enforcing behavior expectations of the camp
 - Talking with campers and determining their spiritual status
 - Providing information to fill out the camper evaluation form
- Assist in the supervision of games as the program Director assigns
- Is responsible to be helpful and available

Four Guiding Principles

As we seek to live in community during the sessions of summer camp, may these Four Principles guide our interactions with each other and with our campers!

- *Love Unconditionally*

“This is how we know what love is: Jesus Christ laid down his life for us. And we ought to lay down our lives for our brothers and sisters. If anyone has material possessions and sees a brother or sister in need but has no pity on them, how can the love of God be in that person?” 1 John 3:16-17

“A new command I give you: Love one another. As I have loved you, so you must love one another. By this everyone will know that you are my disciples, if you love one another.” John 13:34-35

- *Live with Integrity*

“All you need to say is simply ‘Yes’ or ‘No’; anything beyond this comes from the evil one.” Matthew 5:37

“For you were once darkness, but now you are light in the Lord. Live as children of light for the fruit of the light consists in all goodness, righteousness and truth...” Ephesians 5:8-9

- *Be Present*

“Therefore do not worry about tomorrow, for tomorrow will worry about itself. Each day has enough trouble of its own.” Matthew 6:34

- *Be Authentic*

“Then you will know the truth, and the truth will set you free.” John 8:32

“There is nothing concealed that will not be disclosed, or hidden that will not be made known. What you have said in the dark will be heard in the daylight, and what you have whispered in the ear in the inner rooms will be proclaimed from the roofs.” Luke 12:2-3

EQUAL EMPLOYMENT OPPORTUNITY

Grindstone Lake Bible Camp is an equal opportunity employer. The recruitment and selection process will be based on job-related, objective qualifications, in accordance with the job requirements of the position being filled.

All employees must be able to perform the essential functions of their jobs as set forth in the employee’s individual position description. Reasonable accommodations will be made, in accordance with applicable state and federal laws, to assist employees with disabilities in performing the essential functions of their jobs.

Employees who believe they have been unlawfully discriminated against should report it immediately to the camp director.

Guidelines

A reporting employee will not be retaliated against for reporting a violation of this policy. In all reported cases, this organization will take reasonable steps to protect the reporting employee from retaliatory, harassing, or abusive behavior in relation to such reporting. This organization will investigate all reports diligently and will take appropriate disciplinary action against the offender(s), based on the circumstances.

EMPLOYMENT VERIFICATIONS

Any requests for information on a former or current employee's work history, performance, or salary by a third party (such as a prospective employer, financial institution, housing institution, etc.) should be directed to the camp director. Employees are required to sign a written release of information document authorizing the release of such information to a third party.

Managing the Schedule

Sunday Arrival & Check-in

Staff should arrive at camp at 1:00pm on Sunday, get moved in and be ready by 2:00pm for the Staff Meeting. Staff are required to wear their staff t-shirt on Sundays. Cabin assignments can be found in the office.

YOU ONLY GET ONE CHANCE TO MAKE A GOOD FIRST IMPRESSION.

We will be doing a drive-through check-in process. Parents/guardians will enter through the EAST GATE. There are several check-points on their drive through campgrounds on their way to the office. Once campers are unloaded from their vehicles, parents/guardians will exit through the WEST GATE. **Check-Point Positions:** East Gate, First Aid/Medical, Camp Purchases, Payments, Camper Unloading **Counselors** – Greet parents and campers. The most important responsibility of the counselor is to greet campers and families warmly, offer to help carry in suitcases and help campers find a bed. Answer parents' questions. Listen to their concerns.

- Stay focused on greeting campers and parents during this time rather than catching up with other staff members.
- Memorize names!
- Make eye contact with parents and campers, shake hands with parents. Show them you are interested in their concerns and in their child.
- Listen to what they are telling you and note important issues like sunscreen, bedtime issues or other concerns.
- Help them get established and oriented by helping them find a bunk, assisting with luggage. When finding a bunk, make sure campers' heads are not next to each other. Campers should be head-to-foot or foot-to-foot.
- **DO NOT** encourage phone calls to campers/families. We discourage the use of the camp phone during the week. The camp phone needs to stay open for camp office staff to work. Remind families if they would like to contact their child, to email the glbcccampermail@gmail.com.
- Keep your eyes open for items that campers are not supposed to bring with them to camp – i.e. cell phones, video games, tablets, etc. If you see these items enter the cabin, remind parents that the campers are not supposed to have these items with them at camp and encourage them to take the items home with them. If you find any of these items after parents have left, we will keep the items in the office.

Camper Check-out

- Staff are required to wear their staff t-shirts.
- Have campers pack their items during time allotted.
- Help campers locate their things – lost and found items, towels and clothing on clotheslines. If there are a lot of items, hold them up item by item for campers to identify. Look for names on tags.
- Encourage them to make sure they don't have other campers belongings in their suitcase.
- Clean Cabin!!! Wipe out sinks, empty trash, check under bunks, check clotheslines, bag up lost and found items, sweep (mop after campers are gone in the evening). Wipe down every mattress and flip it over. Check around the cabin for trash or other lost items.
- Bring lost and found items from your cabin to the designated area by the office so parents can go through this before picking up campers.
- Before supper, all campers should bring all of their luggage to the lawn in front of the dining hall. Campers' luggage should be sorted by cabin. One counselor from each cabin will have a walkie-talkie.
- We will be doing a drive-through check-out process. Parents/guardians will enter through the EAST GATE. Come through towards the office. Once a parent comes through, the office will check id's and call for the camper through the walkie-talkies. A counselor should help load their campers luggage into their families vehicles. Once the camper has gotten into the vehicle, counselors should return to their other campers. Parents/guardians will exit through the WEST GATE.
- Once all your campers are gone, go back to your cabin, clean and tidy your belongings. You will most likely move to a new cabin on Sunday. Make sure your cabin stays clean over the weekend. Help other cabins clean once you are finished. Once the camp is cleaned for the weekend, there will be a staff meeting in the oasis.

Daily Schedule

Wake-up: Get up before the campers each day. As you wake up the campers when the morning bell rings, remember that not everyone is a morning person! Many kids are most homesick at wake-up time. It is very important that counselors get ready on time in order to keep the campers on schedule. Please nurture the kids rather than yell at them to get up in the morning. One staff member will join the 7:15 devotionals and then trade places with the other counselor at 7:45. You can decide who does which morning devo.

Divide responsibilities in the cabin: Whether it be cleaning or who is doing the night devo, share and divide tasks among each other.

Be on time: It is your responsibility to get your group of campers to the assigned activities on time. (A watch is a good idea to have. It is suggested that it is a cheap digital watch for the summer.) Do not leave any campers behind when traveling to different activities.

MealTimes: Dining hall procedures are outlined in another area in this handbook. Remember that mealtime is not "time off". Sit with your campers. Listen and join in discussions. Look for loners. Be mindful of any dietary concerns your campers may have. Mealtime should be viewed as "family time". Campers do not leave the dining hall until you do.

Cabin clean-up: Wet clothing should be laid out to dry. Pick up trash and put clothing away daily.

Chapel: If you are not interested and enthusiastic – don't expect your campers to be. Sit amongst your campers – not on the sidelines with other staff. Bibles are available for campers who came without one or with a translation that is difficult for them to understand. Look for kids who may need help looking things up in the Bible.

Mail – Delivery: Mail and email for your cabin will be delivered daily in the cabin mail slots located at the office. Mail will be placed there daily before lunch. Some campers will have packages. Look on top and on the sides of the mail slots. Please pass out all of the mail & emails daily. If a camper responds to the email, bring that to the office as soon as you are able.

In-between times: Watch for potential trouble spots in the schedule – times when campers may get bored or homesick. These can develop into times of mischief or problem if not managed carefully.

Games and Team activities: Encourage participation in positive ways. Never shape a camper into participation. Your enthusiasm, for even an event you dislike, can turn it around!

Cabin Devos: Each week you'll have a wonderful opportunity to connect your campers during small group devotions. Materials will be provided for you to use as a framework for your time with campers. Cabin devotions should be done in small groups with the campers that are in your care. Here are some things to remember:

- Don't allow one camper to monopolize the discussion time
- Try to focus campers back on to the subject
- Clos in prayer time – vary in method – small groups of 2-3, sentence prayers, one camper lead, etc.

Lights Out: Help the campers wind down – cabin devos can help. Going from bedside to bedside to pray with each camper can be a very effective means of quieting them down and ending the day on a positive note. Read a book or tell a funny story. **NO BAD OR SCARY STORIES** by you or the campers. For safety purposes, counselors are to remain in the room with the campers after lights out.

Inclusion of Campers with Special Needs

At Grindstone Lake Bible Camp, we believe that the summer camp experience is too important for anyone to be left out or sitting on the sidelines! We want children with special needs to have a fulfilling camp experience. Our inclusion coordinator works with us as we develop our programs and train our staff to make sure that the special needs of our campers are considered in our planning process. If you are assigned a camper with special needs, we will make sure that you are informed of their needs so that you will know the best approach to including them in all the fun of camp.

One-to-one Caregiver

There are campers who have needs that make it necessary for a counselor to be assigned to them. We will ask for counselors willing to give this type of care to prepare them to give the camper excellent care while including them in the daily activities.

CAMPER DISCIPLINE & PROBLEM SOLVING

At Grindstone Lake Bible Camp, we desire to demonstrate the love of our Lord Jesus Christ to all campers under our care. We also seek to apply scriptural wisdom in the handling of discipline matters. The following guidelines are necessary to clarify healthy expressions of Christian affection and affirmation. These guidelines will also serve to prevent actions that may be mistakenly perceived as anything other than Christian affection and affirmation. Affirmation is the Foundation of our Discipline: Campers should always feel assured of your love and forgiveness, even when you have to discipline them. Your love for them, by God's grace, needs to be unconditional, not based on anything they have done to deserve or not deserve it. Many campers have never experienced this kind of loving discipline. Camper discipline is primarily the role of their direct core counselor. If you are unsure about discipline, ask your ministry partner for help. There may be specific situations where guidance from your mp is necessary.

