



# **Summer Staff Handbook 2026**

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# Welcome to Camp Shamineau!

Dear Summer Staff Member:

Welcome to Shamineau! We are thrilled with the staff the Lord has assembled for this summer and excited that you will be a part of it!

Working and living with over 300 people in a community environment presents most of us with new and unique challenges. It requires commitment, understanding, a servant's heart and sacrifice. On the flip side, communities like Shamineau also provide opportunities for growth, security and lifelong friendships. Community living, with its trials and blessings, is coming your way soon. This handbook was designed to help you make the transition.

Please read this handbook carefully **and realize that you will be responsible for all the information contained in it.** It is our desire that camp not be a place of do's and don'ts, but rather a place where flexibility and personal commitment are exhibited in order to benefit the camp body as a whole.

In light of these factors, we hope all of camp's policies make sense to you and that you will be able to join us in maintaining the Shamineau community. We will take time during staff training sessions to answer any questions or concerns you may have.

We are excited about the summer. God has already blessed us with many registered campers and top notch, quality staff members. We anticipate this summer will be one of fun, excitement, growth and quality ministry. We can't wait for you to get here and to see what the Lord has in store for us!

See you soon!

Shamineau Staff

# Why Camp?

## **Mission Statement of Camp Shamineau**

It is our mission to share the Gospel of Jesus with children and youth through relationships and fun camp experiences.

\*\*During staff training each staff member is required to memorize and discuss this mission statement with his/her supervisor. We suggest that you think about this mission statement before arriving for staff training.\*\*

## **Why Camp Ministry?**

As a Summer Staff member at Camp Shamineau, you are a part of something big!

In Matthew 28:18-20, Jesus told his followers, "All authority in heaven and on earth has been given to me. Therefore go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you. And surely I am with you always, to the very end of the age." Essentially, Jesus was saying that all Christians have the privilege of telling others about the good news of the Gospel. Today, this is being accomplished by a variety of means, including overseas missions trips, church planting, outreach events, and personal conversations. Camp represents one form of accomplishing this task.

Over 450 kids come to camp every week. During their stay at camp, they are removed from the distractions of everyday life and are placed in an environment where, by the power of the Holy Spirit, they will be able to return home as changed people. In the creation setting of camp, they are more clearly able to hear God speak. Every week, the campers are challenged by an engaging speaker in chapel who presents and gives the opportunity to respond to the Gospel. In addition, the activities at camp break down barriers so campers can foster meaningful relationships with their counselors and other staff members, who will then be able to share the love of Christ with them.

All of the kids who come to camp need the love of Jesus in some way. For some, coming to camp is an opportunity to reaffirm their love for Jesus and develop habits that will help them stay strong in their faith. For others, a week at camp gives them the chance to make their faith their own for the first time. And for others still, being at camp is the first time they get to hear the name of Jesus as anything other than a swear word.

This summer, you get the privilege of being a part of making this happen!

# A Ministry vs. A Job

Summer staff need to have a clear understanding of what it means to work at Camp Shamineau for the summer. Camp is a ministry, not simply an 8 to 5 job, where you put in your time and then you're done. Ministry calls for an attitude of service. All staff should continually be watching for ways they can be of service to campers as well as other staff members. Please remember that as you work, you are filling a role in reaching lives for eternity.

A job is at your choice;

A ministry is at Christ's call.

In a job you expect to receive;

In a ministry you expect to give.

In a job you give something to get something.

In a ministry you return something that has already been given.

A job depends on your abilities;

A ministry depends on your availability to God.

A job done well brings you praise;

A ministry done well brings honor to Christ.

