



# HORIZON

WHERE HEAVEN AND EARTH MEET

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# Staff Handbook

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We are so glad you'll be at Horizon this year! Thank you for spending a week serving God by serving students.

We hope this week is filled with great moments for you. Great moments of worship, great moments of spiritual growth, great moments of fun, great moments of new connections with other believers, and great moments which will be in your memory for years to come.

As you prepare for your time at Horizon, we ask that you be very prayerful about the week ahead of us. Pray about the students you will meet and lead. Pray about the conversations you will have. Pray for God to be at work in powerful ways in all of our lives. We want this camp to be fully, completely His. We want students to see the love of Christ in new ways and take their next steps to follow Him.

Our role at camp is a servant role. You will hear us say one phrase throughout the week: It's not about you. It's important to remember that...because we are all more selfish than we should be. We are asking you to sacrifice some of your wants during the week in order to help students. Keep serving even when you would rather stop. Keep going when you get tired. Keep pouring into students even when it's difficult.

You will probably not sleep as much as you do at home. The bed you sleep in will probably not be as comfy. You'll probably get tired of hearing some of the same stories or phrases over and over. Who knows, there may be some new teen lingo phrase or word you haven't even heard yet...but you'll hear it about a thousand times before the first day of camp is over. There will be students who do not listen to you like they should. There may even be a moment this week when you stop and ask yourself, "Why did I sign up for this?"

But there will be many blessings from the Lord this week, if you take the time to see them. Look for what God is doing in the hearts and lives of students. Watch for the little ways God works each day. Embrace and be ready for any spiritual conversations students are ready to have about their relationship with God...and help create space and moments for God to be a part of the conversation. Maybe it's around the lunch table, on the way to afternoon activities or in the hallways in the dorm...but whenever it happens, make space for God to be a part of the conversation. And we hope as you go through the week, you'll be able to enjoy the moments of worship and Bible study and the times in which we are reminded over and over again of how amazing God truly is.

Here is our prayer for you this week: We pray that your relationship with God will grow this week, and we pray that every student may see Christ's love demonstrated in powerful ways in your life. Decide now to try to be Christ-like in everything you do. Decide now to set a good example. Speak words which will help point students toward Christ. And make a commitment to fully live this week in God's love and grace.

God has brought you here this week for a reason. You are not here by accident. So get ready. This is going to be a great week. A lot of students are about to arrive here on buses and vans and in cars. They have no idea what is about to happen this week. But as you bring the joy, and God works through His Spirit, this is going to be one amazing week.

We love you. We're thankful for you. And get ready...camp is about to begin!

*Jaron Brandt, John Frias, Monty McCulley, and Derrick Tharp*



**You may have been to Horizon before (welcome!) or this may be your first time, (thanks for coming back!) but there are some things which will be helpful for all of us to know. Here they are:**

### **Camp Central**

Camp Central is located in the lobby of U-House. It will be staffed most of the day. All check-ins and check-outs should happen through Camp Central. If you have a staff problem, lost name badge, lost wristband lost a camper (actually, wait, don't do that) or other lost items, you should check at Camp Central. The nurse's station is also at U-House, so come to Camp Central if you need one of the nurses.

### **Dorms**

This is where you sleep. And it's where you go at various times in the day to change clothes, for quiet time or for dorm check. It's also a place where students will spend a lot of time. We want the dorms to be encouraging and positive places this week. In addition to the conversations and laughter which will happen in the dorms, we also hope there will be times of prayer and times of opening Scripture together.

Keep the doors open. Don't go in your room to get away from students...remember, this week is not about you. Help students feel included. Help them build friendships. Play cards or games. Oh, and don't forget to help them wake up on time so they can get to breakfast and morning worship. 😊

Okay, there actually are a few boring things we need to talk about related to the dorms: Dorms are closed to campers from the first morning gathering until after lunch. Dorms are also closed during afternoon activity time. Students need to be at activities instead of in their dorm room. OC provides good accommodations for our camp. Help us take care of them. Help students keep their rooms clean and neat. Do not move furnishings. Report maintenance issues or damages. Students will be charged for damages. See, we told you these things were boring.

