



**Summer Ministry Team**  
**HANDBOOK**



# Ministry Team Handbook

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***MISSION STATEMENT***

*TO PROVIDE A GOD HONORING ENVIRONMENT  
AWAY FROM THE DAILY ROUTINE and DISTRACTIONS OF LIFE  
WHERE ONE WILL DEVELOP AN INTIMATE RELATIONSHIP WITH JESUS CHRIST,  
WHERE EDUCATION and EXPERIENCE DEVELOPES AN AWARENESS and RESPONSIBILITY  
TO CREATION and THE CREATOR.*

***PURPOSE STATEMENT***

*At Verdugo Pines Bible Camp we are...  
Building Memories for a Lifetime and Changing Lives for Eterinty !*

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## INTRODUCTION

At Verdugo Pines Bible Camp we are ***“Building memories for a lifetime and Changing lives for eternity”***. This camp is committed to providing a God honoring, Quality facility where the staff desires to communicate the love of Christ through their service.

We show **HONOR** to our guest by giving them our undivided attention. By presenting them with *“the little extras”*, offering a clean quality facility and presenting excellence in everything we do for them.

We show **LOVE** for our guest by serving them with a joyfull attitude, antisapating their every need, going the second mile.

Every year we serve hundreds of young people who come to this mountain top and then leave understanding God in more intimate way. Our commitment as a Ministry Team is...

- To assist the program in the presentation of Gods word.
- To be examples of Gods grace and forgiveness.
- To remove the distractions that would hinder our guest from focusing on Christ.
- To provide basic necessities, so it lessens the concerns our guest about their physical needs.

This manual is intended to cover the basic procedures, rules and policies that you may deal with on a daily bases. It is also intended to give you an understanding of what is expected of you as an employee. The conditions and provisions of employment. The performance and discipline standards. The law as it pertains to discrimination, harrasment and abuse. This handbook should give an account of the policies that you will need to know, however, any questions that are not answered here can be ask by contacting your immediate supervisor or the Executive Director.

## YOUR ATTITUDE WILL DETERMINE OUR ALTITUDE

“Let this mind be in you which was also in Christ Jesus’ (Philippians 2:5) or may I paraphrase...  
“Allow this **Attitude** or this Servant mindset to control you, the same mindset that was in Christ Jesus.”

You have been selected to be a part of the Verdugo Pines Bible Camp Summer Ministry Team. As representatives of Jesus Christ and the ministry at this Bible Camp you can be used of God this summer. With this privilege of serving our Lord here at camp, there is also a responsibility that we must adhere to,

1. Verdugo Pines Bible Camp is **THE MINISTRY** God has called you to this summer.
2. Your **ATTITUDE** Demonstrates and Promotes a Servants Heart.
3. You have the **ABILITY** to Produce Quality in a Timely manner.
4. You become an **ASSET** to the community living at Verdugo Pines Bible Camp.
  - **EMOTIONALLY** – *Healthy Interpersonal Relationships.*
  - **PHYSICALLY** – *Fulfilling Your Responsibilities, PLUS helping others achieve theirs.*
  - **SPIRITUALITY** – *Growing and Maturing. Helping and Encouraging others to Grow.*

We're glad to have you as part of this Ministry Team. We believe the Lord has directed each team member to be here this for summer, and look forward to exciting times together.

Our attitude is communicated not only in **what we do** and **what we say** but also in **our appearance**. With this in mind we have established standards that we believe will honor the Lord. These guidelines are not based on what is right or wrong, nor are they intended to be a set of rules that determine ones level of spirituality. Rather, they are established to avoid offending or distracting those we come in contact with.

In adhering to the standard, ones motivation and heart's outlook are of primary significance. “You are our epistle written in our hearts, known and read of all men.” II Corinthians 3:2

Verdugo Pines Bible Camp desires that each Team Member: Presents themselves in a manner that will bring glory to God, **NOT** to present themselves as an individual to stand out and be noticed. To act in a manner that draws attention to one's message and not in a way that might distract and draw attention to the messenger. Not out of fear and legalism but love for those we have been called to influence.

The goal of this camp is to share the Gospel with those who need to know the Lord, and encourage believers to develop a deeper walk with Him. We purpose to have a distinctly Christian atmosphere and influence. To do this we need a staff that is willing to set aside a summer to serve, not to be served. As a summer ministry team member, you subscribe to high moral, ethical and spiritual goals and give assurance that you will try to live a lifestyle that honors God. Our purpose is to change the direction of individual lives. As facilities staff and volunteers, we play a supporting role in allowing the Camp Managers to meet their goals. **Behind the scenes, we must strive to reflect the light and love of the Lord Jesus, and in most cases, without words.** It is important for us not to wear, do or say anything that will cause another to stumble or be distracted.

If we “Allow this **Attitude** to control us, the same attitude that was in Christ Jesus.” The SERVANT mindset that says “It's not about me” “It's all about God and what He wants to achieve” then we can be a part of His work in the lives of our guest.

What is the height do you want to achieve this summer?  
What altitude do you want to achieve in life?

## BRIEF HISTORY OF VERDUGO PINES BIBLE CAMP

Verdugo Pines Bible Camp is a Christian organizational camp designed to develop the spiritual, social, physical and emotional aspects of man's relationship to God, to nature, and to his fellowman. It provides a Mountain camping experience for the "at risk youth" and various other social, religious, and education groups. It also provides the same camping experience for the youth, families and adults of Southern California areas assemblies of believers.

In 1938 a group from the local Assemblies began providing the camping experiences for their young people by renting campsites, first at Catalina, and then at Forest Home Christian Conference Grounds. During the 1950's we exclusively rented Forest Home Conference Grounds and in so doing we could only obtain one week during the year. Our camp would consist of approximately 400 young campers, with three different camps running simultaneously. Being able to rent only one week and unable to give the desired individual attention to each camper, the vision than became to own and to develop our own camp.

In July 1960 the Corporation, known as Southern California Bible Conference, Inc., was established. This enabled us in 1963 to purchase the facilities from the Boy Scouts of America and enter into a permit agreement with the United States Forest Service. In the summer of 1963, with the purchase of Verdugo Pines Bible Camp, our program opened with three consecutive camps geared to the individual age groups.

The program now includes eight weeks of Southern California assembly camps during the year and a number of weekend camps for individual assemblies. Being that our focus and mission is primarily on outreach, many of our guest are inter city youth as well as friends and family of our own youth groups.

The remaining summer weeks and weekends throughout the year are rented to other social, religious, and education groups who operate their own programs.

## LOCATION OF VERDUGO PINES BIBLE CAMP

Verdugo Pines Bible Camp is situated on Big Pines Highway (N4), 7 miles west of Wrightwood at an elevation of approximately 6200 feet, west of Jackson Lake, with undeveloped High Country on the north, south, and west. It consists of 17 acres above Jackson Lake, with access to many adjacent hiking trails. Access to the camp is shown on the map entitled "Big Pines Recreation Area."

## STATEMENT OF FAITH

1. **We believe** in the Holy Scriptures of the Old and New Testaments to be inspired of God, inerrant in the original documents and of final authority in all matters of faith and practice.
2. **We believe** in One God, eternally existent in three persons: Father, Son and Holy Spirit.
3. **We believe** in the full deity of our Lord Jesus Christ, in His virgin birth, in His impeccability, in His representative and substitutionary sacrifice, in His bodily resurrection, in His ascension to the Father's right hand, in His present high priestly ministry and in His personal return in power and glory.
4. **We believe** that regeneration by the Holy Spirit is absolutely essential for the salvation of fallen, sinful and lost mankind.
5. **We believe** in the present ministry of the Holy Spirit, by whose indwelling the believer is sealed until the day of redemption and is empowered to live a godly life.
6. **We believe** in the resurrection of the saved and the lost; the saved unto the resurrection of life and of the lost unto the resurrection to judgement, eternal and conscious.

Counselors are required to hold and practice Verdugo Pines Bible Camps doctrinal Statement of Faith. For the sake of unity, they will not speak against the distinctives that are held by the leadership and speaker of the program, or promote their own distinctives without written permission of the Program Manager, Speaker and Executive Director.

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## THE ORGANIZATIONAL STRUCTURE

The camping program at Verdugo Pines Bible Camp is under the guidance of the Board of Directors of Southern California Bible Conference, Inc. This body of men, with the support of many local assemblies in Southern California, sets camp policy and supports camp activity through prayer, work and financial fellowship. The Executive Committee, elected from this Board of Directors, carries out the administrative tasks of operation, personnel and facilities planning.

The Vice-President of Assembly Ministries, or better known as the Program Director, has been appointed to coordinate the actual operation of the camp program. He must coordinate with the Executive Director for facility needs and the weekly Managers with the program needs with the support of the Executive Committee. He is also responsible for Weekly Managers, Speakers, Nurses and Counselors, Recruitment and Training.

The responsibilities of the Facilities Manager and of the weekly Directors will be discussed in detail in the next two chapters. The relationship of these positions is illustrated in the diagram below:





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## EXPECTED CONDUCT ON THE SUMMER MINISTRY TEAM

*“Whatever happens, conduct yourself in a manner worthy of the gospel of Christ.” Phil. 1:27*

### ACTIVITY

Music / Movies - Although we realize that music is a very debatable issue, we do ask that all secular music be left at home, and all radios be tuned to Christian stations. We also ask that R-rated movies not be watched in any form or location. All videos must be approved by the director. Opportunities will arise for team members to attend off-camp events and activities. We ask you conduct yourselves in a manner that will honor Christ.

Language / Conversation – No inappropriate language will be tolerated on or off the campground, including behind closed doors when you feel you will not be heard. Our conversation should be uplifting at all times. Therefore profanity, obscenities, vulgar talk, off-colored joking and gossiping, talking about others in a negative way is inappropriate and will not be tolerated. (Ephesians 4:29-5:4) If you have a difficulty with someone, speak to that person directly. Problems regarding the camp or the program should be discussed with the executive director.

### APPEARANCE

Our appearance should always be neat and modest. Clothing should not be tight fitting. Short shorts are not acceptable. Hairstyles should avoid extremes. The director reserves the right to decide what is extreme and reasonable. By accepting this position, guys relinquish the privilege of wearing earrings. Visible body piercing is not permitted for either guys or girls. These guidelines are not based on what is right or wrong, nor are they intended to be a set of rules that determine ones level of spirituality. Rather, they are established to avoid offending those we come in contact with through the summer. – Campers, parents, conference guest, adult staff, etc. – who may hold different views of what is appropriate appearance for a Christian.

### ATTITUDE

We are here to serve the Lord, and to serve those who He has brought to Verdugo Pines. We are to put the interests and needs of others before our own. We are to give of ourselves, being kind, gentle, humble, compassionate and patient. Read Philippians 2:1-16 and Colossians 3:12-14. Treating a camper or another Team Member in a manner inconsistent with how Christ has treated us will not be tolerated.