-James N. Spurgeon

***Remember...***

***We have been called together for ministry here at Shamineau. Our primary focus is to share the good news of the glory of Christ with everyone we come in contact with. This is accomplished through both our words and our actions as we interact with all who come to Shamineau.***

***Ministry is more than a job!***

# Statement of Faith

*Our statement of faith is from the Evangelical Free Church of America. As a member of the Camp Shamineau staff, you are required to be in agreement with the EFCA statement of faith and its supporting documents. The Evangelical Free statement of faith can be found below. .*

**1. God:** We believe in one God, Creator of all things, holy, infinitely perfect, and eternally existing in a loving unity of three equally divine Persons: the Father, the Son and the Holy Spirit. Having limitless knowledge and sovereign power, God has graciously purposed from eternity to redeem a people for Himself and to make all things new for His own glory.

**2. The Bible:** We believe that God has spoken in the Scriptures, both Old and New Testaments, through the words of human authors. As the verbally inspired Word of God, the Bible is without error in the original writings, the complete revelation of His will for salvation, and the ultimate authority by which every realm of human knowledge and endeavor should be judged. Therefore, it is to be believed in all that it teaches, obeyed in all that it requires, and trusted in all that it promises.

**3. The Human Condition:** We believe that God created Adam and Eve in His image, but they sinned when tempted by Satan. In union with Adam, human beings are sinners by nature and by choice, alienated from God, and under His wrath. Only through God's saving work in Jesus Christ can we be rescued, reconciled and renewed.

**4. Jesus Christ:** We believe that Jesus Christ is God incarnate, fully God and fully man, one Person in two natures. Jesus-Israel's promised Messiah-was conceived through the Holy Spirit and born of the virgin Mary. He lived a sinless life, was crucified under Pontius Pilate, arose bodily from the dead, ascended into heaven and sits at the right hand of God the Father as our High Priest and Advocate.

**5. The Work of Christ:** We believe that Jesus Christ, as our representative and substitute, shed His blood on the cross as the perfect, all-sufficient sacrifice for our sins. His atoning death and victorious resurrection constitute the only ground for salvation.

**6. The Holy Spirit:** We believe that the Holy Spirit, in all that He does, glorifies the Lord Jesus Christ. He convicts the world of its guilt. He regenerates sinners, and in Him they are baptized into union with Christ and adopted as heirs in the family of God. He also indwells, illuminates, guides, equips and empowers believers for Christ-like living and service.

**7. The Church:** We believe that the true church comprises all who have been justified by God's grace through faith alone in Christ alone. They are united by the Holy Spirit in the body of Christ, of which He is the Head. The true church is manifest in local churches, whose membership should be composed only of believers. The Lord Jesus mandated two ordinances, baptism and the Lord's Supper, which visibly and tangibly express the gospel. Though they are not the means of salvation, when celebrated by the church in genuine faith, these ordinances confirm and nourish the believer.

**8. Christian Living:** We believe that God's justifying grace must not be separated from His sanctifying power and purpose. God commands us to love Him supremely and others sacrificially, and to live out our faith with care for one another, compassion toward the poor and justice for the oppressed. With God's Word, the Spirit's power, and fervent prayer in Christ's name, we are to combat the spiritual forces of evil. In obedience to Christ's commission, we are to make disciples among all people, always bearing witness to the gospel in word and deed.

**9. Christ's Return:** We believe in the personal, bodily and glorious return of our Lord Jesus Christ. The coming of Christ, at a time known only to God, demands constant expectancy and, as our blessed hope, motivates the believer to godly living, sacrificial service and energetic mission.

**10. Response and Eternal Destiny:** We believe that God commands everyone everywhere to believe the gospel by turning to Him in repentance and receiving the Lord Jesus Christ. We believe that God will raise the dead bodily and judge the world, assigning the unbeliever to condemnation and eternal conscious punishment and the believer to eternal blessedness and joy with the Lord in the new heaven and the new earth, to the praise of His glorious grace. Amen.

# Spiritual Health

## **A DAILY ENCOUNTER WITH JESUS CHRIST**

Keeping yourself spiritually “fit” this summer will necessitate a daily encounter with the Lord Jesus Christ. During each day, we try to make time available for the staff to take this necessary time. Some programs include a devotional guide while others leave the material up to the individual. Here are some suggestions that you may want to apply to your daily quiet times.

