

# *Gasconade Christian Service Camp*



## *Policy & Procedure Manual*

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# CAMP BY-LAWS

## Gasconade Christian Service Camp

Revised and adopted 4/17/2001.....72

# **DIRECTORS**

## **QUALIFICATIONS/SELECTION/TERMS**

- The board of directors shall consist of five (5) persons to be elected by the Trustees.
- As Directors' three (3) year terms expire, successors shall be elected for full three (3) year terms at each annual September meeting of the Trustees.
- Directors whose terms expire shall be eligible for re-election.
- Vacancies on the board may be filled by a majority vote of remaining Directors to serve until the next annual Trustees meeting at which time such vacancies shall be filled by election of the Trustees.
- Any Director may be removed and replaced by the vote of the Trustees at a special meeting called for such purpose.
- Each Director shall be a faithful Christian having fellowship with one of the member churches.
- A Director shall be, but not need be, a Trustee to the Trustee meetings.
- Not more than one Director shall be from any member church.

# **DIRECTORS**

## **MEETINGS/OFFICERS**

- Meetings shall be held at such a time and at such a place and upon such notice as the board of Directors from time to time determine.
- A quorum shall consist of at least three (3) Directors and all actions taken at Directors meetings shall require a majority vote of those present.
- The board of Directors shall elect from their number a Chairman of the Directors.
- The chairman shall preside at all meetings of the Directors and of the Trustees and shall perform such other duties as may be provided by the Board of Directors or by the By-Laws.
- The board of Directors shall elect a Secretary from their number.
- The secretary shall keep minutes of all meetings of the Directors and of the Trustees and shall perform such other duties as may be provided by the Board of Directors or the By-Laws.
- The Chairman and Secretary shall have the same voting rights as other Directors.
- If the Chairman or Secretary shall be absent at any Directors meeting, the Directors may select a temporary chairman or secretary to act at such meeting.
- The Chairman and Secretary shall serve for terms of one (1) year unless sooner replaced by the board of Directors.

# **DIRECTORS**

## **RESPONSIBILITIES**

- The Board of Directors shall select a Camp Manager, to be approved by the Trustees.
- The Board of Directors shall see that an audit of the accounts of the Treasurer are made at least once a year and shall present their report to the Trustees at the first meeting of the year.
- The Board of Directors shall be responsible for carrying on and supervising the general activities and business of the corporation.
- The Board of Directors is authorized to amend the corporate charter or move for the amendment of the Pro Forma Decree establishing this corporation at any time that it is necessary in order to comply with Section 501(c) (3) of the Internal Revenue Code of 1954 or the corresponding provisions of any provision of the United States Internal Revenue Code adopted thereafter.
- The Board of Directors shall set the agenda for the Trustees meeting.
- The Board of Directors shall act on behalf of the Trustees as agreed upon at a previous Trustees meeting.

# TRUSTEES

## QUALIFICATIONS/SELECTION

- All Trustees must be a baptized believer and a faithful and active member of a member church.
- Each member church may be represented at all Trustees meetings by two (2) men, one of whom may be the minister of such church.
- Said Trustees are appointed by their member churches.
- Each Trustee shall have one equal vote on all matters coming before any Trustees meeting.

# **TRUSTEES**

## **MEETINGS/OFFICERS**

- The annual meeting of the Trustees shall be held on the third Tuesday of September of each year.
- Other meetings of the Trustees may be called by the Chairman of the Directors as needed. Typically meetings are scheduled on the third Tuesday of January and April as well.
- The Camp Manager will insure that notice of all meetings shall be given to each member church at least fifteen (15) days before the meeting, and shall state the time and place of such meeting.
- A quorum will consist simply of those in attendance providing that adequate notice of such meeting was given as stated above.
- All matters coming before the Trustees shall be determined by a majority vote of the Trustees in attendance unless otherwise provided by the By-Laws or the statutes of Missouri.
- The Chairman of the Directors is also to preside as the chairman of the Trustees.
- The Secretary of the Directors is also to keep minutes for the Trustees.

# **TRUSTEES**

## **RESPONSIBILITIES**

- The Trustees shall decide whether or not to accept the Board of Directors recommendation for camp manager.
- The Trustees may, if need be, remove the camp manager but not without at least sixty (60) days notice.
- The Trustees are responsible for prescribing to the manager how the camp is to be run.
- The Trustees are to approve the expenditures of the camp.

# MINISTERS

## QUALIFICATIONS

- The board of Ministers is made up of the ministers of the camp member churches.
- “Ministers” are defined as any paid minister of a supporting church. (e.g. children’s, youth, C.E., associate, etc.)
- A church with multiple staff may send as many of their ministers to these meetings as they wish.

