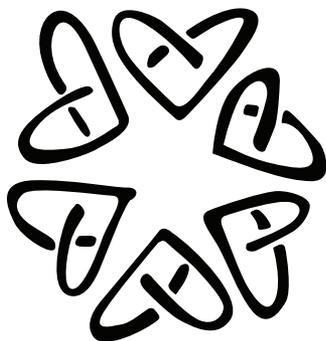


# CAMP KOINONIA



Staff Orientation Handbook  
2017

# Welcome

## ***Brief History of Camp Koinonia***

The first session of what was to be called Camp Koinonia the following year took place at the Hensel Memorial August 10-14, 1975. There were 33 campers and 9 staff members.

The number of campers and staff grew rapidly through the years and by the early 1990's one-week sessions became critically overcrowded. In an effort to try to provide the Koinonia experience for more young people, an additional week was acquired in 1995 and the camp was split into two sessions—junior and senior.

In spite of the excessive heat some years (without air conditioning) and a couple of years when it rained every single day, enthusiasm for the camp has remained high. Through the years we have come to learn that it is not the facilities or the weather that makes a great camp. Instead, it is the special atmosphere of campers and staff sharing an encounter with God and laying down their lives for Christ and each other that has shaped the life-changing “Koinonia Experience.”

## ***Our Goal at Camp Koinonia***

The mission of Camp Koinonia is to build up the relationships between young people and JESUS. This is accomplished through providing a nurturing environment where they can grow through fellowship, spiritual guidance, Biblical teaching, and opportunities to minister to one another. Camp Koinonia has been providing a Christian camping experience for students in the Central Texas area since 1975. Over that time, the camp has continued to grow both in number and influence for the Lord. Participants, families, and churches have been blessed by their participation in this camp. Our goal for Camp Koinonia is to provide the best possible Christian experience for each individual involved.

# What to Expect at Camp K

## **BEFORE YOU ARRIVE**

Begin PRAYING DAILY for what God needs for you to be at camp as His instrument, and for what He is going to do in you through Camp. Focus on submitting your will and your agenda to His plans.

Meet with your cabin co-counselors.

You should know each other before you arrive at camp. If a face-to-face conversation is not possible, please make the effort to call and get acquainted.

NOTE: Cabin assignments for counselors can change even as late as the day before camp begins. Remain flexible. If changes are made, they are to benefit the campers. We do our best not to change them.

Be praying for the campers. Pray specifically about:

1. What God is planning to do in their lives during camp.
2. How you can get on board with Him and what He wants to do in their lives.
3. What God is planning to show YOU through these young people.

Prepare in advance by being familiar with the names of the students in your cabin and/or Discussion group. NOTE: The camper lists are subject to changes even on the opening day of camp. Don't worry about this, just be aware.

Be diligent in being prepared for your various roles at camp before you arrive.

- Bible Class Teachers should have their lessons ready.
- Discussion Group Leaders should be familiar with their activities, blessing ideas and basic discussion points.
- Team Games Coaches / Event Coordinators will receive more information at camp.

- Cabin Counselors should bring anything they want for their campers during the week, i.e. decorations, notes, candy, etc.

**ALL STAFF IS NEEDED** on Friday, June 23 at 7pm **AND** Saturday, June 24 at 11am at the Belton Church of Christ to help load camp supplies into trailers and vans.

**WHEN YOU ARRIVE**

ALL CAMP STAFF is expected to attend Staff Prep Day.

Senior Week Staff Prep Day is Saturday, June 24.

*Arrive at Camp Hensel at 3pm. (No earlier please!)*

Junior Week Staff Prep Day is Saturday, July 1.

*Arrive at 6pm.*

*\*If you are unable to be there at that time, PLEASE call the Camp Director and make him aware of your situation and arrival time. Do not assume he knows.*

First, your help is needed in unloading equipment and food. Plan to meet in the dining hall area as soon as you arrive for specific instructions.

Second, check in with the Camp Secretary in the dining hall.

- Confirm your cabin assignment (changes happen).
- Confirm your other assignments.
- Check on the schedule for other activities and meetings for the rest of that day.

Third, stow your stuff and settle in before meetings begin.

- Select your bunk based on the fact that counselors are responsible for who comes and goes in cabins.
- Counselors should spread out in the cabin.
- Always have one counselor by the door.

## OTHER:

1. Collect cleaning supplies for your cabin and bath area.  
You don't need to store paper goods for the whole week, but get enough to get started. Check with the **dining hall staff** for help with this.
2. Select a container for trash collection in your cabin.
3. **Inspect your cabin** for anything broken, unwanted insects, and general "fixables." These need to be reported on the check-in sheet and **returned** to the Camp Secretary. The Camp Maintenance will fix things as they come up. Be patient, we will probably have a long list. If you can reasonably fix it, please do so.
4. Post your laminated schedule, camp rules, etc. in the cabin where it is easy to see.
5. Senior Week, there will be dinner followed by the General Staff Orientation. Junior Week, there will be dinner followed by Cabin Counselor meeting. Children of staff will need to have other activities during the meetings & may not be in the dining hall.
7. Depending on the length of the meeting (which depends on the cooperation of the staff) there will be a devotional before we head to bed. Children of staff members are welcome to attend the devotional.

