

Cedine



Summer Staff Handbook

**Cedine Bible Camp
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Welcome

We are so thankful for you and your giving of yourself to be used by God this summer at Cedine! For over 75 years Cedine has sought to teach God's Word and live God's Word so that others may come to know Christ Jesus as their Savior. We look forward to an awesome work of God among each of us as a team and among the campers who come.

Our mission statement at Cedine reflects our desire to minister to ALL people.

“Cedine Ministries exists to honor God and His Word by partnering with the Church in evangelism and discipleship training through quality camp, conference, and outreach ministries with an emphasis on the underserved community. “

Our mission motto is **“Not just decisions but disciples for Christ”**

Our camp motto is **“To know Him and to make Him known!”**

We truly hope you have a great experience serving at Cedine and we are excited to see what God will do this summer in each of us. Be assured we will be praying for all of you. And again we are so glad you are a part of the 2023 Cedine Staff Team!

Let's take a Stand and Make Him Known!

CEDINE: A Brief History



Bro. Paul Zimmerman, a graduate of Moody Bible Institute, wanted to serve as a missionary to Africa, but was rejected due to a bad heart. In 1942, he met Pastor B.M. Nottage of Detroit, MI. Pastor Nottage had a burden that someone should be willing to go to his people, the African Americans in North America, and share Christ with them. Bro. Paul went on to serve in other missionary works. He eventually moved to East Tennessee and was part of a Scripture memory and camping ministry.

When Paul Zimmerman saw that African American children in his area of ministry were being excluded from taking part in Christian camping ministry he sought to welcome them in. He asked for permission to reach out to the black schools and churches. Though he was granted permission, he was told he would have to do so as a separate camp. This was during the era of segregation and Jim Crow, but that didn't stop him. The Lord was on his side.

The first year 42 children learned 200 verses to earn a free week of camp. Of the 42, 36 actually attended camp. Of those 36, 31 made a profession of faith in Jesus Christ. That was Cedine's foundation; a ministry that would grow to include Bible quizzing, correspondences courses, conferences and retreats.

For over 75 years our summer camp ministry at Cedine has continued to impact the lives of many young people from all walks of life. Today Cedine seeks to become even more committed to providing a place where various cultures and ethnicities can learn and grow together in an atmosphere where the love of God is evident and the truths of God's Word are prevalent.

Our mission states that Cedine exists to honor God and His Word by partnering with the church in evangelism and discipleship training, through quality camp, conference and outreach ministries.

CEDINE: Statement of Faith

1. We believe in the Holy Scriptures as originally given to be the verbally inspired Word of God absolutely authoritative and infallible.
2. We believe in one God existing in three persons: Father, Son and Holy Spirit, co-equal and eternal.
3. We believe that man was created in innocence, but fell in Adam, and is now totally unable to retrieve his lost condition.
4. We believe that salvation has been provided through the substitutionary sacrifice of the Lord Jesus Christ who was born of the Virgin Mary, suffered and died for our sins upon the cross, rose from the dead, ascended to God's right hand, and is coming again in power and great glory.
5. We believe that the Church is the body of Christ formed by the baptism of the Holy Spirit, and that all believers are members thereof and are a holy and royal priesthood.
6. We believe in the everlasting blessedness of the saved and the eternal judgment of all who reject our Lord Jesus Christ.
7. We believe that Christ instituted the ordinances of baptism and the Lord's Supper to be observed until He comes.
8. We believe that it is the responsibility of all who are saved to seek to win others to Christ.

CEDINE Core Values

Biblical Soundness

All scripture is given by inspiration of God, and is profitable for doctrine, for reproof, for correction, for instruction in righteousness: That the man of God may be perfect, thoroughly furnished unto all good works.

2 Timothy 3:16-17

Prayer

Praying always with all prayer and supplication in the Spirit, and watching thereunto with all perseverance and supplication for all saints; And for me, that utterance may be given unto me, that I may open my mouth boldly, to make known the mystery of the gospel, For which I am an ambassador in bonds: that therein I may speak boldly, as I ought to speak.