# **MINISTERS**

## **MEETINGS/OFFICERS**

- The Board of Ministers meet on the Thursday morning before the Trustee's Tuesday evening meeting.
- Election of officers takes place at the September meeting each year.
- The board of Ministers shall elect from their number a Chairman of the Ministers who will preside at said meetings. This is for a term of one (1) year.
- The "Chairman of the Ministers" shall be the one who brings the Minister's report to the Board of Trustees.
- The board of Ministers shall elect from their number a Vice-Chairman of the Ministers who will preside at said meetings in the Chairman's absence and perform his duties. This is a term for one (1) year.
- The board of Ministers shall elect from their number a Secretary of the Ministers who shall keep minutes of said meetings. This is for a term of one (1) year.

# **MINISTERS**

## **RESPONSIBILITIES**

- The Board of Ministers are responsible for scheduling the camp weeks each year and choosing who will be the dean(s) of said weeks.
- The Ministers are to approve any and all Junior Faculty that are to be used in any week of camp. This approval must take place on or before the April meeting.
- The Ministers may periodically decide to review the curriculum used at the camp.
- The Ministers typically have a “Dean’s Report” in the September meeting to review the weeks.
- The Camp Ministers will share ideas, concerns etc. and bring a list of recommendations to the Trustees for approval.
- It shall be the duty of the “Chairman of the Ministers” to attend all Trustees meetings held during his term of office.

# **FINANCES**

## **TREASURER/AUDIT**

- The Board of Directors, with Trustee approval, shall elect the Treasurer.
- The Treasurer may be, if so desired, the Camp Manager.
- The Treasurer shall have charge of the funds of the corporation and shall present a financial report at least annually.
- The Treasurer is responsible to the Board of Directors and the Board of Trustees.
- There shall be an audit of the accounts of the Treasurer at least once a year and a report given to the Board of Trustees at their first meeting of the year.
- It is the duty of the Treasurer to see that all payrolls are met in a timely manner.
- The Treasurer shall deposit all donations and pay all bills connected with the camp.
- The Treasurer should be in frequent contact with the Camp Manager to keep abreast of financial matters.
- Treasurer shall see that “petty cash” is available to the camp manager. The ceiling for petty cash is \$350 year round as needed.
- Treasurer shall see that the camp manager has the week’s “Dean’s Expenditure Limit” allowance in cash at the beginning of said week.

# **FINANCES**

## **DONATED MONEY FOR CAMP WEEKS**

- The Deans will inform the donor of the existing budget provided by the camp.
- If the donor still insists, then the Dean will suggest another route for the money, i.e. Building Fund, General Fund, etc.
- If the donor still insists that the money be used for the camp week, then the Dean will graciously accept the money and give it directly to the Camp Manager.
- The money will be accounted for in a special designated account/fund in the Treasurer's report.
- The Dean will account for this money in his "Dean's Report" at the end of his week.

# FINANCES

## SALARY/COMPENSATION

- Camp Manager's payment and compensation is as follows:
  - Monthly salary - \$500
  - House
  - All utilities paid (includes phone)
  - Mileage - \$.25 per business mile
- Head Cook receives \$225 per week.
- Assistant cooks receive \$185 per week.
- Retreat Cook \$100
- Camp Manager's Assistant receives \$175 per week and works 5 weeks (the week before camp opens and all camp weeks).
- The certified Lifeguard receives \$175 per week.
- The county health department provides a lice screening service during registration at each week of camp. For their service the camp donates \$50 to the health department each season.
- The wages each week's camp nurse receives varies as follows:
  - A licensed nurse receives \$200
  - A non-licensed person receives \$75

# MANAGER

## GENERAL DUTIES

### Grounds:

- Keep grounds in best possible condition at all times and ready for visitors beginning around mid-April.
- Mowing; trimming and clean up of limbs, removal of leaves, sowing of grass, needed attention given to asphalt, attention to roads, etc.

### Facilities:

- Take needed measures to see they are protected for winter and in shape for camp season.
- Do routine maintenance and general upkeep as needed or as specified by board of Directors.
- Make sure all equipment is in good safe working order by camp time.

### Pool:

- Purchase all needed supplies
- Daily care and chemical testing and treating from Memorial Day through Labor Day.

### Camp Season Preparation:

- See that grounds are sprayed.
- Prepare food and supply list for January trustees meeting, purchase all food and canteen items and other necessary supplies that are not donated.
- Secure cooks, lifeguard, nurse, and any needed kitchen help.
- Secure all supplies for first aid.
  - Work with deans for special needs
- Secure athletic equipment as needed.
  - Choose canteen manager for each week
- Choose photographer for camp season

### General:

- Keep record of all names, addresses, and school grades of all campers. The list is to be given to deans of following year by the January ministers' meeting.
- Keep separate record of canteen and kitchen orders.