Camper Policies

- All campers must attend all chapel services, meals, recreational programs, etc.
- All campers are expected to go to bed promptly at the designated time.
- All campers shall keep from disturbing others between the time of lights out and the rising bell.
- Dress should be modest and appropriate for the various activities in the camp program. Tight fitting and/or abbreviated apparel will not be permitted. Bathing suits are permitted only at the beach and must be covered to and from the beach. Special care is requested in swimwear (no bikini or speedos). Men and women with suits deemed immodest by the staff will be required to wear a T-shirt or shorts over their suit.
- Campers are to wear shoes at all times (except when swimming or in the cabin).
- The Chapel should be respected as a place of worship, instruction, and fellowship. Gum or candy is not allowed. Hats should be removed during chapel.
- Every camper is expected to respect and reserve the beauty of the camp. Deliberate defacing of trees, buildings, furniture, or other camp property is prohibited.
- Campers should keep the grounds clean by throwing trash in the proper containers.
- Every camper is expected to keep his/her bed and personal belongings in order. Also, he or she should share in the cabin and grounds clean-up.
- Campers are not allowed to be playing or sitting in the rafters.
- Swimming shall be permitted only in the roped off area, at scheduled times, and under the supervision of a lifeguard.
- Boating shall be permitted only in designated areas, at scheduled times, and under the supervision of a lifeguard. No boats are to be beached other than at the camp waterfront. All canoes must stay within sight of the beach.
- Campers should remain on the grounds at all times except in case of necessity. Special permission to leave must be given by the Camp Director.
- Automobiles should be parked only in designated parking areas. All campers must check in all their automobile keys at the office at the time of registration.
- The use of alcoholic beverages, other non-prescribed drugs, and tobacco is prohibited.
- Members of one sex shall be prohibited from entering the living quarters of the other sex.
- No camper is allowed to use electronics (anything with an off/on shift switch is prohibited).
- Campers are not allowed to make any phone calls unless permission is granted by the Director.

Prevent discipline problems before they start

- Get to know your campers
- Let them know your expectations
- Give those with a bad start or reputation a fresh chance (Key word – GRACE!)
- Be with your campers, especially during the in-between times and free time.
- Praise good behavior
- Avoid allowing your campers to become overtired
- Teach campers how to have constructive fun. Have fun with them!

Confronting a camper

- Remove any danger to the camper, others around him and yourself.
- Stop the camper from doing wrong
- Communicate understanding or at least a willingness to understand. Yelling is not allowed! Yelling can undermine your authority and cause more behavior problems.

Bullying

- Do not allow campers to be bullied. Watch closely to make sure this is not happening.
- If a child indicates that they are being bullied when you are not around, then listen to them. Don't assume this is not happening because you haven't seen it. If we need to remove the bully from the cabin we will do so.
- Staff should sleep in locations to maximize your ability to see all the campers in your care and minimize the chance for bullying.

Getting the record straight

- Identify the problem
- Communicate your expectations and how the camper(s) failed to meet them. (The expectation is _____. What I saw/heard/noticed is _____.)

Deciding on appropriate consequences

- Limiting activity
- Separation
- Making restitution
- Withdrawing privileges
- Talk with director or ministry partner

Inappropriate consequences

- Any form of physical punishment
- Verbal or emotional abuse
- Retaliation
- Unfairness or favoritism
- Bribery

Documentation of incident

If a camper received a consequence for any reason, it needs to be documented. Please fill out an incident report form found in the office. If you are not sure an incident should be reported, ask the ministry partner or program director. Incident reports should be filled out and turned in by the end of day when the incident occurred. Do not wait until Thursday or Friday to turn in reports. There are some incidents which require a parent to be called before check-out. Both counselors should be notified of incidents that happen in their cabin. For some serious incidents involving discipline, please involve the camp director as well as the ministry partners.

Camper Misbehavior Consequences

Misbehavior Categories:

MINOR: Ex. – Talking, teasing, failure to follow directions, swearing.

1st-3rd infraction: Explanation and warning, logical consequences, removed from activity, no canteen, reasonable exercises, work duty, etc.

4th infraction: Sent to Director

After the 4th infraction: The Director will prescribe the punishment if the infraction occurs a 5th time.

MAJOR: All major infractions shall include but not limited to:

- Swearing at someone
- Fighting
- Stealing
- Use of alcohol or tobacco
- Leaving campgrounds

Campers who have committed a major infraction will be sent to the Director immediately. The Director shall be able to administer the following punishments:

- Phone call to parents.
- Contract made with campers
- Logical consequences
- Work duty
- Send camper home

Touch and Discipline Guidelines

TOUCH:

No person in contact with campers (including staff, volunteers, counselors and speakers) will be allowed to touch campers in any area blocked out by the rectangle in the diagram shown here.



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It is entirely possible to effectively show compassion and affirmation through a pat on the arm, hand on the upper shoulder, high five and/or side hugs.

Not permissible

- Tickling
- Massages
- Rump slaps
- Back rubs
- Or any other touch inside the blocked out area on the diagram above.

Do not threaten to do any of the unacceptable affirmations listed above as means of punishment. Note that side hugs must be brief, with arms placed only near upper shoulders. Counselors should ask if the camper would like a hug.

No physical touch with campers of the opposite sex

Discipline:

Those who work with campers as named in the above sections will not hit, slap, spank, pinch, push, or in any way use physical contact as a means of discipline. Also, those who work with campers should not threaten or even tease children with the punishments listed above. Producing pain is not an acceptable means of controlling behavior at Grindstone Lake Bible Camp.

Love and logic principles and methods are suitable for the enforcement of rules at Grindstone Lake Bible Camp (See Policy and Guidelines for Effective Discipline). Anyone facing discipline problems should seek help and support from their superior without hesitation. Even the very best counselors have limitations—don't be afraid to make a wise move towards help.

RECREATIONAL ACTIVITIES

Activities at Grindstone Lake Bible Camp provide a significant format for recreation, instruction, and building personal relationships.

Each activity should be viewed as a means to:

- Have fun
- Reinforce Biblical truths through the counselor's and staff's response to circumstances that occur during this activity time.
- Challenge campers to develop a wide variety of physical skills.
- Encourage responsibility and an attitude of safety.
- Participate enthusiastically, supporting the program and those who are leading the program.

Free-time Supervision

The time period in the afternoon known as "free-time" is a major recreational time in the camper's schedule. This is a great time to have fun with and enjoy your campers! There will be times when counselors are given the responsibility to cover a specific area to ensure the safety of their campers. Counselors need to make sure that all campers have left the cabin at the beginning of free-time and that you know where they are heading to. Campers are not allowed to go back to their cabin except under the direct supervision of a counselor. Staff members will be stationed at designated locations to make sure that not one goes back to the dorms. Counselors should not go back to the cabin alone with a camper. If a camper is sick and unable to enjoy the recreational opportunities, they should be taken to the nurse's station.

Depending on the session, counselors will follow a rotation schedule to ensure the safety of campers as they participate in our recreation options.

Hydration & Sun Screen

Summers here can be HOT! Campers need to maintain a healthy level of hydration while participating in recreational activities by drinking lots of water!

As the primary caregiver, it will be the counselor's responsibility to keep their campers hydrated. We request that all campers bring water bottles. Make sure that all their water bottles have names on them. As you exit the dining hall, help your campers fill their bottles with water. Mealtime procedures require that everyone drink 1-2 glasses of water before drinking juice. It will be the responsibility of the counselor to make sure that this is carried out. Water coolers will be placed in the dining hall to assist with hydration during non-meal times.

Sun Screen is also very important. When a camper gets sunburnt, bring them to the nurses station on a regular basis to receive aloe vera. When a camper is sunburned, they need to drink more water. Being sunburned causes dehydration.

Waterfront Safety

Counselors: #1- Watches the road #2- Check-in/check-out (Safety Board; see below)

These staff members MUST wait to rotate until they are relieved by the next counselor. This means that other staff members rotating to this position must be prompt so other rotations can occur swiftly.

Attentiveness in these positions is critical; your job is as important as the lifeguards' when it comes to keeping track of kids in the water. Many false emergencies can be avoided when these counselors are attentive and do their jobs well.

Safety Board

Counselors working the safety board must be attentive to children entering and exiting the swimming area. The left side of the board (numbers 1-70) are used for tracking swimmers; the right side of the board (numbers 1-30, marked "c-k") are used for tracking canoers and kayakers. Counselors will give each swimmer a wristband with a number and will record that number, along with the camper's name and cabin on the safety board check-in, check-out sheet. Be sure to record on the sheet the number and "c-k" to differentiate canoers and kayakers from swimmers.

Only after checking in may children cross the road and enter the waterfront area. Once they decide to leave the waterfront area, kids must check out at the safety board. Children will wait quietly for their turn to exit the waterfront. The crossing guard needs to do some traffic control of the children exiting the waterfront (make sure you don't send over too many kids and make a traffic jam).

Swim Tests

On Monday, campers will have the option of taking the swim test. They cannot take the swim test later in the week. If a camper passes the swim test, they will receive a wristband. If a camper loses their wristband, it is your responsibility as a counselor to get a new one from the lifeguards. Some campers may claim to have lost their wristband in order to gain access to areas of the lake that are beyond their swim ability. Any camper without a wristband will have to stay in the shallow end or wear a lifejacket when going into the deep end.

NO NIGHT SWIMMING

Safety, Health & First Aid Procedures

Procedures for Homesickness

When a camper first approaches you about homesickness, tell them that you would like them to stay and spend extra time with them doing something they enjoy. Also, the First Aid Director is available to help the homesick camper. Focus on the positive – Avoid “sad talk.”