Ephesians 6:18-20

Love and Respect for all people

By this shall all men know that ye are my disciples, if ye have love one to another.
John 13:35

Excellence/Quality

Whether therefore ye eat, or drink, or whatsoever ye do, do all to the glory of God.
1 Corinthians 10:31

And this is my prayer: that your love may abound more and more in knowledge and depth of insight so that you may be able to discern what is best and may be pure and blameless for the day of Christ. Philippians 1:9,10

Joyful Servanthood

For even the Son of man came not to be ministered unto, but to minister, and to give his life a ransom for many.

Mark 10:45

CEDINE: Positional Statements

ABORTION

We believe that human life begins at conception and that the unborn child is a living human being. Abortion constitutes the unjustified, unexcused taking of unborn human life. Abortion is murder. We reject any teaching that abortions of pregnancies are acceptable in cases of rape, incest, birth defects, gender selection, birth or population control, or the mental well-being of the mother (Job 3:16; Psalms 51:5; 139:14-16; Is. 44:24; 49:1,5; Jer. 1:5; 20:15-18; Luke 1:44).

CREATION

We believe that God created the universe in six literal 24-hour periods. We reject evolution, the Gap Theory, the Day-Age Theory, and Theistic Evolution as unscriptural theories of origin (Genesis 1-2; Ex. 20:11).

DIVORCE AND REMMARIAGE

We believe that God hates divorce and intends marriage to last until one of the spouses dies. Divorce and remarriage is regarded as adultery, except on the grounds of fornication. (Mal. 2:14-17; Matt. 19:3-12; Rom. 7:1-3; 1 Tim. 3:2, 12; Titus 1:6).

HUMAN SEXUALITY

We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. We believe that any form of homosexuality, lesbianism, bisexuality, bestiality, incest, fornication, adultery and pornography are sinful perversions of God's gift of sex. Any staff of the ministries engaging in sexual relations outside of the marriage relationship, shall be terminated from employment. (Gen. 2:24; Gen. 19:5, 13; Gen. 26:8-9; Lev. 18:1-30; Rom. 1:26-29; 1 Cor. 5:1; 6:9; 1 Thess. 4:1-8; Heb. 13:4).

We believe that the only legitimate marriage is the joining of a man and a woman. (Gen. 2:24; Rom. 7:2; 1 Cor. 7:10; Eph. 5:22-23).

We believe that men and women are spiritually equal in position before God but that God has ordained distinct and separate spiritual functions for men and women in the home and in the church. The husband is to be the loving leader of the home, and men are to be the leaders (pastors and deacons) of the church. Accordingly, only men are eligible for licensure and ordination into the ministries of the church. (Gal. 3:28; Col. 3:18; 1 Tim. 2:8-15; 3:4-3, 12).

CHARISMATIC MOVEMENT

Cedine Bible Mission is not in agreement with the Charismatic Movement but does stress the ministry of the Holy Spirit and believes that every believer needs to be genuinely Spirit-filled. The ministry of the Holy spirit is essential in redemption, in baptizing the believer into the body of Christ at the time of his salvation, in filling and empowering him for godly living* and effective service, and in sovereignly bestowing gifts which enable him to exercise a fruitful spiritual ministry for the good of the

church , the body of Christ.

*** The filling of the Holy Spirit is demonstrated by a daily Godly life style, not by speaking in tongues.**

The approved policy states that Cedine Bible Mission categorically rejects the teaching and practice of the Charismatic Movement, with its emphasis on the first century sign gifts, and will not tolerate either the propagation or practice of such activities on the camp or conference grounds. We believe that it is better for individuals who do not agree with this policy to serve with those who have similar views.

Cedine Diversity Policy

In the Core Values of Cedine Bible Mission under the section Excellence and Quality it is stated:

We the missionaries, support staff, and volunteers of Cedine Bible Mission commit ourselves to the pursuit of excellence (quality), by:

5. Carefully recruiting and hiring staff, Board Members and volunteers so as to avoid those who are racist (knowingly and unknowingly), divisive or who might have traits or tendencies that could be harmful to whom or with whom we minister.

Cedine board defines terms such as ethnic partiality (racism), ethnic hatred (bigotry), ethnic preferential treatment (biases).

- Racism is prejudice, antagonism or discrimination directed towards an individual or group from a certain ethnic group. James 2:1-10; Romans 2:17-24
- Bigotry – hatred towards an individual or group from a certain ethnic group. 1 John 2:9-11, 4:20; Ephesians 4:1-6; Matthew 5:23-24
- Bias- unfair or preferential treatment towards an individual or group from a certain ethnic group. Ephesians 2:11-18; 3:1-13; Galatians 3:26-29 Acts 10-15
- Race, ethnicity and culture are further addressed in documents available upon request.