- Make a full printed camp report.
- Ex-officio member of all boards (No vote).
- Work with churches for scheduling of camp grounds.
- Has the responsibility of issuing a scholarship award letter to the Bible college for all recommended applicants.
- He is to take any NON-recommended scholarship applications to the camp ministers for consideration.

**Promotion:**

- Be in every supporting church at least once a year, get to know leaders in local churches.
- Make camp promotional program with help by ministers.
- Use available free advertisements, news releases, *Lookout/Standard*, church papers.
- Have eye open to camp growth including visiting non-supporting churches.
- Keep camp mailing list up to date.

# **MANAGER**

## **DUTIES DURING CAMP WEEKS**

- Register campers on opening day and keep file on campers.
- Distribute keys (pool, canteen, etc) to the appropriate people.
- Attend and make a report at the initial faculty meeting. Have all faculty complete a “Faculty Information Form.”
- Check with Deans, cooks, canteen manager and other key personnel on a regular basis to make sure that there are no problems or needs.
- Make sure that all camp property is operating and is safe.
- Have “Dean’s Expenditure Limit” allowance on hand in cash as each week begins.
- Has final authority in enforcing the camp dress code.

# **DEANS (CO-DEAN)**

## **REQUIREMENTS**

- Must be a current camp area church minister or member.
- Must have worked at least one camp season at Gasconade Christian Service Camp.
- The Dean of any week of camp, for legal reasons, must be at least 21 years of age.
- Must be approved by the camp ministers and Trustees.

# DEANS

## RESPONSIBILITIES CHECKLIST

Preceding Camp Week - Before the April meeting:

- Select faculty
  - Assistant Dean
    - Must be a current camp area church minister or member.
    - The Dean of any week of camp, for legal reasons, must be at least 21 years of age.
  - Chapel Speaker/Evangelist
    - Can be, but need not be, from outside of the camp area. This applies only to Junior High and High School weeks.
    - Will be considered faculty and, therefore must agree to and sign the Doctrinal statement.
    - All outside special speakers must be approved by the camp ministers at the meeting preceding the beginning of the camp season.
  - Canteen workers
  - Junior Faculty
    - Any person being considered for Junior Faculty must be at least 2 grades higher than the highest grade they are to work with.
    - In addition, the person being considered must be an active member of a supporting area church.
    - The Dean must send a “Recommendation for Junior Faculty Sheet” to the minister of the prospect before the prospect is even contacted. The sheet is to be signed and returned to the Dean.
    - The Dean is to present his recommendations for Junior Faculty for final approval at the camp ministers meeting in April.
  - Camp Team (optional)
    - Camp teams are typically only used for Junior High and High School weeks.
  - Recreation Director
  - Social Hour Director (optional)
  - Teachers for classes
  - Speakers for campfire devotions
  - Missionary
  - Personnel for activities such as canoeing
  - Overseer of sports equipment
  - Musicians (song leaders, accompanists, etc.)
  - Dorm parents

- Administrative Duties
  - Prepare daily schedule (must have 4 hours between meals)
  - Make and supply camp poster/publicity
  - Have camp week theme
  - Have curriculum for classes
  - Arrange for special activities off camp ground and get permission from trustees
  - Understand what expenditures are available for your week
  - Notify faculty of their responsibilities

### Just Before Camp

- Have camp booklets ready
- Be prepared for devotional activities
- Select someone to prepare campfire
- Decide how to choose teams
- Decide how teams are to be seated at mealtime
- Decide how teams are to line up at meal time
- Give faculty handbooks or a sheet with rules on them for distribution
- Check with cooks if any special food or meals are desired.

### When Camp Begins

- Basic Responsibilities
  - Be at camp by 2:30p.m. Sunday afternoon
  - Be available for briefing with camp manager
  - Get whistle from manager
  - Give cooks a copy of your schedule
  - Look through registrations to see how many campers are baptized
  - Check with cooks about any special instructions for disposing of plates, silverware, etc. and make sure campers understand this.
- Brief Faculty on Sunday afternoon
  - Hand out faculty handbooks or sheet of rules
  - Give pep talk
  - Remind faculty “we are here for the kids”
  - Encourage faculty to know the rules & enforce them in the dean’s absence
  - Assign teaching shelters or system of rotation
  - Clarify teaching assignments and campfire devotions
  - Inform faculty of any curfew
  - Discuss your policy on faculty going to town to eat, drink, and be merry
  - Urge them not to disturb cooks or the food, especially at night
  - Inform them of phone restriction –call collect if not camp business
  - Tell them to be at all organized activities including mealtimes and devotions
  - Tell them if you want them to sit with kids at mealtimes
  - Explain use of faculty lounge