1. As soon as you wake up, pray and commit your life and activities of the day to Jesus Christ. Ask for His control in your life as well as the direction and guidance of the Holy Spirit. Pray for your campers or co-workers and ask the Lord to use you in any way He would see fit.
2. Have a schedule of prayer and Bible reading. Keep track of what you have read, what you are learning and the answers to prayer that you have seen. Perhaps this could be done before breakfast or before bedtime.
3. Ask yourself questions after every passage of Scripture you read:
  - What does this teach me about who God is?
  - Because God is like this, what does that mean for my daily life?
  - What example is there for me to follow?
  - What command is there for me to obey?
  - What error is there for me to avoid?
  - What sin is there for me to confess?
  - What promise is there for me to claim?

Nothing that we can teach or share about in chapel will affect a campers personal devotional habits like seeing YOU model in your life how to enjoy quiet time with God. Don't be afraid to share with your campers what the Lord has been teaching you or to tell them you are going to take some time away from the cabin to be with the Lord.

## **ONE FINAL NOTE**

Many people come to camp believing that it will be an easy place to get their spiritual life in order. This is not the case! In fact, if you do not have a scheduled quiet time before you get to camp, chances are you won't for the summer either! Start something now and come to camp prepared. More time and material will be dedicated to your spiritual health during staff training.

# Summer Procedures

## **CONDUCT**

- Staff are prohibited from using alcohol, tobacco and non-prescription drugs. This includes all forms of vapes, juuls and e-cigarettes.
- All sexual activity outside of marriage is prohibited.
- Harassment or discrimination, in any form (physical, sexual, verbal, implied or overt) will not be tolerated. Offenders will be immediately dismissed.
  - All staff and volunteers over the age of 16 are required to complete Ministry Safe's Sexual Abuse Awareness Training.

## **STAFF DISCIPLINE**

- If a Camp Shamineau employee or volunteer is accused of disobeying any of the above conduct expectations, the following actions will be taken:
  - The individual(s) will be removed from their current job placement immediately. ○ An investigation of the allegations will be pursued by camp leadership and legal authorities if necessary in the first 24 hours.
  - If allegations are found true, the individual will be escorted off the premises with no possibility of returning as an employee or volunteer unless they have been through the Camp Shamineau Restoration Process.
  - Parents of any involved minors will be contacted and explained the situation with an apology from Shamineau leadership if warranted.
- For all other offenses, the following actions will be taken:
  - If an inappropriate action is observed, the staff member will meet with their immediate supervisor. At this time, it will be documented. Included in this documentation is an account of what happened, the consequences of the behavior, and details of future consequences should the behavior occur again. This form is added to the staff member's permanent file.
  - Each offense will be handled individually and at the discretion of the Program Managers; however, it is likely that after multiple offenses, the offending staff member will be dismissed.
  - Please note that while we strive to follow these steps with most conflicts, there are some offenses that will result in immediate dismissal.

## **APPEARANCE**

- Staff are expected to use discretion in their personal appearance. Below are some basic expectations.
  - Staff are not to wear any item of clothing with an indecent/inappropriate message on it. ○ Shirts with spaghetti straps, midriff baring, leggings, other tight or revealing clothing, and bikini swimming suits are not allowed.
  - Hair coloring must be restricted to natural colors.
  - Excessive forms of body piercing must be removed.

## **TIME OFF/CURFEW**

- Support staff are not necessarily with campers at all times. This should not be viewed as "time off" or "free time." Support staff will be assigned responsibilities in other areas.
- All staff have a curfew of 30 minutes after camper curfew.
- Summer staff are not permitted to leave camp for any reason during the camper week, unless given permission by the Program Managers or his/her department head.
- To the best of the ability of Camp Shamineau, staff who volunteer for weekends will be given a few hours off during the weekend.
- During weekends, staff are only permitted to leave camp during camp sponsored events and on official evenings off. Staff under the age of 18 may only leave camp in a camp shuttle. Staff over the age of 18 may drive their own vehicle.