Cedine will reevaluate staff with biblical training that educates and identifies racist (knowingly and unknowingly) and divisive behavior.

Cedine will make it mandatory that future staff are culturally trained, aware and agree to Cedine's policies and mission.

Cedine will provide mandatory periodic training once a year. The curriculum will be strategically planned providing history and current cultural understanding. Failure to adhere or attend is seen as divisive behavior.

All staff must sign in agreement that they adhere to the policy, commit to training and the mission of Cedine.

Cedine will document any racist behavior and it will be addressed and documented to determine the next steps for the offender.

Cedine will seek to diversify committees and new staff acquisitions.

Cedine will seek to include ethnic diverse experiences and opinions in decision making.

These new policies will help ensure that all of our staff...

1. Avoid partiality in all dealings with those to whom we minister and with whom we serve.
2. Appeal to the biblical standard of peaceful unity in ministry outreach
3. Seek to abound in love and appreciation for others
4. Articulate Biblical standards of conduct that advance universal love and respect.
5. Associate with others of like principle and practice.

CEDINE: Purpose of Cedine Bible Camp

It is the purpose of Cedine Bible Camp to make and develop disciples that will follow Jesus Christ, especially among African Americans; by teaching the Bible and by providing an opportunity to observe and be taught by examples (models) of Christianity, and by providing an opportunity to practice and experience principles of Christian living through camping activities.

The Charter of Cedine Bible Mission states our purpose is to Evangelize, Teach, and Send Out. This has been outlined as follows for camp use.

I. Evangelize - Give everyone an opportunity to be saved.

- A. In cabin, classes, devotions, and personal counseling times
- B. In group chapel meeting
- C. During recreation and free time
- D. Always be available to plant, cultivate and harvest
- E. Evangelizing is getting people to see
 - 1. Their sinfulness, Romans 3:23
 - 2. Their doom, Romans 6:23
 - 3. That Jesus died to pay for their sin, Romans 5:8
 - 4. To repent of their sin and turn to God, Romans 10:13

II. Teach "Not just decisions but disciples"

- A. How to grow
 - 1. Personal relationship with Jesus Christ
 - a. How to walk in the Spirit, Ephesians 5:18
 - b. How to deal with sin, I John 1:9
 - c. How to get spiritual food for yourself through Bible study and prayer, Jeremiah 15:16
 - d. Understand that all Christians are members of the body of Christ, sometimes called the church universal, I Corinthians 12:12-13, Ephesians 5:22-23, Colossians 1:18
 - e. How to worship, Psalm 95:6
 - 2. Personal relationship to people
 - a. Relationship to family, Ephesians 5:22-6:1
 - b. How to witness to family and friends
 - c. How to react to social situations
 - d. How to set standards for yourself in dress & dating
 - e. Learn how to be friendly, Proverbs 18:24
 - f. Cults - How to recognize and react to false teaching
- B. How to become involved in the local Church - It is commanded - Hebrews 10:25
 - 1. Attend a church that teaches the Bible
 - 2. If you can't find one, call Cedine
- C. How to have fun as a Christian, in cabin, Bible study, activities, and dining room
- D. Learn some new skills

III. Send Out - to live a radiant Christian Life

CEDINE: Staff Descriptions

Camp Director - The Camp Director is responsible for the care, safety, protection and supervision of the camp environments, staff and campers. The planning, preparation and organization of daily activities and site (set-up / clean-up) as well as all administrative duties of camp.

Program Director - The Summer Program Director is responsible for assisting the Camp Director with day-to-day operations of summer camp programs including evening chapel and special programs that may occur in the week.

Activities Director - As an activities director, you plan and oversee recreational events and activities. You create and lead activities like group games as well as make sure the necessary equipment is readily available.

Waterfront Director - Waterfront directors supervise water-based activities, including swimming, boating, canoeing, tubing, and waterskiing. As a waterfront director, you may plan events, train and schedule staff, monitor safety and care for equipment.

Activity Leaders - Responsible to the Activities Director and the Camp Director. Please report any problems or issues that come up immediately after they occur so they can be documented. Please keep your activity area clean and as free from hazards as you can.

