

Pilgrim Lodge



Counselor In Training (CIT) Manual

Our mission is to create community in the natural world where everyone feels safe to be their authentic self and grow spiritually.

Pilgrim Lodge is a ministry of the Maine Conference, United Church of Christ

Updated Winter 2018

Members of the Outdoor Ministries Team (OMT) developed these guidelines to help ensure everyone a good and safe camp experience. If you need further interpretation, please be in touch with a member of the OMT or the Camp Director/Director of Outdoor Ministries.

Thank you for your interest in serving as a CIT at Pilgrim Lodge. Being a CIT is fun, but very different from being a camper. We hope this will help you understand your role and responsibilities while serving at camp. *This manual is an adaptation of the Pilgrim Lodge Dean & Counselor manual.*

I COUNSELOR IN TRAINING (CIT) POLICIES

- A. Individuals aged 16 and 17 may serve as a “Counselor in Training” (CIT) if:
 - a. They have completed the Pilgrim Lodge CIT Training
 - b. They are at least two years older than the oldest registered camper of the session for which they will be a CIT.
- B. CITs must complete the “Counselor In Training Permission Form” and “Online Training for Volunteers Registration Form”
- C. CITs must submit a **camper health form**, signed by a physician and their parent or guardian.
- D. CITs should be registered for, and attend, a PL event as a camper at a session for their own age.
- E. CITs are requested to leave cellular phones, and other personal electronic devices, at home.
 - a. If a CIT brings one of these items, the dean will hold it until the end of the event.
- F. CITs may NOT leave the grounds without specific written, signed, permission from their parent or guardian.
 - a. Permission must indicate the date, time and destination.
- G. Deans should speak with parents or guardians of the CIT before the event and obtain written permission for the minor to attend the specific Pilgrim Lodge event.
 - a. (see Counselor In Training Permission Form online)
- H. CITs are to be coupled with a counselor, not given a cabin of their own.
- I. CITs should have an additional counselor, dean, staff member or CIT to help with leading an interest group.
- J. CITs should not lead family time on their own, but work with at least one other counselor.
- K. CITs should attend all counselor planning, training and orientation meetings.
- L. CITs are NOT eligible for a counselorship.
- M. CITs should be trained as counselors.
- N. CITs will be in their cabin after bedtime until morning.
- O. CITs can watch a cabin while a counselor is away for a brief period.
- P. Deans will ensure the total number of CITs and Counselors does not exceed 28.

II GENERAL CAMP POLICIES

- A. An adult is never to be alone with a minor camper.
- Three individuals should always be present.
 - Private conversations can take place in public view.
 - In situations where a camper is ill, and needs rest or isolation in the Health Center, the nurse is exempt from the rule “never be alone with a minor camper.”
 - “Minor” would include 18, 19 year old post grads at appropriate sessions
 - “Adult” includes CIT’s even though they are under age 18

B. **Campers are to be supervised at all times.**

- C. Ratios and limits: Each camp shall have a maximum limit of 110 campers. Any exceptions will be under the discretion of the Director of Outdoor Ministries and will involve rare mitigating circumstances. The American Camp Association has indicated the maximum ratio of counselors/staff members to campers as follows:

Entering 3rd grade	1 counselor to 6 campers
Entering 4th-9th grade	1 counselor to 8 campers
Entering 10th-12th grade(+)	1 counselor to 10 campers

Occasionally a camper may require extra support due to differing needs. The camp director will determine the severity of the need and assign extra staff as appropriate (often the parent of the child is asked to attend if the need is severe).

- D. Smoking: All events sponsored by the Outdoor Ministries Team are tobacco free. The Director of Outdoor Ministries may make, or will allow, nicotine patches or gum to be available to adults on request.
- E. Alcohol and drugs are NOT permitted at Pilgrim Lodge or Outdoor Ministries events. Anyone using or possessing alcohol or illegal drugs will be sent home immediately and the camper’s minister will be notified. All prescription and nonprescription drugs must be given to the nurse at registration. *Drugs include inhalants such as gas or glue and the misuse of over the counter or prescription medicine.*

F. Pets are not allowed at Pilgrim Lodge, with the exception of trained service animals.

a. **Service Animals**

i. Definition: “Service Animal” means an animal that:

1. has been determined necessary to mitigate the effects of a physical or mental disability by a physician, psychologist, physician’s assistant, nurse practitioner or licensed social worker; or
2. has been individually trained to do work or perform tasks for the benefit of an individual with a physical or mental disability, including, but not limited to, guiding individuals with impaired vision, alerting individuals who are deaf or hard of hearing to intruders or sounds, providing reasonable protection or rescue work, pulling a wheelchair or fetching dropped items.
3. “Responsible Handler” means a camper/counselor with a physical or mental disability for whom use of a Service Animal is a reasonable accommodation.

ii. Prerequisites for Service Animals: No Service Animal will be permitted at camp until the animal

1. Is licensed by an appropriate municipal clerk, or veterinary licensing agent
2. Is current on all vaccinations

iii. Standards – all Service Animals are expected to meet the following standards:

1. The health and care of the animal is the sole responsibility of the Responsible Handler;
2. The animal must be within the Responsible Handler’s control at all times, either by means of leash, containment (e.g. crate) or voice command;
3. The animal must behave in a non-aggressive manner at all times (e.g. no jumping, growling, snarling biting or snapping);
4. The animal must not be disruptive to the camp environment (barking, whining, or destructive of camp or personal property or a distraction from camp activities)
5. The animal should, if practical, wear a vest or backpack to be readily identifiable as a Service Animal.

iv. Camp Life and Processes

1. Should a counselor require the services of a service dog, the dog will be expected to be on a halter, tether, or leash or otherwise under the counselor’s control at all times outside of the counselor’s sleeping space and will not have the luxury of being a pet. All solid waste will be collected in waste bags provided by the Responsible Handler. All campers who would

be in contact with the service dog will need to be notified a minimum of two weeks prior to camp beginning to ensure that there are not fear/anxiety issues or allergies surrounding any camper about the dog. Should any camper be allergic to or have fear/anxiety towards dogs it would be in the camps best interest if that counselor choose a different opportunity to be part of our camp setting. Campers pay to attend our program and should be able to enjoy their time at camp without feeling anxious or ill from allergy symptoms.