**You have been accepted on the Summer Ministry Team.  
Please let me remind you what you signed on your application form:**

*I will commit myself to doing the best job that I am capable of doing, and doing it with a positive, Christ-like attitude. I am willing to subject myself to camp policies, guidelines and the supervision of the Camp Director or others whom I serve under at Verdugo Pines Bible Camp. I understand and agree with the Statement of Faith and to the Expected Conduct of a Ministry Team Member.*

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## SUMMER MINISTRY TEAM POLICIES

1. **PURPOSE** – Being personally committed to Jesus Christ, each team member will contribute to an atmosphere, which provides opportunity for campers to come to know Jesus Christ. Ideally, we will draw no attention to ourselves, but rather, be exemplary role models to those we serve. Our words, behavior and attitudes are to be God-honoring and above reproach. The team member's personal goal will be to Grow spiritually in a deeper relationship with the Lord, Develop Christ honoring habits and Learn the basic principles of Missions in the Christian Camping Industry.  
The **Summer Ministry Team** is separate from the **Summer Staff** which includes paid staff and un-paid volunteers. A majority, if not all of the paid staff and volunteer staff will be selected from this Summer Ministry Team and will have responsibilities to a minimum of 6 ½ hours of work per day. The staff positions are considered an “at-will employment positions” and will receive compensation of room and board, workman compensation insurance with paid staff receiving approximately \$200 per week.
2. **BENEFITS** - All staff & volunteer members will receive compensation of room and board, use of laundry facility, resources of the camp will be at their disposal as long as their use does not interfere with the program schedule of the camp in progress, workman compensation insurance with paid staff receiving approximately \$200 per week.
3. **WORK RESPONSIBILITIES** – In order for the camp to run smoothly, it is necessary for each team member to recognize his/her responsibilities as described in his/her job description and to operate within established lines of communications.
  - a. See “Organizational Chart” for those lines of communications.
  - b. Individual periodic evaluations by the director will be given to each team member. If a person consistently fails to perform his/her job, does not conduct themselves in a manner that benefits the team or fails to live by the camp rules, he/she will be dismissed at the discretion of the director.
  - c. Punctuality must be observed in regard to work responsibilities.
4. **MINISTRY TEAM MEETINGS** – Attendance at all team meetings, Bible studies, devotional/prayer times, and strategy meeting is encouraged, and punctuality at these meetings is urged. If it is your day off, and you are on the campground you are still encouraged to attend morning devotions.
5. **FREE TIME** – All team members will have a few hours free time every day. Resources of the camp are at his/her disposal at this time as long as their use does not interfere with the program schedule of the camp in progress. Personal shopping is to be done at this time. A full 24 hours or more free time is yours each week as per the work schedule.
6. **LOUNGE** – A lounge is provided for staff use during time off. This lounge will be off limits while work is being done by members of the Ministry Team (exceptions only by permission of E.D.) and after 10:00 PM, as all staff are to be in their dorms. The TV usage and operating hours are controlled by the Food Service Manager (FSM). The television/movie rating of **PG** is the maximum guideline for the Camp. However, management reserves the right to prohibit any offensive material, regardless of its rating.
7. **DORM HOURS** – 10:05 PM in Dorms, 11:00 PM lights out. This will be strictly observed, as sufficient rest is an ABSOLUTE necessity. Your health, safety, and ability to function well depend on it.
8. **FOOD** – All staff will eat together following the campers' meal. Special food preparation at the discretion of the FSM. The kitchen is off limits for all but kitchen and dining room staff unless permitted by the FSM. Anyone in the kitchen must adhere to food safety and health code guidelines at all times.
9. **CLOTHING** – The staff shirt will be worn the day campers arrive and leave, and for the staff/camp picture. Those serving in the kitchen will wear long pants or skirts while preparing or serving food. **NO EXCEPTIONS.** Obey the dress code as posted. Sunday Remembrance Meeting – wear your Camp Best.

10. **MUSIC** – Only approved Christian music is to be played on the campground. Some music, while it may carry a “Christian” label, may be objectionable to some. For this reason, the Management reserves the rights to disallow certain music. All music must be previewed by the FSM if played in the Kitchen or Dining Room. Music played at the pool, chapel or the dorms must be previewed by the Maintenance Manager. In this and every area, honoring the Lord and courtesy towards others is the utmost priority.
11. **ELECTRONIC DEVICES** – All Electronic Devices (computers, games or other electronic entertainment hardware) is NOT allowed while on the campground. Electronic Devices must be taken home or stored by the Executive Director. Ipods or music playing devices may be used IN-DORM ONLY and NOT heard outside the dorm. All in-dorm music will stop by 9pm. Ipods and cell Phones will remain in dorms. E-Mails may be checked on the “Camp Supplied” computer by appointment only. (Mon., Wed., Sat. evenings)
12. **VEHICLES** – All personal vehicles will be left in the parking lot. No person under the age of 18 years old will drive camp carts for any reason. Camp carts are for use by permission of the Executive Director only. Camp carts are not to be driven off-road. Speed limit on the campground for ALL vehicles is 5 mph. No other exceptions, anytime, anywhere!!
13. **COUNTRY STORE and INSIDE CRAFT SHACK** – This is a place of business and NOT a social hangout. No loitering. Only designated staff is allowed behind the sales counter at ANY time. No credit is given.
14. **LAUNDRY ROOM** – Staff will do their personal laundry on their own time. Soap will be provided. Items washed/dried must be promptly removed, and the area kept clean. It is vital that you leave the area cleaner than you found it. Please review the posted “Clean-Up Chart” to view YOUR assigned cleaning dates.
15. **LEAVING THE GROUNDS** – Adult (over age 18) team members are free to leave the grounds on days off or during free time, provided they have given prior notice to the Director or OOD. Staff members under 18 must be accompanied by an adult (over 21), and have approval of the OOD before leaving the camp at any time. Staff will return no later than 10:30 PM to get plenty of rest to resume next days work schedule.
16. **DORMS** – Integral to summer staff life is living in the dorms. Each Dorm will have a designated leader who will ensure that order is maintained and rules are followed. Dorm guidelines are as follows:
  - a. Guys will not enter girls’ cabins/dorms, and girls will not enter guys’ cabins/dorms; not for any amount of time, not for any reason. (steps are considered part of the dorm)
  - b. Dorms and washrooms are to be kept clean and neat at all times. They must be deep cleaned at least once a week with the cleaning kit provided. The director or appointed representative will make regular inspections. At the office manager’s discretion, paychecks may be issued early (before Sunday evening) to those staff members whose cabins have passed that week’s inspection.
  - c. End of season cleaning: If furniture is moved, it needs to be replaced at the end of the season. Dorms will be left sanitized and spotless at the end of summer. A \$20.00 cleaning fee may be deducted from the final staff paycheck if dorms are not cleaned upon departure.
17. **HEALTH CARDS** – Must be signed for each staff member. Under 18 must have parental signature.
18. **CAMP RULES** – All camp guidelines are to be obeyed (Posted or Verbal).
19. **EMERGENCY DRILL PROCEDURE** – A fire drill is generally held on the first day of each new camp. The signal for an emergency is 3 short blasts from an air horn, repeated several times. The staff will assemble at the steps adjacent to the swimming pool for each drill.
  - a. The Officer of the Day (OOD) or senior person will dispatch staff to the public buildings, dorms, and cabins to ensure all campers have responded to the drill.
  - b. Staff will quickly move to upper parking lot once sweep of all buildings completed,
  - c. Staff will muster with OOD and be accounted for.
  - d. Campers will muster with the weekly manager.
  - e. Further directions for the emergency will be given at this time.

20. **RELATIONSHIPS BETWEEN MEN AND WOMEN** – The building of many special relationships is a highlight of the ministry team. Opportunities abound to relate positively to both men and women staffers. We DO NOT allow boyfriend/girlfriend relationships. We find that the team works best as ‘brothers and sisters’ in Christ. As befitting brothers and sisters, there will be no public display of affection (PDA) between members of staff and A) other staff members B) campers or C) counselors. A guy and a girl must not be alone together in a dark or secluded area at any time. This includes walking alone in the darkness or sitting alone in a parked vehicle.
21. **STAFF GUESTS** – Allowed in accordance with the visitor policy posted in the Dining Hall. Overnight accommodations of guests will be discouraged. Guests will be limited to 2 in number at any one time (except family members). Guests should be encouraged to visit during the staff member’s day off. Staff members are responsible for the conduct and cost of their personal guests.
22. **POOL & LAKE** – Staff may use the pool (with certain exceptions) but must be accompanied by a lifeguard and receive prior permission from the Executive Director. Except during regular pool hours, if at any time there are 10 or more people in the pool the lifeguard must be accompanied by an observer. Staff may also use the canoes or fishing equipment at the lake during regular lake hours or by receiving prior permission from the Executive Director and being accompanied by a lifeguard. Yes...PFD’s must be worn while canoeing by all. Under no circumstances will anyone participate in any aquatic activity (swimming, canoeing) without at least three people, one of whom is a lifeguard. This is to ensure that if someone is hurt, one person can stay with him or her while the other goes for help.
23. **HIKING** – Hiking trips for staff must be prearranged through the Executive Director. There must be a minimum of three people on the hiking excursion, one of who must be CPR/First Aid certified. A 5-watt radio must be checked out prior to the hike for radio communications. Any off-campgrounds walk will be considered a hiking excursion.

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## STANDARDS OF APPEARANCE

This standard of appearance policy is for those who are in a leadership role at Verdugo Pines. Leaders are defined as all those who serve in some capacity at Verdugo Pines, either on the facilities staff or the program staff. Those who are on the program staff are the responsibility of the program manager. Those who are on the facility staff are the responsibility of the executive director. Verdugo Pines maintains a standard of appearance because: 1) We are representing Jesus Christ. We believe that everything about our leaders, including physical appearance, portrays a witness for Jesus Christ. 2) That all leaders represent the ministry of Verdugo Pines Bible Camp.

The standards of appearance have been fashioned with the Scriptures in mind: ***“Everything is permissible, but not everything is beneficial ... so whatever you do, do it all for the glory of God. Do not cause anyone to stumble...for I am not seeking my own good but the good of many...”***  
(1 Corinthians 10:23-11:1 NIV)

The standards of appearance are in place to eliminate distractions from those representing Christ.

The standard of appearance is not the only way that a Christian should present himself/herself; rather, it is simply the manner deemed appropriate for this organization and ministry. Likewise, the items prohibited from the standard of appearance are not necessarily wrong for a Christian; rather, they have been deemed inappropriate for the circumstance of this particular organization.