- Keep the following things in mind:
 - Don't talk about it. Homesickness is a very powerfully suggestive word.
 - If parents bring it up when they drop their kids off, be positive and assure them of the following:
 - Our goal is to help the child overcome the problem.
 - We will try to involve the camper to take their mind off of it.
 - We discourage campers from making contact with home during the initial stages.
 - Their support of us will help the child overcome homesickness.
 - They are parents, and ultimately we will follow their directives if possible.
- Be caring, gentle, and supportive. Homesick campers are usually seeking emotional safety.
- Keep the camper busy – don't let them get lost in the shuffle!
- Pray with the camper, especially at night.
- If they are not falling asleep, stay up with them for a little while and then encourage them to get some rest. Then, head back to your bunk and allow them to fall asleep on their own.
- Homesickness is a lot worse at night and will look a lot better in the morning.
- Set short-term goals. Never look to the end of the week; take one day at a time.
- If a camper is still homesick after 12 hours, inform the Director and he/she will call the parents without the camper's knowledge, and the parent will decide whether or not the child will stay. Never tell a camper they can call home.

Procedures for Bedwetting

Bedwetting can have many causes, some physical, some emotions, and some from habit. Bedwetting for a camper can be a very traumatic and emotional situation. Handling the situation in a sensitive and caring manner is essential to protect a young camper's esteem and self-image. Secrecy/discretion should be used as much as possible. **Don't allow others to find out or tease a bed wetter.**

Take special notice of campers' bunks who are known as bedwetters. Counselors must check all camper's beds daily to see if they are wet. Use discretion in checking sleeping bags and bedding if bedwetting is suspected. The counselor will get the bedding washed and back in its place before anyone notices. The First Aid Director is there to help you with this. Never check beds when campers are present, and have bedding washed without anyone else knowing. Be very sensitive to the embarrassment issue of wetting the bed at camp.

If you have a known bedwetter

- Try very casually to encourage that camper to take a lower bunk.
- Pay extra attention to ensure the camper doesn't drink too much after dinner.
- Make sure the camper goes to the bathroom immediately before bed and after waking up.

Camp Staff's Role in Health Care

The First Aid Director is the only person who may give health care except in an emergency, when the First Aid Director is not present. Health care includes but is not limited to administering prescription or over the counter medications and giving treatment for illnesses or wounds. All camp staff have the following responsibilities:

- The camp staff does have the responsibility to bring a camper to the First Aid Director and remain with their camper.
- The camp staff does need to exercise discernment about when to bring a camper who tells them that they have a stomach ache, headache, feels ill, etc.

The staff member assists in management of the camper's health with the following:

- Be sure your campers are taking and getting their evening meds before bedtime. This is your responsibility!
- Campers should take soapy showers no less than three times during the week.
- Bunk Time should be enforced unless special permission is given.

The staff member needs to watch for (not treat) the following:

- Watch for and try to prevent sunburn
- Poison Ivy or other rashes
- Bruises or cuts that are untreated
- Campers who are not eating or drinking enough water
- If the camper is on a special diet or any diet restrictions, counselors will be instructed accordingly so they will be able to help the camper. Counselors will be notified of any special care for a particular camper.

Staff and campers shall not have any medication (whether prescribed or not), medical supplies, or medical equipment (unless condition is life threatening, like a bee-sting kit or inhaler) in cabins. EVERYTHING should be kept with the First Aid Director. Band-Aids may be kept by staff for personal use only.

All medical situations shall be handled by the First Aid Director except in the following emergency situation, where the victim is:

- Not breathing or has no pulse
- Unconscious

Universal AIDS Precautions

- All patients are to be considered potentially infected with the AIDS virus. The precautions needed to prevent transmission of AIDS should be used when dealing with *all* patients. Clean-up of blood and vomit shall be handled by the camp manager or the First Aid Director.

Medical Emergency Procedures

In case of an emergency, use the following system:

- 1st Person: Start First Aid Procedures (this should be someone who has been trained in First Aid.)
- 2nd Person: Run and get First Aid Director and then the camp director. Give a brief explanation of what to expect to these people. Then, inform the office personnel of the emergency.
- 3rd Person: Clear the area of all unnecessary persons.

Follow these guidelines in an emergency:

- In most cases, wait for the First Aid Director to assess whether or not an ambulance is needed. However, all staff have permission to call 911 if they feel the situation is life threatening or needs immediate attention.
 - In most cases, the First Aid Director will designate someone at the scene to call 911.
 - If an ambulance is called, the First Aid Director will designate someone to be at the main gate to direct the ambulance where to go.
 - Do not use campers to complete any tasks described above, unless staff are unavailable.
 - The victim's parents should be notified as soon as possible if the victim is to be transported to the hospital. If injury does not warrant transportation to the hospital, the First Aid Director will consult with the Director on whether or not the parents should be called.
 - The Director shall make the decision if an ambulance is NOT going to be called.
 - In all emergencies, always err on the side of being over-cautious.
- Protecting Campers from Outsiders

Missing Persons Procedures

The following should be done in this order:

1. The one who discovers that a person is missing, lost, or run-away, shall notify the Director immediately. The Registrar or Director shall immediately look up the residence of the person missing and find his/her closest friends and counselor. A determination will be made as to whether the camper is likely to be on campgrounds or has run away from camp. If lost, proceed to step two. If the evidence suggests that he/she has run away, the sheriff's office shall be called immediately with a full description given. Then, the parents shall be notified of the situation. After this, proceed to step two.
2. An emergency staff meeting will be called with anyone who is not a counselor and the counselors of the child who are missing. All staff are given the best available description of the missing camper or campers.
3. A selection of program staff and the counselors of the child will begin a ground search of the camp. Each member of the search party assigned the following areas:
 - Two people (dive team members) for the beach
 - One person behind the STEM and rec. building
 - One person to the volleyball/softball field
 - One person behind the girls cabins
 - One person behind the boys cabins and storage building
 - One person to drive a car and search the road for a mile both ways

4. Each member should search into the woods about 10 feet and search buildings in their area. A designated time shall be set for each member of the search party to return and report findings. An office staff member will keep a notebook, recording the circumstances and nature of the missing camper situation and information concerning the following:
 - Vehicles being used and occupants
 - Foot searchers
 - Whereabouts of all participating searchers and area given to them to search
 - Time and content of each report

5. Continue searching and increase the area covered. If a lost camper has not been located in a reasonable time, the Pine County Sheriff's Office will be called at that time. Then, the parents shall be notified.

Waterfront Emergency Procedures

Missing Swimmer:

1. One long whistle blast will sound.
2. Lifeguards immediately search the swimming area.
3. Counselor #1 goes to camp to find the missing camper and bring him/her to the Head Lifeguard. This counselor should treat this situation as an emergency. As you are searching for the camper, inform each staff member that you are looking for a camper and ask them to help with the search. Give the camper's name and cabin. Don't be afraid to shout this information.
4. Counselor #2 and all other staff at the beach will keep the campers at the beach until instructed otherwise.
5. Parents of a missing swimmer will be contacted by the director as soon as it is verified that the camper cannot be found on campgrounds and is believed to be drowned.

Other Emergencies:

1. One long whistle blast will sound.
2. One of the counselors will be instructed to call 911. This counselor is responsible for informing the Director of the 911 call, then must return to the waterfront.
3. The other counselors round up swimmers and take them across the road. These counselors will stay by the road to wait for EMS.
4. Parents of a swimmer will be contacted by the director.

Fire Procedure

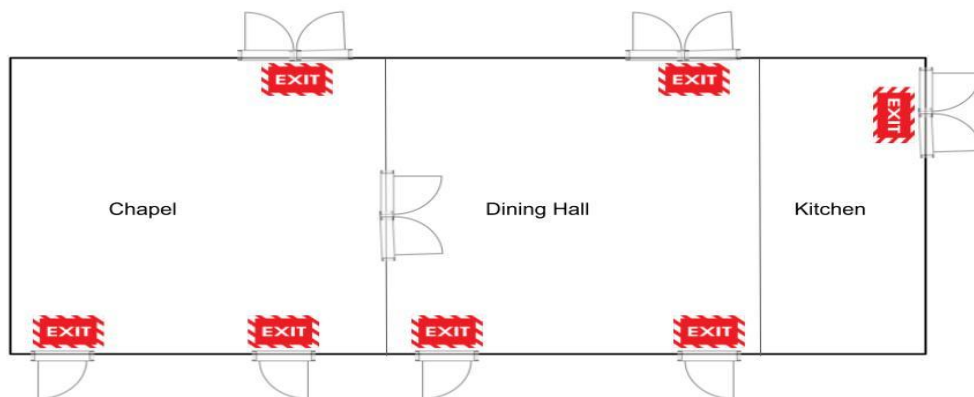
The camp is divided into four sectors. **Sector 1** includes the dining hall/chapel, the office, the First Aid building, Helping Hands, David's Kingdom, T.C., Ruth's Refuge, the staff bathrooms, and the canteen. **Sector 2** includes Jacob's Ladder, Noah's Ark, King's Mansion, Daniel's Den, the Staff Lounge, and the old cabins/sheds in the adjacent area. **Sector 3** includes the Rec. Hall, STEM, and outhouses. **Sector 4** includes Rahab's Hideout, Hannah's Haven, Rebekah's Well, Sarah's Shelter, Deborah's Court, Esther's Palace, Elijah's Cave, and the speaker's cabin.

When a fire is discovered, use the following step by step procedure:

1. Evacuate all persons from the burning building.
2. Send someone to notify the Director and the manager.
3. Evacuate all persons from the sector the burning building is in. After everyone is evacuated from the sector, get your cabin together and count to make sure everyone is there. Inform the Director immediately of anyone who is missing.
4. Make sure your campers stay in that area until the all clear sign is given.

Keep in mind the following:

- Remember that your first concern is to protect the campers. In most cases, evacuate them from the area and do not try to put the fire out.
- As the sector is being evacuated, the Director will send someone to get a fire extinguisher. The location of the fire extinguishers are the kitchen, the Rec. Hall, and outside of Sarah's Shelter and Hannah's Haven. A fire extinguisher is located for the boy's cabins on the back of the Staff Lounge (white building). A fire extinguisher is also in Helping Hands.
- As the sector is being evacuated, the Director or his or her representative will designate an administrative staff person (program Director, secretary, registrar or First Aid Director) to call 911.
- If a great deal of smoke is present, it may be necessary for everyone to get down on all fours and crawl out of the building.
- Someone will be appointed to wait at the closest gate to the fire to direct the fire department to the location of the fire.
- Parents/guardians will only be contacted regarding a fire if their child was injured by the fire.