Head Counselor - Responsible to Camp Director

Have a sincere desire to work with and be of service to children.

Take every effort to be a leadership presence in building and nurturing a sense of community and understanding among all staff members.

Be accessible to assist with camper discipline and emergency situations.

Monitor the counselors' well-being and serve as a respite to counselors when possible.

Promote and support positive and meaningful interactions between campers.

Communicate with the directors regarding the well-being of the staff or health and safety of the campers.

Report to the Camp Director any concerns about counselors or campers.

CEDINE: Staff Descriptions

Counselor - Responsible to the Head Counselor as well as the Camp Director

A Camp Counselor is responsible for supervising campers and keeping them safe. Their duties include teaching children and teenagers outdoor and recreational skills, overseeing and planning camp activities and learning and implementing emergency protocol efforts to ensure the protection of campers.

People responsible to you

- A. Campers
- B. Leaders-In-Training in your cabin

Responsibilities

A. Spiritual

1. Maintain personal fellowship with God through daily communication with Him
2. Present yourself to God daily for His use. Romans 12:1
3. Seek and take advantage of opportunities to counsel
 - a. Lead campers to Christ
 - b. Encourage them to read the Bible and grow in Christ
 - c. Lead them into victory over sin

B. Physical

1. To keep up with and remain in the presence of your campers whenever they are not at an activity.
2. Win the confidence of each camper by genuine love
3. Lead and/or encourage them in new camping skills
4. Discipline when necessary; never use physical force
5. Help campers know and keep the rules
6. Know chore descriptions and help campers do their job well

Saturday afternoon and Monday mornings are for taking care of personal needs and getting ready for the coming week. Sunday is your day off from camping responsibilities, however attending Sunday morning worship service is expected.

Leaders in Training - Summer volunteers who are 15 and above who assist activity leaders, kitchen and dining room help, snack shop and other areas. They may also be called on to assist in the cabins. A joyful spirit is a vital part of this job.

Bullying

Cedine Bullying Policy

Bullying is a form of physical or emotional abuse that occurs when a person or group wants to exert power over someone else, and it takes the form of words or actions that are intended to be hurtful. At Cedine Bible Camp, bullying is unacceptable. Our camp philosophy on bullying is made clear through our goal to provide total physical, emotional, and spiritual safety for all who enter Cedine. An atmosphere of genuine safety is at the core of our community of acceptance and encouragement. We work together as a team to ensure that campers gain self-confidence, make new friends, and leave our camp knowing they are unique and loved by God and their Cedine family. Unfortunately, someone who is bullied may not experience this loving community. Our leadership team addresses all incidents of bullying seriously, and we train counselors to promote communication with their campers about bullying. We want every camper to be comfortable alerting us to any problems, whether they are a victim or a bystander. Every person has the right to feel safe at camp, and by working together to identify and manage bullying, this right will be enjoyed by all campers.

Child Abuse Policy

Purpose of this Policy

Cedine Bible Mission, Inc. uses missionaries, volunteers, and paid employees to minister to children and young people. It is the intent of Cedine Bible Mission, Inc. to make certain that all workers are aware of the seriousness of child abuse. Child abuse is against the law as well as a violation of human conscience and dignity. Every state has mandated reporting statutes of abuse or reasonable suspicion.

Definitions

PHYSICAL INJURY to a child includes brain damage, broken bones, internal injuries, poisoning, beatings, and burns. Even minor physical injury including minor cuts, bruises and welts.

SEXUAL ABUSE includes rape, incest, indecent assault, intercourse with a child, pornography, inappropriate touching, suggestive remarks, prostitution, and an adult unclothed with a child.

EMOTIONAL AND VERBAL ASSAULT includes constant belittling of a child, telling a child he or she is stupid, incompetent, or worthless, rejecting a child, habitually pushing a child away, confining a child in a restricted place, manipulating a child through repeated threats, or using a child for economic gain, being overly critical, holding back love from a child, and blaming a child for difficulties experienced by the parent.

NEGLECT includes frequent lack of supervision, medical neglect, malnutrition, lack of provision for the child's needs, and chaotic home life.

Procedures for Recruiting, Hiring and Supervising Volunteer, Part Time Staff, and Full Time Staff

Screening-- There will be a Background Check performed on persons 18 years and older.