### MEN'S STANDARDS OF APPEARANCE

- Men are responsible for knowing and abiding by the Verdugo Pines standard of appearance.
- All clothes must be modest and not too tight, without any holes or shred-marks.
- Pants will be worn at the waist and at no times will garments under the pants be visible.
- Men will wear shirts at all times except while at the pool.
- All men will keep themselves, their hair and their clothes clean at all times. Men should bathe/shower daily. It is recommended that they wear deodorant daily. They should keep clean-shaven and mustaches and beards should be neatly groomed.
- Wearing jewelry in visible piercings is not allowed
- Men will not change their hair color during their tenure at Verdugo Pines.
- Guys: No tight swimsuits, i.e. Speedos. Waistlines should come to the waistline.
- For safety reasons opened-toed shoes are not allowed except in the pool area.

### WOMEN'S STANDARD OF APPEARANCE

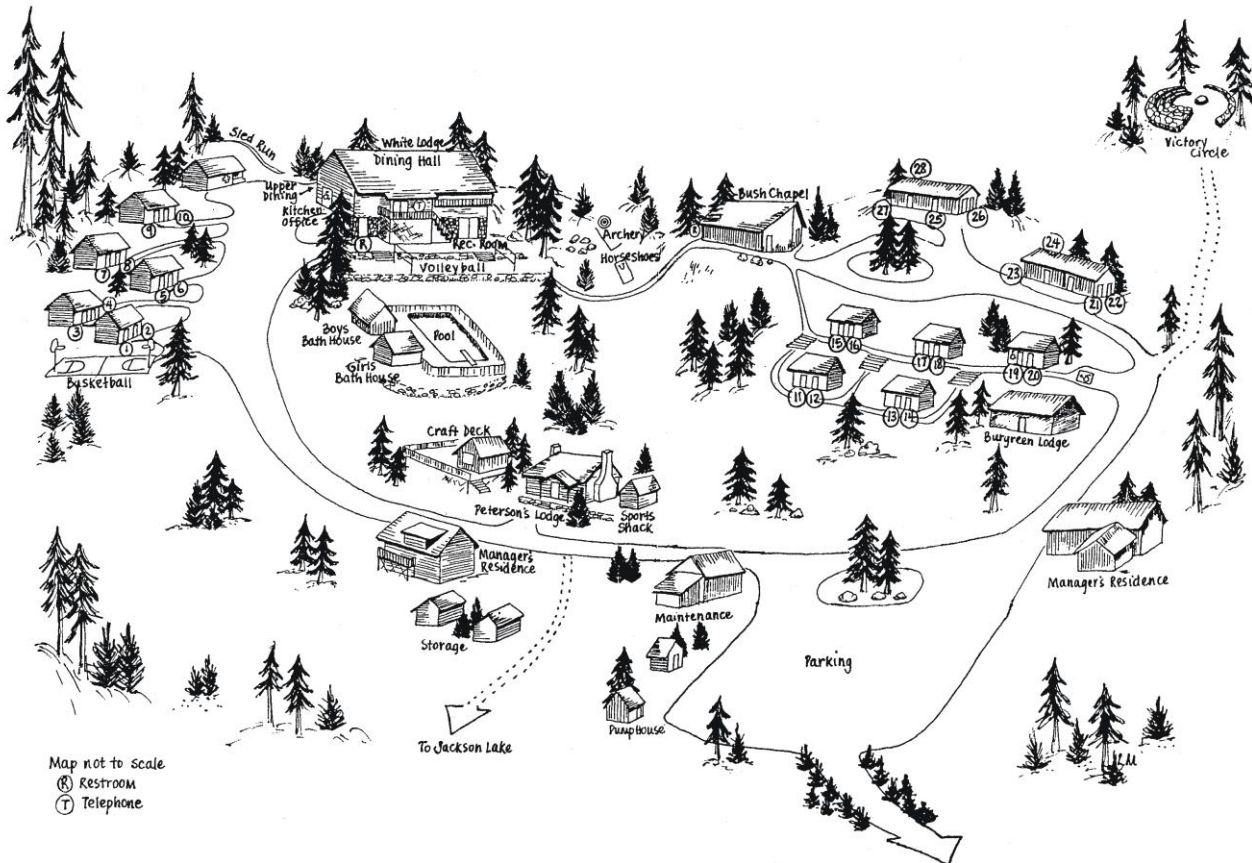
- Women are responsible for knowing and abiding by the Verdugo Pines standard of appearance.
- All clothes must be modest (not too tight, short, or low in the neckline) no holes or shred-marks.
- Shirts and blouses must cover your mid-section while standing up-right.
- Appropriate undergarments must be worn at all times. Undergarments must not be visible.
- Women will keep themselves, their hair and their clothes clean at all times. They should bathe/shower and wear deodorant daily.
- Women will not change their hair color during their tenure at Verdugo Pines.
- Pierced ears are allowed, however no other jewelry in visible piercings will be allowed.
- Girls: Modest one-piece swimsuits are best. A clean T-shirt must be worn over bikinis, suits with plunging necklines, or those that are high on the thigh.
- For safety reasons opened-toed shoes are not allowed except in the pool area.

Every aspect of the standard of appearance is subject to the appropriate authority's discretion. If a member of your leadership asks you to change your clothes, you have the responsibility to comply. If there is a question about whether something "passes the test" the appropriate authority will make the final decision.

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## FACILITY INTRODUCTION & LOCATIONS

- **History and Purpose**
- **1. Dining Hall**
  - 1A. Upper Dining
  - 1B. Lower Dining
- **2. Kitchen**
- **3. Recreation Room**
- **4. Country Store (store)**
- **5. Volleyball Court**
- **6. Archery Range**
- **7. Horse Shoe Pits**
- **8. Basketball Court**
- **9. Swimming Pool**
- **10. Bush Chapel**
- **11. Facility Staff Dorms**
- **12. Program Staff Dorms**
- **13. Victory Circle**
- **14. Cabins (girls/boys)**
- **15. Sports Shack**
- **16. Peterson Lodge**
- **17. Craft Shack**
- **18. Fellowship Deck**
- **19. Facility Bounderies**
- **20. Permanent Staff Housing**
- **21. Maintenance Garage**
- **22. Boat House / Storage**
- **23. Lake / Water Tower**



# GENERAL POLICIES and INFORMATION

## RULES and POLICIES

1. **NO Smoking** in or around the Buildings (Lower Parking Lot ONLY)
2. **NO Drugs, NO Alcohol** are allowed on this property.  
All prescription and over-the-counter drugs, turned into the Nurse.
3. **NO Flammable Materials**, Chemicals, Candles or Irons.
4. **Camp Tools** and Equipment may not be used by our guest groups.
5. **NO Throwing stones.** (*Proverbial or otherwise*)
6. **NO Pets** of any kind are permitted on campground.
7. **NO Radios**, Cassettes, CD Players, Electronic Games.
8. **NO Knives**, Firearms, Ammunition and other Weapons permitted.
9. **ALL Vehicles** must be parked in the lower parking lot.
10. **NO Driving** off the paved roads. Obey posted speed limits.
11. **NO Furniture** is to be moved without permission of management.
12. **Facility must** be left clean at the close of the Guest Group session.
13. **Defacing of Camp** property WILL result in a \$50 fine for each occurrence.  
(i.e. graffiti, carving on walls, beds, trees etc.)
14. **Guest Groups** will be charged for any damage to the facility,  
outside normal wear and tear. (i.e. broken doors, windows, beds etc.)
15. **NO Tape** or nails on walls, floors and doors. (Check on Approved Tape)
16. **Fire Equipment** is for fighting fires only. (misuse charge \$50 each)
17. **At the Discretion** of the Executive Director,  
Any unbecoming behavior or conduct may be cause for dismissal.  
No refunds will be given in such cases.

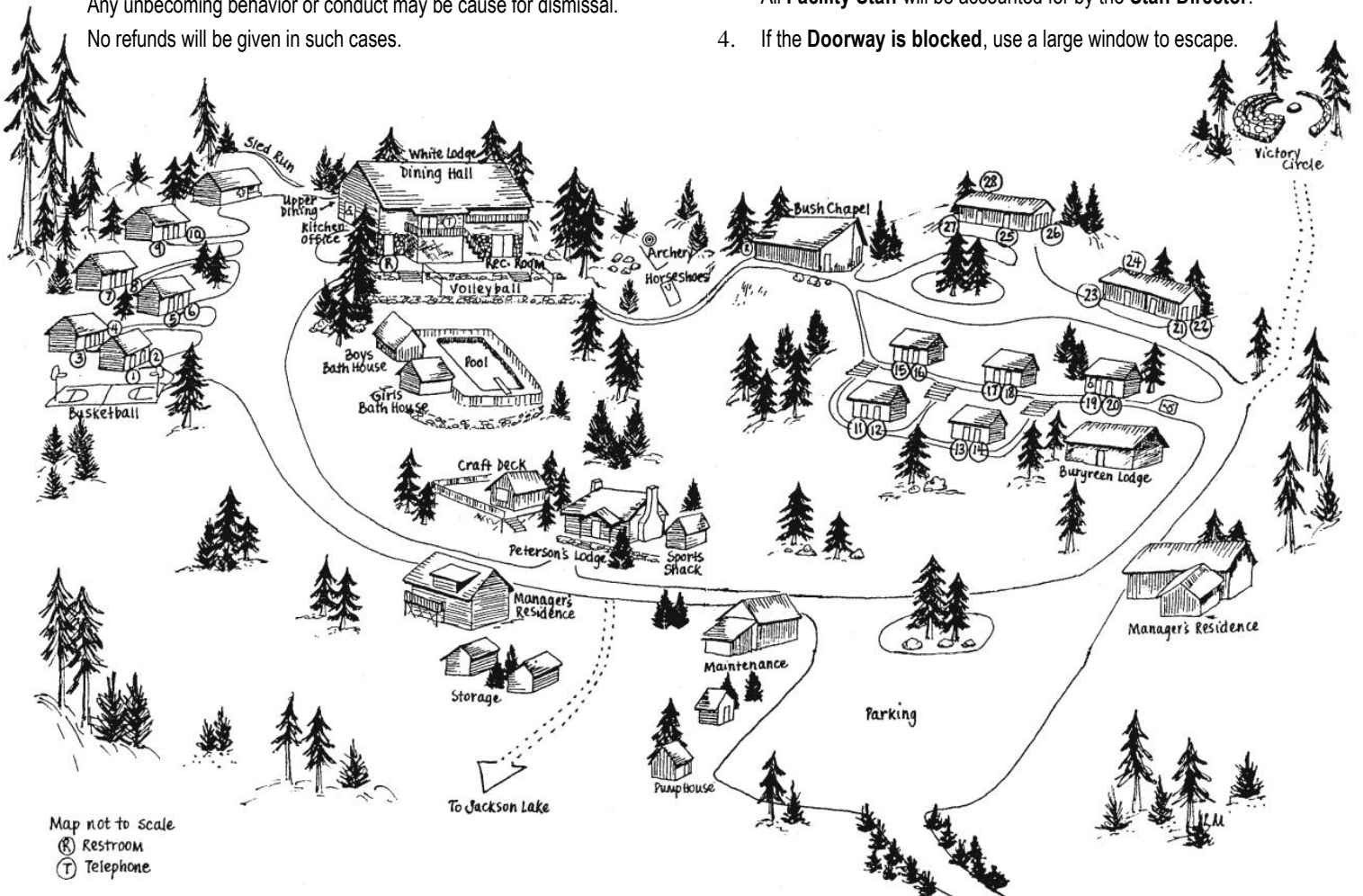
## GENERAL INFORMATION

1. Any Visitors to the Campground, must check-in at the camp office
2. When Leaving the Campground, you must report to Manager.
3. Please Shut the Door & Lights when you leave your cabin.
4. The normal thermostat reading, should be set at 68\*.
5. Meal times will be as follows... (unless otherwise stated)

Breakfast.....8:00 am  
Lunch.....12:30 pm  
Dinner.....5:30 pm

## EMERGENCY ACTION PLAN

1. An **Emergency Alarm** or call will be sounded throughout Camp.
2. **ALL Campers** and **Program Staff** are to report to the  
**Central Gathering Area** located at the top of the main parking-lot and wait  
for further directions from **Camp Emergency Coordinator**.
3. All **Campers** will be accounted for by their **Counselors**.  
All **Program Staff** will be accounted for by the **Program Manager**.  
All **Facility Staff** will be accounted for by the **Staff Director**.
4. If the **Doorway is blocked**, use a large window to escape.