- Discuss P.D.A., sexual abuse, and pool behavior for two reasons:
  1. To avoid legal ramifications
  2. To be morally above reproach
- Clarify doctrinal issues including:
  1. Salvation responses are not complete without baptism
  2. Exercise of or teaching of spiritual gifts such as speaking in tongues, casting out demons, or raising the dead
  3. Tangents concerning the second coming of Christ
- Clarify point system if used
- Brief Campers by Sunday evening
  - Give pep talk
  - Hand out booklets
  - Introduce faculty
  - Go over rules
  - Get keys to cars
  - Explain phone policy
  - Speak to them about P.D.A. (public display of affection-or anger)
  - Explain visitor policy
  - Explain hat policy and dress code
  - Reinforce music (tape & radio) policy
  - Discuss need for dean's permission when leaving camp
  - Inform them that faculty lounge is off limits unless permitted by faculty member for counseling
  - Tell them to be quiet and stay in bed in the morning until whistle blows or nature calls

### During Camp

- Be up before the kids
- Maintain daily schedule using whistle as necessary
- Oversee all corporate meetings
- Be available for or delegate counseling of campers or faculty
- Regulate phone calls
- Deliver offering to camp manager
- Explain scholarship fund
- Have staff meetings daily or as needed for prayer, encouragement, or discussion
- Discourage dangerous activities
- Oversee offerings and encourage them to give without penalizing or manipulating them
- Distribute mail at evening meals
- Deal with visitors and enforce visiting rules
  - Visiting hours are over when campfire time BEGINS.

- No visitors are allowed to spend the night on the camp grounds
- Counsel or oversee counseling of campers who make decisions. This includes notification of church leaders and parents as necessary.
  - Deans must contact the parents and local minister(s) of each camper who indicates a desire to be baptized, prior to the baptism.
  - Each Dean is to insure that baptismal certificates are issued (the camp manager has them) and that the proper reports are made to the camp manager.
- Make sure parents are notified if child is injured (Noticeably)

#### Before You Go Home

- The camp grounds are to be thoroughly cleaned.
  - All paper, soda containers, trash, etc. are to be picked up from the grounds.
  - Dorms are to be completely cleared out and swept.
  - Set up a “Lost & Found” area and find the owners of lost articles.
- Deans are to fill out a “Dean’s Report” before he leaves the camp grounds on the last day of his week.
- The Dean is to be present (or designate another adult) on the camp grounds until the last camper leaves.

# DEANS

## EXPENDITURES LIMIT (BUDGET)

The Dean of each camp week/retreat has been given an “**Activity Fund**” by the Camp Trustees to divide at his discretion. Following are some guidelines:

- This money is “available” to each Dean but it is certainly not mandatory that you use it or make it your goal to spend it all. Stewardship is needed!
- Speakers and missionaries do NOT come out of the below budgets. This fund is not even to be used to “supplement” money given to a speaker or missionary.
- Examples of things that the “activity fund” could be used for might include: watermelons, ice cream, popcorn, water balloons, supplies for social hour, etc.
- All items purchased with this fund become and remain the property of the Gasconade Christian Service Camp.

Each Dean is to submit their proposed budget to the Trustees by either the January or April Meeting for approval. The Activity Fund for each week is set at the following amounts:

- Missionaries are guaranteed \$300 (from the general fund) but, of course, if the offering is higher they will get that.
- An outside speaker may be paid up to \$300 (\$150 for retreat speakers) from the general fund (this option is not available to weeks below Junior High). A speaker from within the camp area is not to be paid.
- A “camp team” must be considered as either the “missionary” or the “speaker.” There may be times when they qualify as both.

# **DEANS**

## **CURRICULUM COMMITTEE REPORT**

August 24<sup>th</sup> & 31<sup>st</sup> (Revised 3/6/92)

### **Curriculum Committee:**

Dale Wands, Chairman; John Davenport, Jim Epperson, Merwyn McMillan, Terry Lutz, Damon Jones, and William J. Bennett

The Curriculum Committee was organized at the April Camp Ministers Meeting, the members appointed by chairman Mac, for the purpose of reviewing the present curriculum of Gasconade Christian Service Camp, looking at material used by other Christian Service Camps, and updating or otherwise revising the curriculum for future use with the campers at our own facility. The individual age groups were considered and the following changes or additions were made for the Ministers' and Trustees' consideration:

### **1<sup>st</sup> Chance Grades 2 & 3**

#### Recommendation:

- Allow the Dean the freedom to choose a theme and relative classes, e.g., Bible Characters, relationships (such as Mary and Martha, David and Jonathan, Jesus and His Father, etc.). Suggested were 20 minute classes, perhaps a few of them.
- Objective: To introduce the entire scope of Camp. Use variety as necessary.