- All volunteer, part time staff and full time staff with Cedine Bible Mission, Inc. / Cedine Bible Camp will undergo a background check.
- Adults who have been convicted of either sexual or physical abuse of children/youth or those who have a history of inappropriate conduct with children will not be employed and shall not volunteer service in any camp activity or program for minors or elderly.

Screen minors through reference forms and specific questionnaires.

Training-- Careful understanding of description of child abuse.
Go over specific guidelines of acceptable behavior for working with youth.

Reporting -- Acquaint with the procedure for reporting suspected Child Abuse:

- If a staff member is accused of abuse of child
- If a staff member is suspicious that a child is being abused
- Someone other than a parent wants to take a child away from the event

Discussing Any Charges

If there are ever any charges of abuse, discrimination or other possible litigation issues, staff are specifically prohibited from talking with the news media. Any media questions should be directed to the Executive Director or his agent.

It is also essential to avoid answering any questions when legal charges are lodged without the presence of legal counsel.

Guidelines for Acceptable Behavior

1. Respect a child's refusal of affection and take care not to make the child feel uncomfortable.
2. A friendly pat on the bottom or a bear hug could be misinterpreted by a child or an observer. A slap on the back or a hug around the shoulders is okay. A body-to-body embrace, slap on the bottom, or affectionate kiss are taboo.
3. True expressions of affection contribute to a warm, healthy relationship. However, remember to place reasonable limits on physical interaction.
4. When taking a child to the bathroom, (if age appropriate) do not make them feel uncomfortable by being present.
5. Do not linger in any area where a child is bathing or changing.
6. Never tickle, give back rubs, adjustments or manipulations, or push a child. Never resort to physical punishment spanking, hitting, shaking, or forcibly holding a child. Never make a child walk somewhere without shoes or sit outside at night without proper clothing on.
7. Do not isolate a child without proper adult supervision.
8. Do not invite an individual child (camper or summer staff) to your home or to a room where no one can see you. Avoid any seclusion with a child for any reason.
9. Always use the "buddy system", "two person rule" or "open door policy". Have another adult present in all activities, or have several children present with one adult, or notify another adult of your activities so that someone is always aware of what you are doing. The "open door policy" requires the door be open at all times.
10. When disciplining a child seek help from other adults, always be in view of

another adult, never touch the child, stay calm, and do not over react to the situation.

11. If you have a recurring discipline problem, share it with your supervisor, state what measures have been taken to handle the problem, and request their assistance.
12. Never let your speech be derogatory to the children or other workers.
13. When transporting children, be sure insurance is appropriate for the activity, and never drive one child at a time; always take a group and always have another adult present.
14. Guys counsel guys, girls counsel girls.
15. Never allow a child to leave camp with anyone other than the person who brought them unless cleared by the camp director.

Procedures for Reporting Accusations or Rumor of Child Abuse

During camp season, the person to be informed is the Camp Director. He/she will inform the Executive Director (or the chairman of the Cedine Bible Mission, Inc. board if the accusations involve the Executive Director). He will be responsible for the investigation.

Although we will never act on rumor alone, every accusation and every rumor will be checked out carefully and objectively. We will not arbitrarily dismiss accusations or rumors simply because they are made by the children themselves. Each rumor or accusation will be followed up by interviewing each person involved in the alleged incident individually and out of the presence of other witnesses to the alleged occurrence.

The following guidelines will be followed in interviews:

1. Do not avoid specific questions if specific accusations have been made.
2. Make written notes of what is said, or seek permission to have the interview recorded.
3. In every instance, proceed with tact and good judgment with utmost dependence upon the Holy Spirit's guidance and the use of fervent prayer.
4. Do what you can to treat wisely both the real or alleged victim and the real or alleged abuser.

If child abuse is suspected, it is better to refer all involved persons to the proper authorities immediately rather than attempt to conduct an extensive investigation. The Executive Director (or board chairman) or his agent is the only person authorized to call the authorities. The employee or volunteer in question may be suspended pending the outcome of any investigation conducted by the authorities.

The following additional procedures must be kept in mind.

1. When the authorities are notified, be sure to notify the parents also.

2. In every instance, be sure to make an "Incident Report" in writing.
3. We will not attempt to rehabilitate the accused person. Allow professionals to do that.
4. Do not make promises about what may or may not happen to the person accused or to the child.

