

Summer 2011 **NeSoDak Day Camp** Congregational Manual



Lutherans Outdoors in South Dakota

NeSoDak

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What is Day Camp?

Lutherans Outdoors in South Dakota's Day Camp program is a unique experience for youth in your congregation to experience our summer Christian camping program in your community as partners in ministry. A team of carefully selected and well-trained staff will bring a Bible study curriculum, arts and crafts projects, music, worship skills, tons of games, leadership and a whole lot of energy for an impactful week of faith, fun and fellowship. The congregation then adds to the partnership a whole bunch of elementary age youth, knowledge of the youth, volunteers, a safe environment, meals and hospitality for NeSoDak staff, and the ability to keep the ministry growing throughout the youth's faith journey. Day Camp is a unique blend of outdoor ministry and congregational ministry through this partnership.

The Elements of Day Camp

BIBLE STUDY

During this time each group will read Bible stories and do learning activities designed to illustrate and reinforce the daily theme for the campers. The Bible Study theme for this summer is **"Jesus Chooses Us!"** "For you did not choose Me, but I chose you..." John 15:16a. Throughout the week campers will experience the power of Jesus in our lives and how he has called each and every one of us to him.

WORSHIP

Worship is a time of celebration and praise focused on God! The message of the worship focuses on the theme for the day. The theme is introduced in the morning during First Word and is revisited throughout the day concluding with daily closing worship. Worship includes songs, prayer, scripture, stories and skits by both the staff & campers.

GAMES

The games that are played at Day Camp are inclusive and group building in nature. They foster healthy competition and provide opportunity for positive learning experiences and physical activity for active campers!

ARTS & CRAFTS

The campers, with the help of the LO staff and volunteers, will create a project each day, which relates to the daily theme. The project helps tie the theme into a tangible object that the campers can take home to share what they learned with family and friends.

W.A.F.- WITH A FLAIR

With A Flair is a chance for the campers to show one another what they learned during Bible Study. Each small group will create a skit, song, rap or other inventive way to share what they learned that day.

SERVANT PROJECTS

Christ has called us through the Spirit to be servants for one another. If there is a special project that your campers would like to do, we will do our best to accomplish it. The possibilities are endless.

SPECIAL EVENTS

The Day Camp schedule is flexible to special events or trips. Feel free to arrange transportation to a local park, invite a guest speaker to Day Camp or organize a water day (NeSoDak staff will lead water games and activities).

LUNCH/SNACKS

Each day every child will bring a sack lunch for the noon meal. Host families and/or the congregation are to provide the LO staff with a lunch each day. Congregations may also provide the option of a morning and/or afternoon snack for campers provided by volunteers.

Day Camp Daily Program

A typical Day Camp schedule for Monday- Thursday is listed below. This schedule is very flexible and subject to change at any time. The following is only a suggestion and will change based on the needs of the congregation with possible service projects and snack time added. Please feel free to expand and change as suited for your congregation and community.

Daily Schedule

8:30 am	Staff & Volunteer Meeting: Preview the day and make final plans
9:00 am	Day Campers arrive Gathering Games First Word/ Morning Worship
9:30 am	Bible Study Group Building Activities
11:00 am	Arts & Crafts or Servant Events
12:00 pm	Lunch
12:30 pm	Review Bible Study Time with getting WAF skits ready or Special Event
12:45 pm	W.A.F. (With A Flair ~ Skits & silly songs)
1:15 pm	Large Group Activity (possible time for Servant Projects or Special Event)
2:15 pm	Closing Worship
3:00 pm	Campers Depart Clean-up Staff & Volunteer Meeting: Review the Day & plan for the next day's schedule.



