



## Michigan Youth Camp Staff Training Exam

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Youth Camp is a primary tool of evangelism as it pertains directly to reaching the young harvest among a present day generation. Throughout the years scores of young people have received their call to become pastors, missionaries and ministers who serve literally around the globe. Additionally thousands of souls have been saved, rededicated, filled with the Holy Spirit, healed or touched by God in some way.

Although this ministry plays a vital role in a young person's life it goes without saying that it takes a lot of hard work, effort and team work to conduct a ministry of this type. Education and training are essential to a successful camping ministry. It takes well informed people to manage a well run ministry.

The demand for training and educating volunteer staff personnel during youth camp is vitally important to the overall success of youth camp. Research has shown that, due to insufficient time and a large amount of material that must be discussed, a few hours of orientation at the beginning of camp simply does not provide sufficient time to permit adequate training. This camp exam is a tool that has been designed specifically to assist the camp volunteer to be better equipped as a camp staff member.

The exam is broken down into three parts, namely:

1. General Camp
2. State and Church Policies and Guidelines
3. Job Descriptions and Responsibilities

Below is a list of simple instructions to assist you through this process. Everyone who volunteers youth camp must complete the exam in its entirety. Please understand that you must have a passing score upon completion of this exam before you are to be accepted as a volunteer worker / staff member.

1. Read the camp manual in its entirety
2. Complete the exam to the best of your ability
3. Submit your answers
4. Your grade will be finalized and reviewed upon completion

Thank you for your cooperation and consideration to work youth camp in Michigan.



Church of God in Michigan

## Section I General Camp

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1. Please list the five important purposes for camp ministry:
  - a. \_\_\_\_\_
  - b. \_\_\_\_\_
  - c. \_\_\_\_\_
  - d. \_\_\_\_\_
  - e. \_\_\_\_\_
  
2. It is our objective to:
  - a. Give each camper an opportunity to make a personal commitment to Christ.
  - b. Develop and practice habits of good health.
  - c. Deepen campers' personal relationships with one another.
  - d. Both A and B
  
3. Although one of our objectives is to develop personal character it is important that we align these objectives with :
  - a. Economic status in life.
  - b. The teachings of Jesus Christ.
  - c. The tenants of faith as outlined by the Church of God.
  - d. None of the above
  
4. All workers are required to attend pre-camp orientation
  - a. By the Church of God General Assembly.
  - b. By the policies set by the Ministers of the Church of God in Michigan.
  - c. By Michigan State Law.
  - d. By the State Youth Director.
  
5. Exemptions from orientation may be approved by
  - a. The General Overseer.
  - b. The State Youth Board.
  - c. The Camp Administrative Assistant.
  - d. None of the above.
  
6. The purpose of training is twofold:
  - a. First to train workers in the area of their respective responsibilities and secondly to prepare workers spiritually to work with campers.
  - b. First to teach areas of discipline for campers and secondly to make sure everyone knows their job duties.
  - c. First to communicate to staff the perks of being a staff member and secondly to prepare the grounds for youth camp.
  - d. First to spend the first part of camp with just adults and secondly to equip workers for counseling.

7. Training during orientation will include but not be limited to:
  - a. How to hide from students.
  - b. How to make the best of your week away from friends and family.
  - c. Understanding basic camp policies as described in the Youth Camp Policy Manual.
  - d. Special training for technical operations.
8. It is permitted to bring campers to orientation and training:
  - a. Because you are their only ride to camp.
  - b. Only if the State Director approves of it.
  - c. So you can be first in line for registration.
  - d. None of the above
9. Staff orientation begins:
  - a. Monday morning of youth camp.
  - b. Sunday night of camp.
  - c. Sunday night and goes through lunch on Monday.
  - d. A and B
10. It is \_\_\_\_\_ for every staff member to attend orientation.
  - a. Important
  - b. Necessary
  - c. Essential
  - d. Mandatory
11. During camp a specialized staff meeting is conducted each day for
  - a. A quiet time away from kids.
  - b. Brainstorming for next years' camp.
  - c. Personnel mainly for prayer, problem solving and additional instruction.
  - d. None of the above
12. With exception to special exemptions for orientation on Sunday night all staff personnel must be at camp no later than \_\_\_\_\_ on Monday.
  - a. 2:00 p.m. for registration
  - b. 12:00 p.m. for lunch
  - c. 8:00 for coffee and donuts
  - d. 9:00 for orientation
13. The State requires all staff personnel to have a
  - a. Tuberculosis test.
  - b. Eye exam.
  - c. Blood test.
  - d. S.A.T.
14. In regard to the camp schedule it is important that
  - a. The campers find their own way to each activity.
  - b. All campers should be at breakfast.
  - c. Staff personnel assist campers to activities.
  - d. None of the above