Severe Storm Procedure

The storm procedure is as follows:

- The sheriff's office will call informing us of a watch or warning.
- The Director will inform the staff of a tornado watch. Don't tell campers of a watch until it's necessary.
- If warning occurs or if circumstances warrant, the Director will instruct staff to gather their campers and take them to the cabins. If campers and staff are spread throughout the camp, the Director will continually ring the bell until everyone is in their cabins.
- Counselors should immediately count the campers in their cabin. Inform administrative personnel if anyone is missing. At this point, wait for further instructions.
- If a funnel cloud is sighted, the Director will ring the bell continuously. Counselors will instruct the campers to go into the bathroom with two mattresses overhead.
- All counselors should wait until the Director gives the "all clear" signal.

Keep these guidelines in mind:

- While waiting for a warning to end, use rainy day activities to distract the campers.
- When the campers are spread throughout camp during a warning, there should be one counselor in the cabin while one counselor gathers the children in.
- The kitchen and administrative staff will wait out the warning in the kitchen.
- Counselors should keep campers calm and quiet.
- Remember the safest place is in the bathrooms of each cabin. Two mattresses should be placed overhead of the campers.
- Parents will only be contacted regarding a storm if their child was injured.
- **The time a sighting occurs to the time of actual touchdown could be from three to ten minutes. Organized haste must take place if a warning is received.**

Child Abuse

Conversation with camper: The expectation is that staff members will hold in confidence any personal information which is learned about campers. However, if a camper tells a staff member of physical or sexual abuse, that staff member must report it to the Director. The Director shall then report the incident to the child protection agency. Staff members should not tell any camper that abuse will be kept a secret.

Be cautious to not ask leading questions in an attempt to get answers. If possible, when talking with the child about the abuse, the staff member should find out the following questions:

- a. Who did the Abuse?
- b. When did it happen?
- c. Where did it happen?
- d. Has it been reported?

Group Settings: This type of information often comes to the surface when you have all the campers in a group – during devotions or cabin times. If this happens, it is wise to divert the subject matter or take the child aside after the group time to talk privately. Removal from the group might be viewed as either punishment or reward one on one time.

All staff are mandated reporters. Which means all instances of abuse in any form are required by law to report to the county. Grindstone Lake Bible Camp will guard against any situation where a camper may be abused by a camp staff member or another camper or “think” they are being abused by misunderstanding in a particular touch or comment.

Child abuse can take different forms including sexual abuse, physical abuse, and verbal/emotional abuse. Reporting abuse is required by law.

Steps to take if child abuse prior to their arrival at camp is reported to the counselor.

- The staff member shall immediately make a written and verbal report of the situation to the camp director. (You cannot promise confidentiality to the camper.) Other than reporting to the camp director, the counselor is to handle the matter with the strictest of confidence.
- The counselors’ written report should be done in the office on lined paper with pen. No lines should be left blank. At the end of the written report, please sign and date. If you remember something additional, come back in, add it, and sign and date again. The written report should only contain the facts of the situation, what the child has told you, your observations of the child’s behavior. Specific details should be included in the report. If you have any questions when/if this happens, the camp director will help. The camp director will discuss the situation and then make a report to the Department of Social Services.
- The director will tell the counselor(s) involved to keep the situation strictly confidential. No one else, especially campers, needs to be aware of the situation.

Steps to take if child abuse is suspected involving camp staff or abuse between camper to camper.

- The staff member shall immediately report the situation to the camp director.
- The camp director will take necessary actions which could include, but not limited to, removing those involved from their camp activities and keep them in sight and under supervision.
- The camp director will immediately talk to all parties, ask for written, signed reports and report their findings in writing and verbally to the camp director.
- Those involved will continue to stay out of camp activities while proper authorities are notified.

Protecting Yourself

- No counselor or staff member should ever be alone with a camper for any reason. Personal conversations should be kept within the clear view of other campers and staff.
- Never scream at or physically discipline campers in any fashion.
- Pushing, hitting, shoving, screaming or humiliating a child in any way will not be tolerated.
- Food may never be kept from a camper as a form of punishment.
- If a camper does not respond to verbal correction, the counselor must bring the situation to the attention of the Camp Director.
- The shower is the only location that a staff member or camper may be unclothed.
- Avoid joking in such a way that could be insinuated to be flirtatious.
- Staff shall not be involved in front-to-front hugging of campers of similar age and size.
- Staff should not be alone with another staff member of the opposite sex in private areas.
- Leave doors to each room open unless changing clothes.

Camp Etiquette

Dining Hall Procedures

Meals are served cafeteria style. Counselors are responsible to make sure their campers arrive on time for meals and that they behave properly while waiting to be served. Counselors should sit with their campers. Mealtime is not “time-off” for staff. Food is not to be wasted or treated as an object of play or competition.

Campers and counselors may return to the line for seconds when it is announced. Before leaving the table, it is the responsibility of counselors to serve their campers and closely follow the dining hall procedures outlined below. Encourage your campers to say “thank-you” to the kitchen staff and be respectful of the service they provide. Set the example by making positive comments about the food.

MealTime Procedures

- Counselors should spread out at their cabin table.
- Every camper should have at least 1-2 glasses of water at every meal. Sometimes there is juice available which they can drink once they have had their glass of water.
- Bus and clean your table. Bring your dishes up to the dish drop and grab a rag to wipe down your table.
- Lead campers out of the dining hall to prepare for the next activity.
- No one from your table leaves the dining hall until the work is done. Please do not send the others out and stay behind to clean-up. Staff should exit the dining hall with their campers in order to maintain supervision.

Cabin Life & Maintenance Issues

- Create a safe, clean and welcome environment.
- Do not use the bunks and rafters as a jungle gym. Not pillow fights or wrestling matches.
- Respect lights out and quiet times for yourselves and the cabins next to you.

Please report maintenance issues such as light bulbs, problems with bunks, etc., directly to the office or the maintenance director. Please be specific on the nature and location of the problem – i.e. left or right side of the cabin, first stall, or back room on the left. Please If a maintenance need requires immediate attention, please bring it to the attention of the office immediately. If the maintenance issue is due to camper vandalism, an incident report will need to be filled with the office.

PLUNGE IT FIRST! If a toilet in your cabin is clogged, please make an effort to use the plunger before calling maintenance. It’s not pleasant for any of us, but it has to be done!

Preferred tape for hanging up things around camp is blue painters tape. NEVER use duct tape on any of our walls, doors or surfaces around camp.

Pray that your cabin will be a place where your campers will be drawn closer to Christ with pleasant memories of your care and concern to them.

Staff Behavioral Guidelines

AVOIDING SITUATIONS WHICH COULD LEAD TO ALLEGATIONS: It is very important that we work together to prevent situations that could lead to accusations. An innocent conversation behind closed doors may lead to misperception, exaggerated rumors, or allegations. Valid or not, an accusation can have a far-reaching negative impact on the life of individuals and the ministry of the camp. If an accusation is made, staff members should be aware that they will be automatically suspended from duty to prevent any more accusations.

Happily, most accusations can be easily avoided by following a few simple guidelines.

Guideline #1: Restrict one-on-one time with campers to open areas. A picnic table, a spot on the beach, the swings are good locations for conversations and counsel.

Guideline #2: Campers should never be counseled privately behind closed doors, a walk in the woods, or in any other location not readily observed by others.

Guideline #3: Any group of campers participating in an activity outside of camp must be accompanied by more than one adult.

Guideline #4: A camper's privacy must be respected at all times. For example, whenever an individual camper may be dressing or undressing, it is prudent to have another staff member present, or to dismiss yourself temporarily from the cabin.

Guideline #5: Staff should refrain from actions that might cause campers, other staff, donors, and camp supporters to question their employment with Grindstone Lake Bible Camp (for example: males painting finger and/or toe nails, inappropriate statements or comments, foul language and/or hand gestures, etc.)

The Word of God reminds us that... "A good name is more desirable than great riches to be esteemed is better than silver or gold." (Proverbs 22:1)

A good reputation is a valuable asset. Take steps to live above reproach. A good reputation takes years to build, but can be lost in a moment.

Relationship to Christ: Be a life witness. All staff members are expected to be a good representative of the Lord and the camp at all times. Whether on or off the grounds, staff shall strive to model a Christian lifestyle in their relationships with campers, other staff, visitors, and outsiders alike. Outside of any scheduled camp activity, all staff must participate in a personal devotion.

Relationship to the Public: All staff should ask any angry parent or visitor to discuss the issue with the Director. Remember that **CAMP IS FOR THE CAMPERS!**

All staff shall inform the director and/or office personnel of any uninvited strangers immediately. These people will handle all conversations and other issues concerning uninvited strangers. Your job as a staff member is to get the campers away from uninvited strangers and to NOT ask the stranger to leave. Use the following procedures:

- If the stranger is NOT an immediate threat, inform all staff in the area that there is an uninvited stranger and for them to pay close attention to the campers. If he or she is an immediate threat (threatening violence or harm), then evacuate the campers from the area immediately. Take campers as far away from the stranger as possible.
- Send one staff member to inform the camp director and/or office personnel of the uninvited guest. Please provide detailed information, license plate, descriptions, etc.
- Visitors: If a visitor is on campgrounds, please have them check in at the main office (except during public services). All staff should let the office personnel know of friends and family ahead of time. Overnight stays are not allowed.

A washer and dryer is available for staff use. Make sure you clean your clothes on a regular basis and switch your laundry over right away. All staff must wear their staff shirts on Sundays and the last day of camp each week.

Always remember that **you are an example in everything you do** – 24 hours a day – a representative of the Lord and the Camp. Remember that your behavior should be exemplary at all times, even when you think no one is looking!