All reports must include the following:

1. Names of those involved
 - a) Child's name
 - b) Names of parents or guardians
 - c) Mission workers involved
2. Physical indicators observed or reported
3. Behavioral indicators observed or reported
4. Other indicators observed or known
5. Date of alleged accusation or rumor
6. Names of those who were immediately notified and who presently know
7. Procedures that were followed when the incident was reported or rumored
8. Responses to the procedures that were taken
9. Reporter(s) name and position(s) within the organization
10. Date of written report
11. Signature of person writing the report

The authorized personnel of Cedine Bible Mission, Inc. who are dealing with this matter will continue with the proper procedures for filing reports as determined by leadership and the state law. All allegations will be kept confidential.

Policy Consideration

Cedine Bible Mission, Inc. will take every precaution to provide an atmosphere in which child abuse will not be a problem. Applicants will be screened for having been abused and prior abuse convictions. Those hired will be trained to understand what is proper and acceptable behavior with a child, and supervisors will be observant that all guidelines are being followed. Any and all accusations will be carefully determined and proven incidents will be properly reported.

Updated reports and the final outcome will be documented and kept on file with the mission.

CEDINE'S CODE OF CONDUCT

Be An Example I Timothy 4:12 "Don't let anyone look down on you because you are young, but set an example for the believers in speech, in life, in faith and in purity."

SPEECH---We expect your speech to be Christ like. Col. 4:6 "Let your conversation be always full of grace, seasoned with salt, so that you may know how to answer everyone." Proverbs 15:1 "A gentle answer turns away wrath, but a harsh word stirs up anger. Titus 2:7-8 "In everything set them an example. . . Soundness of speech that cannot be condemned. . ."

LIFE----

1. Attitudes: Philippians 2:5-7 "Your attitude should be the same as that of Christ Jesus: Who. . . made himself nothing, taking the very nature of a servant."
2. Actions: Ephesians 4:32, "Be kind and compassionate to one another, forgiving each other, just as in Christ God forgave you."
3. Attire-Dress: I Timothy 2:9 "I also want women to dress modestly, with decency and propriety,. . ."

The camper dress code is "Please dress modestly at all times in comfortable casual clothes . This includes dresses and tops with at least 2" straps, jeans, slacks, and shorts HALF WAY TO THE KNEE. It does NOT INCLUDE see through shirts, outfits with bare midriff, two-piece bathing suits, short shorts, or mini-skirts. Guys are required to wear shirts at all times in the area. Everyone is required to be fully dressed especially going to and from the lake at all times. Long pants are required for horseback riding. Be sure to bring rain gear, jacket and hiking shoes." Although it says Modest casual clothes for entire camping period we would appreciate the staff using appropriate clothing on all occasions. The wearing of jewelry in body piercings is not allowed with the exception of ladies' wearing earrings in their ears. We are to be above reproach and an example of Christ to the campers. Have a happy joyful enthusiastic spirit.

LOVE-----"By this all men will know that you are my disciples, if you love one another." John 13:35. This is shown by our attitude and actions not by physical contact of dating couples. Please be an example of the Hands off Policy for guy and girl relationships. Couples are encouraged to spend time with each other only on the weekend. During the week our focus should be on the campers and their needs.

FAITH----Show the campers how to live by Faith. Let them see how you must depend on God for wisdom, guidance, and strength as well as for physical things. Church attendance on Sunday is expected. Hebrews 10:23-25, "Let us hold unswervingly to the hope we profess,. . . Let us not give up meeting together, as some are in the habit of doing." Our snack shop, lake front and stables are closed on Sunday. Let us keep the Lord's Day a day of rest, worship and fellowship.

PURITY---Demonstrate pure living as summed up in Romans 12:1-2. "... I urge you .to offer your bodies as living sacrifices, holy and pleasing to God..." We believe this includes abstaining from the use of alcoholic beverages, tobacco and drugs. The rest is said in Romans 12:2. "Do not conform any longer to the pattern of this world..." This of course would exclude much of the worlds music and entertainment. We have fellows and girls swim at different times. "Take captive every thought to make it obedient to Christ." II Corinthians 10:5. 7

CAMP STAFF POLICIES

I. INSURANCE

Provided for all volunteer summer staff. Permanent staff are not included. They are included under their year-round provisions.