### **The Cafeteria**

We were about to say, this is where you eat. But you've caught on by now. So here's what we'll say about the cafeteria: Your bracelet is your meal ticket. Same thing for students. Meal time can either be rushed or it can be a time to stop and enjoy being together and getting to eat together...so help students relax and enjoy the time in the cafeteria. The cafeteria will be crowded this year because there are a lot of us...so be willing to let others sit with whoever you're sitting with, and make the best use of the space we have.

Food fights, food games, making gross combinations of food in hopes of making someone eat it are not something we do. Being thankful to the cafeteria staff, being respectful of others, and cleaning up after yourself are things we do do. (sorry, we tried to think of another way to say that, but we couldn't.) Bring cards or games to play if you'd like to. Help students enjoy the time in the cafeteria. And when you're done, take your dishes to those magic shelves behind the wall.



### **Worship**

Our worship gatherings will take place in Baugh Auditorium. Baugh is a special place. We have had so many great moments of worship and praise in this room through the years. When it's time to worship, we encourage you to be engaged. Worship is not just for the middle and high school students. Worship is for all of us. By your example, help students know what worship can look like in their lives. When a gentle moment of correction is needed, do it. If you need to separate some of your students because they won't quit yapping, do it. (But we hope these things won't happen.) Be engaged, take notes, listen, and come before our great God with a heart ready to worship every time you enter the room.

## Classes

Every morning after our morning worship time, groups will go to classes. Counselors should set the example for students in all classes. Get to know the teachers, be ready to help whenever needed, take some notes in class which will be helpful in your life, and take some notes which you can use to discuss some things from class with your group at a later time. Help your group be engaged. Help them sit up and not lay down. Help them to take notes instead of writing on their arms or legs. Help them be willing to answer questions, read Scripture or pray. Classes can be a great time each day and they are an important time for students at camp. Do your part to be positive, encouraging and help make classes great.

## Afternoon Activities

Each afternoon there will be activities which students can choose from. During the morning worship time there will be an explanation of the activities for the day. These are going to be great. And if you have students who do not think the activities are great, help them to change their mind and see how great they are. 😊 Activity time will be a little different from past years are Horizon. And we think the changes will be something everyone likes.



### Pelican Bay

Last year they did us dirty. So we're not going back. Actually we're not going back because they are closed this year. But we haven't forgotten about last year. No we haven't.

### Bracelets and Lanyards

First of all, lanyard is a really weird word for a necklace with a clip on the end. But everyone will get one. Your nametag will be on your lanyard (a.k.a. necklace with a clip on th...never mind) and it's a good place to keep your room key. Everyone will also get a bracelet. Different colors for different age groups. We'll probably try to help campers keep their bracelets on all week. If it breaks, we'll just duct tape it to their arm. (don't worry, that's a joke)

## Counseling Teams

Each group will have two counselors (and a few groups will have three) who will work and pray together. Get to know your co-counselor. Learn how to work well with them. If one of you is better at leading a discussion, that's great. If one of you is better working in the background, that's great. Lean in to the ways God has gifted you, and be willing to try new things. (i.e. don't be afraid to step up and lead or ask students about their faith or help them in whatever ways they need)

We want your guys and your girls to know each counselor well. Enjoy getting to know your students. Learn about them, listen to them, be interested in things they are interested in, and together with your co-counselor, create an environment of unity and love and faith in your group.

Oh, and one more thing: one of your big jobs this week is to make sure your students are being cared for.

Please work together on that too. An important part of the group time you have with your students each day is to plan ahead and know what you're going to do.