Another Example

8:30 am	Arrive at Church
9:00 am	Gathering Games/ Morning Activity
9:30 am	Morning Worship/Songfest
10:00 am	Snack
10:15 am	Bible Study/Group Builders
11:45 am	Wrap Up Game-What did we learn today?
12:00 pm	Lunch
12:30 pm	Large Group Activity
1:15 pm	Craft Time/ Small Group Games
2:15 pm	Closing Worship
3:00 pm	Campers Depart

Service Project Example

8:30 am	Arrive at Church
9:00 am	Gathering Games/Morning Activities
9:15 am	Morning Worship
9:45 am	Depart for Service Project
10:00 am	Arrival/Setup/Service Project
11:00 am	Depart for Church
11:15 am	Return to Church/ Group Builders
12:00 pm	Lunch
12:30 pm	Bible Study
1:15 pm	Craft Time/Small Group Games
2:15 pm	Closing Worship
3:00pm	Campers Depart

Weekly Schedule

SUNDAY EVENING

Lutherans Outdoors welcomes the congregation to begin the week with a Day Camp Kick-Off! The LO staff will arrive Sunday evening around supper where they will meet with the local coordinator, parents, families, volunteers and campers. The Kick-off is a chance for your congregation to meet the LO staff who will present the theme, lead some songs, present skits and play a few games. **The kick-off is not only for the campers, but for the families, volunteers, whole congregation and is a great time for staff and campers to start getting acquainted.** This is a great opportunity for a potluck, ice cream social or coffee hour! After the kick-off, the staff will meet their host families and settle into their homes.

MONDAY MORNING

The Day camp starts on Monday morning with an orientation given to campers and volunteers participating in the week of Day Camp. The orientation will provide information for the week and allow the campers to meet the LO staff. At this time, the theme will be introduced, schedule presented, expectations shared as well as any other pertinent information.

MONDAY - THURSDAY

Day Camp is held Monday – Thursday. Each day has its own theme that relates to the overall theme of the week. Many activities will fill the day: worships, Bible studies, songs, games, arts and crafts, lunch, possible servant activities and possibly other events. The LO staff is prepared to implement these activities, but are open to input and ideas from local resources. The activities revolve around the theme of the day, so that the entire day is filled with learning experiences.

Each day there will be a staff & volunteer meeting after the campers depart. This meeting will include the local coordinator and volunteers. During this time, the day is reviewed, and the next day is previewed. This is a chance to share ideas, thoughts, concerns and highlights of each day.

THURSDAY AFTERNOON

All campers and staff will participate in a general clean-up of the Day Camp site.

THURSDAY EVENING

The Day Camp participants will present a closing worship for the congregation, family and friends. This event may be centered around a potluck, ice cream social, coffee time, campfire, or any other idea that you may have.

FRIDAY

Unless prior arrangements have been made, Friday will be a day of travel for the staff as they return to our site. **The LO staff will stay with their host families on Thursday evening and return to camp early Friday morning.** We ask our Day Camp teams to stay with their host families this extra night to ensure that they have a place to stay on weeks where our onsite camp is filled to capacity. This is another great opportunity for LO staff to minister to their host family and enjoy an evening of fellowship together.



Local Responsibilities for the Day Camp

The Lutherans Outdoors staff is primarily responsible for planning and implementing the Day Camp program. The congregation is responsible for the arrangements of the camp.

IT IS THE RESPONSIBILITY OF YOUR CONGREGATION(S) TO:

Secure a local coordinator to work with the LO staff. The coordinator will work with the church and community to provide resources and arrange living areas for the LO staff. The local coordinator will also work with the volunteers that are helping with the Day Camp. It is necessary for this local coordinator to be available throughout the week during the Day Camp session and/or when campers are at the Day Camp site.

Secure housing and meals for the LO staff. There may be up to six LO staff members sent to lead the Day Camp. They can be housed separately or together. If they are housed separately, there will need to be a central meeting area where they can hold planning meetings. Please help us be environmental stewards of the earth and locate separate housing near one another to avoid unnecessary driving. Housing should include privacy. Please make sure that host homes are smoke-free for the health of staff. Some of our staff **may** have allergies to pets, but this should not discourage those with pets from offering housing. If allergies are a problem, we will work with your congregation to find alternate housing. Shower/toilet facilities should also be readily available. **We also ask the congregations to provide 3 meals a day for the staff. This includes lunch at, or to take to, the Day Camp site.**

Secure a site for the Day Camp. The staff would appreciate a large outdoor area (if available) for the camp so that it feels as much like “camp” as possible. A city park or outdoor area near your **church** would be ideal. A building should also be available in case of inclement weather. ***Immediate access to a storm shelter, emergency phone, restrooms and running water are also necessary.**

The congregation may supply additional volunteers. LO will send a maximum of **six** Day Camp staff. If a congregation has over 60 campers, Lutherans Outdoors requires **2 volunteers**, high school aged or older, for every additional 10 campers.