Accept assignments and corrections with a good attitude. Settle staff or policy problems away from the campers.

Camp equipment such as the video projector, sound equipment, tools, drum set, musical instruments, etc. are only to be used by authorized personnel and by permission.

A lifeguard must be present on the beach in order for the staff to be able to swim and canoe.

A \$10 charge will be added to any lost check that needs replacement.

Campers and staff are permitted to bring personal sports equipment such as baseball gloves, bats, basketballs, fishing poles, etc. to camp. Use of such equipment is limited to the activity for which the equipment is designed. Such equipment should be stored in the cabins and is the responsibility of the staff member or camper. GLBC does not assume any responsibility for lost or stolen items.

Campers and staff are not permitted to have the following types of equipment: weapons of any kind, including but not limited to knives, guns, and archery equipment. These items must be turned into the office upon arrival at camp and will be returned at the end of the camp session. These items will be stored in the main office under lock and key. Additionally, animals are permitted at camp only at the Director's discretion. Those animals required by individuals with disabilities will always be welcome.

Language: Please be careful since anything you say will be repeated – probably at home after camp!

Kitchen: The kitchen is off-limits to all staff not authorized to be there., which includes the kitchen bathroom.

Working with your CIT: Please remember that you are their mentor, teach and train the CIT. Model servant leadership before them at all times. CIT's should display a willing and teachable spirit.

Responsibilities: Staff members must fulfill all assigned responsibilities. Any change in staff assignment or outlined responsibility must be called to the attention of either the camp Director or Camp Manager.

Leaving Grounds: During staff free time, staff members have to sign out in the office. If under 18, staff members must have a permission slip filled out in the office to leave camp property. During all other times, staff members must get permission directly from the Ministry Partners and Program Director.

Regular attendance and punctuality are considered essential functions of every employee's job. Therefore, all employees are expected to arrive on time, ready to work, every day. Our philosophy is that absenteeism is generally controllable. Therefore, absence control is best achieved through individual treatment aimed at the irresponsible, chronic absentee.

We define an absence as failure to report for and remain at work as scheduled. This includes arriving late for work and leaving early without prior director approval. Additionally, absences that exceed the permitted number of hours may be considered unexcused absences.

If you are unable to arrive at work on time or must be absent for any portion of the day, you must contact the director as soon as possible. Ideally, you would speak directly with the director. If that is not possible, then you must leave a message with the program director. Because each position has different needs and internal procedures, employees must check with their program director to determine any additional or specific instructions for reporting absences or tardies.

Excessive absenteeism or tardiness will result in disciplinary action, up to and including termination. The standard of what is excessive is determined by the needs of your particular position. This organization will administer this policy in accordance with federal and state law, including, but not limited to, the Americans with Disabilities Act and the Family and Medical Leave Act. Communication with the program director and the camp director are essential for all absences.

All staff members are expected to attend staff meetings and scheduled events. Daily chapel services should be attended in accordance with work schedules and camp responsibilities.

Counselors should be in their cabins from go-to-cabins bell to sunrise (except in emergencies).

All counselors are expected to retire at the same time as the campers. Exceptions can be made at the Director's discretion. Curfew for program staff is 10 pm.

Dress and personal appearance are fundamentally important to express the mission and brand of our organization. Appearance must reflect the tasteful and moderate position we choose to take. Furthermore, employee dress should reflect a professional attitude, consciously projecting quality service to our coworkers and the community. Employees are expected to maintain a neat, well-groomed, and appropriate personal appearance at all times. A staff member's appearance should not interfere with the ministry of the camp. The following guidelines have been set up to interpret this policy:

- Appearance shall not be a stumbling block to any staff member or camper.
- All staff members are required to dress in a modest fashion. Underwear must be worn. Tight fitting and/or abbreviated apparel will not be permitted. Special care is requested in swimwear; a modest one-piece suit for women is appropriate and swim-trunks for men. Immodest swimsuits (bikini or speedos) will have to be covered with a T-shirt/shorts.
- Clothing should be neat, clean, non-revealing, free of obscene or offensive printing.
- Appearance shall not draw so much attention to the person that the focus becomes the person and not Jesus Christ. Since body tattoos and piercings are controversial issues, since campers view staff as persons of influence, and since we do not wish to create a conflict with a camper's parents, GLBC urges the staff to exemplify a modest appearance in these areas. No changes to body - tattoos, piercing, excessive earrings or changing of hair color is allowed during the summer season.

An employee may be asked to change or to refrain from wearing certain attire going forward, even if the specific clothing item is not specifically addressed above. Questions regarding dress and personal appearance should be directed to the ministry partners or program director.

If you are unsure about whether an outfit is professional, consult with the ministry partners or program director or do not wear the outfit.

Camp Policies: Camper policies, appended, apply to staff and campers alike.

Music: The staff is allowed to use radios, CD players, iPods, and phones during their free time. Other times for use should be determined by the Director. Consider the following rules regarding music:

- All song lyrics must be Christian in content or all audience approved (Rated G).
- When considering volume, staff members should follow this guideline: if a person can hear it outside the building, it is too loud.
- Campers are not allowed to listen to music without a staff member present.

Relationship to other staff

Conflicts with other staff: All staff members have the duty to get along with all staff. Romans 12:9 commands us that “as far as it is possible, as much as it depends on you, live at peace with everyone.” In order to do this, we must have a set of guidelines to follow when conflicts do arise. These guidelines are:

- Staff members should resolve personal conflicts by talking directly to the staff member involved. If a conflict cannot be resolved, staff members must inform the camp Director. Staff members should feel comfortable and have the right to talk about conflicts with any of these people. Bringing concerns to any of these three people is not gossip. The camp Director may choose to mediate any conflict.
- Work related conflicts should be resolved presenting the issue to either the Director or ministry partners. However, counselors in charge do have the responsibility to encourage quality in their assistants' work. The Director or ministry partners will then take care of the issue and the staff member bringing up the issue should consider the issue handled and will be informed of the results on a need-to-know basis. Not all information regarding the resolution will be disclosed.
- All staff must listen and respect the lifeguard. He/she is in charge of the beach.

The camp asks that your commitment to Jesus Christ and the campers should take priority over dating relationships. The camp recommends that conversations about **new dating relationships be started after the camping season is over.** Staff members dating before the camping season begins should consult with the Director and should not interfere with one's work responsibilities or the witness of the camp. Unless you are married, no public displays of affections are allowed. Hugs are alright for encouragement. However, staff members should be guarded about touch when campers are present. Staff members should guard their conversations about other staff members. Before speaking about another staff member, each staff member should ask themselves these questions: 1) Is what I am going to say truthful? 2) Is it kind? 3) Is it necessary? - If the answer is "no" to any of these questions, the comment should not be said. Gossip is a destructive force that can destroy staff unity. Remember, James 3:6 warns us that “the tongue is a world of evil among the parts of the body. It corrupts the whole person...”

Non-fraternization Policy

Grindstone Lake Bible Camp desires to maintain a workplace environment that is professional, appropriate, and based on mutual trust and respect. This policy is intended primarily to establish rules for the conduct of personal relationships between: (i) an employee and a camper, and (ii) a supervisor and a subordinate. For purposes of this policy, a “personal relationship” shall mean a relationship between individuals who have a continuing relationship of a romantic or intimate nature.

Employee and Camper: Any personal relationship between an employee and a camper is prohibited.

Supervisor and Subordinate: Unless otherwise consented to by Grindstone Lake Bible Camp, any personal relationship between a supervisor and a subordinate is prohibited.

Guidelines

All employees are expected to exercise good judgment and conduct themselves in an appropriate manner that does not interfere with Grindstone Lake Bible Camp’s work environment or productivity. This standard applies to any personal relationship governed by this policy, as well as to any personal relationship between employees of this institution.

Any employees who believe or suspect in good faith that this policy has been violated should report this information to the camp director.

Grindstone Lake Bible Camp shall promptly investigate any potential or reported violation of this policy and deal with the situation on a case-by-case basis. If it finds that this policy has been violated, resolving the situation may involve (but is not limited to) the following options:

- Transferring an employee to another position.
- Taking disciplinary action.
- Terminating employment.

This policy does not preclude or interfere with the rights of employees protected by the National Labor Relations Act or any other applicable statute concerning the employment relationship.

Any questions about this policy may be directed to the camp director.

Cell Phone Policy

Cell phones should only be used during staff free time. Cell phones should not be used where campers can see you. When not in use, phones should be stored away, so that campers do not have access to them. Campers are not allowed to use a staff member's cell phone.

Employees are expected to exercise discretion in using personal cell phones at work. If the organization has issued a cell phone to an employee for business reasons, personal use of that phone should be minimized as much as possible. The employee is expected to protect a business cell phone from loss, damage, or theft.

For safety reasons, employees driving for business reasons are not to use cell phones or other mobile devices capable of making calls unless they use a hands-free device. If they receive a call while driving, employees should answer it using a hands-free device or pull off the road to a safe location as soon as possible.

Additionally, employees are not to write, send, or read text-based messages (email, texts, etc.) while driving. In some circumstances (such as transporting children, driving in heavy traffic, or driving in hazardous weather conditions), employees should avoid even hands-free use of a cell phone or other mobile device that can make calls.

All employees must follow all applicable laws and regulations regarding cell phone use. Employees who violate this policy will be subject to discipline, up to and including termination of employment.

Bring Your Own Device Policy

Employees may use their own personal electronic devices to perform work on behalf of Grindstone Lake Bible Camp in accordance with this policy and when prior written authorization has been provided by the camp director. Such authorization may be revoked at any time and for any reason. For purposes of this policy, “personal electronic devices” shall mean personally owned cell phones, tablets, laptops and computers that you use for the organization’s business. Employees violating this policy shall be subject to disciplinary action, up to and including termination of employment.