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## EMERGENCY ACTION PLAN

1. An emergency alarm or call will be sounded throughout the campground.
2. All campers and program staff (manager, speaker, activities, music, counselors) are to report to the **Central Gathering Area** located in the **Main Parking Lot** and await further direction from the **Emergency Response Coordinator**.
3. In the case on an emergency requiring evacuation of the campground, All persons will be directed toward Jackson Lake and Big Pines Highway.
4. All campers will be accounted for by thier respective **Counselors**;  
All counselors and program staff will be accounted for by **Program Manager**;  
All facility staff members will be accounted for by the **Staff Director**.
5. As all persons are being accounted for, the following actions will take place:
  - All resident and summer staff will report to their assigned **Response Teams** at the **Volleyball Court** and check in with the **Emergency Response Coordinator** who will have radio contact with the Executive Director.
  - An immediate assessment of the situation will be made.  
A plan will be formulated to best respond to the emergency, by The Executive Director or the appointed **Officer Of the Day**.
  - The **response teams** (made up of no less than two persons) will begin checking all buildings and grounds for anybody who did not respond to the alarm.
  - After **response teams** has cleared their assigned building they will report the status of the building to the **Emergency Response Coordinator**.
  - **Emergency Response Coordinator** will direct the **response team** members to assist in rescue and medical duties and the distribution of emergency supplies.
6. As **response teams** clear their areas of responsibility they will report to the **Emergency Response Coordinator** at the Central Gathering Area.



V E R D U G O P I N E S B I B L E C A M P

# Ministry Team Handbook

## EMERGENCY PROCEDURES

### ***Storm Related:***

If upon arrival of group --

- Evaluate safety for age of group
- Discuss with group leadership the safety factors
- Activate or Terminate the group's rental time

If guest group is on site:

- Evaluate safety for building to building evacuation
- In a supervised manner, move groups to the safe-designated building
- Await further instructions

If upon departure of guest group:

- Call for road condition reports
- Discuss safest routes with group leadership
- Have group call back to camp upon safe arrival

### ***Power Outage:***

- Have group stay where they are
- Evaluate safety for moving around
- Use portable propane lanterns in main areas
- Use flashlights for walking around
- Check camp ground for possible downed power lines or other problems and take action to make area safe
- Call Southern California Edison Company 1-800-442-4950 to report
- Relocate group if necessary
- Await further instructions

### ***Earthquake:***

- If inside a building stay there and take cover
- Use caution when going outside
- If outside a building stay there and proceed cautiously to an open area
- Don't panic, remain calm
- Make a quick initial check *around you* for injured or trapped people and other possible hazards. Report to **Emergency Response Coordinator**
- Follow the camp's **Emergency Action Plan**

V E R D U G O P I N E S B I B L E C A M P

# Ministry Team Handbook

## MISSING PERSON SEARCH PROCEDURES

1. If a person(s) is missing, notify the Group Leader and the Executive Director.
2. Establish Emergency Response Coordinator (ERC).
3. Establish Command Post, Record Keeper, Map of Area and Radio Procedures. Search Parties will perform a "Radio Check" on the hour and half hour.
4. Document persons Physical Description, Clothing Worn, Behavior Observed, etc.
5. Do not alert campers. Once the situation has been assessed they will be notified by the Group Leader.
6. Account for all campers by cabin units, determine the extent of the missing persons.
7. Interview campers to ascertain any information they have regarding the missing person's last seen whereabouts, possible intentions, or destination.
8. Under direction of the Emergency Response Coordinator (ERC), following action should be taken:
  - a. Post a Guard at the Camp Entrance on Big Pines Hwy to make a visual assessment of vehicles leaving the area. Log License Plates (camera preferred)
  - b. Organize a search party, send out in groups of two.
  - c. Search the grounds using Fire Drill Procedures.  
This will include all Restrooms, all Cabins/Dorms, the Country Store, Staff housing, Chapels and Dining Hall/Kitchen.
  - d. Send out vehicles along all roads near camp. They should go as far as a designated point on map, questioning people along the road.
  - e. If the missing person has not been found within three hours or if darkness is approaching within the hour, call 911.
9. The Executive Director will notify the authorities. Communication with the Media and Public must NOT take place without the Executive Directors permission.
10. The Group Leader will notify the parents.
11. The Camp Nurse will collect the Lost Campers pertinent Information.

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# Ministry Team Handbook

## PART TIME VISITORS

Occasionally visitors will arrive at Verdugo Pines Bible Camp unannounced. Individuals or small groups of up to 10 persons could conceivably arrive at the campground and asked to share in a meal with their family or friends. This normally adds stress to camp management concerning food preparation, lodging, activities, and modifying group payments.

Southern California Bible Conference Inc. policy at Verdugo Pines Bible Camp concerning 'Part Time Visitors to our Camper Program' is outlined as follows:

1. Part time visitors are always welcome, and are encouraged to visit their family and friends at the campground facility, parents or friends of campers must make contact with Camp Office
2. Program Managers are responsible to quickly notify the Officer of the Day when Part Time Visitors arrive, and direct Visitors to the Camp Office (or dining hall).
3. The Officer of the Day will record visitor names in the camp visitor's log, explain camp safety policies, and answer any questions.
4. The Officer of the Day must notify the Camp Nurse concerning all Part Time Visitors.
5. The Camp Secretary will compile and report information on Part Time Visitors with Registered Campers for insurance purposes.
6. The Food Service Manager must determine if there will be enough food for part time visiting groups before the Officer of the Day can offer any meals. Feeding the Registered Campers will always be top priority.
7. The Officer of the Day will ensure lodging and/or meal arrangements are made, and payment is collected at that time.
8. Meal costs will be clearly posted in the dining hall for Part Time Visitor convenience.
9. Part Time Visitors will be treated courteously as guests.

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# Ministry Team Handbook

## Resident Behavior Responsibilities

There occasionally arise situations on the campground where unacceptable behavior or perceived danger to campers and other staff are called into question. This policy is proposed to establish acceptable guidelines concerning resident staff and their visiting 'guests'. Our intent is to provide clear guidance on the responsibilities and behavior of volunteer workers, resident staff and their children and guests to enhance the total camping experience at Verdugo Pines Bible Camp.

Staff residents on the campground are called to be above reproach as commended missionaries and/or support staff. Due to the isolation that comes with living on the campground, staff residents will often have family or friends visit them at their homes. These guests and their own resident children all are governed by the same camp policies of acceptable behavior as the campers. Disruptive behavior or individuals with a known history of child, sex, and drug abuse or incarceration, may pose a perceived danger to campers or other resident staff.

There must be a peaceful coexistence between the experience of campers and the needs of resident staff on the hill. Where the two conflict, the 'safety and the privileges of the campers' is always a priority, and will take precedence over 'resident staff privileges and rights'.

### ***Responsibility & Behavior***

1. Volunteer workers, resident staff, and their children and 'guests' must not detract from the campers' overall camping experience. Some examples of unacceptable behavior are driving too fast, boisterous or loud behavior, inappropriate touching or fondling of others, indiscrete public display of affection, faddish hair or clothing styles, immodest dress, littering, vandalism, stealing, possession of illegal weapons, drug or alcohol abuse, and foul language.
2. Volunteer workers, resident staff and their children and 'guests' may politely interact with campers, but may not use any camp facilities during hours made available to or scheduled for campers.
3. Attendance and/or participation in camper programs is only allowed upon the unsolicited invitation of camp program management, i.e., the manager.

### ***Visiting personal guests who pose a perceived threat to campers or resident staff:***

Resident staff are responsible to notify the Executive Director of any personal guest who has been convicted of a felony or has a background of child or sexual abuse of any kind, as this person's presence may pose a perceived threat to campers or resident staff on the campground.

1. When there are no campers on the campground, resident staff may, at the discretion of the Executive Director, have personal guests on the campground who may be considered a perceived threat. The Executive Director must be aware of the visit, and other resident staff must be made aware of the visit.
2. When there are campers on the campground, visiting personal guests who pose a perceived threat to campers may, at the discretion of the Executive Director, stay in the resident staff home. These guests may not leave that home and transit the campground without a 100% full adult escort by a resident staff who is personally aware of the nature of that posed threat. The escort will at no time lose sight of this guest.
3. The personal guest who poses a perceived threat may not volunteer in any service position that directly interacts with campers; i.e; dining room servant, maintenance service calls to cabins, lifeguard. Any volunteer work they perform must be done in the presence of a full escort as described above.
4. The final decision concerning the presence of personal guests of resident staff who are a possible perceived threat to campers will ultimately be left to the discretion of the Executive Director.

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# Ministry Team Handbook

## SOCIAL AND DIGITAL MEDIA CODE OF CONDUCT

*Adopted by VERDUGO PINES BIBLE CAMP on May 1, 2014*

Social media has been defined in many ways. It includes electronic communications and online activities, such as text messages; email and social networking like Facebook, Twitter, and the like; and posting comments, such as on blogs. Because of the blur between personal and professional communications, this **Social Media Code of Conduct** helps explain what is recommended and expected.