2. Staff members who need the services of a service dog will generally be employed in areas of camp life which have limited contact with campers due to the possibility of campers having an allergy or fear/anxiety issues.

v. **Removal of Service Animal**

1. A Service Animal may be removed from the premises if it is a direct threat to the health or safety of others, if it would result in substantial physical damage to the property of others, or if the animal substantially interferes with the process of camp.

G. **Required Paperwork:**

All CIT's must complete and submit the following to the camp office prior to the event (available at www.pilgrimlodge.org or from the camp office at 207-724-3200) All forms containing personal information will be kept locked.

- a. Permission Form - signed by a parent or guardian, **completed annually.**
- b. Volunteer Profile - unless updates need to be made, only needed the first year of volunteering.
- c. Voluntary Disclosure Statement - unless updates need to be made, only needed the first year of volunteering.
- d. Online Training for Volunteers Registration Form - only needed the first year of volunteering.
- e. ACA Health Form 1, 2, and 3, if applicable - completed or updated and **signed annually.**

H. **Age of leadership:** Counselors will be at least 18 years old. Deans will be at least 21 years old. **Counselors in Training (CIT) will be 16 or 17 years old and will be at least two years older than the oldest camper.**

I. **Visits at camp:**

- a. The OMT discourages visits from family, friends, former campers or former counselors during camp sessions.
- b. If a visit is desired, please call the camp office (207-724-3200) to schedule a time to do so.

- J. CITs are expected to be on site at all times during the week. Exceptions will be approved by the Dean and Camp Director.
- K. CITs will remain in their cabin after bedtime.
- a. If a counselor must leave the cabin for an emergency, a neighboring adult will be asked to check in, until the counselor returns.
 - b. Counselors will use their discretion to decide if a camper needs to be escorted to the nurse by a counselor or by another camper.
 - c. Campers will not go to the nurse alone.
- L. Affiliation with the UCC: It is preferred that CITs, Counselors and Deans are affiliated and actively involved in a local Maine Conference congregation.
- M. Suggested attire: The Outdoor Ministries Team wishes to affirm everyone's right to self-expression and their right to express their individuality. The intent of the OMT's suggested attire is to ensure that everyone feels comfortable and accepted as they are at all Pilgrim Lodge and Outdoor Ministries activities.
- a. Clothing should be worn so that all body parts are covered to maintain generally accepted levels of modesty.
 - b. Undergarments, appropriate to age and physical development should be worn at all times and should not be visible, with the exception of bra straps showing underneath sleeveless blouses and other garments.
 - c. **The following will not be tolerated on clothing:** profanity; pictures or message of a sexual nature; weapons, violence; drug, alcohol or tobacco related material; or any item that degrades others or is offensive.
 - d. It is our hope that everyone will support compliance with this policy.
- N. Personal Property: Volunteers are free to bring personal items such as musical instruments and sporting equipment, provided they are used in accordance with this manual. The Maine Conference, United Church of Christ, is not responsible for lost, stolen or broken items.
- O. Photos taken at camp: While volunteering at Pilgrim Lodge, you permit the Maine Conference to use any image of you taken at Pilgrim Lodge on its websites, program brochures, posters, or other publicity material. Any photograph you create on behalf of Pilgrim Lodge is the sole property of the Maine Conference, United Church of Christ, and may be used on its websites, program brochures, posters or other publicity material. Any photograph you create on your own equipment that is offered to Pilgrim Lodge becomes the property of the Maine Conference, United Church of Christ, and may be used on its websites, program brochures, posters or other publicity material.

- P. Gratuity: Deans, counselors, CIT's, volunteers, and summer staff are not to accept any tips or gratuities from a camper or a camper's family member.

III COUNSELING STAFF

It is the Dean's' responsibility to secure their own staff.

A. **Training**:

- a. Pre-camp meetings are held by Deans to assist and train Counselors and CIT's in developing and applying skills which will enable them to fulfill their responsibility for planning for their time at camp. At least one pre-camp meeting should be attended by any first-time Pilgrim Lodge counselor. (see also; Pre-camp Meetings, page 18).

B. **Orientation**:

- a. The Dean and Counseling staff should arrive at Pilgrim Lodge by 3:30 pm and no earlier than 2pm, the day before the start of their session, for further training and orientation. (unless otherwise stated by Dean's and/or coordinated with the Camp Director)
- b. Dinner the evening before the start of the session (generally Saturday) will be the first meal served.
- c. Deans will deliver a list of cabin assignments for counselors to the camp office and will require all counselors to 'check in' with the office where they will review the status of their paperwork with the permanent staff.

- C. **Responsibilities**: A detailed list of Counselor Responsibilities (which also applies to CIT's) is included in a separate document on the "Volunteer as a Dean, Counselor, or CIT" page on the Pilgrim Lodge website.

- D. **Rest**: Deans, Counselors, and CIT's need time for themselves during the week. However, care and supervision of the campers is essential at all times to ensure their security, and safety. Counselors will need to coordinate with each other to ensure a proper balance of responsibilities. Generally 'option time' that takes place apart from counselor meetings is to be used as 'counselor down time' although in the event the camper to adult ratio is disproportional, a counselor's presence may be requested during this time. If counselors are feeling overwhelmed, or if a dean observes such overwhelm, the deans should seek the assistance of summer staff through the Program Director, Assistant Director or Director of Outdoor Ministries.

IV ADMINISTRATION

A. Camper Arrival Day/During Registration:

- a. Camp opens with registration at 2:00 pm on Sunday, (unless indicated otherwise).
- b. **Deans** will be present to greet and inform campers of their cabin assignments and to meet parents.