***Please remember that your children are your responsibility until camp begins on Sunday afternoon. Please make certain they are safe, not disturbing other staff, and making themselves useful. If you cannot complete your responsibilities and supervise your children, please make other arrangements for their arrival in time for camper registration.***

# The Lay of the Land

IT IS HOT! IT WILL BE HOT ALL DAY LONG! BUT...you're going to take care of yourself and do just fine.

Camp is a relatively rustic setting. There is lots of dust, ants, and thorns. Don't expect it to be like walking across your back yard.

Some geographic highlights of Camp Hensel:

- Dining Hall – This is the home base of Camp K. It is found at the end of the asphalt entrance road to the camp. It contains the Kitchen, Camp Office, Medical Table, Sports Closet and Arts/Crafts Center. In addition to eating there, we will have many different assemblies there. Almost any time of day there will be drinks and snacks set out for anyone to refresh themselves. Please remember: ***the kitchen is OFF LIMITS to everyone except for those who work there.*** Enter only by invitation. (There is an entrance on the west side of the kitchen that the staff is invited to use to get an icemaker for their personal use.)
- Front Porch – This is the east side, covered porch connected to the Dining Hall. It is used as a common meeting point for many activities. It is also used for a Discussion Group and is one of the coolest places to sit in the afternoon and evening.
- Back Porch – This is the west side, covered porch connected to the Dining Hall. It includes a number of picnic tables and the ping pong tables. It is used at each meal, possibly for a Bible Class, and a Discussion Group, as well as during Campers' Choice.
- Cliff – Found along the southern boundary of the camp, it is easily visible from any open area on the camp with a cross at the summit. It is the usual destination of our

hikes. It is against the rules for a camper to be in the cliff area unsupervised.

- 5-Plex – It is the home for most of the girls’ cabins and is located in the southeastern corner of the camp.
- 2-Plex – It is the home of the other girls’ cabins located immediately to the south of the Dining Hall.
- Waterfront – This is the southern most point on the east side of the creek before the dam. ***It is off-limits to campers, unless they are accompanied by staff.*** It is our usual location for baptisms. Under the large pecan tree is a great location for Discussion Groups.
- Amphitheater – It is found on the eastern fence of the camp at the bottom of the hill, on which the boys’ cabins are found, and north across the Small Games Field from the Medical Trailer. It is the location of our Worship/Speaker times, along with possible other activities such as Bible Classes and Discussion Groups.
- A-Frames – There are two distinctly architectural A-Frames south of the girls’ cabins. The one behind the 5-Plex is called A-Frame 1; the one behind the 2-Plex is called A-Frame 2. These are sights for Bible Classes and possibly Discussion Groups, as well as other activities such as Cabin Times. They are also great for relaxing in the afternoons.
- Upper Pavilion – It is located at the top of the hill north of the Amphitheater. It is the largest, open but covered assembly area on the campus. It is the home of Bible Classes and Discussion Groups. It is another great place for Cabin Times.
- Boys Pavilion – It is located immediately to the east of the boys’ cabin area on the hill. It is specifically

designed to make up for the cramped conditions inside the cabins. It is used for Bible Classes and Cabin Times.

- Playground – This is a collection of equipment located northeast of the Dining Hall.
- Games Fields – There are two: the Small Games Field is located between the Amphitheater and Medical Trailer; the Main Games Field is located at the main entrance of the camp. Most of the Team Games will be set up on the Main Games Field. Most traffic to and from the boys' cabins goes across the field.
- Games Tables – These are found between the playground equipment and Main Games Field. This is a long row of covered picnic tables next to the cement volleyball court. It is the headquarters for the Team Games and possibly Discussion Groups.
- V-Tables – These are found north of the Dining Hall along the east side of the creek. You will walk past the Director's Trailer before you can see it. The name comes from the fact that it is a set of two permanently mounted picnic tables in the shape of a V. It is a possibility for Discussion Groups.
- Medical Trailer – It is the northern most mobile home found across from the Dining Hall. It serves as an infirmary as well as sleeping quarters for the Medical Staff. The medical staff will be found either here or in the Dining Hall any time of the day or night.

# Staff Positions & Responsibilities

## Camp Director

- Direction, motivation and support
- Final answers on difficult questions and situations
- Ultimate decision maker for camper discipline

## Camp Secretary

- Responsible for all administrative needs
- Helps with supplies for classes, Discussion groups, etc.
- Almost always found at “base” in the Dining Hall

## Camp Counselors

- Be on the same page with schedule, rules and attitudes.
- Cooperation on camper supervision.
- **HELP & ENCOURAGE EACH OTHER.**

## Discussion Group Leaders

- Team of two staff members responsible for a group of 10-15 campers.
- Lead the campers in a guided discussion.
- ***Help campers process Biblical lessons into lives.***

## Kitchen Staff

- **GOOD FOOD.** Well-rounded, nutritious meals that taste great. Breakfast is fairly standard. Lunch will be big and dinner will be lighter, but there will always be plenty to eat.
- Clean staff shirts by Friday so that they are clean for the Closing Program.