1. Remember all internet postings are permanent — able to be duplicated and may go viral. What is stated seemingly in private becomes public to all.
2. Use your common sense. If you wonder whether or not to communicate or post something, don't do it until you consult with **Verdugo Pines Bible Camps Communication Officer**.
3. For your protection and the protection of Verdugo Pines Bible Camp, you are prohibited from using internal or external social media channels to discuss confidential items, legal matters, litigation, or the organization's financial performance. Confidential information includes anything labeled as such or information not available to the public. When asked by others to discuss any of these matters, you should relay that "Our social media policy only allows authorized individuals to discuss these types of matters. I can refer you to an authorized individual if you'd like to ask them," and then refer the question to the **Verdugo Pines Bible Camps Communication Officer**.
4. Be open and honest about who you are when you communicate. Verdugo Pines Bible Camp trusts and expects you to exercise personal responsibility whenever you use social media, which includes respecting the trust of those with whom you are engaging. However, these policies are not meant to interfere with your legal rights to bargain collectively or engage in concerted or protected activities.
5. Respect your privacy, your coworkers' privacy, and the organization's privacy by not providing personal or confidential information without permission. Also, employees/volunteers are prohibited from sharing anything via social media channels that could violate another employee/volunteer's right to personal privacy. Before posting photographs of any person, obtain his/her permission.
6. Do not violate copyright and fair use laws and do not plagiarize another's work. Obtain permission if you wish to use material created by someone else.
7. Only those officially designated may use social media to speak on behalf of the organization in an official capacity, though employees/volunteers may use social media to speak for themselves individually. If and when designated persons use social media to communicate on behalf of the organization, they should clearly identify themselves as an employee/volunteer.

8. If you are communicating with youth through any digital or social media, act as you would if you were communicating in person. Specifically, communicate with minors using transparency and in a group, or do not communicate at all. If it is necessary to send an individual message outside of a public area to a minor, copy another adult or a parent. Do not initiate a one-on-one relationship (such as friending from a personal profile) with a minor.
9. Do not use **Verdugo Pines Bible Camps** email address or social media channels for personal use.
10. Harassment, threats, intimidation, ethnic slurs, personal insults, pornography, obscenity, racial or unloving religious comments, abuse, and any other form of behavior prohibited by law is also prohibited via social media channels. Do not engage in any such behavior and do not make or comment or remarks on any such behavior.
11. If you are not officially authorized to speak on behalf of Verdugo Pines Bible Camp, use a disclaimer saying that what you communicate is your personal opinion and not that of the organization when you are engaging in conversation on Verdugo Pines Bible Camps social media channels. Two sample social media disclaimers include: (1) "I work for Verdugo Pines Bible Camp, and this is my personal opinion."; and (2) "I am not an official spokesperson, but my personal opinion is . . ." This requirement is not meant to interfere with your rights to bargain collectively or engage in concerted or protected activities but rather to ensure that others can easily distinguish the official position of the organization or the organization's leadership from those of our employees/volunteers.
12. Users should use their best judgment when engaging in social media activities and should be on guard against actions and discussions that could harm the interests of the ministry at Verdugo Pines Bible Camp, Statement of Faith, or other persons. All communication by employees or volunteers should take into account the organization's values, reputation and workplace policies.
13. If you see a violation of this Code of Conduct, report it to the Verdugo Pines Bible Camps **Communication Officer** or the Board of Directors or the Board of Governors.  
If you have questions about the Code of Conduct, please contact the Board of Directors.
14. Any violations of Verdugo Pines Bible Camps Social Media Code of Conduct may result in discipline and/or termination of employment or volunteer opportunities.

I have received a copy of Verdugo Pines Bible Camps **Social and Digital Media Code of Conduct**.  
 I understand it is my responsibility to become familiar with and adhere to the information contained herein.  
 I understand that these policies are the property of Verdugo Pines Bible Camp.

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Print Name

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Signature

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Date

V E R D U G O P I N E S B I B L E C A M P

# Ministry Team Handbook

## SEXUAL HARASSMENT

Southern California Bible Conference, Inc. representing Verdugo Pines Bible Camp has adopted a 'zero tolerance' policy against harassment because of sex, which includes sexual harassment, gender harassment and harassment due to pregnancy, childbirth or related medical condition. Every reasonable step will be taken to prevent sexual harassment from occurring. However, if you believe you have been unlawfully harassed, we insist that you report the incident immediately and according to the following procedure so that your complaint can be resolved quickly and fairly.

1. When possible, confront the harasser and persuade him/her to stop.
2. Provide a written complaint to your supervisor or the Executive Director of Verdugo Pines Bible Camp, any Executive Board Member or Board of Governors in the Southern California Bible Conference, Inc. as soon as possible after the incident. Include details of the incident(s), names of individuals involved and the names of any witnesses.
3. Supervisors will refer all harassment complaints to the Executive Director. The Executive Director will immediately conduct a thorough and objective investigation of the harassment allegations.
4. If the Executive Director determines that unlawful harassment has occurred, he will take effective remedial action in accordance with the circumstances. Any employee the company determines to be responsible for unlawful harassment will be subject to appropriate disciplinary action, up to and including termination.
5. Whatever action Southern California Bible Conference, Inc. representing Verdugo Pines Bible Camp takes against the harasser will be made known to the employee lodging the complaint. Southern California Bible Conference, Inc. representing Verdugo Pines Bible Camp will take appropriate action to remedy any loss to you resulting from harassment.
6. Southern California Bible Conference, Inc. representing Verdugo Pines Bible Camp will not retaliate against you for filing a complaint and will not tolerate or permit retaliation by management, employees or co-workers.

If you have any questions about Southern California Bible Conference, Inc. policy against sexual harassment because of sex or the procedure for filing complaints, please contact:

Name: John Bourbonnais, Executive Director  
Phone: (760) 249-3532

Attached is a contact list of the Board of Governors and their respective phone numbers.

***Attention All Verdugo Pines Bible Camp Employees,***

The following members of the Executive Board or Board of Governors, may be contacted if you are sexually harassed and chose, for whatever reason, Not to inform the Executive Director or your supervisor first.

Employees or volunteers may also contact the Executive Director, Executive Board or Board of Governors for any perceived injustice that might occur on this campground or with the staff personnel.

Tim Boubonnais  
Member of the VPBC Board of Governors  
(951) 789-1787

Brian Sanders  
Member of the VPBC Executive Board  
(661) 572-4572

Paul Kersey  
Member of the VPBC Executive Board  
(714) 895-9605

Sincerely,  
John Bourbonnais, VPBC Executive Director  
(760) 249-3699



V E R D U G O P I N E S B I B L E C A M P

# Ministry Team Handbook

## CHILD ABUSE

### Guidelines and Recommendations for the prevention of Child Abuse

In an effort to preserve the camp, staff and ministry from undue and unfounded accusations regarding inappropriate moral behavior, and in light of society's preoccupation with homosexual lifestyles, the following guidelines must be observed:

#### 1. IN RELATION TO CAMPER WITH COUNSELOR/STAFF –

- a. The counselor/staffer, during daylight hours when engaging in one-to-one conversation with a camper, will be in a public place and not in the confines of a cabin.
- b. Be discreet in your discussions with campers. Also remember when you are talking with other adults that your conversations might be overheard by a camper. BE DISCREET in topics of conversation.
- c. If a counselor/staffer wishes to visit a camper who is alone in the cabin or the infirmary in the evening hours, he will do so only when accompanied by supervisory personnel.
- d. A male counselor/staffer should not isolate himself with an individual female. Likewise, a female counselor/staffer should not isolate herself with an individual male.
- e. In case a female camper needs to be transported, at least one female adult should accompany her. When a male camper needs to be transported, at least one male should accompany him.
- f. Cabins and bathrooms are off-limits to members of the opposite sex. Male campers/staffers will not enter girls' cabin, and female campers/staffers will not enter boys' cabins.
- g. Take showers in private. Counselors should not use the showers while campers are bathing.
- h. Be discreet when dressing in the cabins. Turn your back to the campers. Do not walk around the cabin disrobed.
- i. Refrain from behavior that could be interpreted as "sexual" in nature (i.e. kissing campers, fondling, inappropriate touching, or inappropriate disrobing). More harmless touching (i.e. hugging, back rubbing, and sitting on the lap) is considered inappropriate at camp.
- j. Counselors/staffers need to set the example by refraining from physical contact and public displays of affection. (PDA)
- k. Refrain from showing pictures which can be considered sexual in nature.
- l. Never hit a camper. Physical restraint can be used if necessary, but do not hit.
- m. Counselors/staffers and weekly program directors will not administer corporal punishment. Discipline of campers will be achieved by other means (i.e. "assertive discipline", time-out, restriction, etc.) and then only by the program manager or his designee.

#### 2. IN RELATION TO CAMPER WITH CAMPER –

- a. The counselor should be constantly aware of any inappropriate expressive behavior between any two campers under his/her supervision.
- b. Cabin groups will be discouraged from any skit, jokes, or costuming which purposes to assume the appearance of the opposite sex.

**REPORT ANY SUSPICIONS, OBSERVATIONS, OR PROBLEMS TO THE WEEKLY CAMP MANAGER. DOCUMENT ANY PROBLEMS OR SITUATIONS THAT ARE QUESTIONABLE OR COULD RESULT IN CHARGES BEING LEVELED LATER ON.**

I, \_\_\_\_\_, am in full understanding and agreement of the above guidelines. I recognize them as an addendum to the basic policies set forth in the current camp policy manuals of Verdugo Pines Bible Camp. I also understand that this constitutes a part of my signed contract with Verdugo Pines Bible Camp.

V E R D U G O P I N E S B I B L E C A M P

# Ministry Team Handbook

## SUICIDE PREVENTION

In an effort to preserve the camp, staff and ministry from undue and unfounded law suits regarding SUICIDE COUNSELING, the following guidelines must be observed.

### 1. IN RELATION TO CASUAL CONVERSATION.

- A. When a counselor is talking casually with a camper and the camper mentions they have considered suicide (past tense) or is now considering suicide (present tense) It is mandatory that you report the conversation to the Nurse immediately.
- B. Do NOT leave the camper alone. Leave camper in the care with another adult counselor or send another counselor to get the nurse, and you stay with camper.
- C. Do NOT counsel camper. It is the responsibility of the nurse. You may stay with camper as support and empathize but leave the counseling to others.

### 2. IN RELATION TO PRIVATE COUNSELING.

- A. When a counseling or talking with a camper and the camper mentions they have considered suicide (past tense) or is now considering suicide (present tense) It is mandatory that you report the conversation to the Nurse.
- B. Do NOT leave the camper alone. Walk with camper to Nurses station or call the nurse on phone or radio or send someone to get the Nurse.
- C. Do NOT counsel camper. It is the responsibility of the nurse. You may stay with camper as support and empathize but leave the counseling to others.

### 3. IN RELATION TO PUBLIC TESTIMONY.

- A. If the camper shares publicly of past experiences or past desires to commit suicide. Report the statement to the nurse. Let her decide the value or importance.
- B. If the Camper shares publicly he has considered or is considering suicide. Befriend camper or if another has already befriended them, assure they are not left alone and contact the Nurse, Program manager or the Executive Director.
- C. Do NOT counsel camper. It is the responsibility of the nurse. You may stay with camper as support and empathize but leave the counseling to others.

***It is mandatory that all conversation pertaining to suicide are reported to the Nurse, Program manager or the Executive Director.***

V E R D U G O P I N E S B I B L E C A M P

# Ministry Team Handbook

## CULTURAL DIVERSITY

Verdugo Pines Bible Camp recognizes the problems that can come from being insensitive to camper and staff members' cultural differences. So as not to offend others and the God who has created them we have established guidelines regarding Ethnicity and Cultural differences, the following guidelines must be observed.