### **Junior Week Grades 4 & 5**

#### Recommended curriculum for 4<sup>th</sup> grade:

1. Jesus Is God's Son:
  - Aim: To acquaint the young people with who Jesus is and why he came.
  - Objective: Introduce the young people to the Bible – the whys of Christ's life and sacrifice.
2. This Is God's World:
  - Aim: To acquaint the young people with the fact that God not only created the world but still claims ownership of it. He is involved in its operation.
  - Objective: After two days the students should be able to recite what God created on each of the six days.

### 3. The Bible Is God's Word:

- Aim: To acquaint the young people with the fact that the Bible is God's word to us and help become familiar with how to use it.
- Objective: After two days the students should know:
  - a. Two main divisions of the Bible (O.T. and N.T.)
  - b. How to find books in the Bible
  - c. How to find the chapters and verses in the Bible

### Recommended Curriculum for 5<sup>th</sup> grade:

#### 1. O.T. Heroes

- Aim: This is intended to be a simple introduction to the Old Testament through some of its heroes.
- Objective: To acquaint the students with the stories and where they are found. Suggestions: Deal with at least one of the heroes from each of the following time periods of the Old Testament:
  - a. The first family (Adam or Abel)
  - b. The Empire (Saul, David, Solomon)
  - c. Patriarchs (Abraham, Isaac, Jacob, Joseph)
  - d. Prophets (Elijah, Isaiah, Daniel)
  - e. Becoming a Nation (Moses, Joshua)

#### 2. Prayer

- Aim: This course should cover the scope of prayer for a child's viewpoint, covering the following areas:
  - b. Jesus' prayer life and teaching on prayer
  - c. The apostles' practice and teaching on prayer
  - d. God's answers to prayer
  - e. Right and wrong kinds of prayer
  - f. Examples of Bible prayers
- Objective: To teach the child to whom, how, when, and for what to pray.

#### 3. Our Father's World

- Aim: To instruct the student on the Biblical account of creation God's ownership of His created world to the present day.
- Objective: To show the child God's ownership and our stewardship.

#### 4. Bible Drills

- Aim: To acquaint the young people with the books of the Bible, to show the divisions and grow familiar with its content.
- Objective: To show the child the structure of the Bible and how to use it.

### **Intermediate Week Grade 6**

### Curriculum for 6<sup>th</sup> grade:

1. New Testament Heroes
  - Aim: This is intended to be a simple introduction of the New Testament through some of its heroes.
  - Objective: To show the character of men and women God uses, both in the past and today.
2. How To Become A Christian
  - Aim: This class should teach the student the answer to the question, “What must I do to be saved?”
  - Objective: To acquaint the student with Biblical accounts of conversions to Christ, and a step-by-step study leading to “coming to Christ.”
3. God’s Ownership
  - Aim: To acquaint the young people with the fact of God’s ownership of all things through Creation and the responsibilities that accompany owning possessions.
  - Objective: To show the child’s ownership and our stewardship made practical and Biblical.
4. Bible Stories
  - Aim: To inspire students to live a Godly lifestyle through the examination of scriptural examples.
  - Objective: To offer practical examples for living a lifestyle pleasing to God by showing Old and New Testament men and women and God’s rule in their lives.

### **Junior High Week Grades 7-9**

#### Recommended Curriculum for 7<sup>th</sup> Grade:

1. Becoming A Leader
  - Aim: An introduction to the work of the Church as carried on from the New Testament through present day leaders of the Church.
  - Objective: To introduce the young people to leadership qualities of men and women used by God, and to show them through present day examples of leaders, their value to God as a potential leader of others. Suggestions: Use present day examples of leaders from the following areas of Christian service:
    - a. Preachers
    - b. Church
    - c. Restorers
    - d. Educators

- e. Missionaries
- f. Local Leadership (etc.)

## 2. How To Worship

- Aim: To acquaint the young people with the Biblical form of worship by the early Christians, as well as Jesus' commendations for true worship.
- Objective: To teach the student how to worship daily and what constitutes true worship. Suggestions:
  - a. Acts 2:42 as a basis
  - b. Praise passages from Psalms (etc.)
  - c. Analyze a modern day worship service (etc.)