- Staff must sign out whenever they leave camp.
- No staff shall ever leave camp with a camper without the permission of a Program Manager or his/her full-time staff department head.

## **SUNDAY CHECK-IN**

- All staff are required to attend the 3:30pm Sunday meeting in Oak Hollow. Prior to this time, staff are expected to be ready for campers (moved into their cabins, unpacked, wearing their staff shirts, etc.).
- Program staff are required to attend a 2:00pm program meeting.
- All staff should check the posted cabin lists for any updates before the meeting begins. They will receive their cabin packets with schedules, camper lists, and weekly information at the 3:30 meeting.

## **FRIDAY CHECK-OUT**

- Staff are required to attend the Friday staff meeting. All forms from the preceding week are due by this time. The forms must be completed before you are permitted to leave for the weekend.
- All staff who choose to stay over the weekend are expected work the weekend.

## **STAFF HOUSING**

- No one is allowed to enter a building inhabited by the opposite sex.
- Staff members are responsible for keeping their housing areas clean.
- Cabin clean up time for campers each morning is to be seen as mandatory.
- If you have a maintenance problem with your cabin, fill out a "Maintenance request" slip from the Front Office. If you have a situation that requires immediate attention, inform a program staff member.

## **VISITORS**

- Staff are prohibited from having visitors while camp is in session unless permission is obtained from the Director of Guest Engagement or your full-time staff department head.
- All visitors must register in the camp office and pay for any meal they will be eating. • Visitors must obey the same rules as staff and must not interfere with your duties. • Staff are expected to approach all people who appear out of place and direct them to the office if they have not already checked-in there.

## **USE OF ELECTRONICS**

- Staff are not permitted to keep cell phones or other electronics (laptops, tablets, smart watches, etc.) during the week.
- Cell phones and electronics will be collected at the staff meeting at the beginning of every week.
- Staff members may go to the program office and use their cell phones during designated times.
- The use of any form of social media (Instagram, TikTok, SnapChat, Pinterest, Facebook, Youtube, Upward, BeReal, etc) is prohibited during the week.
- Movies are not allowed at camp without permission from the Program Managers, and they must be rated PG or less to be approved.

## **VEHICLES**

- No staff may drive any camp vehicle without the permission of the Program Managers or department head.
- Any accident involving injury to property or persons must be reported to the camp administration immediately.
- All cars will be kept parked during the week in the assigned parking areas.
- Personal vehicles are not to be driven on the grounds during the week.
- Campers are NOT allowed to ride in camp vehicles or staff members' cars.

- There will be NO loaning of cars.
- If a staff member is involved in an accident with a camp owned vehicle, they will be charged \$100 for the first accident, and an additional \$100 per accident after the first. For example, they would be charged \$100 for the first accident, \$200 for a second accident, and \$300 for a third accident.

## **INSURANCE**

- Camp carries secondary medical coverage. This means that any medical bills resulting from injury to a camper or staff must first be submitted to the patient's health carrier.
- Camp carries workmen's compensation for work related injuries.
- Camp insurance does not cover sickness for staff. Prescriptions are covered by the patient.

## **PAYMENT OF WAGES**

- Staff are paid on a bi-weekly basis.
- Social Security taxes and income taxes are withheld from wages. W2 forms are sent to those who need them at the end of the year.

## **KITCHEN POLICY**

- Only kitchen personnel are allowed in the kitchen. Rare exceptions will be made on a case-by-case basis.
- Kitchen equipment and dishes are not to be taken out of the kitchen.
- Food should not be taken from the kitchen without permission from a full-time kitchen staff member.

## **DATING/PUBLIC DISPLAY OF AFFECTION**

- Public displays of affection between staff couples are not permitted.
- Dating campers is strictly forbidden.

## **LAUNDRY FACILITIES**

- The washers and dryer in Ponderosa are for staff to use during their times off. Keep this area clean, organized and quickly remove your items when finished.