- c. **Summer staff** members will perform a health screening to check for evidence of illness, injury or communicable disease.
- d. **The camp nurse** will be present to discuss with each camper and their parents the health form, to determine if there are any special health considerations and if the camper is using any medications.
- e. **Counselors and CIT's** will be in or around the cabin and/or boardwalk areas to help and greet campers and parents. Counselors should make every effort to create a welcoming atmosphere in their cabins. **Occasionally, a CIT may be asked to help the camp staff by scooping ice cream in the camp store.**
 - i. "Camper Sign Out Sheet."
 - 1. At registration, adults will identify who may pick up the child at the end of the session
 - 2. Encourage them to include anyone who may possibly be the one to pick up the camper
 - 3. Only adults identified will be allowed to sign out the camper
 - 4. If someone not on the sign out sheet arrives, a phone call will have to be made to the individual that dropped the camper off before the camper can be released

B. End of Session

- a. Camp closes after breakfast on the last day of the session, unless otherwise indicated
- b. Campers should be picked up between 9:30-10:30 am.
- c. If a closing session is planned, parents need to be informed of this in the Dean's letter.
- d. Camper Sign-Out
 - i. Counselors will make sure that only adults identified on the "camper sign out sheet," pick up campers at the end of the event.
 - ii. Counselors will secure the signature of the adult picking up the camper.
 - iii. Completed "camper sign out sheets" will be given to the dean.
 - iv. The dean will present the entire record to the Assistant or Program Director before leaving camp.

C. Camp photos and lists:

- a. Each camper, CIT, counselor, and dean will receive a photo of the entire group, and a list of names only of the campers, counselors and deans in their session.
- b. Counselors will distribute photos and lists as the camper is signed out.
- c. CIT's, Counselors and Dean's will also receive a photo of the counseling staff.

D. Youth drivers: CIT's who drive themselves will give their keys to the dean's at registration, who will give them to the Camp Director until it is time to leave.

E. Health Care and Medications:

- a. Camp Nurse:
 - i. A nurse or doctor is on duty at all times. (except adult and family camps, when parents are with their children).
 - ii. The camp nurse assumes the responsibility of administering any medication during camp.
 - iii. The nurse will collect all camper, CIT, counselor and dean medications, including over-the-counter medicine, at the time of registration.
 - iv. Consider the camp nurse as part of your camp. They should be invited to camp programs, activities and staff meetings.

- b. Health form:
 - i. CIT's should complete a camper health forms 1-3
 1. Available on the Pilgrim Lodge website or from the PL office
 2. In the event that a camper reports without a form and the parents or guardian are not present, the Dean should contact the parent or guardian and request that the health form be faxed immediately to camp
 3. If a CIT has been a camper earlier in the summer, they will not need to fill out the health form again.

- c. Insurance:
 - i. The cost of prescriptions, doctors or hospital visits are one's own responsibility or that of their insurance company.

- d. Medical services:
 - i. Any medical emergency (illness or accident) should be reported to the camp nurse, the Director or both.
 - ii. It will be the responsibility of the nurse and the Director to handle any transportation and acquisition of medicines.

- e. First aid supplies are readily available at Pilgrim Lodge for various activities such as hikes or canoe trips.
 - i. First aid kits will be available on-site at the sports fields and labyrinth, and there is one in the Lifeguard Shed that should be taken when going to the island.
 - ii. Disposable gloves and other disinfectants are available around camp (generally in the restrooms) for the proper use in handling incidents within the blood-borne-pathogen procedures.
 - iii. CIT's, Counselors and Deans are not required to clean body fluid spills if they are untrained or unwilling. If untrained or unwilling to clean body fluid spills, counselors should inform a member of the summer staff of the situation.

- f. Privacy:
 - i. Health forms and information of a personal nature will be seen only by those necessary to ensure all individuals health and safety.
- g. Injuries:
 - i. Staff, deans and counselors will not move a seriously injured person unless they are in immediate danger and further injury will result in not being moved.
 - ii. The nurse will make the final decision about care for the injured person

More information is available in the Pilgrim Lodge Health and Wellness manual available from the camp office.

V GENERAL OPERATIONAL INFORMATION

A. General Camp Rules:

- a. The Director and OMT will establish general camp rules.
- b. Rules will be explained at an orientation session with campers shortly after arrival.

B. Fire Safety:

- a. Smoking is not allowed.
- b. Campfires:
 - i. The Director's approval is required for all campfires.
 - ii. Campfires will only be allowed in designated places and when weather conditions allow.
 - iii. All campfires will be attended by a trained staff member, or a designated counselor who has demonstrated fire safety and is approved by the Director.
 - iv. Proper fire safety precautions will be taken (fire extinguishers or buckets) with every fire including candles in the chapel.
- c. Wood Stoves:
 - i. Fires in cabin wood stoves will be permitted only with the approval of the Dean who will have consulted with the Director.
 - ii. Stoves will operate with the doors closed.
 - iii. An adult will supervise all fires.
- d. Lodge:
 - i. Deans or the Director will approve fires in the Lodge wood stoves.
 - ii. The Director will approve fires in the Lodge open fireplace.
 - iii. An adult will supervise all fires.

C. Emergency Procedures:

- a. Fire or other emergency:
 - i. A long, continuous ringing of the bell signifies emergency and fire alarms.
 - ii. In the event of an emergency or fire, the Director or Assistant Director must assume full direction of evacuation activities.
 - iii. All campers and counselors are to assemble by cabin at the parking lot to await instruction.
 - iv. Campers and counselors will remain at the parking lot until instructed to proceed elsewhere.

- b. Emergency drill:
 - i. The first night of each camp session, counselors and campers will engage in an emergency drill assembling on the parking lot by cabin.
 - ii. Family, Grandparents and adult camps will have the procedure described at orientation in lieu of a drill

- c. Storm:
 - i. In the event of a severe thunderstorm, the summer staff will inform counselors to proceed to Quitobaquito where they will remain until the Director declares it is safe to leave.
 - ii. In the event a storm strikes suddenly, campers and counselors are to proceed to the nearest building for shelter.
 - iii. Under no circumstances are counselors, campers or deans to leave cabins or buildings in the midst of an electrical or high wind storm.