## 3. Christian Stewardship

- Aim: To show that our lives and possessions should be used as God wants.
- Objective: To acquaint the young people with Jesus' teachings on proper Christian use of time, talents, possessions, life. Recommended use of the parables for Bible basis.

## 4. Bible Facts

- Aim: To serve as an introduction to basic doctrine of the Christian faith.
- Objective: To acquaint the young people with Bible facts concerning God's purpose through or in the following areas: Creation, Sin, Faith, Death and Burial, Resurrection.

### Recommended Curriculum for 8<sup>th</sup> Grade:

#### 1. Footprints Of Jesus In History

- Aim: To give the students an understanding of the prophetic framework into which Jesus was born and lived to the time of His baptism.
- Objective: The study should involve a listing of some of the prophecies and fulfillments of Jesus (from Genesis 3:15 to His ascension). An emphasis on the "pre-history" of Jesus should also be accomplished through Deity passages.

#### 2. Changed People In New Testament Times

- Aim: To consider the New Testament conversions for the purpose of giving the young people a better understanding of what takes place in each of these accounts
- Objective: To provide a clear understanding of the change which takes place in a person's life through the acceptance of Christ, by viewing N. T. accounts of changed people.

### 3. Who Am I?

- Aim: A study on a positive self-image which can result from a growing relationship with Christ and understanding of Biblical teaching on the subject.
- Objective: To develop a healthy, Godly attitude about oneself and how one changes through a Biblical study in the following areas. Suggestions:
  - a. Physically
  - b. Spiritually
  - c. Socially
  - d. Emotionally
  - e. and Who am I allowing to change me (peers)?

## **Senior High Grades 9-10**

### Recommended Curriculum for 9<sup>th</sup> Grade

#### 1. How To Use The Bible And Its Helps

- Aim: To make the student confident in his ability to handle the Word of God, thus making it possible to grow and to win others to Christ.
- Objective: To teach the students to use their Bibles effectively and accurately, using an emphasis on daily personal study, the use of “Bible Helps” such as Concordances, references, etc.
- Suggestions:
  - a. II Timothy & others as a Biblical basis

#### 2. Christ And His Friends

- Aim: To create a better understanding of Jesus’ teaching and relationship to His followers.
- Objective: To acquaint the students with events in the life of Jesus which reveal His purpose on earth and His teaching to the apostles regarding their responsibilities, with an emphasis on Jesus’ teaching and example regarding servanthood.

#### 3. The Church: Christ’s Earthly Body

- Aim: To give the student a better understanding of the workings of the church as Christ purposed it.
- Objective: To present a Biblical view of the Church, both early and modern day, by discussion of the following areas:
  - a. The founder and foundation
  - b. The Name
  - c. The Organization (church leaders)
  - d. Policy
  - e. The Church Triumphant

4. Christian Use of Time, Talents, and Things
- Aim: To introduce the young people to God's calling to His people for service to Him both now and vocationally.
  - Objective: To present a Biblical foundation for God's ownership and expectation for faithful use of time, talents, and possessions.

5. Missions
- Aim: To acquaint the young people with the teachings and duties of the mission of the church to the world far and near.
  - Objective: To present Biblical accounts of missionary service and teaching, as well as a look at modern-day examples of missionaries and mission fields today.

### Recommended Curriculum for 10<sup>th</sup> Grade

1. The Triumph of Christ
- Aim: To teach a clearer understanding of Jesus' redemptive work.
  - Objective: The study in this course deals with Christ's final week of life, including the death, burial, resurrection, and ascension accounts in Scripture.
2. Christian Ordinances and Practices
- Aim: To teach a working understanding of the Christian ordinances of baptism and communion.
  - Objective: To teach a clear, practical understanding of the purpose and reason for baptism and the purpose and reason for the Lord's Supper.
3. Christian Use of Life
- Aim: To provide the student with principles of Christian living, and Biblical instruction for determining moral absolutes.
  - Objective: To teach the young people that one's life belongs to Christ and should be lived accordingly.
4. Return to Our Roots
- Aim: This study should bring the student to an awareness of church history from Pentecost to the present with special emphasis on the Restoration years.
  - Objective: To give a Biblical and historical background for our church heritage, its effects on today's church, and the personal responsibilities included.

