



# ALL Staff Orientation / Camp Hope Set Up

The weekend before Camp Hope begins, you will want to have a time for all of your staff (paid and volunteer) and your adult mentors and planning team to come together and prepare for Camp Hope. The following will help you think through this time of preparation. Don't forget to use your paid staff as leaders!!!

## Planning Beforehand

- Plan to use your paid staff as leaders for this time.
- Plan for Alpha and Omega worship for this time. Look at the resource "[Alpha, Omega and Commissioning](#)" to help you in planning these.
- What supplies will you need? Think about decoration supplies. Check out the [Camp Hope Pinterest](#) account for ideas. Hint: Blue painter's tape is a great asset!
- How long will you need? Will you meet over lunch?
- How will you communicate with staff during Camp Hope? There is a program called "Remind" where you can send out prearranged text messages to staff members that could be helpful.
- Will you have nametags for everyone? When will you pass out T-Shirts?

## Opening, Welcome and Community Building

- Welcome everyone! Make sure that they understand that they are ALL part of the Camp Hope team whether they are paid or volunteer. We are all part of one team serving God and sharing the love of Christ with the campers.
- Opening Alpha Worship
  - Read the Camp Hope scripture verse (Hebrews 6:19)
  - Go over the mission and vision of Camp Hope.
  - Go over the summer theme. (Note: you should go over the daily Manna themes later on in your orientation. This would be the overall summer theme.)
- Have a time of sharing good past memories of Camp Hope and what they would like to see Camp Hope be like this year. This could be in small groups or a large group setting.
- Have a time of group building games, name games or mixer games.

## Camp Basics (Schedule and Campus Map)

- Walk through your campus and tell each staff member where worship, small groups, lunch and rotations are located. This is a good time to review a schedule so everyone is capable in navigating the schedule.
  - Don't forget to include where you will have registration set up on Mondays and where the Camp Store will be located.
  - When will staff meetings be held? Who attend which meetings? Is there a staff break time and/or break room?
- Go over how the registration process will go on Mondays.
- Go over camper sign in and sign out process.
- Go over the use of forms and first aid log.

## **Special Camp Days**

- Splash Days are on Tuesdays and Thursdays! Come prepared with suit, towel and change of clothes. (Note appropriate dress!)
- Hot Lunch Day. Will the staff need to pay extra for this or is this provided?
  - Remind staff to bring a lunch on other days.
  - Are there guidelines on kitchen use? Microwave? Fast Food?
- T-shirt days. When is staff required to wear a staff shirt? Do adult mentors get a shirt?
- Some camps have special “Dress Up” days where staff all wear something based on the summer theme or weekly theme.

## **Daily Manna and Weekly Themes**

- Go over the week’s theme.
  - Example: Jesus teaches us to..
- Then connect each daily theme and bible story
  - Example: Jesus teaches us to ... forgive. This is the study of the Prodigal Son.

## **Extra Curricular Activities**

- Are there special events after Camp Hope, on the weekend or Sunday morning that all staff should be aware of and be invited to attend? Are adult mentors invited? Is there a time for mentors and mentees to come together? Time for Mentors to gather?

## **Staff Expectations**

- Go over expectations for the entire staff in general. Things like expectations on time to be at camp, the use of cell phones, appropriate dress and putting the campers first.
- Remind all staff of the importance of FULL participation in all activities, worship & songs.
- Review the use of Miss and Mister during camp as well as wearing nametags.
- Review how to handle staff conflict and gossip. Will you use a Staff Meeting Clipboard?
- Review how to handle complaints from parents.

## **Safe Haven Guidelines**

- Go over your policy including things like campus safety for visitors, not letting any camper be alone and not mimicking violence.
- Go over the use of forms and first aid log.
- Go over emergency procedures
- Do some basic First Aid Training!

## **Assignments**

- Share where everyone will be serving for week one. Things can change from week to week so you may wish to only share week one and then share week two’s assignments on Friday after camp.

## **Closing and Commissioning**

- Closing Omega Worship
  - Look at the resource “[Alpha, Omega and Commissioning](#)” to help you in planning.
  - Don’t forget to include a time of commission all staff and volunteers.

**Set up / Decorations**

- Allow for some time for everyone to set up his or her area of responsibility.
- Have decoration supplies ready as well as Sign In / Sign out forms, nametags and other supplies needed in each room.
  - For decoration and T-Shirt