## Dining Hall Staff – “Dish Dawgs”

- Responsible for setting up tables and chairs.
- Responsible for keeping the Dining Hall clean.
- Provide water in various gathering areas and during Games.

- Supervise KP duties.

#### Maintenance Staff

- Available to fix anything that breaks in the cabins. (Remember that it might take a while to get to requests, depending on what's needed to be fixed.)
- Campers should report problems to staff; staff then reports problems to Maintenance Staff.

#### Medical Staff

- Source of all medical attention, including medications and diagnosis.
- Medications for needs of staff.

#### Team Games Coordinator (*Senior Week Only*)

- Organization and set-up of Team Games.
- They will need everyone's help with the teams and activities, maybe help with set up as well.

#### Big Brothers & Big Sisters (*Junior Week Only*)

- Responsible as mentors for 4-10 campers during week.
- Responsible for Rise & Shine activities and energy.
- Partnered with staff member to lead Discussion Groups for all campers.
- Assist Cabin Counselors – ***Big Brothers/Sisters should be limited in involvement with camper discipline.***
- Interact with campers during Campers' Choice.
- Supervise all campers during dinner until worship.
- They are there to help campers have the best week.

#### Worship Leader

- Charged with leading the campers and staff into the throne room of God every morning and evening.
- Sets the stage for evening speakers.
- Teaches new songs during worship time.

# What Is Expected of You

## WHAT TO BRING

- Everything that is on the camper's packing list
- A small stand or table to set things on
- Something to carry your stuff to the shower
- Extra shoes: one old pair that can get wet or muddy and one more pair than you think you need
- A hat that's comfortable and covers your ears
- A large cup or bottle for water (fluids are important)
- A lightweight blanket (Although the days are hot, the nights with the air conditioners can get cool)
- Small rug to put by bed
- Pack your stuff with the understanding there ARE NOT dressers or shelves (you can bring plastic drawers)
- Bring supplies to write notes to your campers and others that can be delivered during camp
- Bring a hammer and a supply of nails, hooks, rope, bungee cords, zip ties, scissors, and **duct tape** for fans and other "customizations"
- The seats where we have worship are concrete, so a pad is nice to sit on for an hour or so
- Lysol or air freshener spray
- Plenty of bug spray, you will have to share
- Extension cords and a power strip
- Permanent Markers (labeling stuff and there are never enough)
- Candy for bribes, rewards, etc. (KEEP AIR-TIGHT AND NO CHOCOLATE)
- Battery-operated alarm clock and fan

**Clothing rules:** Shorts must have at least a 4" inseam. If there is a question, please err on the side of longer and looser. Shirts must have a 3-adult finger wide shoulder and **not be low cut**. Please be an example to the campers with your attire. Campers will be corrected for their inappropriate clothing choices. DO NOT risk making the Camp Director have to confront you about yours.

You will be expected to uphold the camp's dress code policy for your campers. It is a difficult part of camp and we all need to work

together. Be mindful of how you talk with campers about their clothing...be sure to help them understand why, beyond just the camp rule and offer to help them find appropriate clothes, if they don't have anything else to wear.

### **BEYOND THE CALL OF DUTY**

- Know that a lot is expected of you
- Make a plan for something spiritual to happen; prepare for it and think about it
- Let God bring something to you; watch for it and cultivate it; open the door for it
- Pour your lives into the campers - Love them intensely

### **SPECIAL CARE ITEMS**

Know your campers

- Learn their names. Make it a priority to learn each of your campers' names before Sunday is over.
- Pay special attention to campers who do not get involved quickly or seem to be outcasts around camp.
- At Junior Week, the more you know who the campers' Big Brothers/Sisters are, the better off you will be.
- Particularly look for the special needs of campers and try to understand where they are coming from.

Be aware of campers with medical needs. The Medical Staff will help you with this. You need to help the Medical Staff by keeping them well informed of camper needs.

Younger campers (5<sup>th</sup> and 6<sup>th</sup> graders) can have a real problem with shower time. Be aware of their fears and concerns, but don't let them get out of showering. (Bribes of candy after showers help.) They may also be prone to home-sickness. Please be aware of this and encourage them to get connected with other campers. If their home-sickness becomes a problem, please talk with the Head Cabin Counselor and then the Camp Director.

## **FINAL NOTES**

At Senior Week, Discussion Group leaders will be requested to nominate a camper for two different awards: “Heart of David” and “Barnabas” awards. You will learn more about these awards from the Team Games Coordinator.

At the end of camp, you will be contacted by the Camp Director to fill out an evaluation form. We are always looking to improve Camp Koinonia so your suggestions, comments and input are greatly appreciated.

\* Be sure to review the materials in your staff folder to help familiarize yourself with the camp theme, schedule, curriculum, activities and training materials.