- d. Missing camper:
 - i. If a camper is missing counselors will notify summer staff immediately.
 - ii. Summer staff is trained on procedures for missing campers.

D. Waterfront Area Guidelines:

The PL waterfront is here for you. We encourage you to use it as much and as often as possible. If any of the waterfront staff can help you in any way during your week here, please don't hesitate to ask.

- a. **There is NO swimming unless a lifeguard is present for safety reasons. This applies to everyone!**
- b. There will be NO swimming at night (between dusk and dawn).
- c. The swim dock:
 - i. inside is the shallow end
 - ii. outside (inside buoy line) is the deep end.

- d. All campers must have a buddy when swimming!
 - i. Please encourage campers to come down, even if they don't have a buddy
 - ii. lifeguards and counselors make great buddies!

When your campers arrive for registration (generally Sunday afternoon)

- a. please encourage them to come down to the waterfront for a swim check.
- b. It IS possible to take the swim check at the beginning of option time during the week, but please point out that it might be better to get it over with first thing.
 - i. Campers who wish to take the swim check again may do so as many times as they wish.
 - ii. **CITs may need to have a swim check, if the lifeguards ask them; especially if the CIT has not yet been a camper that summer.**

The swim check

- a. Consists of:
 - i. three (3) lengths of the shallow end
 - no dog paddle or swimming underwater
 - ii. three (3) minutes of treading water in the deep end
 - Keeping the head above water
- b. Lifeguards will have discretion for assigning colors to swimmers:
 - i. Green swimmers may swim in the shallow end or deep end
 - ii. Yellow swimmers may swim in the shallow end or deep end - MUST wear a lifejacket in the deep end
 - iii. Red swimmers must swim in the shallow end only.
- c. If a camper does not report for a swim check, they are automatically a red swimmer.

For boating

- a. Red swimmers MUST have an adult in the boat with them.
- b. Yellow swimmers MUST have either a green swimmer or an adult in the boat with them.
- c. Green swimmers may boat with other green swimmers, yellow swimmers or with adults. (For a red swimmer to boat with a green swimmer, an adult must be in the boat).
- d. ALWAYS wear a lifejacket when boating.

More information is available in the Waterfront Director Manual available from the camp office.

E. Lights:

- a. Boardwalk lights are under the control of each Dean.
 - i. The switch is located inside the door closest to the lodge on the cabin 5 porch.
 - ii. Exterior Lodge lights are controlled by the switch behind the exterior door in the lodge dish area

- b. Safety first!
 - i. Please use the lights when you need them.
 - ii. However, conserve electricity whenever possible by turning off any lights when you are not using them.
 - c. Remind campers, the last one out of the cabin turns out the lights.
- F. Equipment:
- a. All camping, cooking, and recreational equipment are controlled by the Summer Staff.
 - b. Staff needs to keep track of its removal and return (in good condition)
 - c. Losses and breakage should be reported to the Director for replacement.
 - d. Such losses and breakage are not a matter of individual responsibility unless the Dean is aware that it occurred through gross neglect or vandalism.
- G. Food Service:
- see additional notes in the "Counselor Responsibilities" document on the "Volunteer to be a Dean, Counselor, or CIT" page on the Pilgrim Lodge website*
- a. The kitchen is off limits to campers, counselors and deans.
 - b. Food is served in the dining room "Family Style."
 - c. One "jumper" (server) is assigned for each cabin daily. They will perform the duties for all three meals. (unless otherwise indicated)
 - d. Jumpers are responsible for setting and clearing tables, bringing the food to and from the tables and sweeping the dining room floor after each meal.
 - e. The Kitchen Staff needs at least 24 hours notice for any special take-out meals, hikes, canoe trips, camp-outs, or picnics. More lead time is appreciated.
- H. Camp Property:
- a. Counselors should see that general housekeeping practices are maintained during the week at camp.
 - i. Cabin cleanup should take place daily - generally after breakfast.
 - ii. Summer staff will clean the cabin bathrooms daily.
 - b. Requests for repairs should come to the camp office in writing, except in the case of an emergency
- I. Parking: It is important to keep access roads clear for emergency vehicles and create a natural environment. Therefore, please park your vehicle in the designated long-term parking lot. After unloading your things move your vehicle up the road, take a right before the ball field and proceed to the parking lot.
- J. Environmental Impact
- a. When hiking, everyone must use marked trails.
 - b. Erosion: Staff, volunteers, and campers are educated on the need to prevent erosion and site abuse to preserve the site's natural beauty.

- c. Cleaning products made from natural ingredients that are better for people and the environment will be used when possible as part of the daily cleaning of camp.

K. Supplies: Requests for supplies should be made to the camp office in advance, in writing.

L. Intruders:

- a. All visitors are to sign in at the office.
- b. If you see someone you do not know and who is not wearing a nametag
 - i. Notify a member of the Summer Staff immediately.
 - ii. Try not to let the person out of your sight.
 - iii. Never get in a strange vehicle or closer than ten feet unless you are with another adult.

VI CAMP BEHAVIOR

A. Campers Behavior:

- a. Deans and counselors should be concerned about the behavior of campers, but it is hoped that they do not see themselves functioning as substitute parents, hall monitors or police officers. Instead, deans and counselors are urged to deal with these problems by:
 - i. stating ground rules
 - ii. dealing with abuse of rules in a pastoral way
 - iii. abiding by site regulations in ways consistent with their own conscience.
- b. Deans will discuss behavioral problems with the Director, who will then decide if and when a camper should be sent home.
- c. Sending a child home because of behavioral problems is NOT a failure on the Dean or Counselor's part.