Security Measures

Any personal electronic devices shall be used in accordance with Grindstone Lake Bible Camp's password policies and shall be password protected and lock themselves if idle for more than two minutes. Employees shall only access organization-related information through approved applications and Grindstone Lake Bible Camp's email. All personal electronic devices shall have antivirus and mobile device management software installed by Grindstone Lake Bible Camp to store any information related to the organization in an area that is secure and password protected. Such information is the only information allowed to be stored in this area, and employees may not transfer data related to the organization to insecure locations. Personal electronic devices shall also not be shared with third parties, including, but not limited to, family members. Any data breach, suspected or actual unauthorized access of the personal electronic device, or any lost or stolen personal electronic device, shall be reported to the camp director as soon as possible.

Non-Exempt Employees

Non-exempt employees shall not use personal electronic devices to perform work on behalf of Grindstone Lake Bible Camp outside of the employee’s normal work schedule, unless otherwise agreed to by the camp director. This includes sending and responding to work emails, making work-related calls, etc.

Employee Privacy

In the event a remote wipe of a personal electronic device is needed, Grindstone Lake Bible Camp will endeavor to take reasonable precautions to prevent your personal data from being lost. In such a situation, it is your responsibility to back up any data on your personal electronic device, and Grindstone Lake Bible Camp cannot guarantee such data will not be lost. Grindstone Lake Bible Camp shall have no responsibility for loss or damage resulting from use of *Grindstone Lake Bible Camp's* applications or such a wipe.

Grindstone Lake Bible Camp will also strive to use reasonable efforts to respect the privacy of your personal electronic device to the extent that it is not used for the organization’s purposes. However, an employee using a personal electronic device should not expect any privacy unless required by applicable law, and Grindstone Lake Bible Camp reserves the right to monitor and access any and all communications that use Grindstone Lake Bible Camp's networks in any way.

Use Expectations: Compliance with Other Policies and Procedures

Employees are always expected to use personal electronic devices in an ethical manner and exercise good judgment when using them. Employees using personal electronic devices shall ensure that use of such devices adheres to all Grindstone Lake Bible Camp's other policies and procedures, including, but not limited to, policies and procedures regarding confidential information, document retention, harassment, and equal employment opportunity.

Inspection Requests: Separation from Employment

If requested by *Grindstone Lake Bible Camp* or upon resignation or termination of employment, Grindstone Lake Bible Camp may require an employee to produce a personal electronic device for inspection. Grindstone lake Bible Camp shall remove any of the organization's data from the personal electronic device upon resignation or termination of employment.

Reimbursement

Grindstone Lake Bible Camp will comply with all applicable laws related to expense reimbursements for personal electronic devices.

Staff Policies

Staff Disciplinary Action

MINOR: Ex. – Disrespectful to other staff, minor gossip, late to a meeting/activity without a reasonable excuse, not following camper rules, etc.

First Stage: A private conference will take place involving the ministry partner. At this time, the problem will be discussed and the appropriate course of action determined.

Second Stage: A similar conference will occur, depending on the severity, the staff member(s) can be placed on probationary status. For a core staff member, the staff ministry partner would include the Director.

Third Stage: The Director, Program Director and/or Ministry Partner will be briefed concerning the situation. The staff member(s) will be placed on probationary status after a conference, depending on the age of staff the parents may be called. If the staff member is already on probation they will be released at this time.

Fourth Stage: Depending on the severity, the staff may be released or barred from further employment with the camp.

MAJOR: All major infractions shall include but not limited to:

- Gossip that involves lying and rumors
- Missing an assigned activity without permission
- Use of alcohol or tobacco
- Sexual harassment (see explanation below)
- Gross Insubordination
- Entering living quarters of the opposite sex
- Leaving the cabin between lights out and sunrise.
- Behavior inconsistent with the Christian Testimony
- Theology inconsistent with the camp's statement of faith.

These must be referred to the Director. If a staff witness another staff member who commits a major violation, they must report it immediately to the Director. Staff members who fail to report a major violation can be disciplined for not reporting. Any staff member who commits a major violation will be placed on probation and may be released from employment if the Director feels the situation is severe and necessary to protect the witness of the camp. If a staff member is under 18, parents will be notified. The following consequences can also be issued to staff members who commit a major violation:

- Fines
- Logical consequences
- Suspension
- Termination of future employment.
- Probation Reports.

Cooperation with Investigations Policy

Employees are required, and have a duty, to cooperate with any investigations initiated by Grindstone Lake Bible Camp. Such inquiries include, but are not limited to, investigations of complaints under the organization's harassment and equal employment opportunity policies.

However, an employee's cooperation shall not be required if such cooperation would compromise that employee's self-incrimination protections under applicable law or would otherwise be unlawful.

(Example: issues related to the National Labor Relations Act.) Such cooperation shall include, but not be limited to, the following:

- Providing truthful accounts of incidents or activity that you may have engaged in or observed.
- Consenting to searches of your personal property and Grindstone Lake Bible Camp's property under your control.
- Assisting with obtaining any other information or documentation reasonably requested by Grindstone Lake Bible Camp.

With respect to any such investigations, confidentiality will be maintained to the extent possible under the circumstances. An employee violating this policy shall be subject to disciplinary action, up to and including termination of employment.

Harassment Policy

Grindstone Lake Bible Camp will not tolerate any form of harassment, including sexual harassment or any offensive conduct that has the effect of substantially interfering with an employee's work performance or creating a pervasive, intimidating, hostile, or offensive work environment.

Grindstone Lake Bible Camp has instituted the following three-step procedure for reporting and investigating allegations of unlawful harassment, including sexual harassment:

- 1. Reporting:** An employee who believes that he or she has been the victim of harassment has a duty to report it immediately to his or her ministry partner or to the camp director. In all reported cases, this organization will take reasonable steps to protect the reporting individual from retaliatory, harassing, or abusive behavior related to such reporting.
- 2. Investigation:** The *camp director* will direct the investigation of complaints. All employees are expected to cooperate with an investigation of any type of harassment. Confidentiality will be maintained to the extent permitted under such circumstances.
- 3. Corrective Action:** After the investigation has been completed, the *camp director* will make a determination regarding the resolution of the case. If warranted, appropriate disciplinary action will be taken, up to and including dismissal.

Guidelines

Generally, harassment exists whenever the following factors are present:

- Unwelcome, hostile, or inappropriate conduct directed toward an individual because of his or her protected class, and
- The conduct creates an intimidating, hostile, or offensive environment for the individual in which to work, live, or learn.

Harassment includes, but is not limited to:

- Verbal or written attacks against an individual including, but not limited to, racial slurs, gender discrimination, and relating to economic status and/or cultural background.
- Intimidating or hostile acts that relate to an individual's race, color, gender, national origin, age, or disability.
- Jokes or epithets about another person's race, color, national origin, sex, disability, age, or any other protected class.
- Physical contact that is non-consensual.
- Refusal to offer employment or educational opportunities to someone because of a protected status.

Sexual harassment generally exists whenever these factors are present:

- Unwelcome sexual advances (either verbal or physical), requests for favors, and other verbal or physical conduct of a sexual nature have occurred, and
- Submission to such conduct is either an explicit or implicit term or condition of employment, and submission to—or rejection of—the conduct is used as a basis for making employment decisions, or
- The conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Workplace Safety Policy

It's important that a safe, secure workplace be maintained for the benefit of this organization's employees, members, students, or others on the premises. Accordingly, any actual or potential threat to safety within the workplace will be promptly addressed. Any employee who threatens or commits violence in the workplace faces disciplinary action, which could include immediate termination. No threats of violence will be tolerated. "Violence" includes physically harming another, shoving, pushing, harassing, intimidating, coercing, displaying weapons, or threatening or talking of engaging in those activities. It's the intent of this policy to ensure that everyone associated with this organization, including employees, members, students, or others on the premises, can feel as secure as possible in this environment.

This organization specifically bars employees from possessing weapons on our property. Similarly, employees may not carry weapons while engaged in business on our behalf. Weapons include guns, explosives, and other items designed to inflict harm. Appropriate disciplinary action, up to and including termination, will be taken against any employee who violates this policy.

Desks, telephones, computers, and work areas are the property of Grindstone Lake Bible Camp. Accordingly, Grindstone Lake Bible Camp reserves the right to enter and inspect your work area, storage areas, computers, or desks, with or without notice.

All business and personal visitors should use the main entrance of the camp and register in the office during office hours. When an employee is advised of guests, the employee should personally meet visitors in the office area, ensure that the guests have completed the visitor log, and escort them throughout the camp until they depart. All employees should let the director know of visitors ahead of time. Overnight stays are not allowed. This helps our organization provide security and maintain proper procedures.

Grindstone Lake Bible Camp locks all entrances to the campgrounds at the end of each day. Unless an employee has personal knowledge of the visitor, the employee should not permit any non-employee to enter the grounds after hours. If an employee has invited a guest into the campgrounds after hours, the employee should accompany the guest at all times.

Employees should immediately report any suspicious people or activities to the camp office. They should also report any threats of violence against an employee or the organization, as well as any violations of this policy.

Injury & Illness at Work

Grindstone Lake Bible Camp carries workers' compensation insurance on all employees for work-related injuries or illnesses. We will comply with applicable workers' compensation laws and regulations and will provide information to the workers' compensation carrier, who will make benefit payments to injured or ill employees as provided by applicable workers' compensation laws.

If you become injured or ill at work, whether work-related or not, the following protocol should generally be followed. If an injury or illness appears severe or life threatening, immediately call the 911* emergency number and follow the directions provided. Then, notify the camp director. Report any other type of injury or illness at work immediately to the program director.

All job-related accidents, regardless of their cause or severity, must be reported to the camp director immediately. Accidents that are not reported promptly may result in the claim being denied. First aid supplies are available at the first aid station.

Guidelines

- Accidents include all work-related injuries or illnesses that occur while working for Grindstone Lake Bible Camp.
- Employees have an obligation to report any work-related injury or illness immediately and return to work as soon after an injury or illness as their medical conditions permit.
- A list of approved medical care facilities may be obtained from the camp administration.
- If you need medical treatment while on company travel, proceed to the nearest medical facility. Report it to your program director or the camp director upon your return.