### 1. IN RELATION TO CULTURAL DIFFERENCES.

- a. According to Scriptures... Christ love for ALL man kind was demonstrated when He gave His life for them. We as His representatives should act and speak in love and grace as He would in our culture.
- b. According to the U.S. Constitution... All men are created equal and are protected by the law.
- c. In each Culture there are distinguishing differences. To disrespect these differences would be to disrespect the God who created them and the law of our nation that protects them.
- d. Learn form these differences and accept them as one of Gods varieties of life.
- e. The ONLY time you may speak out against these differences is when they conflict with scripture or are harmful to others in any way.

### 2. IN RELATION TO CASUAL CONVERSATION.

- a. When talking casually with a camper or staff members and racial slurs are used, respond quickly to correct and nullify any conversation that is not honoring to God or shows disrespect for others.
- b. Suggest alternative wording or comments of a positive nature.
- c. Communicate the value that God sees in cultural diversity.

### 3. IN RELATION TO PUBLIC CONVERSATION.

- a. When speaking publicly with campers or staff members, racial slurs, jokes or disrespectful comments concerning cultural deference's is NOT to be used at any time for any reason.
- b. Communicate the value that God sees in cultural diversity. Create a learning experience.

### 4. IN RELATION TO ACCUSATIONS OF RACISM.

- a. When accused... DO NOT try to justify your comments if you are guilty. Apology and communicate the value that is in diversity.
- b. If accused falsely... Communicate the value that is in diversity and clarify your acceptance of individual or group of individuals.
- c. Accusations of racism are a serious matter. Report any accusations to the Executive Director.

### 5. IN RELATION TO DISCIPLINE OF RACISM.

- a. Provide a written complaint to your supervisor or the Executive Director or any Executive Board Member or Board of Governors as soon as possible after the incident. Include details of the incident(s), names of individuals involved and the names of any witnesses.
- b. The Executive Director will conduct a thorough and objective investigation of the racism allegations.
- c. If the Executive Director determines that racism has occurred, he will take effective remedial action in accordance with the circumstances. Any employee the company determines to be responsible will be subject to appropriate disciplinary action, up to and including termination.
- d. Representatives Verdugo Pines Bible Camp will not retaliate against you for filing a complaint and will not tolerate or permit retaliation by management, employees or co-workers.

If you have any questions about Southern California Bible Conference, Inc. policy against racism or the procedure for filing complaints, please contact:

Name: John Bourbonnais, Executive Director  
Phone: (760) 249-3532

V E R D U G O P I N E S B I B L E C A M P

# Ministry Team Handbook

## SEARCH & SEIZURE

The primary concern for camper safety is the underlying reason for having a 'Search and Seizure Policy' at Verdugo Pines Bible Camp. Invasion of privacy issues may be superseded by safety concerns. Requested Inventory of camper or staff belongings upon request will be conducted if probable cause is suspected, there will be a second adult present for the inventory. Do not embarrass the camper in front of other campers or a group of staff members. Be sure policies and procedures are conducted uniformly.

### ***What about searches of staff belongings?***

The camp may search employee or camper lockers, desks, cabinets, purses, packages, cases, other personal effects or the person of any employee or camper. Where there is a reasonable basis or probable cause to believe that the employee or camper is in possession of, and/or concealing drugs, alcohol, stolen property, or property possessed or concealed without authorization upon the premises and/or on the person and to take possession of such items where so found or discovered.

There should be reasonable or probable cause to believe that an employee or camper possesses or is concealing drugs, alcohol, stolen property, or other property prior to undertaking any search. For example, reasonable or probable cause can be established if there is suspected possession, control, distribution, or sale of any drug. This can include the receipt of reliable information that the camp's policy with regard to drugs has been violated. While it is not possible to provide a definition of "reasonable or probable cause" that will fit every case, the factors which lead to a search decision should only be that which would cause a reasonable person, acting in good faith, to suspect that a violation of the camp's policies has occurred.

Examples of reasonable basis or probable cause may include, for example:

- Observing an individual in possession of something that appears to be prohibited;
- Observing prohibited item(s) in an employee's desk or locker or other area under control of the employee; or
- Timely notification from a reliable source that the employee possesses or is concealing a prohibited item.

The search should be related to the purpose of the search. Searches should not be random.

### ***Guidelines for Searches***

In any case, when reasonable or probable cause exists, follow these guidelines strictly. Where a supervisor has been specifically told by competent witnesses or the subject employee that any such item is currently possessed or concealed in a locker, desk, or cabinet, or a supervisor or department head actually sees that any such item is currently possessed or concealed in any such location, that supervisor should:

- Contact the Executive Director, if he is not in-house, call and have them report to the camp immediately. If they cannot be located, contact the Officer of the Day on call and request that he report immediately. No search may be undertaken under this policy without the permission of the Executive Director, Camp Manager, or, in his absence, the Officer of the Day on call.
- The designated management employee should then contact the subject employee or camper. In the presence of that employee or camper, he/she should be advised that the camp policy allows the camp to conduct searches and that he/she is being asked to submit to a search of his/her locker, desk, cabinet, etc. The employee or camper should also be advised that there is Reasonable suspicion to believe that a prohibited item is contained in the area to be searched. *The employee's or campers permission to search should always be requested.*

- The subject employee or camper should be advised that, as an alternative to a search, he/she may voluntarily produce the item that is suspected to be in the area to be searched. If the subject employee or camper refuses, the search should not be undertaken by force. If the employee or camper refuses to promptly cooperate and submit to the search, he/she should be advised that refusal constitutes insubordination which will subject him/her to discipline for that offense, which discipline may include dismissal. Campers who refuse to allow a search to be conducted will be immediately dismissed from the camp ground, with no refund. Physical contact with and/or restraint of an individual is only a last resort and should only be undertaken if there is a reasonable belief that the safety of other individuals or property is at stake.
- If the subject employee or camper grants permission for the search, the search of the locker, desk, cabinet, etc. should be undertaken immediately and in the presence of the employee or camper and designated management.
- All searches must be conducted in a uniform and nondiscriminatory manner.
- No individual may be harassed prior to, during or after a search. Each search must be undertaken with due respect for the individual and with professionalism.
- If the incident involves more than one individual, separate them and take them to a location where they can be questioned individually about the incident.

### ***Chain of Custody***

If a prohibited item is found, confiscate it, establish a chain of custody, and follow these chain-of-custody precautions:

1. If drugs/alcohol/unauthorized property is found, it should be confiscated immediately. It should then be placed in an envelope or container large enough to hold the item(s). The envelope should be securely sealed. A receipt should be provided to the individual from whom the item is confiscated and he/she should be advised that the item may be returned to him/her after the camp makes a determination as to its response and after the resolution of any legal or administrative proceeding involving the item.
2. The name of the individual searched, the date, and the time of the search should be written on the envelope. In addition, the envelope should be signed by the individual performing the search, as well as any witness(es).
3. The envelope should be given to a camp officer who shall, in turn, deliver it to the camp director and the officer shall place the envelope in the camp's safe. This individual may, if appropriate and if law enforcement authorities are involved, turn the property over to such authorities. A receipt should be requested and received from law enforcement authorities before the property is given to them. The receipt must include an accurate and detailed description of the property.
4. The envelope must be stored in a safe place and arrangements made for the further inspection of the property if there is any doubt as to whether it is prohibited under the camp policy.
5. A strict record of custody should be maintained at all times. Possible fingerprint verification should be kept in mind where possession or control is denied. No fingerprints of the searchers should be added to the weapon. If the property is further analyzed, the date and time that it is sent for analysis should be recorded in addition to the name of the person to whom custody was given. Also, a detailed and accurate receipt should be written and tendered.
6. If the property is returned to the camp, the record of custody must be continued until such time as any administrative matter involving the property is concluded and not until the camp's decision in the matter is upheld, reversed, or can no longer be challenged.

- If prohibited item(s) are found, ask the subject employee or camper for an explanation of the matter.
- If alcohol or drugs are discovered, suspend the employee or dismiss the camper with no refund, or if the employee or camper appears to be under the influence of alcohol/drugs, follow written camp policies.
- If nothing is discovered, the subject employee or camper should be advised that he/she should return to their daily routine.

### **Prepare a Written Report**

Regardless of the results of the search, the person who performs a search must prepare a detailed and accurate written report for the camp immediately following the search, and send such report to the camp director.

At a minimum, the report must contain:

- The date, time, and place of the search;
- The name of the individual searched;
- A statement of the reasons why the search was conducted;
- The names of any witnesses;
- A written statement from the witness(es); and
- The results of the search and a description of the camp's reaction to finding any prohibited item, i.e. discipline, order to leave the premises, etc., and the individual's response to the camp's reaction.

A written report will be kept by the Executive Director, the search must be reported to a member of the Executive Board of Directors. All information relating to the search must remain confidential.

# Search & Seizure Form

Date:	Time:	Place:
Name:		
Reason for Search:		
Witness:	Witness:	Witness:
Witness:	Witness:	Witness:
Witness:	Witness:	Witness:
Witness:	Witness:	Witness:
Results of Search:		
Verdugo Pines Bible Camp Action:		
Individual's response to Verdugo Pines Bible Camp Action:		

# Witness Statement Form

Witness:		
Date:	Time:	Place
Statement:		



V E R D U G O P I N E S B I B L E C A M P

# Ministry Team Handbook

## HANDLING BLOOD & BODY PATHOGENS

1. For your protection, put on disposable gloves, a dust mask, & goggles.
2. Sprinkle **RED-Z** evenly over spill. Allow sufficient time for solidification.
3. With a scoop, place the contaminant into a disposable trash bag.
4. Using paper towels, clean the area of contamination with water.
5. Using a disinfectant cleaner - spray on the area of contamination for final cleaning.

**The above 5 steps are for hard surfaces such as tile, linoleum, etc.**

6. If the area contaminated is on carpet, follow steps 1 thru 5. You will then need to use the carpet cleaning machine to complete the cleaning.
7. Use Quat Sanitizer afterwards to disinfect.
8. If the contaminant is on outside surface or dirt . . . follow steps 1 thru 4 then using a disinfectant - spray the area of contamination.
9. If Blood . . . all items used in the clean up are to be disposed of into the hazardous-waste bin located in the nurse's cabin.

V E R D U G O P I N E S B I B L E C A M P

# Ministry Team Handbook

## TRAFFIC CONTROL POLICY

The traffic control policy provides guidelines for proper vehicular use on the campground.