There is a statement in the registration brochure-which reads:

Certain behaviors which are deemed inappropriate, may result in a camper being sent home and the camper's minister being notified. These behaviors include, but are not limited to, fighting; bullying; hitting; biting; stealing; destruction of, or intrusion into, another's property; threatening another; defying a counselor or dean; refusal to eat; wandering from established program areas; sexual activity; possession or use of cell phones; or possession of weapons. Any camper sent home will be re-accepted for an Outdoor Ministries event only after consultation with the Outdoor Ministries Team and the Director of Outdoor Ministries.

- d. Keep a record of any camper being sent home for disciplinary reasons by filling out an Incident Report from the office and include it on your evaluation form at the end of your camp.

B. Discipline:

- a. Pilgrim Lodge staff must use positive reinforcement with campers. Praise campers for good behavior at every opportunity and refrain from put downs, yelling or other threats.
- b. If behavior problems persist, the dean should take the problem to the director, who will then speak to the camper.
- c. **Under no circumstances should a camper ever be physically or verbally abused.**

VII PROBLEM SITUATIONS

A. Resistance to the Program: Try to discover the camper's own interests and adapt the schedule if possible, but also help the camper realize that their own interests are best served through a cooperative spirit.

B. Disrespect: This may indicate aggressiveness or emotional problems.

- a. Try to learn as much as possible about their background; i.e. family, school, former camp experiences.
- b. Overcome the disrespect with a positive and sympathetic approach, "you may not like us, but we like you."
- c. Learn the camper's interests and aptitude, and put them to work in these areas as much as possible.

C. Homesickness:

- a. Try to discover the causes behind the homesickness
 - i. first time away from home,
 - ii. shyness,
 - iii. feeling of being left out,
 - iv. being worried about a home situation.
- b. Talk with the camper and try to help them see that the feelings are not unusual but are experienced by many.
- c. Try to help the camper accept these feelings as a challenge and stick it out.
- d. Get the camper interested in some part of the program for which they have an interest or aptitude.
- e. Counselors should notify the deans and the camp nurse of any homesickness.

D. Bedwetting:

- a. Counselors should tell the Dean, Nurse and Director about bedwetting issues and no one else, including other counselors.
- b. Bedwetting should be dealt with quietly and with respect to the camper.
- c. Discreetly make arrangements with the Nurse and/or Summer Staff to have the bedding cleaned.

VIII MISCELLANEOUS

A. Mail:

- a. Counselors should check their mailboxes after lunch, on the way to bunk time.
- b. The cabin mailboxes are on the porch of cabin 5
- c. US Mail and Email print-outs are delivered daily.
- d. The outgoing mail slot is on the right side of the store window counter.
- e. Outgoing mail will be collected throughout the day to be placed in the mailbox on the main road every late-afternoon, to be picked up mid-afternoon each day.

f. **Mailing Address:**

Camper/Counselor name and cabin number
Pilgrim Lodge
103 Pilgrim Lodge Lane
West Gardiner, ME 04345

B. Telephone:

- a. Use of the telephone must be cleared with the Dean.
- b. Cell phones are discouraged (see below) and should be used away from campers.
- c. Incoming calls should be limited to only essential or emergency calls.
 - i. Telephone number: 207-724-3200
 - ii. Off hours Emergency number 207-724-3300 (Nurse's cabin)

C. Pilgrim Lodge Cellular Phone and Electronics Policy:

- a. It is the intent of this policy that neither campers nor counselors are distracted from the Pilgrim Lodge community while participating in a Pilgrim Lodge event.
- b. Youth Campers and **CITs are requested to leave cellular phones at home** (with the exception of those attending Camp Pride).
 - i. If a camper brings one of these items, the dean will hold it until the end of the event.
 - ii. Campers may be sent home for cell phone use at the discretion of the Director.
 - iii. A number for emergency contact (207-724-3300) is available 24 hours a day for the duration of the event.

D. Policy on Music Devices

Middler and Senior High campers, and CITs may bring listening devices to camp to help them fall asleep *if the following conditions are met.*

The device:

- is not internet capable
- is not also a cell phone, electronic communication, or gaming device

- is not used at any time other than when lying down on one's bunk, at either bunk or bed time
- does not leave the cabin (except for approved, program specific, events)
- is used with headphones or earbuds so that others cannot hear the music
- is turned off at the counselor's request

Counselors may choose to keep listening devices in their possession and distribute them before bed or bunk time. Any listening device can be confiscated if used outside these guidelines, or guidelines established by the dean

E. Internet communication:

- a. We know that the Internet, when used wisely, provides many safe ways to stay in touch and communicate with your friends from camp.
- b. We view Internet venues as your right to self-expression and generally regard them in a positive light.
- c. Once you identify yourself as a camp volunteer/employee in a social networking profile, website, group page or blog, or use the camp name or logo, however; we require you, as a condition of association with camp, to observe the guidelines below.
- d. Even if you do not intend to, and even if you state otherwise, once you identify yourself as a counselor or dean of our camp or use our camp name or logo or any official camp photograph or text, everything and anything that you post or say on the site can then be seen as a reflection of camp.
- e. These guidelines have been established to assure that all camp staff, volunteers, employees, campers and families enjoy an emotionally and physically safe environment.
 - i. As a camp volunteer, counselor, CIT or dean, **before you:**
 1. use the camp name or official camp logo or camp photograph;
 2. add a link from the official camp website to your page, profile or other site;
 3. include text or photographs that are the property of camp;
 4. include photographs of campers or other staff members;
 5. create or join a camp "group page" that associates itself with Pilgrim Lodge
 - ii. **You must** be respectful of the camp, its program, the campers, volunteers and its employees in all communications in your profile, blog or other Internet sites and communications. This includes the following:
 1. You will not use obscenities, profanity or vulgar language;
 2. You will not engage in harassment or intimidation;
 3. You will not post comments that are derogatory with regard to

- individual person's race, gender, religion, sexual orientation or disability;
4. You will not engage in sexually explicit, suggestive, humiliating or degrading comments.
- iii. As a volunteer camp counselor, CIT, or dean you agree not to use a social networking profile, group page, blog or other Internet medium to discuss behavior that is prohibited by camp policy, including, but not limited to:
1. alcohol or drug use,
 2. sexual behavior,
 3. delinquent behavior,
 4. destruction of property,
 5. harassment
 6. intimidation.
- iv. Please do not give your cell phone number, email, blog address or social networking site name or other contact information to a camper **unless you have obtained permission from that camper's parents.**
1. Contact with campers after camp is discouraged.
 2. If contact happens all communication will be approved by the parent.