## Ministry Staff

Youth Ministers fill many different roles at camp, including teaching. Counselors should feel free to contact the ministers from their camper's respective church homes when needed for assistance or counseling. All of us will work together in the best interests of the campers.



## Head Counselors

We have two great head counselors this week. They are your first go-to for questions, problems, or times when you need help. They may come to some of your classes. They may stop by and talk to you or your students in the dorms or during activities. Their main role this week is to be here for you. So, if you're having a hard time with a students, talk to one of the head counselors. If you're having a hard time personally or need someone to talk to – well – actually there are a ton of people here this week who would love to talk to you about whatever you're going through – but the head counselors would be great at this as well.

## Counselor Meetings

Counselor meetings will be held each day. We may do these a little differently than we have done in past years. We want to try to make sure our counselors get to be in worship each morning and evening...so our counselor meeting in the morning will be brief, and we may communicate some of the things which would typically be communicated in a counselor meeting through GroupMe instead of in a meeting. We may also find a few other times during the day to meet with counselors.



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**Here are some additional things we want everyone to know about. These are less about people and places and more about how we'll handle things this week.**

### **Electronics & Cell Phones**

We are trying to help students take a break from the entertainment and screens which are so pervasive in our lives and be engaged with the people around us. So, phones, tablets, earbuds, etc., are not to be at camp. We ask you to also not be on your phone except for times when you need to for camp communication. This is a great week to fast from social media. Resist the temptation to show video shorts to students or go in your room and watch a movie.

And your phone should stay in your possession. Please do not allow a camper to use your phone to call home or others.

### **Social Networking & Posting Pictures of Students**

Never post pictures of your students on any social media. We encourage you to fast from social media and other internet use this week. See what happens when you take a break from being constantly connected to a device. Instead we ask you, as a Horizon staff member, to be fully focused on serving students this week.

### **Illegal/Improper Substances**

Any possession or use of tobacco, alcohol or other "drugs" is strictly forbidden anywhere and anytime. Any person found to be in violation of this rule will be dismissed from camp immediately. **NO EXCEPTIONS!** And if they are over 18, the OC Police Department will have to be involved.



### **Inclement Weather / Fire Alarms**

If inclement weather is near, we will keep everyone informed. If we are in separate places, we will communicate via GroupMe. If the fire alarm sounds in the dorms or any other building, you must evacuate immediately. The Fire Department will always come. It is very important that you account for everyone in your group during emergency situations.

### **Medical Emergency**

If there is a medical emergency, call 911. Then get in touch with camp leadership and the nurse. Do not move someone who has had a medical emergency.

For non-emergency situations, we have multiple people with our camp who are trained medical professionals and can help with whatever needs arise. Our camp medical team has walkie-talkies, so you can get in touch with them if you are near someone with a walkie-talkie. You can also call anyone who is a part of camp leadership.



### **Dress**

We have some theme days this year. Feel free to participate if you'd like to.

We also are asking everyone to wear shirts with sleeves...shorts should be modest length (if you need a guideline for this, shorts should be at least knuckle length when arms are fully extended)...inappropriate sayings or designs or any alcohol or tobacco words are not okay...shirts should cover the midsection and skin-tight leggings are not allowed. You have the full authority to send a student back to change. Blame it on us. Tell them we're mean. And please set the example yourself by dressing modestly.

## Late Nights & Rest

A rested counselor is the most effective one, so use your night times to rest. We need you to not go to sleep until all students in your group are accounted for in their OWN rooms and their lights are out.

## Stay On Campus

Horizon is not a come-and-go camp for our counselors and staff. So, once camp begins, we need to stay on campus for the week. Leave your car in the parking lot – no need to drive around this week.

## Curfew & Dorm Check

Curfew is scheduled, but may be adjusted because of daily schedule changes. There are two times at night to be aware of, Curfew and Lights Out.



Curfew is the time to be in the dorms and do room checks. Each counselor should check their assigned rooms. Counselors should turn in curfew cards dorm supervisors within 15 minutes of curfew.