## **SNACK SHOP AND GIFT SHOP**

- Staff are free to use the Snack Shop and gift shop whenever they are open.
- Staff must pay with cash; no "charge accounts" will be set up.
- Staff receive a 20% discount on "Shamineau" items in the gift shop.

## **MAIL**

- Mail will be in the mailboxes in the program office or brought to the amphitheater for mail call.
- All outgoing mail should be brought to the front office mailbox.
- All mail should be addressed as follows:
  - Staff member's name, position (if known)
  - c/o Camp Shamineau
  - 2345 Ridge Road, PO Box 244
  - Motley, MN 56466

## **WATERFRONT PROCEDURES**

- A buddy system is used at the waterfront during every camper week for Trailblazer and Voyager aged campers.
  - New buddy tags for each week will be available Sunday evening.
  - All campers MUST put their tags on the board with a buddy before going into the water. Everyone must remove their tags as soon as they get out of the water.

- Life jackets must be worn in the deep end of the swimming area at all times.
- Whistles will be blown to give directions to swimmers. One blast begins a buddy check. Two blasts ends a buddy check. Three blasts means that all swimmers are to leave the water.
- The Blob is open only when a waterfront staff has announced that the blob is open. All persons blobbing must wear life vests. Double blobbing is not permitted. The blobber and jumper must be within 50 lbs. of each other.
- Staff persons wishing to swim or use the boats off hours must check-in with a Program Manager before and after swimming. They must be accompanied by a buddy at all times.

## **ROPES PROCEDURES**

- No one is allowed at the Indoor Climbing Wall, High Ropes Course, or Adventure Park at any time without proper supervision.
- The Low Ropes Course can be used without Activities staff present. However, campers must be accompanied by a staff member who has been certified to run the Low Ropes Course.

## **RANCH PROCEDURES**

- In limited circumstances, Lead Wranglers can bring a personal horse to camp. The horse must (1) have a negative Coggins test and be approved by the Ranch camp staff prior to being left or used at camp and (2) “earn” its board (feed costs) by being useful in camp activities daily or the owner must pay for the horse’s expenses. Private horses are the responsibility of the owner. Camp Shamineau carries NO mortality insurance on ANY private or camp owned horses.
- Personal use of private or camp owned horses will be coordinated with the Horsemanship Coordinator.
- If a horse is found loose around camp, move all campers to a safe location away from the horse and contact the Ranch Staff immediately with the “last seen” location. DO NOT chase the horse or try to stop the horse—leave that to the Ranch Staff.

## **EMERGENCY PROCEDURES**

- All injuries need to be seen by the health center staff to be properly treated and documented. In the case of a major injury:
  - Contact a permanent staff member ASAP.
  - Make sure everyone stays calm.
  - Always confirm that the injured person is breathing.
  - Stop any serious bleeding by applying pressure to the wound.
  - If a chemical spills on skin or in an eye, wash out with cold water immediately. ○ If injury is not to the back, neck or to a serious bone, take camper to the health center. If injury is to the back, neck or serious bone, leave the injured where they are to prevent any further injury.
  - Please make sure an incident report form is filled out and turned in.
- In cases when shelter is needed to be taken in case of severe weather, staff will be informed by the Program Staff. Emergency shelter locations primarily include the lower level of the dining hall and the lower level of Poplar Ridge.
- In the case of a major structural fire, all staff and campers are to meet at the gym for roll call. Fire extinguishers are located in or near all buildings. In the case of a forest fire, you will be directed by the program staff.
- Campers should be instructed that if they cannot recall the way back, they should remain where they are. If a camper goes missing during the week, program staff will direct a search for the lost camper.
- If a camper is missing during a buddy check, the waterfront staff will do an initial search. If the camper is not found, a search of the waterfront will be made. In this case, staff should listen to the direction of program and waterfront staff.