Vehicle Use & Driver Responsibility Policy

Grindstone Lake Bible Camp is committed to ensuring the safety of individuals who drive on our behalf. Therefore, we require any employee who must drive to conduct job duties, even occasionally, to comply with the requirements set forth in this policy. Employees failing to comply with the terms of this policy may be subject to disciplinary action, up to and including termination of employment.

For purposes of this policy, a "driver" is defined as any employee using a personal vehicle or Grindstone Lake Bible Camp's vehicle to conduct the organization's business. The "organization's business" is defined as a driver driving at the direction, or for the benefit of, Grindstone Lake Bible Camp. This policy excludes a driver's customary commute to and from work.

It is essential for all employees to drive safely while carrying out their job duties. Employees driving on behalf of the organization must comply with the terms of this policy. If asked, employees must authorize the organization to obtain a report annually from the state's motor vehicle department.

Use and Authorization

Our organization's vehicles are for business use only. Before driving on our behalf, employees must:

- Be at least age 21
- Obtain their camp director's approval.
- Submit the following information to camp director:
 - Driver's name
 - Date of birth
 - Copy of the driver's license
 - Vehicle request form

No employees will be allowed to drive a vehicle the organization owns until their driving records have been approved and all driving requirements are met.

Driver's License and Other Driver Requirements

Employees must have a valid and current driver's license for the vehicles they will operate and provide a copy of such license to Grindstone Lake Bible Camp upon request. Employees may not drive for the organization's business with a suspended, invalid, or revoked driver's license. Additionally, unless otherwise agreed to by Grindstone Lake Bible Camp, drivers must be at least 21 years of age and have no physical impairments that would prevent the driver from safely driving for the organization's business, other than requiring the use of corrective glasses or contact lenses.

In the event your driver's license is revoked, suspended, or restricted for any reason and you are required to drive on behalf of the organization with your job, you must immediately report the change in driving privileges to the camp director. Failure to do so will result in disciplinary action, including but not limited to termination of employment.

Depending on the circumstances, if you voluntarily report the suspension, revocation, or restriction of your driver's license, the organization may attempt to move you to a job that does not involve driving. However, the work may be in a classification and at a pay rate that is different from your regular classification and pay rate.

If the director is not able to move you to a job that does not require driving, the organization may place you on a leave of absence without pay, or your employment may be administratively terminated. Such action will be based on the organization's business needs at the time and an independent investigation of the circumstances.

Insurance

Drivers must maintain adequate automobile insurance, as determined by Grindstone Lake Bible Camp. The organization covers only claims against the organization and does not cover you or your personal vehicle when you are using that vehicle to conduct organization business. Drivers should provide proof of insurance to Grindstone Lake Bible Camp before driving for the organization's business and annually thereafter.

If an employee becomes uninsurable, and the employee is required to drive regularly for business, the organization may try to find alternative employment that does not require the employee to drive on behalf of the organization. If the organization is unable to find the employee an alternative position, the employee may be administratively terminated. Such actions will depend on the organization's business

needs and circumstances at that time. Moreover, unless otherwise agreed to by Grindstone Lake Bible Camp, an insurance company must have never canceled or refused to provide a driver with auto insurance.

Drugs and Alcohol

Drivers may not drive for the organization's business while in the possession, or under the influence, of drugs or alcohol. Additionally, unless otherwise agreed to by Grindstone Lake Bible Camp, employees may not drive for the organization's business if they have been charged with or convicted of driving while intoxicated or driving under the influence. Employees must notify the camp director as soon as possible in the event of an arrest for a drug- or alcohol-related offense.

Disqualifying Acts

If a driver commits a disqualifying act, the employee shall notify the camp director as soon as possible after the commission of such act. The employee shall no longer be permitted to drive on behalf of Grindstone Lake Bible Camp, unless otherwise agreed to by Grindstone Lake Bible Camp. Disqualifying acts may include, but are not limited to, the following: violating this policy, negligent homicide, aggravated assault with a motor vehicle, or commission of a felony arising out of the use of a motor vehicle.

Traffic Violations; Mobile Devices; Other Safe Driving Practices

The organization will not pay any traffic tickets you receive while operating a vehicle on behalf of the organization. You are responsible to pay any traffic citation you receive when driving on organization business in your personal or in an organization vehicle.

Any use of cellular telephones while driving is illegal in some jurisdictions. It is the driver's responsibility to comply with various state laws. For safety reasons, while drivers are on the organization's business, drivers are not to use hand-held mobile devices to make calls or send text messages while driving unless "hands-free" equipment is used. If a cell phone call or text message is received while a driver is driving, the driver should pull off the road to a safe location as soon as possible. Drivers should never talk on a cell phone or text while driving in heavy traffic or during hazardous weather conditions.

The use of mobile radar detectors, radar jammers, traffic light preemption emitters (also known as "Mobile Infrared Transmitters"), and license plate cloaking devices is illegal in many jurisdictions. Additionally, the use of such devices can lead directly or indirectly to bodily injury and property damage. Therefore, the use by a driver or others of these devices or any other devices that interfere with law enforcement procedures will not be permitted while driving motor vehicles for the organization's business, whether the vehicles are owned by Grindstone Lake Bible Camp or otherwise.

All occupants of a vehicle driving for organizational business must use seat belts. Drivers must ensure that all occupants fasten their seat belts before operating the vehicle. Please report any non-functioning seat belt in an organizational vehicle for repair immediately to the program director or camp director. Failure to comply with this policy will result in disciplinary action up to and including termination of employment.

All drivers may be required to participate in a random drug and alcohol testing program. Training may also be required to ensure the safe operation of 12-passenger vans.

*** [Note campers, minors, non-employees and employees without prior approval are prohibited from driving the organization's vehicles] ***

All drivers must obey any applicable federal, state, and local laws while driving on the organization's business, drive in a safe and responsible manner, and maintain the security of the vehicle and its contents.

Drivers carrying a commercial driver's license (CDL) with a passenger endorsement are required to comply with the state department of transportation's requirements.

Accident or Incident Reporting

In the event of any accident, theft, or damage while on the organization's business, drivers must do the following:

- Call for medical aid, if necessary.
- Call local law enforcement in the event of an accident.
- Record any pertinent information available regarding the situation, including, but not limited to, names and addresses of drivers, witnesses, etc., license numbers of other drivers, insurance company names and policy numbers of other drivers, conditions surrounding the event, etc.
- Notify the camp director and discuss the information recorded as soon as possible.
- Be cooperative and non-argumentative with everyone involved in the situation (e.g., provide name, address, insurance information, etc.), but do not accept any responsibility for the situation.

If you are injured from an accident that occurred while driving on behalf of the organization, depending on the circumstances and state law, you may be entitled to certain workers' compensation benefits. Report your injuries to your program director or camp director as soon as possible.

Media Inquiries Policy

Occasionally, a media representative may contact an employee about an issue at your organization. No employee is to give media interviews without prior approval of the camp director. If contacted, employees should forward any inquiries to the camp director. This policy will ensure that accurate information will be given for those matters that are appropriate for public knowledge. While on camp grounds, news media representatives should be accompanied by a staff member.

Social Media Policy

All Grindstone Lake Bible Camp's policies, including, but not limited to, harassment, equal employment opportunity, and confidential information apply to the use of social media.

The term "social media" includes a wide variety of Web-based tools used to generate dialogue among a diverse group of individuals. Dialogue is generally public in nature, making participation trackable and offering users little privacy. You should be mindful that published content will be public for a long time. This policy provides guidelines for you to follow when you use social media tools for Grindstone Lake Bible Camp's use or your own use or in the event that you encounter situations in which Grindstone Lake Bible Camp is or becomes part of a social media dialogue.

Even though social media tools fluctuate, this policy applies to all forms of social media, those currently in use and those that become available as social media technology continues to evolve.

Organization Use

Grindstone Lake Bible Camp participates in social media to communicate with others inside or outside the organization. While there may be times when you may be involved in social media dialogue in which the organization is mentioned, Grindstone Lake Bible Camp's official social media participation is managed by Marketing and Development. Employees must contact the camp director for approval prior to establishing a Grindstone Lake Bible Camp social media account. All individuals approved to maintain established Grindstone Lake Bible Camp social media accounts shall be required to attend training sessions required by Grindstone Lake Bible Camp and adhere to best practices and codes of conduct, as determined by Grindstone Lake Bible Camp, in its sole discretion.

Personal Use

For your convenience and expediency, social media may be used for incidental, personal communication during company time. Good judgment should be used to limit the amount and frequency of such use. You are personally responsible for the content you publish online, including content published through social media sites or other forms of user generated media.

Social media communications should not be considered private. Grindstone Lake Bible Camp may monitor and review access to communications transmitted and/or stored on the organization's systems, including those involving social media postings. This may happen without notice and may include a content and usage review. System administrators may also access electronic messages during routine system maintenance and troubleshooting activities.

Grindstone Lake Bible Camp may request that you avoid certain subjects in social media messages, withdraw specific posts from social media sites, and remove inappropriate comments.

Abuse of the organization's social media policy in ways that violate the law or other organization policies is subject to review on a case-by-case basis. The result may include disciplinary action, loss of employment, and/or legal action.

Social Media Guidelines

1. Social media postings should not disclose internal, proprietary, or confidential organization information to third parties. You should always respect copyright, fair use, and financial disclosure laws.
2. You should show proper consideration for others' privacy and for topics that may be considered objectionable or inflammatory. Grindstone Lake Bible Camp expects you to conduct yourself in a manner appropriate to the organization's workplace requirements. For example, employees should not express personal opinions that are maliciously false about Grindstone Lake Bible Camp and the organization's staff. Additionally, social media postings should not threaten violence, be discriminatory, harassing or retaliatory, or similarly or unlawfully violate Equal Employment Opportunity and Harassment Policies.
3. As you prepare casual social media content that relates to the organization, its people, or its products and services, you should identify yourself. When relevant, you should include your role at Grindstone Lake Bible Camp and make it clear that you are speaking for yourself, not officially for the organization.