Lights Out is the time lights should be out. Please help us enforce Lights Out...even if you think it should be earlier or later.

At Dorm Check and Quiet Time check every room you are responsible for.

Remember every student in the room will be responsible for any damage to windows, walls and furnishings. Any room damage must be immediately reported to a dorm sponsor.

## Maintenance Requests

If a shower stops working or a lock will not lock, please tell a dorm parent and they will fill out a Maintenance Request. The earlier in the day we submit a request, the quicker the response time from the OC Maintenance department. A/C units in some dorms will freeze up if the thermostats are turned down all the way. Outside-access dorms should keep their doors and windows completely closed while running A/C units.

## Room Keys

Students will receive a key when they check in. If they lose their key, they will lose their \$20 key deposit. Counselors and support staff are not required to have a key deposit, but if you lose your key, it will cost us \$20. So...please keep up with your key, and help your students keep up with their keys.

Rooms must be inspected and a check-out sheet signed before your campers will be allowed to turn in their keys. Please be available to your campers so they can take care of check-out. We will let you know about check-out procedures as the end of the week gets closer.

## Relationships

We are here to grow in our relationship with God and to have great friendships with everyone. We strongly discourage camp relationships or camp dating. Please DO NOT be an encourager of "camp romances."

## Counselor Relationships

There are many weeks of the year in which you could find that special someone (if you're looking for someone) but this is not it. Please do not be looking for love this week. Remember why we are here. We are, however, glad for you to talk to another staff member next week and see if they remember who you are. 😊 If you are dating someone here at camp, we do not want to know that nor should any camper know that during the week.



## Meeting Spots

Counselors should designate an outdoor campus meeting spot for their groups on the first day of camp. This is very important for Horizon students. Your group can always use this designated meeting spot for gatherings.



## Baptisms

As the Spirit touches hearts, campers may choose to accept Christ and discuss these decisions with you. When a camper is thinking about such a commitment you should notify their YOUTH MINISTER and let them counsel with the camper.

## GroupMe

We will send out updates throughout the day via GroupMe. Any emergency info will also come through GroupMe. We will make sure you are subscribed to our GroupMe feed at staff orientation.

## Horizonoc.org/atcamp

Anytime you need things like:

- 1) The schedule
- 2) A map
- 3) Resources for your group (ideas, games, etc.)

...you can get those at [horizonoc.org/atcamp](http://horizonoc.org/atcamp)



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## Some Things to Keep In Mind About Being An Extraordinary Horizon Staff Member:

### 1. ALWAYS be a positive role model for the campers.

- Lead by example. Help guide students in events and activities
- Possess a positive, cheerful attitude
- Do not intentionally go against camp rules
- Encourage all students—show no favoritism
- Use appropriate language and touching
- Be prompt for meetings and activities
- Respect each other
- Show interest in all activities
- Put the happiness, needs, and pleasures of others above your own



### 2. Create an environment of fun and fellowship in your group.

- Include all campers in your group in camp activities
- Quickly learn the names of all campers and get to know things about them
- Relate to campers in topic of conversation and activities that are of interest to them
- Participate with campers in all activities
- Discover the talents of each camper
- Creatively keep campers entertained and busy
- Enjoy the blessings God gives each day and relay this attitude to the campers
- Be ready to lead a conversation at any time

### 3. Provide encouragement to your group.

- Say things to encourage and build up each student
- Pray often with and for your students
- Get your entire group to try a new activity
- Do not tolerate gossip, talking bad about others, or negative attitudes and explain why
- Listen to the students
- Show respect for and appreciation to the students
- Ask questions instead of telling students what to do
- Teach the students to value their own opinions
- Encourage students to focus on their personal walk with Christ



### 4. Get your group to work together.

- Participate in activities together
- Students should know each other by name
- Participate in group building activities
- Give students the freedom to select activities and to express opinions