## **HEALTH PROCEDURES**

- Good health practices for the campers and staff are important. These include:
  - adequate sleep and rest (including afternoon rest times for Trailblazers)
  - proper hydration
  - cleanliness and dental hygiene
  - regularity of meals and good food habits
  - care of beds, clothing, and personal articles
  - prevention of sunburn, over-exertion, and poison ivy
- All camper and staff medications will be kept in the health center. Each counselor is responsible to ensure their campers go to the health center for their medications at the time specified by the medication form delivered to them.
- Never give a camper medication or treatment. The health center staff are responsible for all forms of medical treatment, including the administration of basic bandages. This is important to ensure the health center staff can properly clean and document all injuries.
- Report any sign of illness or contagious diseases (fever, runny nose, rash, reddened eyes, etc.) to the health center staff.
- Homesickness can manifest itself in headaches, stomach pains, hives, restlessness and many other symptoms. The counselor and staff can do many things to prevent or alleviate this.
  - Lead Counselors should be in the cabins when campers arrive on Sunday. This will show them right away that the staff care about them. It also shows parents that you are a concerned and reliable counselor.
  - Assistant Counselors, SWAT and Support Staff should be actively involved in the registration process and offer a welcoming atmosphere to the camper and his/her family.
  - When campers are expected to be in the cabins or at an activity, that is where the counselor also belongs.
  - Both support staff and counselors can show interest in the activities of camp. The busier the campers are, the less time they have for homesickness.
  - No matter how much interest you show, there may still be one or two campers that will need a little more special attention. They can give some extra time and attention to the campers who need more individualized attention than the counselor can give.

# What to Bring to Camp

## **Things to bring**

- work clothes (clothes that can get dirty)
- casual, everyday clothes
- dress clothes (at least 1 set for church and special occasions)
- rain gear
- jackets (light and warm)
- hiking gear (long pants, long socks, sturdy shoes)
- one-piece, modest swimsuit or tankini (no midriff showing) and towel
- theme-related decorations and/or costumes
- sleeping bag or sheets, blankets, and pillows for a twin bed
- towels and washcloths
- personal items
- watch, alarm clock
- flashlight
- hat and sunglasses
- camera
- small container to keep toiletries in
- insect repellent and sun screen
- devotional materials (for yourself and campers)
- Bible, notebooks and pens
- Fan

## **Things not to bring**

- Pets
- Fireworks
- TVs, DVD players
- Video games
- Knives, guns, or other weapons
- Phones/MP3 players/iPods
- Computers
- Vapes, juuls, e-cigarettes
- Drones

# Sample Daily Schedule

## **SUNDAY**

2:00 Program Staff Meeting  
3:30 Staff Meeting in Oak Hollow  
    Staff Supper (After Meeting)  
5:30 Check-In Begins  
7:00 Check-In Ends  
7:30 Chapel  
9:00 Tour and Orientation  
10:00 Evening Devotions  
10:30 Lights Out

## **MONDAY-THURSDAY**

7:30 Morning Devotions  
8:00 Breakfast  
8:30 Cabin Clean Up  
9:00 Skills Activity  
10:30 Cabin Time Activity  
12:00 Lunch  
12:30 Memory Verses  
1:00 Amphitheater  
1:30 Rest Time  
2:00 Free Time  
3:30 Bible Exploration  
5:00 Supper  
6:30 Chapel (Snack after Chapel)  
8:00 Evening Activity  
9:30 Evening Devotions  
10:30 Lights Out

## **FRIDAY**

7:30 Morning Devotions  
8:00 Breakfast  
9:00 Last Chapel  
10:00 Pack and Clean  
11:30 Check-Out  
12:00 Staff Lunch  
12:30 Finish Cleaning  
2:00 Closing Staff Meeting

\*\*This schedule is a sample of a Trailblazer schedule. It is subject to change. Schedules for Island Camps, Tenderfoot Camps, Ranch Hand Camps, Cowpoke Camps and Voyage camps will vary from this format.\*\*