II. EQUIPMENT

A. Camp Vehicles

Used only with Camp Director's permission. Transportation will be provided to go to town on Saturday evening and on special occasions. If you own a car do not use it to take campers to any activities. Walk with campers or use provided transportation. Married staff who are not counseling may take their families to activities. No one can drive camp vehicles without a drivers license and each driver must be married or 25 years of age or above.

B. Boat

To use paddle boats or canoes on time off you must check with the Waterfront Director. To use the power boat you must check with the Waterfront Director. Except for use in the camping program you must pay for its use at the rate of \$60.00 per hour. This includes permanent and summer staff, and all guests. No night time waterfront activity.

C. Golf Carts

Golf carts are to be used by authorized personnel only. When in used by authorized personnel , golf carts should be operated responsibly and safely

III. HORSES

To ride other than as part of the camp program you must have permission from the Wrangler. There will be a charge for riding horses if it is not part of the camp program.

IV. SNACK SHOP

Summer staff will receive a \$10 credit at the Snack Shop. All profits go into the Counselors Fund. If you wish to spend more than the allotted amount, you will have it deducted from your account in the office if you have one. Please do not spend more than you have.

V. FOOD SERVICE

1. Served at scheduled times only.
2. No one is to go into the walk-in cooler or refrigerator or get ice from the ice maker when off duty, except by permission.
3. No one is to be in the kitchen except assigned personnel.
4. No food is to be taken to the villages.
5. Married staff may take available food to their cottage.
6. Food service to the "sick" is at the direction of the camp nurse only. This includes all camp family personnel and their children.

VI. LAUNDRY

1. If needed, sheets can be issued to the counselor, who should launder them weekly with personal laundry. This should be done on Saturday afternoon or Monday morning.
2. Married staff should sign up for a time to do weekly laundry.

CAMPER RULES

The following are the rules for campers which are listed also in the camper's book. All staff are expected to obey these rules in a willing spirit of love and joy.

1. Keep Camp Cedine looking nice. Please do not throw stones or mark on any trees or building/property. If you see trash on the ground, please pick it up.
2. Except for meal times, the Camp boundaries are the top of the hill by the Chapel to the Volleyball Court, and the outdoor chapel to Ambassador Hall. Do not leave these boundaries except when accompanied by a counselor or a leader. Girls are not allowed in Cedar village and boys are not allowed in Pine village.
3. You may go to the lake only when the lifeguard or your counselor goes with you.
4. No smoking, vaping, tobacco, drugs, alcohol, weapons, or profanity are allowed at Cedine
5. Please dress modestly at all times in comfortable and casual clothes. This includes dresses and tops with at least 2" shoulder straps, jeans, slacks and shorts **half way** to the knee. It does not include see through shirts, outfits with a bare midriff, two-piece bathing suits, short shorts or mini-skirts. Men are required to wear shirts at all times in the area. Everyone is required to be fully dressed going to and from the swimming area. Long pants and closed toe shoes are required for horseback riding.
6. Cedine is not responsible for your money, jewelry, or other valuables if they are not deposited in the Camp Bank.
7. If you feel sick, report immediately to your counselor or leader. They will arrange for you to see the nurse if necessary.
8. You may see the nurse at regularly scheduled times. Her written excuse is the only reason for not taking part in all camp activities on time.
9. Keep each other accountable and above suspicion. When together, stay in groups of three or more. There should not be a time you are alone with only one other person. Please keep your hands to yourself.

CLEAN UP PROCEDURES

Each cabin has some chores every day. So that you know what is expected from each assignment and be able to assist the camper, here is a description of each chore.

I. CABIN CLEAN UP

- A. Hang clothes neatly on hangers or place them in your suitcase
- B. Check to see if bed covers are tucked neatly all around the bed
- C. Sweep thoroughly, even behind bedposts
- D. Empty wastebaskets daily
- E. Pick up paper outside the cabin and hang towels and wash clothes neatly
- F. Turn off the light when leaving the cabin
- G. Clean toilets and seats with disinfectant
- H. Clean mirrors
- I. Clean sinks with cleanser
- J. Stand broom on handle

II. VILLAGE CLEAN UP

- A. Pick up paper along the path to the village from the road and in the center of the village.
- B. Put all trash in the container provided for that purpose

III. CHAPEL CLEAN UP

- A. Pick up paper and sweep floor if needed
- B. Pick up song books, Bibles, etc.