## Senior High Grades 11-12

### Recommended Curriculum for 11-12 Grade

- Discussion proceeded here as well that a new format entirely might want to be considered to separate the upperclassmen from the lower age high school groups (This has been implemented). Then a Bible study format should be used during the week of camp. E.g. a Bible book should be studied and the various classes and electives would center around the theme of the book studied.
- It is further recommended that electives be of a contemporary nature, offering sound Christian Biblical response to current issues. Possible topics might include:
  - g. Dating
  - h. Chastity
  - i. Aids
  - j. The Pro-life stance
  - k. Suicide
  - l. Evangelism
  - m. Family life
  - n. Career Choices
  - o. Campus Ministries
  - p. Etc.

Respectfully submitted and dutifully typed with vast amounts of frustration, weeping and gnashing of teeth, etc.

Damon Jones  
Secretary for Camp Ministers

Revised 3/6/92

# DEANS

## JUNIOR FACULTY RECOMMENDATION

At Gasconade Christian Service Camp we believe that young people matter to God. We desire for young people to come to know Christ and to grow in Him. We create weeks of camp with that purpose in mind. Each dean is responsible for recruiting his faculty for the week. During this process, there arises opportunities for young people to serve as junior faculty. These times provide a great time for the student to grow.

Serving as junior faculty is a privilege and comes with responsibility. This form is in your hands in order to create more accountability. It is also intended to safeguard our weeks to make them flow as smoothly as possible. It is intended to be filled out by an individual who knows of the applicant's character. Please read the following as a guideline of some of the criteria we look for in junior faculty:

- Trustworthy – Is he/she capable of fulfilling tasks?
- Dependable – Does he/she complete the task or make sure it is done?
- Christian Example – Does he/she do their best to be a witness for Christ?
- Spiritual Growth – Does he/she possess a desire to grow in the Word?
- Fellowship – Is he/she active in church activities/youth ministry?

The above traits are important to us. The student who serves as junior faculty will be looked upon as an example to the campers for that week. We want a student who is committed to Christ and growing in Him. I Timothy 4:12 will be helpful for you to know what is meaningful as well. Thank you for your time and willingness to help make our camp a great place for youth to grow.

I submit to the best of my knowledge that the applicant would be a good choice for junior faculty. They display the character needed for fulfilling such a role and I recommend them to you at this time.

\_\_\_\_\_ (Print Applicant's Name) is an immersed believer who displays the character needed for fulfilling such a role and I recommend them to you at this time.

Signature of Minister or Elder	Date	Church Name
Signature of Applicant	Date	
Grade Applicant will be	Week(s) you would like to work	

# DEANS

## JUNIOR FACULTY MEDICAL RECORD

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

1. Is worker in good health? If "NO", explain \_\_\_\_\_

2. Does worker have any allergies? If "Yes" explain \_\_\_\_\_

3. Does worker have any of the following, please check all that apply:

Diabetes\_\_\_\_ Epilepsy\_\_\_\_ Heart Disease\_\_\_\_ Asthma\_\_\_\_

4. Date of last Tetanus Booster \_\_\_\_mm \_\_\_\_dd \_\_\_\_yy

5. Permission to give Tylenol? \_\_\_\_\_

6. Is Worker permitted to participate in sports or games? \_\_\_\_\_

7. Does worker take any medications, prescriptions, or otherwise? \_\_\_\_\_ If "Yes" all medications are to be given to the nurse.

8. Has worker been exposed to any contagious diseases in the past two weeks? \_\_\_\_ If "Yes", what? \_\_\_\_\_

9. Does worker have any ash or open sores? \_\_\_\_\_ If "yes", where? \_\_\_\_\_

10. In the event of an emergency where medical treatment is required, I GIVE MY PERMISSION TO GASDONADE CHRISTIAN SERVICE CAMP staff or church youth sponsor to authorize any and all medical services and/or procedures, including surgery, if necessary, from a licensed physician. Gasconade Christian Service Camp will attempt to notify the parent or legal guardian prior to the utilization of such services. I, THE UNDERSIGNED, agree to hold Gasconade Christian Service Camp harmless against any claim of liability or loss for personal injury, property damage, or economic loss which may arise as a result of the applicant's participation in the activities of Gasconade Christian Service Camp.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

# CANOEING CHECKLIST:

## First Check (Complete before you leave the campgrounds):

How many: lifejackets? \_\_\_\_\_ Paddles \_\_\_\_\_

Canoes \_\_\_\_\_ People Canoeing \_\_\_\_\_

**MAKE SURE ALL EQUIPMENT IS SECURELY FASTENED AND ATTACHED.  
REMIND THOSE CANOEING TO RIDE IN THE SAME VAN ON THE WAY BACK**

## Second Check (Complete at drop site-the river):

Count number of people canoeing once seated in canoes: Total \_\_\_\_\_

Make sure all people have a lifejacket: \_\_\_\_\_

Make sure there are two (2) paddles per canoe: \_\_\_\_\_

Make sure rules are given, which include: Do not hit the paddles on the water, do not get ahead or behind the adults, do not jump off cliffs or logs, and if you can't swim wear your lifejacket at all times. \_\_\_\_\_