Lutherans Outdoors will cover the costs for the LO staff and insurance. The congregation(s) pays a **minimum of \$1170 for Day Camp plus a mileage fee of \$0.50 per mile to and from NeSoDak to the Day Camp site.** This covers the cost of 30 campers. The congregation(s) also pays **\$39.00 for each additional camper over 30.** A 25% deposit based on the total Day Camp bill according to the estimated camper number (minimum deposit of \$325.00) is needed to reserve a week of Day Camp.

Publicize the Day Camp. Day Camp should be mentioned often in Church bulletins, newsletters, local papers, radio, television, brochures, temple talks, posters and other highly visible means. **Please use enclosed News Release and Poster** (please fill in times, dates, location and cost for your congregation).

* The involvement of the local coordinator is vital to the Day Camp program. He/She knows the needs and resources of the community, and provides a link between the Camp and the congregation. **Please notify NeSoDak if there is a change in coordinators.**

Job Descriptions

LOCAL COORDINATOR AND CONGREGATIONAL DAY CAMP COMMITTEE

It is the responsibility of the local coordinator to:

- Be dedicated to ministry with people in the name of Jesus Christ.
- Act as liaison to the church and community for the LO staff by being available during Day Camp sessions or appoint another congregational adult, and/or when campers are present at the Day Camp site.
- Coordinate both full and part time volunteers.
- Work with the church and community to provide resources and living necessities for LO staff.
- Offer helpful evaluations for the improvement of the program.
- To select and secure a site for the Day Camp and to secure housing and meals for the LO staff.
- Publicize the Day Camp (i.e., News Releases, posters).
- To plan and arrange a congregation/family/community event for the Sunday Kick-Off and Thursday evening Closing Worship.
- To have a pre registration completed two weeks prior to day camp and send NeSoDak Information Sheet (included at end of manual).
- **To provide a full list of campers including names, addresses, phone numbers, ages, grade completed, emergency contacts and their phone numbers and any special needs. The registration/health form provided must be completed for EACH camper participating during the week.**
- To assist the LO Day Camp staff with verification of “absentees” and “no-shows” and the release of any minors when different than the normal release time.



VOLUNTEERS

It is the responsibility of volunteers to:

- Be dedicated to ministry with people in the name of Jesus Christ.
- Actively offer ideas and suggestions for the program.
- Attend the volunteer training session.
- Help the LO staff plan and implement the program.
- Participate at all times during the programming day.
- Work with one Bible Study group for the week.
- Know the safety and emergency procedures outlined during the training session.
- **All volunteers MUST be high school students or adults.**

LUTHERANS OUTDOORS STAFF

It is the responsibility of the LO staff to:

- Be dedicated to their ministry with people in the name of Jesus Christ.
- Aid in the development of the program in such a way that the faith of all campers and staff have an opportunity to grow.
- Lead meetings, plan for events, and stay for the entirety of the events.
- Be open to all ideas and suggestions to change the program as seen fit for the community.
- Be present and prepared to lead the program that has already been planned.
- Make sure that safety is of primary importance in all the Camp activities and know the safety and emergency procedures as outlined in the LO staff manual.
- Follow staff practices, policies and procedures as outlined in the LO staff manual.



News Release

We encourage you to fill in the blanks and submit the following News Release to your Local newspaper and put on the church website and social networking site. It would also be good to include a photo of the day camp (if possible, from previous years would be great!). The text could be edited to reflect past or present tense depending on when you would like the release published. Thank you for your help in promoting Lutherans Outdoors.