IV. AREA CLEAN UP

- A. Pick up the paper on the grounds from the chapel to the basketball court and from the front of Ambassador Hall to the back of the kitchen
- B. Clean water fountains

FIRST AID POLICIES

THINGS TO DO:

1. Be Observant:
 - A. For illness or unusual behavior.
 - B. To prevent accidents
 - 1) Over tiredness
 - 2) Bare feet
 - 3) Emotional needs (homesickness, bullying)
 - 4) Special health problems
2. Be sure that all medication of the campers has been collected and stored in the First Aid Station.
3. Know where and how to reach the nurse. If you can't find the nurse, come to the office and we will page her for you. At night, contact the head counselor or the one designated for "night duty".
4. Help keep scratches, abrasions, etc. clean.
Look for swelling and redness.

THINGS NOT TO DO

1. Prescribe a medication or treatment before sending camper to nurse.
2. Talk negatively to camper about prescribed treatment. See nurse privately.
3. Treat any sickness or injury. Send to the Nurse except in an emergency.

BASIC EMERGENCY PROCEDURES

1. Don't panic; be cool, calm, and collected
2. Keep camper lying down
3. Don't move an injured camper
4. If bleeding: apply direct pressure and elevate (if possible)
5. Send for nurse and contact Camp Director

EMERGENCY PROCEDURES
(Rhea County Emergencies Management Office)
(775-2505 call 911 to report emergencies)

1. Nuclear accidents at Watts Bar or National disaster.

Follow direction of Rhea County Emergencies Management. Camp Director will assign drivers and direct use of vans. They will follow marked evacuation route to designated shelter in Harriman. Campers will be transported in cabin groups with counselor. More details are in the Rhea County Emergency plan for Educational and Day Care facilities, which is on file in camp office.

2. Fire -

A. Evacuate - In case of forest fire campers will be evacuated from the camp area to Retreat and Conference Campus as shown on attached map. In case of a building fire evacuate to a safe distance. If needed, take shelter in Nash Hall.

B. Notify camp office to call County Volunteer Fire Department. If at night, contact camp director. (423)298-2673.

3. Wind or lightning storm

A. Take shelter in nearest building. Stay in cabin if at night.

B. If advance tornado warnings are given, instructions will be given on PA. Girls will take shelter in the basement of Cabin 6. Boys will take shelter in basement in Cedar kitchen.

C. If you are at Jubilee campers and staff will be directed to the basement of Zimmerman Building.

4. Lost Camper

A. Notify Camp Office

B. Don't leave campers unattended

C. Gather information where last seen

D. Keep office informed of all developments

E. The Camp Director with the Activity Leader or Head Counselor will direct the search.

5. Lost Swimmer

A. When buddy check turns up a person without a buddy, get the name of the missing person, whose cabin he was in, etc.

B. Notify office, counselor and other activity leaders to see if he has wandered off to another activity.

C. At the same time, begin search of all the swimming area under directions of Water Safety Instructor.

D. If the above fails, then the camp director will call the County Rescue Squad for assistance.

6. Family Camp

In case of emergencies Family Conference guest children will be handled the same as at resident camp, except parents would be involved immediately. All emergency phone numbers are on the office phones.

7. Active Shooter

RUN—If there is an active shooter incident involving immediate harm, get out of the area. Run and keep running. When fleeing from the area, if possible, alert others of the danger as you leave. As a general rule, someone will find you, even if it takes a while. By keeping running, it's harder for a shooter to hit a moving target.

HIDE—If you are unable to flee the area where the violence is occurring, then try to find a safe place in the area or within a building to hide and secure yourself and others in. Turn off lights, barricade windows and doors with anything you can find. Silence phones, be quiet, lock doors and windows if possible. Use door jams or wedges if available to secure doors, Hide behind larger items. **DO NOT** open the door for anyone once you are locked and barricaded. Try to call 911, especially if someone is at the door who says they are law enforcement. Ask to verify if it is law enforcement. Don't be in a hurry to get out.

FIGHT—Fighting an active shooter should be the last resort. If you are unable to run or hide, fight the assailant only as a last resort. If your life is in imminent danger act with physical aggression, use improvised weapons, attack as a group to overwhelm the shooter, take the fight to the shooter into a doorway or stairwell, if possible as this limits their view and ability to move.