Once you identify yourself as a counselor, CIT, or dean at Pilgrim Lodge, the general public may see you as an ambassador or spokesperson of camp. It is therefore a condition of your association with the Maine Conference and Pilgrim Lodge that you agree to and adhere to the communication guidelines outlined above. If any of the guidelines outlined in this measure are violated, it may result in disciplinary and/or legal action including possible termination of your association with Pilgrim Lodge.

F. Camp Store:

- a. Each Dean will discuss with the designated Staff what is a mutually acceptable time when the store will be open and for what items.
- b. CIT's, Counselors and Deans may run a tab during their time at camp.
- c. Tabs will be paid upon leaving.
- d. A photo of the counseling staff is available at the camp store to be picked up upon settling of tabs.

G. Showers:

- a. Each cabin contains a shower to be used by the campers, CIT, and counselor(s) living in that cabin
- b. Campers may have to be encouraged to take at least one shower during the week (swimming doesn't count).

H. Laundry:

- a. There are washing machines on site for the use of the Nurse and Summer Staff.
- b. Use of the washing machine should be of an emergency nature and coordinated through the Summer Staff (bedwetting, etc.)

IX GENERAL PLANNING INFORMATION

A. Areas of Special Attention:

- a. Dean's, CIT's and Counselors should display positive attitudes toward campers.
- b. Discuss policies, guidelines, protocols, goals, objectives, and which areas of responsibility belong to the Dean and which belong to the Counselors and CIT's.
- c. Consider the need for Dean/Counselor and Counselor/Camper checks and balances.
- d. Discuss the importance of each camper's participation in all or some activities. Consider how to deal with children who form cliques.
- e. Schedule enough time for each camper to sleep for the age group needs. Seeing that "Lights Out" is followed by all.
 - i. Suggested minimum medical sleep standards:
 1. Juniors: 9-11 hours
 2. Middlers: 9-11 hours
 3. Senior High: 8-10 hours
 4. Adults: 7-9 hours

B. Pre-Camp Meetings:

- a. Deans will have at least two pre-camp meetings with as many counselors and CIT's as possible.
- b. Counselors and CITs should know the theme prior to camp - they may have just the right resource at home that will make the difference between a good learning experience and a GREAT one.
- c. The first pre-camp meeting:
 - i. Share your thoughts about the overall camp theme, daily projects, and evening programs.
 - ii. Plan for some flexibility, each year's camp staff is different, allow for some input, some "ownership" of the program. Everyone can help make for a unified staff.
- d. The second pre-camp meeting will be held at camp the day before the session begins. **The agenda should include:**
 - i. the objectives of the program,
 - ii. procedures for greeting parents and campers,
 - iii. cabin assignments,
 - iv. daily schedule,
 - v. departing procedures,

- vi. cabin life,
 - vii. cabin inspections
 - viii. review of camp policies.
- e. It's important at your staff gatherings to be comfortable, at ease, and a little bit silly:
- i. sing a song,
 - ii. get acquainted with silly games that the campers will be asked to play during the week.
 - iii. By participating in silliness ahead of time, counselors will feel freer during camp to be loose.
 - iv. If your staff participates and is enthusiastic, campers will be, too.
- f. Pre-camp meetings are a great way to get to know your staff. Everyone is different: individual interests, personalities and talents. This is especially useful to Deans in planning and developing family or counseling groups.

X FAMILY FAITH GROUPS

During youth sessions, campers will be given an opportunity to discover community relationships in their cabins, camp at large, and in Family Faith Groups.

A. Dividing into Groups:

- a. Deans divide the camp into "Families"
- b. These groups average in size from 14-16 campers.
- c. These smaller groups provide for sharing opportunities that can enrich the camping experience.
- d. Families may consist of combined cabin groups or the deans will mix campers in a colorful diversity.
- e. Counselors and CIT's share leadership during these sessions.

B. Planning:

- a. Family time may be used in a variety of ways. This should be intentional time for campers and counselors to explore their faith and spirituality, and create strong personal connections. Since it is a "prime time" for any structured learning, advance planning is important.
- b. FFG activities generally include:
 - i. Planning worship for at least one service per FFG, per session
 - ii. Challenges (team-building activities led by the Summer Staff)
 - iii. Nature/trail walk
 - iv. Group labyrinth walk
 - v. Boat trip
 - vi. Trip to the island

- vii. Advanced Challenges (generally only for older campers)
- viii. Time for conversation/facilitated discussions
 - 1. How to bring the experience of camp home/to school
 - 2. Relating camp/curriculum to current events and/or personal experiences
- c. Deans will provide Counselors with curriculum and other material to assist with planning.
- d. Young people learn best by doing. Therefore, in addition to sharing and discussions, it is vital that time be given for creative, "right- brain" activities such as art, role-playing, writing, Challenges, hikes, canoe trips, or picnics.
- e. Remember, activities during this group time should be designed for community interaction.
- f. Family time is not a time for a counselor or CIT to be "hands off."
- g. Have a (different) plan for each time
- h. Staff-led activities are available - **request at least 24 hours in advance**

XI DISCLOSURE OF ABUSE

In such a setting as PL, the possibility of disclosure by a child (or even by an adult) of abuse, neglect, and/or exploitation (including sexual, physical, and emotional) should not be a surprise. And we must learn and strive to respond in the same faithfully open, accepting, caring, and loving way, to the best of our ability in the context of 'a week at camp.'