15. During the daily staff meeting
  - a. It is optional to attend so I can be with my campers.
  - b. It is mandatory to attend.
  - c. It is my responsibility to ensure that campers are in a designated area before I attend the meeting.
  - d. Both B and C
  
16. In case of a storm or other emergencies
  - a. Call 911 and begin to panic.
  - b. Exercise your faith.
  - c. Follow directions of this manual and the camp director.
  - d. Both A and B
  
17. Once I arrive on the camp grounds as a staff member
  - a. It's OK for me to leave when I need to.
  - b. If I need to leave for any reason make sure the campers know.
  - c. Just make sure I don't overload my car with other people and obey the traffic laws.
  - d. I am not permitted to leave for any reason.
  
18. All camp staff members need to
  - a. Make sure there are an adequate number of adults for us to conduct camp.
  - b. Assist around the altars during services.
  - c. Remember that appropriate attire is always important.
  - d. Both B and C
  
19. It is always important that staff members keep in mind that
  - a. They set an example to the campers.
  - b. They can go home on Friday.
  - c. Their time is their time.
  - d. None of the above
  
20. Camp ground property, articles and materials must be
  - a. Respected at all times.
  - b. Used solely for youth camp.
  - c. Tax free for general purposes.
  - d. All of the above
  
21. Camp staff is to refrain from
  - a. Speaking negatively about camp.
  - b. Speaking negatively about other staff personnel.
  - c. Discussing problems among themselves.
  - d. All of the above
  
22. On the last day of camp it is expected for every staff member to
  - a. Leave exactly at dismissal time.
  - b. Remain at camp until their area of responsibility has passed inspection by their immediate supervisor.
  - c. Make sure you have all of your belongings even if what you have is not yours.
  - d. B and C

23. Visitors are welcome to attend camp
- At any given time they want to come.
  - Only after the campers are dismissed for bed time.
  - Only on Wednesday night service.
  - During the evening worship services.
24. All visitors who attend the campground must
- Register if they feel like.
  - Register before they leave.
  - Register at the front office and abide by camp rules at all times.
  - Invite someone to leave with them.
25. Telephone calls are only necessary by campers if
- They are missing their family.
  - They are in a relationship at home they can't live without.
  - There is an emergency that arises.
  - They need a fix on an iPhone.
26. Cell phones are
- Off limits to campers during camp.
  - Permitted only if there is an adult present.
  - Out of coverage while they are under water.
  - B and C
27. Cell phone usage by adults is encouraged to refrain
- Only during free time and away from the campers.
  - Unless there is an emergency at camp.
  - Unless it is camp related.
  - All of the above
28. Should parents agree to work camp
- It is not recommended that the parent serve as their child's counselor.
  - Only if they agree to work in the kitchen.
  - If they can afford a week of vacation.
  - None of the above
29. Discussion at the daily staff meetings should be
- Recorded and brought to the attention of the Overseer.
  - Broadcast throughout the camp so everyone can know what's going on.
  - Confidential and not a topic among campers.
  - Voted on for approval of the State Council.
30. During staff meeting time it is important for me to remember that
- I can sleep in if I didn't get enough rest the night before.
  - It's all about me and my personal needs.
  - I must attend and be on time.
  - It's free time and I can use my cell phone.

## Section II

### State and Church Policies / Guidelines

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31. According to Michigan State Law Child Abuse means
- a. A kid was denied a McDonald's fix on the way to camp.
  - b. A child received time out when they didn't deserve it.
  - c. Harm or threatened harm to a child's welfare by a person responsible for their well being which occurs through non-accidental physical or mental injury, sexual abuse or maltreatment.
  - d. None of the above
32. According to Michigan State Law Child Neglect means
- a. Harm to a child's health or welfare by a person responsible for the child's health or welfare which occurs through negligent treatment, including the failure to provide adequate food, clothing, shelter, or medical care.
  - b. Leaving a child in the pool too long.
  - c. Making a child take a bath against their will.
  - d. All of the above
33. In compliance with state law our staff must
- a. Report obesity to the state troopers.
  - b. Screen all campers as to their physical condition. (This is done during the first swim time)
  - c. Watch for any signs of abuse or neglect.
  - d. B and C
34. State law requires that if a camper confides abuse or neglect we must
- a. Announce it to other staff personnel.
  - b. Tell all the campers.
  - c. Inform camp authorities.
  - d. Make it a matter of public record.
35. Camp staff are obligated by law to
- a. Make all cases a matter of communication with other staff members.
  - b. Tell your Pastor about a suspected case of abuse.
  - c. Report any suspected cases of adult/child abuse, neglect, exploitation or endangerment. Any suspicion should be reported immediately to the Camp Director.
  - d. B and C
36. Once the camp director discovers a case of abuse the steps he must take include:
- a. Make sure the child gets prayerful attention at the altar call.
  - b. Prayer, meditation and no swimming with other campers.
  - c. Within 8 hours contact authorities, 72 hours write a written report to the Department of Social Services.
  - d. None of the above