Topic: **Lutherans Outdoors in South Dakota Day Camp**

Location: _____

Date:

Lutherans Outdoors in SD- NeSoDak led a Day Camp for K-5 graders in _____(your city) _____ on (dates)_____. Approximately____youth attended this year's Day Camp. Youth have been gathering all week for fun, fellowship and learning. All are invited to the Day Camp program to get a taste of camp on Thursday (date)____at _____(location)_____.

Leading the learning and fun are a group of camp counselors from Lutherans Outdoors - NeSoDak. Lutherans Outdoors in South Dakota welcomes all to explore and experience Christ's love in community and creation. Day Camp is a ministry that brings camp to the youth in our local communities.

The following pages are a letter which is to be given to those that are opening up their homes to serve in this ministry of the Church as Host Families for LO staff, an informational sheet for parents, camper health form to be photocopied and distributed to parents of campers, poster for advertising and informational sheet to be filled out and returned to NeSoDak at least two weeks prior to Day Camp.





DEAR HOST FAMILY,

We thank you for your support of Day Camp. We are grateful for your willingness to open your home to the Lutherans Outdoors Day Camp Staff. Your Lutherans Outdoors Staff are a committed & responsible group of young adults who will be respectful of your home & hospitality during their stay. You are making a significant contribution to your congregation by providing this gift to the Day Camp Program!

A few thoughts on housing your Day Camp Staff:

- **Privacy**- Since the Day Camp Staff spend an intense day at day camp, we ask that they are provided with a quiet, relaxing place, so they are able to reenergize and plan for the next day. Since so many people have pet allergies, if you have indoor pets, please let your church coordinator know, so that we can plan staffing accordingly.
- **Shower/Towels**- Again privacy and accessibility are important. The staff are sensitive to normal family routines and can easily adapt.
- **Meals and Cooking**- All meals for the staff will be provided by the host congregation.
- **Beds/Bedding**- Staff **can** bring their own bedding (sleeping Bags). They do need good beds/mattresses. We **require** separate sleeping areas for male and female staff.
- **Arrival/Departure**- Staff will arrive late afternoon/early evening on Sunday, depending on Kick-Off arrangements. **Departure will take place early Friday morning.**

While the staff does need personal time and rest to prepare themselves for Day Camp, they also love to spend time with you and your family. Please take some time to get to know the staff and to let the staff get to know you and your community.

Thank you once again for your warm hospitality and your partnership in ministry!

Peace~

Teri Gayer
Lutherans Outdoors in SD
NeSoDak & Klein Ranch Director

Will Dietzler
Lutherans Outdoors in SD
NeSoDak Program Director

NeSoDak Day Camp 2011

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REGISTRATION & HEALTH HISTORY

Each child participating in a Lutherans Outdoors Day Camp program **must** have a completed registration/health history form which was provided to the local congregation in the Day Camp Manual. This is required to help insure the safety of all participating in Day Camp.

WHAT DO I BRING TO DAY CAMP?

The Lutherans Outdoors staff will be providing the program portion of Day Camp. The congregation is to provide the site for the Day Camp. Campers are encouraged to bring: A Bible, sack lunch each day, **appropriate shoes** (for many running games), **appropriate dress** (dress for the weather), and **REGISTRATION/HEALTH HISTORY FORMS with Emergency Contact Information**.

WHAT NOT TO BRING: pets, weapons, personal sports equipment, cell phones, personal entertainment devices (iPods, etc.), alcohol and/or other illegal drugs.

WHO ARE THE DAY CAMP STAFF?

The Day Camp staff is primarily college-aged individuals who come from a variety of backgrounds. All are hired after an extensive interview process that includes a back-ground check, three references, and an interview with a Lutherans Outdoors Director and/or Program Director. The Staff are excited about sharing their faith and time with the campers, host families and local congregations. Please introduce yourself to them!

DAILY SCHEDULE

(subject to change based on needs of congregation)

8:30 am	Staff & Volunteer Meeting: Preview the day and make final plans
9:00 am	Day Campers arrive ~ Gathering Games, First Word/ Morning Worship
9:30 am	Bible Studies ~ Group Building Activities
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