Most of the following discussion relates directly to sexual abuse and exploitation. But we must keep in mind that physical and emotional abuse is just as serious, requiring similar response.

DISCLOSURES

Disclosure by a child of sexual abuse may occur in a variety of ways: directly, through behavior, through indirect hints, as disguised disclosure, as disclosure with strings attached, or indirectly through physical signs. The less direct any disclosure is, the more sensitivity, understanding, and 'gentle caution' is required in response. **The role of the camp dean, counselor or staff person is not to investigate a given situation.** There are professionals trained for this role. But if behavioral and/or indirect hints warrant suspicion of an abusive situation for a camper, a camp dean, counselor, or staff person has the responsibility to report that possibility, setting in motion the process of getting help for the child.

Direct disclosure: Though overall one of the less common ways a child will disclose abuse, in the camp setting with its 'set apart' sense of safety and security, a camper may very well talk directly to a counselor, or to peers, particularly about abuse that has occurred in the past or more immediately in the camper's life 'away from camp'.

Disclosure through behavior: There are a number of common behavioral characteristics of children who have been sexually abused, which also serve as general indicators of stress in a child. Alone, they may not necessarily mean there is sexual abuse. But if they occur in combination or extreme or pervasive form, they may so indicate. More than likely they will be behaviors that are disruptive, hard to ignore, and create uncomfotability in the camp setting, for other campers and for counselors.

Disclosure through indirect hints: Comments such as "My brother wouldn't let me sleep last night;" "Mr. Jones wears funny underwear;" "Daddy's trying to poison me;" or "My babysitter keeps bothering me;" may offer hints that a child has experienced or is experiencing sexual abuse.

Disguised disclosure: Comments or questions about things happening to "another child" may in fact be revealing things about the child's own experiences. "There's this kid . . ."

Disclosure with strings attached: "You have to promise not to tell anyone else" is the kind of comment reflecting a child's awareness that 'revealing' a secret of abuse could very well have negative consequences, particularly since abusers often use such consequences as threats to the child. **Do not make promises you won't tell.** Say "I won't tell unless someone is in danger."

Being aware of these ways that a child may be 'disclosing' sexual abuse, and physical and emotional abuse as well, is of great importance. Though each type of disclosure calls for differing types of caring, supportive response, there are some common dynamics of response that are helpful in affirming a camper and in getting the process of help started.

RESPONDING TO DISCLOSURE

- A. React as calmly as possible to what the camper is saying.
- B. Find a private place to talk, but use discretion, be in public view.
- C. Express your belief that the camper is telling the truth.
- D. Take the information the camper shares seriously.
- E. Let the camper talk about the incident in their own way and language.
- F. Do not be afraid to ask questions in a caring way, but **do not press for details**. Ask clarifying questions, NOT leading questions.
- G. Use the camper's vocabulary, not cringing at nor forcing explicit language.
- H. Reassure the camper that it is good to tell, that they are not in trouble for telling.
- I. Reassure the camper that it is not their fault, that they are not bad.

- J. Accept and acknowledge the camper's expression of their feelings, that their feelings matter.
- K. Acknowledge any expressions of guilt, but also tell the camper that what happened was an adult's fault.
- L. Let the camper know that you will do your best to protect and support them
- M. Determine the camper's immediate need for safety, especially if the alleged, abuse took place at Pilgrim Lodge.
- N. Let the camper know what you will do. **Do not promise not to tell anyone else.**
- O. Assure the camper of their privacy, but that 'helping' will mean that you will need to tell the Dean and/or Director about what they have talked about.
- P. Report the disclosure according to the guidelines set forth in the next section
- Q. Remember, you do not have to prove that sexual abuse has occurred or is occurring. Reporting a disclosed and/or suspected incidence of sexual abuse is a request for help, and ultimately for an investigation into that incidence. Even if the incident proves to be 'made up,' help is needed anyway.
- R. Remember, you are not 'the investigator.' There are people specially trained for that task. Your love, care, and acceptance of the camper is of primary importance.

XII PROTOCOL ON REPORTING SEXUAL ABUSE

For Pilgrim Lodge and Outdoor Ministries Programs
Maine Conference, United Church of Christ (UCC)

When a camper discloses an incident of sexual abuse to an adult at Pilgrim Lodge or elsewhere for an outdoor ministries program, that adult becomes the camper's advocate and is responsible for reporting the disclosure. The initial report may not need to include the identity of the camper, but chances are their identity will need to be shared with the camp Dean and/or Director of Outdoor Ministries/Director of Pilgrim Lodge (Director).

Reporting disclosed and/or suspected sexual abuse:

- A. If the person to whom a camper discloses sexual abuse is a **counselor**, the person to whom the counselor should report the disclosure is the camp Dean; unless the camp Dean is the alleged perpetrator, in which case the counselor should report to the Director.
- B. If the person to whom a camper discloses sexual abuse is a **staff person**, the person to whom the staff person should report is the Director; unless the Director is the alleged perpetrator, in which case the staff person should report to the camp Dean.

- C. Since the Director is the person with overall responsibility for Pilgrim Lodge and the outdoor ministries program of the Maine Conference, UCC, the camp Dean will inform the Director of a disclosure reported to them, unless the Director is the perpetrator, then the Dean will inform a conference minister.
- D. Since the camp Dean is the responsible for the outdoor ministries program occurring at the time, the Director will inform the camp Dean of a disclosure reported to them, while protecting the privacy of the camper who made the disclosure.
- E. As the responsible staff person, the Director will make necessary reports of suspected sexual abuse to the Department of Human Services. **Hotline: 1-800-452-1999.**
- F. If the alleged sexual abuse has occurred/is occurring at Pilgrim Lodge or elsewhere during an outdoor ministries program, the Director will inform a Conference Minister of Maine Conference, UCC, while protecting the privacy of the camper who has made the disclosure. If the Director is the alleged perpetrator, the camp Dean informs the Maine Conference.

If a counselor or staff person has reason to suspect sexual abuse of camper, that person should report that suspicion according to the above guidelines.