37. In case of visible abuse and medical treatment is needed
- It's permissible to administer first aid by the camp nurse.
  - It is recommended to find out if the child is allergic to aspirin and give them some drugs.
  - Call 911.
  - It should be given by the nearest hospital or doctor on call.
38. In the event that a need for critical emergency care should arise
- Call 911.
  - Contact the child's parents.
  - Do not move the child unless it's a life threatening situation, contact the nurse, call 911.
  - Wake up the night watchman and then call 911.
39. If a person has to be taken to the hospital in a vehicle other than an ambulance
- The camp's driver should be at least 21 years old with a valid driver's license.
  - Any one with a car should take them to the hospital.
  - Make sure there is gas in the car and be sure to make a mental note of how many will be traveling with you.
  - None of the above.
40. It is important that all medications should be
- Kept in a safe place, available for the staff in case of headaches.
  - Kept in the original containers bearing the pharmacy label which shows the prescription number, date filled, physician's name, directions for use and patient's name.
  - Turned in to the camp nurse for proper dispensation.
  - B and C
41. In the event that a camper is injured and treatment is necessary
- The counselor should call the parents immediately.
  - The counselor should locate a camper with a cell phone and make them call while driving to the hospital.
  - The camp nurse should notify the director who will contact the parents.
  - A and B
42. If property is deliberately damaged and the camp director has made full determination of full retribution responsible parties could be:
- The Pastor, counselor, and the camper.
  - The Pastor, Parents and the counselor.
  - The Parents, Camper and the Staff Personnel.
  - All of the above
43. It is required for meals to be served three times per day while attending camp and they must meet \_\_\_\_\_ standards of approval.
- McDonald's
  - USDA summer food program
  - SFSP
  - A and C

44. According to the Michigan State Laws concerning swimming we must:
- Have a lifeguard close on hand.
  - Equip the pool with a seating area for snacks and fellowship.
  - Have aquatic observers and life guards present for all pool activities.
  - Know how to swim.
45. Our camp observes behavior management guidelines which involve:
- No physical punishment.
  - Effective discipline.
  - Never depriving a child of food or sleep.
  - All of the above
46. The check out policy requires all staff to
- Get permission to leave early.
  - Stay on the grounds until they have turned in all required forms, and their area of responsibility has been checked and cleared by the camp supervisor directly above them.
  - Make sure their areas of responsibility are covered by another staff member who is able to stay until the very end.
  - None of the above
47. Campers are permitted to leave the campsite after
- They clear it with their parents.
  - They decide they no longer wish to be a camper.
  - They turn in their balance due for camp.
  - They check out with the counselor.
48. According to Michigan State Laws our camp site is a high adventure activity area and we must observe all policies and procedures pertaining to
- Basketball, Inflatable Games and Fishing.
  - Swimming Skiing and Snow mobiles.
  - Air Rifles, Aquatics and Go Carts.
  - Deer Hunting, Volleyball and Swimming.
49. In case of emergencies it is necessary to know the procedures when dealing with
- A person's life.
  - One's eternal destination.
  - The local authorities.
  - Fire, Severe Weather and or a lost camper.
50. Procedure for dealing with a lost camper includes:
- An all out search by staff to include all cabins and dorms, water and pool areas, buildings.
  - Calling local Sheriff only if camper cannot be located.
  - Calling 911, placing an all points bulletin, alerting parents.
  - A and B
51. All staff workers should be examples to campers when it comes to personal conduct and hygiene. The following is a list of things we will not tolerate:
- No knives, weapons or other various harmful items.
  - Sound health habits, cleanliness, rest and proper diet.
  - No alcohol, tobacco and drug use of any kind.
  - A and C