### 1. While campers are arriving or departing.

- All personal vehicles will be confined in the parking lot with the exception of vehicles authorized by the Executive Director.
- Vehicles will be kept to a minimum on camp roads while campers are loading and unloading personal belongings.
- Camp trucks may be used to transport camper baggage and sleeping bags, but campers may not ride in any camp vehicles.
- Designated areas for baggage drop-off are adjacent to the volleyball court for cabins 1-10 and the handicap parking area adjacent to cabin 20 for cabins 11-20.
- Cones and signs will be placed at the top of the parking lots for both access roads to the camp forbidding unauthorized vehicular traffic during the registration of campers.

### 2. While counselors and managers arrive prior to camper arrival, and after camper departure.

- Personnel may drive freely about the campground to unload equipment, personal items, etc, until 1 hour prior to camper arrival.
- Counselors and managers must relocate their vehicles to the parking lot 1 hour prior to the anticipated arrival of campers.
- After the campers are departed, counselors and managers may move vehicles to gather their personal belongings and equipment.

### 3. While campers are on the campground.

- Vendors and authorized vehicles may drive on the campground.
- Visitors must park their vehicles in the lower parking lot and check in with the Executive Director or the Officer of the Day for permission to operate their vehicles on the campground.
- 'No Unauthorized Vehicle' signs will be posted at the top of the parking lot at each access road during the week.

### 4. Campground Speed Limit

- Golf carts, personal vehicles and camp vehicles must observe the 5 mph speed limit posted on the campground while campers are present or absent.

### 5. Camp vehicle use limitations.

- Campers may not ride in camp vehicles (trucks, golf carts) at any time.
- Camp vehicles may be used to jump start personal vehicles.
- Camp personnel are not authorized to drive camper personal vehicles.
- Personnel are not authorized to ride in camp vehicle where there are no seat belts available.
- Golf carts are not to driven off the pavement.

Golf carts are not to driven by staff or personnel under the age of 18 and/or without permission from the Executive Director.

V E R D U G O P I N E S B I B L E C A M P

# **Ministry Team Handbook**

## **POSITION DESCRIPTIONS**

### ***Maintenance***

Primarily responsible in assisting the maintenance manager in maintaining an operationally safe camp facility, grounds up-keep, cleaning and projects to serve guest. Have valid drivers license and clean driving record. Able to take initiative, work hard, be flexible and assume responsibility. Needs to be physically healthy, able to lift 50 lbs., able to drive manual transmission vehicles, and run power equipment. Participates in other camp chores as required.

### ***Lifeguard***

Have ARC LFG and CPR-PR certifications. Is responsible for the safety of anyone using aquatics areas (pool & lake) as well as regular cleaning and maintenance of pool, restrooms, and its immediate area. This is a high profile position and requires a mature, responsible demeanor tempered with graciousness and friendliness. Participates in other camp chores as required.

### ***Cooks***

Responsible for kitchen operations. Supervising and participating in food preparation, quality meals and timely service, health and safety regulations, able to lift 25 lbs, and an exemplary attitude to work with others/guests. Participates in other camp chores as required.

### ***Food Service***

Responsible for dining room operation and kitchen utilities. Participates in dining room set-up, serving guest, dish and pot washing, cleaning dining room, health & safety regulations, able to lift 25 lbs., and occasional food preparation. Must have pleasant personality and be willing to provide excellent service, works hard in a team atmosphere. Participates in other camp chores as required.

### ***Housekeeping***

Is responsible for all aspects of the custodial maintenance of the camp facility. Able to lift 25 lbs. Cleaning and set up of lodges, cabins, and program dorm, sanitizing restrooms, trash removal and other camp custodial tasks for the camp facilities. A self-starter and assume responsibility, able to work on own and with others, takes initiative, works hard, flexible when interuped. Participates in other camp chores as required.

### ***Craft Resource Coordinator***

Responsible for the general aspects of the craft area. Have leadership experience, flexibility, stamina, organizational abilities, good communication skills, pleasant personality and able to supervise and work with volunteers. Tasks include are to teach, delegate maintain inventory, communicate with Craft Director, keep records, handle monies, promote and oversee operations. Able to lift 25 lbs., self starter, work on own and with others, be flexible and assume responsibility. Participates in other camp chores as required.

### ***Archery Instructor***

Have NFAA Level 1 certification or equivalent training. Is primarily responsible for the operations and maintenance of the archery area, the sport shack inventory & control. Able to give instructions to youth and adults, teach, must have good communication skills, pleasant personality, motivate participants and maintain equipment and enforce safety regulations. Operational assistance would include helping in dining room, housekeeping and ground maintenance. Also able to lift 25 lbs., and be flexible. Participates in other camp chores as required.

### ***Multimedia/Program Coordinator***

Has a good reputation and is recognized as leadership among piers and guest/program personnel. Has the ability to communicate, direct and motivate people in a Christ Honoring manner. Have the organizational skills that can multi task without being overwhelmed. Has the primarily responsible and knowledge for the operations and maintenance of the Computers, Sound equipment and Cameras. The ability to produce computer generated photographs and camp summary videos. Able to lift 25 lbs., and be flexible. Participates in other camp chores as required.

### ***IT/Special Projects***

*Assistant to the Director*, has a good reputation and is recognized as leadership among piers and guest/program personnel. Has the ability to communicate, direct and motivate people in a Christ Honoring manner. Have the organizational skills that can multi task without being overwhelmed and be flexible when interrupted. Has the primarily responsible and knowledge for the operations and maintenance of the Computers, Sound equipment and Cameras. The ability to produce computer generated photographs and camp summary videos. Able to lift 25 lbs. Participates in other camp chores as required.

### ***SMT/Program Coordinator***

Has a good reputation and leadership experience among piers and guest/program personnel., flexibility, stamina, organizational abilities that can multi task without being overwhelmed, good communication skills, pleasant personality and able to supervise and work well with employees and volunteers. Has the ability to communicate, direct and motivate people in a Christ Honoring manner. Assist the Executive Director in the Cabin Leader Training and assuring compliance with board policies. Document and record information that is applicable for participation as week long Program Staff and all Facility Staff. Communication and liaison between Program and Facility staff. Catering to their needs and training them how to use the facility activity equipment. Able to lift 25 lbs., self starter, work on own and with others, being flexible and assume responsibility. Participates in other camp chores as required.

### ***Resident Assistant (RA)***

Resident Assistant staff is expected to: Lead by personal example. Provide assistance to Team Members for the normal range of problems staff members face during the summer. While preventative and day-to-day common sense "counseling" situations are regularly handled by the Camps Management Team, the RA being in a Leadership position, should also be prepared to act in the same manner if necessary. Exhibit an attitude of loyalty to Verdugo Pines Bible Camp, the Management Team, and their policies. In addition, they should maintain a cheerful, cooperative, and positive attitude. RA's are responsible for building a sense of community among the SMT. A RA's status and rapport with the team members should be based on genuine respect, not mere popularity. RA's encourage the team members to place major importance on achieving excellence in their endeavors. The RA's should encourage a positive work ethic balanced with ministry mindedness. RA's are expected to diplomatically exert the administrative authority that they are given.

V E R D U G O   P I N E S   B I B L E   C A M P

# Ministry Team Handbook

## HOUSEKEEPING CHECK-LIST

### YELLOW SHEET CHECK-LIST

CABIN # \_\_\_\_\_

#### CABIN PREP

INITIAL

- QUICK CABIN DAMAGE ASSESSMENT
- POST "HOUSEKEEPING CHECK-LIST" IN CABIN
- DISCARD ALL TRASH, CAMPERS SOAP, SHAMPOO, AND ANY LEFT ITEMS
- TURN OFF HEATERS, LIGHTS, AND CLOSE ALL WINDOWS

#### PAPER AND SUPPLIES

INITIAL

- REPLACE TOILET PAPER, PAPER TOWELS, SANITARY BAGS
- WIPE DOWN CUP HOLDERS AND REPLENISH 3 OZ. PLASTIC CUPS
- REPLENISH KLEENEX BOXES AND AIR FRESHENERS AS NEEDED

#### CLEANING AND SANITATION

INITIAL

- CLEAN SANITIZE AND TURN EACH MATTRESS - ZIPPER SIDE TOWARDS THE WALL
- DUST HIGH PLACES, WINDOWSILLS, BED FRAMES AND SHELVES. (NOTE: COBWEBS)
- VACUUM AND SWEEP ALL FLOORS. (UNDER AND BEHIND BEDS).

#### BATHROOM

INITIAL

- CLEAN AND SANITIZE TOILETS, SHOWER, FLOOR, AND RESTROOM SURFACES
- PLACE "SANITIZED PAPER BAND" OVER TOILET SEAT
- REPLENISH TOILET TANK WITH CLOROX TAB AS NEEDED
- WIPE DOWN SHOWER CURTAIN AND CHECK FOR ANY BROKEN CURTAIN RINGS.
- RUGS TO BE WASHED WEEKLY - REGARDLESS OF HOW THEY LOOK

#### SINK AREA

INITIAL

- CLEAN AND SANITIZE SINK SURFACES AND FAUCETS.
- WIPE DOWN SOAP DISPENSERS AND REPLENISH HAND SOAP
- CLEAN MIRRORS, LIGHTS, WINDOWS
- CHECK DOORS, WALLS AND CEILING AND REMOVE SCUFF MARKS

**PLEASE NOTE ANY DAMAGE OR MAINTENANCE ISSUES BELOW:**

**SUPERVISORS INITIAL AND DATE:** \_\_\_\_\_

# Ministry Team Handbook

## CABIN CLEANING INSTRUCTIONS

### BATHROOMS

*Supplies:* Toilet brush, porcelain cleaner, Clorox Wipes, Scrub Free, toilet paper, sanitizer bands, bristle brush, sponge scrubber, Ammonia floor cleaner, and sponge mop

- Pick up shower mats and sweep floor
- Clean inside of toilet bowl with toilet brush and porcelain cleaner
- Wipe toilet with Clorox Wipe all over top to bottom!
- Spray Shower with Scrub Free, let soak
- Replace toilet paper if needed
- Put the sanitize band on the toilet
- Spray floor with Ammonia floor cleaner and damp mop with sponge mop, please rinse the mop in the shower a few times.
- Scrub shower with bristle brush or sponge scrubber
- Rinse shower using rag and water
- Make sure shower is free of dirt, debris and hair
- Put mat back

### SINK AREA

*Supplies:* Bathroom Cleaner (pink spray), sponge scrubber, glass cleaner and paper towels

- Use pink spray bottle to clean sinks and counter area and lower walls
- Wipe with sponge scrubber
- Clean mirrors with glass cleaner and paper towels

### CABIN AREA

*Supplies:* Quat Sanitizer, trash bags, Vacuum

- Pick up chunks of paper and debris, check under beds for trash and things left in cabin.
- Close windows
- Spray mattresses with Quat Sanitizer and wipe with rag, flip mattress over
- Empty trash, replace trash bag
- Vacuum
- Turn out lights
- Lock doors

V E R D U G O P I N E S B I B L E C A M P

# Ministry Team Handbook

## HOUSEKEEPING CLEANING CHEMICALS

The following lists of chemicals are the **ONLY** chemicals that may be used on a daily basis by trained personnel. All other chemicals that are not on this list are only to be used by management or by someone trained to use them.