The above Protocol does not preclude a counselor or staff person reporting disclosed and/or suspected sexual abuse of a camper directly to the Department of Human Services of the State of Maine. The 24- hour hotline telephone number for DHS is: 1-800-452-1999.

Listed below is the Maine Conference Policy on Sexual Harassment. At Pilgrim Lodge we abide by this policy. Concerning counselors, deans and other volunteers at Pilgrim Lodge: any reference in the policy to ‘personnel’ or ‘employee’s’ will also apply to all volunteers involved in the Pilgrim Lodge program.

Maine Conference United Church of Christ Sexual Harassment Policy

This policy has been created to stress the Maine Conference, United Church of Christ’s strong opposition to sexual harassment and to identify the complaint procedures available to those harassed, as well as the disciplinary penalties that could be imposed for harassing conduct or behavior.

The policy of the Maine Conference, United Church of Christ is that all personnel will work in an environment free from sexual harassment. As such, all members of the Conference are expected to treat each other with the dignity and love that is the foundation of our religious beliefs. Collectively, we will strive to create an environment where sexual harassment has no place. Sexual harassment by an employee of the Maine Conference, United church of Christ, will not be tolerated. The Maine Conference, United Church of Christ will actively investigate any complaint of sexual harassment and take appropriate disciplinary action as necessary which may include discharge or suspension of the offending employee.

All supervisory staff, as a job requirement, will be responsible for preventing and eliminating sexual harassment in their respective departments or work areas.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or
3. Such conduct has the purpose and effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

The following are examples of sexual harassment:

Verbal: Sexual slurs and innuendo, suggestive comments, vulgar language, insults, threats, jokes about gender-specific traits, or sexual propositions, telling off-color, ethnic or racial jokes. Generalities that lump one group together and denigrate them, calling a co-worker "honey", "dear", "sweetheart" or some similar expression such as "Nice legs!", "You look hot in that outfit!". *Remarks like these can make individuals feel uncomfortable or worse. Even if the person who received the "compliment" is not disturbed by it, others may be. The effect is the primary issue rather than the intent. Even if you have used the term for years, you should be aware that these expressions are inappropriate.*

Non-verbal: Making suggestive or insulting noises, leering, whistling, or making obscene gestures, pin-ups, particularly those of scantily-clad individuals; sexual advances and innuendos, crude language, obscene posters, notes or graffiti, and harassment in work assignments.

Physical: Touching, pinching, brushing the body, coercing sexual intercourse, or assault. Squeezing a worker's shoulder or putting a hand around his or her waist. Puckering one's lips suggestively or making obscene signs with one's fingers or hands. A friendly "pat on the posterior."

Guidelines:

Responsibility: Everyone in the Conference has a responsibility to make sure the workplace is free from all forms of harassment. Any person who believes that he or she is being sexually harassed or observes any form of sexual harassment by anyone on any of the Maine Conference, United Church of Christ premises or by an employee of the Maine Conference, United Church of Christ should promptly take the following steps:

1. If you are Harassed:
 - a. Consider using an informal method of resolution if the behavior was minor.
 - i. Only use this method if you feel it will permanently stop the offensive behavior without reprisal,

- ii. you feel comfortable talking to the offending person about their behavior,
 - iii. and you feel the offender should be given a chance to change.
 - b. Whenever possible, you should politely, but firmly confront whoever is doing the harassing. State how you feel about their actions and request that they cease harassing you immediately.
 - c. Consider formal channels if the incident or behavior is serious, absolutely unacceptable, or repeated (especially after telling the offender to stop). If you do not feel comfortable confronting the harassing individual, you should contact your supervisor, the Business Manager, or either Conference Minister.
 - d. Your complaint will be handled with diligence and sensitivity and will be kept confidential to the greatest extent possible. You will be kept informed of the progress of the investigation.
 - e. If you are not satisfied with the progress of the investigation or the outcome, you may appeal to the Personnel Committee for resolution. Final appeal beyond the Personnel Committee can be made to the Coordinating Council after the Personnel Committee review.
2. If you are a Friend or Co-Worker:
- a. If a friend or co-workers approaches you who feels they were discriminated against or sexually harassed, or you observe someone harassing someone else, take action.
 - b. Encourage the harassed person to approach the offending person directly or use other informal resolution methods:
 - i. Offer to accompany the harassed person to the offending person, their supervisor, the Business Manager, or a Conference Minister to file a formal complaint.
 - ii. Take responsibility to see that discrimination and sexual harassment are stopped and there is no reprisal.
3. If you are the Harasser:

If you feel you may have sexually harassed someone, or have been accused of harassing someone, listen to what the other person tells you. Examine your behavior. Put yourself in their shoes. If you have behavior patterns that may be offensive, even if you don't think the behavior is offensive, stop the behavior immediately!

- a. Apologize. Ask another person or supervisor for advice and to accompany you to speak to the harassed person, or intervene on your behalf.

- b. Avoid any appearance of reprisal whether direct or indirect.
- c. Seek help from someone who can assist you in getting on track (Conference Ministers, Business Manager, or Personnel Committee Member).
- d. Take responsibility to see that discrimination and sexual harassment stop and that you take no reprisal against the complainant.
- e. If you feel you have been wrongly accused, talk to your supervisor, the Business Manager, or either Conference Minister.
- f. If the harassed person has approached you directly and both you and the harassed person feel comfortable working with each other, try talking to the harassed person to resolve the issue in a non-threatening manner.
- g. If the harassed person has not approached you directly, or tells you that they are not comfortable talking to you, Maine Law requires you BACK OFF and not bother the harassed person.
- h. If you feel you were unfairly disciplined under the policy by a supervisor, you can appeal to the Business Manager.
 - i. If you were disciplined by the Business Manager or are not satisfied by the Business Manager's review of your case, you may appeal to the Personnel Committee.
 - ii. Final appeal beyond the Personnel Committee can be made to the Coordinating Council after the Personnel Committee review.