52. Attendance to workshops, classes and worship services while at camp are
- Optional.
  - Important.
  - Mandatory.
  - Unnecessary.
53. When it comes to relationships while at camp
- We encourage healthy friendly relationships among everyone.
  - Staff members are to discourage physical relationships among campers of the opposite sex.
  - Staff members should not allow their relationships to hinder their responsibilities while working camp.
  - All of the above
54. While using the swimming pool we refrain from
- All forms of fun.
  - Using a judge during the dive competition.
  - Campers swimming with the opposite sex.
  - Using pond water.
55. Lights out policy (curfew) means
- Campers can stay up as long as their parents allow them to.
  - Campers can remain outdoors as long as the night watchman doesn't catch them.
  - Every person should be in their room, in their bed and lights out.
  - B and C
56. Each room is to be cleaned and left in order by
- The camp caretaker.
  - The camp and associates.
  - The campers and their counselors.
  - None of the above
57. Before staff members are dismissed on the last day all rooms must be inspected and approved by
- The County Sheriff.
  - The Head Counselors.
  - The Camp Director.
  - The Camp Administrator.
58. Personal property is
- Not the liability of the camp ground.
  - The responsibility of each individual camper.
  - Sold to the highest bidder.
  - A and B
59. It is important to discipline campers in the event that violations of camp are broken. Acceptable disciplinary actions involve:
- Quiet time, activity restriction, conference.
  - No meal time, conference with parents, cleaning.
  - Make a public display of camper, conference with director, quiet time.
  - Deprive camper of all sleep the following night.

60. In the event that a camper must be forced to leave as an ultimate act of discipline
- They can only leave with their pastor, parent or guardian.
  - No refund shall be rewarded the camper.
  - All of the above
  - None of the above

### Section III

## Staff Job Descriptions and Responsibilities

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61. The governing board which regulates Michigan State Youth Camp is
- The State Council.
  - The Executive Committee.
  - The State Youth and C.E. Board.
  - A and B
62. All staff members are ultimately indirectly responsible to
- The Camp Administrator.
  - The Business Manager.
  - The Camp Coordinator.
  - The Camp Secretary.
63. To work camp one must be
- Should be a member of the Church of God
  - Should be at least eighteen (18) years of age to serve in a leadership position or as a Dorm Leader.
  - Personnel must be at least sixteen (16) years of age to be considered for other areas of assistance or two years older than the age group which you are working with.
  - All of the above
64. A qualified camp staff member should
- Called into the ministry.
  - Have a pastor's endorsement and have their own insurance.
  - Have attended one week of camp as a camper for their appropriate age level.
  - B and C
65. The Youth and C.E. Board
- Works directly with the State YCE Director.
  - Serves as the camp disciplinary committee.
  - Makes final decisions to necessary things regarding camp.
  - All of the above
66. The Camp Coordinator
- Shall be loyal to the Camp Director and work toward the success of the total camp program.
  - Shall feel liberty to discuss any area of conflict with the Director and to promote harmony among the camp staff.
  - Shall stay indirect touch with the State Overseer to report any horse play.
  - A and B

67. The Recreation Director
- Shall meet with recreational staff prior to the start of the camp and assign responsibilities, ensuring that recreational staff follows all camp policies and procedures.
  - Shall be responsible for the inventory, setup, and care of all the Athletic equipment.
  - Shall be responsible for the maintenance of the grounds both daily and for the final checkup on the last day of camp.
  - All of the above
68. Concession and camp store personnel are responsible to abide by
- Camp and Church of God policies.
  - Church and Doctrinal issues.
  - Camp and State Health Department Rules.
  - Superior personal hygiene.
69. Personnel are required to
- Pay for their refreshments and store items.
  - Keep quiet when it pertains to 'under the counter' purchases.
  - Not eat or shop in front of other campers.
  - Count all the profits.
70. Recreation staff is vitally important to the success of youth camp. They must
- Shower and bathe every day.
  - Be enthusiastic. Help get the campers involved. Be conscientious in your record keeping. Be a Christian example to fellow workers and campers in every situation.
  - Be adequately familiar with rules and procedures for games and events.
  - B and C
71. It is the responsibility of the head counselors to
- Make sure the food is cooked properly.
  - Report all violations to the proper local authorities.
  - Ensure all dorm and cabin leaders fulfill their responsibilities properly.
  - Keep the leaders awake during the night.
72. Head Counselors should strive to ensure
- Camp morale and comfort of all room leaders.
  - A coffee break is given to room leaders each day.
  - Good understanding and working relationships between room leaders and campers.
  - None of the above
73. Counselors, room leaders, are primarily responsible for
- The salvation of each camper.
  - The safety and welfare of all campers in their group / room.
  - For the financial balance of each camper.
  - All of the above
74. It is important for each room leader to establish a relationship with the camper
- By the last day.
  - By the end of the first day.
  - By lunch time on the third day.
  - Sometime before the rapture.