Drug-Free & Alcohol-Free Workplace Policy

Grindstone Lake Bible Camp is committed to protecting the safety, health and well-being of all employees and other individuals in our workplace. We recognize that substance abuse poses a significant threat to our goals. Our health and safety initiatives balance our respect for all individuals by maintaining a workplace environment that is free of drugs, alcohol, vaping, and all forms of tobacco. Grindstone Lake Bible Camp encourages employees to voluntarily seek help with drug, alcohol, or tobacco problems.

Covered Workers

Any individual who conducts business for the organization, is applying for a position, or is conducting business on the organization's property is covered by this substance-free workplace policy (also known as a drug-free & alcohol-free workplace policy). Our policy includes, but is not limited to, all regular and temporary, full-time employees, part-time employees, off-site employees, interns and volunteers.

Applicability

Our substance-free workplace policy is intended to apply whenever anyone is representing or conducting business for Grindstone Lake Bible Camp. Therefore, this policy applies during all working hours, as well as whenever a person is on call or paid standby. It also governs behavior while individuals are on the organization's property and at organization-sponsored events. Covered workers are prohibited from the following activities:

- Using, possessing, buying, selling, manufacturing, or dispensing an illegal drug (including possession of drug paraphernalia).
- Being under the influence of alcohol or an illegal drug (as defined in this policy).
- Consuming alcohol during the organization's business or while attending organization or industry events.
- Using tobacco or vaping products while on the organization's property or while attending the organization or industry events.

Prohibited Behavior

It is a violation of our substance-free workplace policy to use, possess, sell, trade, and/or offer for sale illegal drugs, or intoxicants. Prescription and over-the-counter drugs are not prohibited when taken in standard dosage and/or according to a physician's prescription. If you are taking prescribed or over-the-counter medications, you are responsible for consulting the prescribing physician and/or pharmacist to determine whether the medication may interfere with the safe performance of your job. The illegal or unauthorized use of prescription drugs is prohibited. It is a violation of our substance-free workplace policy to intentionally misuse or abuse prescription or over-the-counter medications.

Notification of Convictions

If you are convicted of a criminal drug violation in the workplace, you must notify the organization in writing within five calendar days of the conviction. The organization will take appropriate action within 30 days of notification. Federal contracting agencies will be notified, when appropriate.

Consequences

One of the goals of our substance-free workplace policy is to encourage you to voluntarily seek help with alcohol, tobacco and/or drug problems. However, the consequences are serious if you violate the policy. If a job applicant violates the substance-free workplace policy, an employment offer can be withdrawn. However, the applicant may reapply after 12 months.

If you violate the policy, you will be subject to disciplinary action deemed appropriate by the organization and may be required to enter rehabilitation. If you are required to enter rehabilitation but fail to successfully complete it and/or repeatedly violate the policy, you will be terminated from

employment. Nothing in this policy prohibits you from being disciplined or discharged for other violations and/or performance problems.

Return-to-Work Agreements

Following a violation of the substance-free workplace policy, you may be offered an opportunity to participate in rehabilitation. In such cases, you must sign and abide by the terms set forth in a Return-to-Work Agreement as a condition of continued employment.

Assistance

Grindstone Lake Bible Camp recognizes that alcohol, tobacco, and drug abuse and addiction are treatable illnesses. We also realize that early intervention and support improve the success of rehabilitation. To support our employees, our substance-free workplace policy, Grindstone Lake Bible Camp encourages you to seek help if you are concerned that you or your family members may have a drug, tobacco, and/or alcohol problem. Treatment for alcoholism, tobacco, and/or other drug use disorders may be covered by the employee benefit plan. However, the ultimate financial responsibility for recommended treatment belongs to you.

Confidentiality

All information received by the organization through the substance-free workplace policy is confidential communication. Access to this information is limited to those who have a legitimate need to know in compliance with relevant laws and management policies.

Shared Responsibility

A safe and productive substance-free workplace is achieved through cooperation and shared responsibility. Both employees and management have important roles to play.

You are required to not report to work or be subject to duty while your ability to perform job duties is impaired due to on- or off-duty use of alcohol or other drugs. In addition, employees are encouraged to report dangerous behavior to your supervisor. It is the supervisor's responsibility to:

- Report any violations to the camp director.
- Clearly state consequences of policy violations.

Communication

Communicating our substance-free workplace policy to both supervisors and employees is critical to our success. To ensure you are aware of your role in supporting our substance-free workplace:

- You will receive a written copy of the policy.
- The policy will be reviewed in orientation sessions with new employees.
- The policy will be posted at all the organization's locations.
- While on the organization's property, all visitors and vendors are expected to comply with this policy. Employees should communicate these expectations to their guests prior to the event.

Definitions

"Organization's Property" includes but is not limited to, all buildings, offices, facilities, grounds, parking lots, lockers, places, and vehicles owned, leased or managed by Grindstone Lake Bible Camp or on any site on which the organization is conducting business.

"Illegal Drug" means a substance whose use or possession is controlled by federal, state, or local law but that is not being used or possessed under the supervision of a licensed healthcare professional.

"Under the Influence of Alcohol" means either of the following:

- An alcohol concentration equal to or greater than .04 percent.
- Actions, appearance, speech, or bodily odors that reasonably cause a supervisor to conclude that you are impaired because of alcohol use.

“Under the Influence of Drugs” means a confirmed positive test result for illegal drug use per this policy. In addition, it means the misuse of legal drugs (prescription and possibly over-the-counter) where there is not a valid prescription from a physician for the lawful use of a drug in the course of medical treatment. Any medicine containers in an employee’s possession must include the employee’s name, the name of the substance, the quantity or amount to be taken, and the period of authorization.

“Tobacco,” for the purpose of this policy, means any form of tobacco-based product: cigarettes, cigars, smokeless tobacco, and any form of vaping product.

Agreements

Grindstone Lake Bible Camp Staff Agreement

I recognize that by agreeing to work at camp, I am willingly joining a community of caregivers entrusted with the care and well-being of campers. The most important responsibility of this community is to safeguard the physical, emotional, and spiritual well-being of the campers and fellow staff members. Given the privilege and responsibility I have accepted for this camp summer, I agree to adhere to and uphold the rules and policies of the camp community that are presented in the staff handbook.

After careful thought and reflection, I declare that:

- I wholeheartedly support the mission, purpose, and major goals of Grindstone Lake Bible Camp.
- I anticipate no difficulties in meeting the time commitments of being a staff member at Grindstone Lake Bible Camp and understand fully that the campers come first in my daily activities.
- I have read, understood, and will adhere to the policies for staff.
- I have read, understood, and will adhere to the touch policy and discipline guidelines.
- I will use my talents and gifts to serve the campers, staff, and visitors to the best of my ability while representing Christ to those around me.
- I will also work to be an encouragement to campers and staff alike.
- I have read, understood, and will do my best to follow emergency procedures.

As a staff member of Grindstone Lake Bible Camp, I am an ambassador or spokesperson of camp. I therefore understand that is a condition of employment that I agree to the guidelines outlined above. I understand that if any of the guidelines outlined in this measure are violated, it may result in disciplinary and/or legal action including possible termination of my employment.

I have read and understand the above guidelines and the staff handbook and agree to these terms.

Signature _____

Date _____

Print Name _____

Wi-Fi Terms & Conditions of Use Agreement

Please read the following information carefully before using the wi-fi service provided by Grindstone Lake Bible Camp. You may not use the internet without accepting these Terms and Conditions. In exchange for the opportunity to use our wi-fi system, you agree to the following terms. If you do not agree to the terms of this agreement, you may not use the wi-fi. Please note, you are responsible for others' use of our wi-fi if they access it through your device.

Acceptable Internet Use Policy

This policy applies to all users of the wi-fi regardless of whether the computer or other device used to access the wi-fi is owned by Grindstone Lake Bible Camp or any other person, entity, or organization. The following activities are strictly prohibited on the wi-fi:

- Any actions that are not consistent with the Biblically-based beliefs of the ministry.
- Any activities that violate local, state, or federal statutes.
- The use of any TCP or UDP port scanners to scan remote networks without the express written consent of that networks' administrator.
- The creation of distribution to any internet user of any software or other electronic data that contains viruses, malware, trojans, or other malicious material that is designated to interrupt, interfere with, destroy, or limit the functionality of any computer software, hardware, or other electronic equipment.
- Impersonating any person, entity, or organization, or falsely state or otherwise misrepresenting your affiliation with any person, entity, or organization.
- Forging any email header to obscure the originator of the message.
- Uploading, posting, emailing, or otherwise distributing any information of material that violates or infringes any patent, trademark, trade secret, copyright, or other proprietary rights of any person, entity, or organization.
- Uploading, posting, emailing, or otherwise distributing any materials that are slanderous or defamatory of another person, entity, or organization.
- Stalking or otherwise harassing any third party. This includes, but is not limited to, the collection or storage, or the attempt to collect or store, personal data about third parties without their knowledge or consent.
- The viewing, downloading, or distributing of any indecent, obscene, pornographic, or otherwise offensive images or material of any kind. Ministry reserves the right, in its sole discretion, to determine what images or materials are indecent, obscene, pornographic, or otherwise offensive.

Privacy and Security: While you are using the wi-fi, Grindstone Lake Bible Camp may track you use of the internet and specific websites in order to ensure compliance with the terms of this agreement. Additionally, please note that the wi-fi is not secured. Third parties may intercept any information sent or received via the wi-fi system. Additionally, interruptions in service may occur at any time.

Termination: Grindstone Lake Bible Camp reserves the right to terminate this Agreement and revoke your access to the wifi at any time, without notice, and for any reason including, but not limited to, the violation of the AIU Policy contained in the Agreement.

Indemnification: You agree to release, defend, indemnify, and hold Grindstone Lake Bible Camp and its employees, representatives, and august harmless from and against any and all claims, damages, liabilities, settlements, and costs of any nature whatsoever (including reasonable attorneys' fees) to which any of them may become subject as a result of or in any way connected with your use of the wifi or any breach of this agreement.

Signature _____

Date _____