**146 - MULTI-QUAT SANITIZER** – (Oasis) **CLEAR** in color  
A Sanitizer for counter tops, Equipment and Vinyl Mattresses.  
For sanitizing surfaces after cleaning.  
NOTE: Let air dry

**299 - BATHROOM CLEANER + DISINFECTANT** – (Oasis) **PINK** in color  
A disinfectant cleaner  
For cleaning sinks, toilets, showers, etc.

**GLASS CLEANER** – (Oasis) **BLUE** in color  
A glass cleaner  
For cleaning of windows, mirrors or plastic glass.

**137 – ORANGE FORCE CLEANER** – (Oasis) **YELLOW** in color  
A General cleaner and Degreaser  
For cleaning of Shelves, Counter and Table Tops, Walls and Equipment.

**OASIS FLOOR CLEANER** – (Oasis) **GREEN** in color  
A floor cleaner / degreaser  
For cleaning of tile and linoleum floors only.

**LYSOL TOILET BOWL CLEANER** – (Lysol) **BLUE** label  
For cleaning Toilets

**SURFACE WIPES** – (Kirkland)  
For cleaning and Sanitizing Surfaces, Counters and Toilet Seats

### NOTE !!!

**CAUTION – ALL THE ABOVE ARE HARMFUL !**  
**DO NOT MIX ANY CHEMICAL WITH ANOTHER**

Avoid eye, mouth and skin contact.  
Wash thoroughly after handling.  
See the nurse immediately if a problem occurs.

All cleaning chemicals are diluted and ready to use.  
If the supplies in the kitchen storeroom are getting low  
Please advise Food Service / Housekeeping Manager.

**MSD Sheets on all chemicals are located at the kitchens rear entrance wall.**

V E R D U G O P I N E S B I B L E C A M P

# Ministry Team Handbook

## KITCHEN CHECH LIST

- |    |       |   |
|----|-------|---|
| 1  |       | <input type="checkbox"/> Kitchen Start up & Clean Up Check List                                       |
| 2  | O     | <input type="checkbox"/> cooks arrive 3 hours before each dinner meal                                 |
| 3  | O     | <input type="checkbox"/> cooks arrive 2 hours before each lunch or breakfast meal                     |
| 4  | O     | <input type="checkbox"/> helpers arrive 1 hour before each meal                                       |
| 5  | O,D   | <input type="checkbox"/> change sanitizer in 5 gal rag bucket each morning and evening                |
| 6  | B,L,D | <input type="checkbox"/> cook the food and set the tables   |
| 7  | B,L,D | <input type="checkbox"/> stock and clean drink fountain   |
| 8  | B,L,D | <input type="checkbox"/> set up buffet & tables   |
| 9  | B,L,D | <input type="checkbox"/> serve the camp meal  |
| 10 | B,L,D | <input type="checkbox"/> serve the staff meal   |
| 11 | B,L,D | <input type="checkbox"/> clean dinning room and kitchen, pots & pans, dishes & silverware             |
| 12 | B,L,D | <input type="checkbox"/> ziploc all left overs in small ziplock bags                                  |
| 13 | B,L,D | <input type="checkbox"/> wipe down & put away condiment bottles                                       |
| 14 | B,L,D | <input type="checkbox"/> put away all unused condiment packets  |
| 15 | B,L,D | <input type="checkbox"/> wipe down and sanitize all workbenches                                       |
| 16 | B,L,D | <input type="checkbox"/> wipe down and sanitize all tables  |
| 17 | B,L,D | <input type="checkbox"/> empty all water containers and food containers on buffet bar                 |
| 18 | B,L,D | <input type="checkbox"/> put away dishes and silverware   |
| 19 | W     | <input type="checkbox"/> put away center pieces, bears, trees, mats, flowers, daises                  |
| 20 | W     | <input type="checkbox"/> clean, & refill salt & pepper shakers  |
| 21 | B,L,D | <input type="checkbox"/> wipe down and dry buffet bar   |
| 22 | B,L,D | <input type="checkbox"/> take down all buffet tables  |
| 23 | B,L,D | <input type="checkbox"/> clean grill and stove  |
| 24 | B,L,D | <input type="checkbox"/> empty and sanitize grill catcher   |
| 25 | B,L,D | <input type="checkbox"/> empty and sanitize cups water catcher bucket                                 |
| 26 | B,L,D | <input type="checkbox"/> put away pots and pans   |
| 27 | W     | <input type="checkbox"/> clean racks and shelves  |
| 28 | B,L,D | <input type="checkbox"/> clean drink fountains & drink station  |
| 29 | B,L,D | <input type="checkbox"/> put all clean wet rags in 5 gal bucket with sanitizer                        |
| 30 | B,L,D | <input type="checkbox"/> put all dirty wet rags in metal buckets by ice machine                       |
| 31 | B,L,D | <input type="checkbox"/> wipe down dining tables and chairs   |
| 32 | D     | <input type="checkbox"/> empty bathroom trash can   |
| 33 | W     | <input type="checkbox"/> clean bathroom sink & toilet bowl  |
| 34 | B,L,D | <input type="checkbox"/> sweep kitchen floors and walkin refrigerator, and spot mop                   |
| 35 | B,L,D | <input type="checkbox"/> mop floors at drink fountains & dish washer window                           |
| 36 | D     | <input type="checkbox"/> mop kitchen floors and walkin refrigerator                                   |
| 37 | B,L,D | <input type="checkbox"/> cut and flatten boxes and put in trash Ttruck                                |
| 38 | B,L,D | <input type="checkbox"/> bag up trash, tie up bags and put in trash truck, install liners             |
| 39 | W     | <input type="checkbox"/> sinks clean & satin shine  |
| 40 | W     | <input type="checkbox"/> pots & pan station clean & satin shine                                       |
| 41 | W     | <input type="checkbox"/> dishwashing station clean & satin shine                                      |
| 42 | W     | <input type="checkbox"/> empty 5 gal rag bucket at end of weekend into metal canisters by ice machine |
| 43 | B,L,D | <input type="checkbox"/> vacuum carpets   |
| 44 | W     | <input type="checkbox"/> stack chairs 4 high in a neat row next to tables                             |
| 45 | W     | <input type="checkbox"/> shake out rugs & mop bathroom floor  |
| 46 | B,L,D | <input type="checkbox"/> ask supervisor for things to do before you leave                             |
| 47 | B,L,D | <input type="checkbox"/> help cooks prepare next meal - don't leave until every one is done           |

**W** = Weekend, **B** = Breakfast, **L** = Lunch, **D** = Dinner



V E R D U G O P I N E S B I B L E C A M P

# Ministry Team Handbook

## KITCHEN CLEANING CHEMICALS

The following list of chemicals are the **ONLY** chemicals that may be used on a daily basis by trained personnel. All other chemicals that are not on this list are only to be used by management or by someone trained to use them.

**299 - BATHROOM CLEANER + DISINFECTANT** – (Oasis) **PINK** in color

A disinfectant cleaner  
For cleaning sinks, toilets, showers, etc.

**137 – ORANGE FORCE CLEANER** – (Oasis) **YELLOW** in color

A General cleaner and Degreaser  
For cleaning of Shelves, Counter and Table Tops, Walls and Equipment.  
DO NOT USE on windows, mirrors or plastic glass.

**OASIS FLOOR CLEANER** – (Ecolab) **GREEN** in color

A floor cleaner / degreaser  
For cleaning of tile and linoleum floors only.

**GLASS CLEANER** – (Ecolab) **BLUE** in color

A glass cleaner  
For cleaning of windows, mirrors or plastic glass.

**146 - MULTI-QUAT SANITIZER** – (Oasis) **CLEAR** in color

A Sanitizer for counter tops, Equipment and Vinyl Mattresses.  
For sanitizing surfaces after cleaning.  
NOTE: Let air dry

**ULTRA KLENE - DISHWASHING DETERGENT** – 21 (Ecolab) **RED** in color

A automatic dishwasher detergent  
For cleaning dishes, glasses, flatware, etc.

**ULTRA DRY - DISHWASHING RINSE ADDITIVE** – (Ecolab) **BLUE** in color

A glass cleaner  
For spot removal and fast drying

**ECO-SAN DISHWASHING SANITIZER** – (Ecolab) **CLEAR** in color

A disinfectant / sanitizer  
For automatic dishwasher disinfectant / sanitizer

**LIQUID ASSURE - FLATWARE PRESOAK** – 8 (Ecolab) **BLUE** in color

Flatware soaking solution  
For softening food off silverware ONLY

**POT & PAN DETERGENT** – (Ecolab) **BLUE** in color

Pots and Pans detergent  
For Pots and Pans detergent and soaking solution

**K2 - OVEN & GRILL CLEANER** – (Clean Force) **BROWN** in color

A grill cleaner / degreaser  
For cleaning grill and oven. Use by permission ONLY.

**STAINLESS STEEL CLEANER** – (Pure Force) **AREOSAL CAN**

A stainless steel cleaner  
For cleaning of stainless steel counters, ovens, doors, etc.

## **- - - NOTE - - -**

- 1. CAUTION – ALL THE ABOVE ARE HARMFUL !**  
DO NOT MIX ANY CHEMICAL WITH ANOTHER
- Avoid eye, mouth and skin contact.  
Wash thoroughly after handling.  
See the nurse immediately if a problem occurs.
- All cleaning chemicals are diluted and ready to use.  
If the supplies in the kitchen storeroom are getting low  
Please advise Food Service / Housekeeping Manager.
- 4. MSD Sheets on all chemicals are located at the kitchens rear entrance wall.**

## **POLICY ON HAZARDOUS AND FLAMMABLE MATERIALS:**

1. Only experienced or trained staff will safely handle and dispose of, gasoline, diesel fuel, or kerosene products in support of camp operations.
2. Only experienced or trained staff can handle and dispose of materials that are poisonous such as cleaning agents, insecticides, weed killers, or other labeled substances.
3. Current MSD sheets specify what safety equipment must be worn while using products, staff must follow these directions accurately to be safe.
4. Chlorine products at the swimming pool must be safely handled with protective gloves, eye protection and protective mask.
5. Chlorine products added to the chlorinated tower, must be done while wearing a protective mask, eye protection and proper gloves.
6. Muriatic acid added to the pool must be handled with a protective mask, eye protection and proper gloves.
7. Common cleaning materials may be harmful but may be disposed of through regular trash collection.
8. Petroleum wastes will be disposed of through local automotive disposal sites.
9. The swimming pool will be drained each fall in preparation for winter.
10. Cleaning rags will be frequently collected and washed regularly.
11. MSD sheets will be collected, updated, and reviewed periodically by applicable personnel.
12. Cleaning materials will be stored out of the reach of campers.
13. Cleaning materials will be correctly labeled and in safe containers.
14. Cleaning materials will not be stored on same shelves as food.