75. A primary priority for all room leaders is to make sure campers
- Have a ride home for Friday.
  - Have a great time.
  - Are safe at all times.
  - B and C
76. Since we are a church camp that focuses on spiritual life we encourage
- Spiritual growth.
  - Sports program to be overall satisfactory.
  - That each child becomes a health freak.
  - None of the above
77. When leading a group of campers
- Expect cooperation.
  - Give proper notice of upcoming activities.
  - Give clear instructions.
  - All of the above
78. Under the philosophy of 'one bad apple doesn't spoil the whole bunch' which attitude best describes camp philosophy...
- Don't let the rain hinder our fun.
  - Don't let one bad service detour a great ball game.
  - Don't allow a camper to destroy the entire group's camp spirit.
  - None of the above
79. When working as a room leader, or any staff member for that matter,
- Don't be afraid to cry to go home.
  - Make it your responsibility to take authority into your own hands.
  - Don't be ashamed to ask for assistance.
  - A and C
80. As a staff member you must remember to never \_\_\_\_\_ a camper.
- Threaten, hurt, embarrass, play favorites or take the spotlight from
  - Bring visible harm to
  - Give personal money, or trade clothing items with
  - Get involved, associate or pray with
81. It is the night watchman's responsibility to
- Be on duty following the evening service until the next morning.
  - Patrol the grounds every 30 minutes.
  - Enforce all camp regulations while on duty.
  - All of the above
82. The local authorities should
- Be contacted if campers are caught outside their rooms.
  - Be notified of staff members dishonoring the curfew.
  - Be asked to patrol the grounds periodically.
  - All of the above.
83. The camp secretary is mainly responsible for
- Handling everybody's personal dilemma.
  - Taking every phone call from upset parents.
  - Making sure all campers and staff personnel get a head check.
  - Registration and assistant to the Camp Director.

84. As far as staff personnel are concerned our purpose around the altar is
- To assist the campers to reach an honest and fulfilling relationship with the lord.
  - To assist the campers to experience a personal revival.
  - To instruct the campers how to become Church of God.
  - To teach, train and implement how to become a full time evangelist.
85. Conduct around the altar is essential for the overall success of the seeker.
- When it's necessary make sure no one falls down.
  - Remember to remain quiet at all times during corporate prayer.
  - Give spiritual encouragement and never physical assistance.
  - All of the above
86. We must present the altar as a
- Source of stability in a constantly changing society.
  - Source of stability at a time of physical changes.
  - Source of stability at a time of emotional changes.
  - Source of stability at a time of reaching for acceptance by peers.
  - All of the above
87. Special Activities are also an important part of camp. A coordinator must
- Organize group photos, elections, fun-time, staff appreciation meals.
  - Promote Races, volleyball tournaments, coloring.
  - Structure group prayer, bible devotions and baptism.
  - None of the above
88. It is virtually impossible to have camp without
- An adequate Camp Director.
  - A State Camp Ground.
  - An properly trained adult staff of volunteers.
  - A Fired up preacher.
89. The process for becoming a camp staff volunteer is
- Heed the call, pay your tuition, fill out an application, arrive at camp.
  - Obey the Lord, apply, have approved background check, pass the exam, accept the invitation, arrive at orientation.
  - Feel the earth shake, hear an audible voice, be first to arrive at camp.
  - Commit, sign your name in blood, sacrifice one weeks salary, show up sometime during orientation.

Circle TRUE OR FALSE

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|---|--------|
| 90. No camper can leave prior to the last day of camp.                    | T or F |
| 91. You can work camp if you are at least 16 years old.                   | T or F |
| 92. All staff members must report to camp by noon on Monday.              | T or F |
| 93. If you work two weeks of camp orientation is required just once.      | T or F |
| 94. We must obey The State of Michigan Health Standards during camp.      | T or F |
| 95. Staff members should comprehend other personnel responsibilities.     | T or F |
| 96. Camp is essential to becoming a missionary.                           | T or F |
| 97. Youth camp is a primary tool of evangelism to this generation.        | T or F |
| 98. It is important for every staff member to be a mentor and role model. | T or F |
| 99. Structure is necessary to the success of camp.                        | T or F |
| 100 I'm so glad this exam is over.  | T or F |