## Third Check (Complete at pickup site-the river):

How many: lifejackets? \_\_\_\_\_ Paddles \_\_\_\_\_

Canoes \_\_\_\_\_ People Canoeing \_\_\_\_\_

**MAKE SURE ALL EQUIPMENT IS SECURELY FASTENED AND ATTACHED.**

**COMPARE THESE NUMBERS TO THE FIRST CHECK**

**TELL THEM TO BE IN THE VAN THAT DROPPED THEM OFF!**

### NAMES OF THOSE CANOEING:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_
11. \_\_\_\_\_
12. \_\_\_\_\_
13. \_\_\_\_\_

14. \_\_\_\_\_
15. \_\_\_\_\_
16. \_\_\_\_\_
17. \_\_\_\_\_
18. \_\_\_\_\_
19. \_\_\_\_\_
20. \_\_\_\_\_
21. \_\_\_\_\_
22. \_\_\_\_\_
23. \_\_\_\_\_
24. \_\_\_\_\_
25. \_\_\_\_\_
26. \_\_\_\_\_

Check that all people are in the van before you leave!

Check that all people are in the van before you leave!

# FACULTY

## GUIDELINES

- Dorm Parents
  - There must be at least one dorm parent on each side of the dorm.
  - Responsible for making sure campers are in bed at the prescribed time.
  - Responsible for keeping candy, wet towels and other unacceptable items out of dorms.
  - See that dorms are kept orderly and clean.
  - Responsible for keeping campers in bed until the prescribed time.
- Junior Faculty
  - They are not to, under any circumstance, leave the camp grounds.
  - They are directly responsible to the Dean(s) and all other adult faculty.
  - They must be in the dorms no later than 2 hours after the official “lights out” unless an earlier time is stipulated by the Dean.
- Directives for Faculty’s & Staff’s children
  - Children should be “not seen & not heard” during any and all teaching sessions.
  - They must go to bed at least as early as the campers do.
- General
  - They are not to leave without permission from camp Dean.
  - Counseling with the opposite gender is only permitted if done in an open and visible area.
  - The use of illegal drugs, tobacco and alcohol, etc. is strictly forbidden.
  - No vulgar, abusive or threatening language will be tolerated.

# FACULTY INFORMATION FORM

Gasconade Christian Service Camp is committed to the safety and protection of our youth and children while they are in our care. For this reason and for legal protection, this form **MUST BE FILLED OUT COMPLETELY** prior to you serving at Gasconade Christian Service Camp. Please sign the bottom of the form. If you are under 18 years of age, you must have the medical release form signed by a parent or guardian. (This form will be kept on file in the camp office and not open to the public.)

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Date of Birth \_\_\_\_mm \_\_\_\_dd \_\_\_\_yy Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

Church \_\_\_\_\_ How long have you been a member? \_\_\_\_\_

If you are a student, what grade are you in? \_\_\_\_\_ Are you an immersed believer in Christ?  
\_\_\_\_\_

List any church activities or ministries you've been involved with in the past year.

\_\_\_\_\_  
\_\_\_\_\_

List the weeks that you are working at the camp:

Session:

Recruited By:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you ever been convicted of child abuse, molestation or any abuse/sex offense? Yes or No  
If the answer is yes, please explain:

Have you ever been convicted (except for minor traffic offences) of any other crime(s)? Yes or No  
If the answer is yes, please explain.

References: if you have never served as a counselor at GCSC, please list two references:

Name:	Phone:	What connection to you?
_____	_____	_____
_____	_____	_____

Please read and sign below:

“The above information is true to the best of my knowledge. I understand and agree that, to the extent permitted by the Missouri law, Gasconade Christian Service Camp may secure criminal history information about me. I am a committed Christian, and I will do my best to conduct myself in a manner as to cause no question to the name of Christ or to the ministry of Gasconade Christian Service Camp.”

\_\_\_\_\_ Date \_\_\_\_mm \_\_\_\_dd \_\_\_\_yy  
Signature

# STAFF

## COOKS

- **Salary:** Head Cook \$225 per week. Assistant Cooks \$185 per week.
- **Qualifications and Requirements:**
  1. Must report to the Camp Manager each Sunday of the camp week promptly at 2:30p.m.
  2. Head Cook is under the direct supervision of the Camp Manager.
  3. Head Cook is to meet with the Camp Manager prior to January's trustees meeting to:
    - a. Prepare donation list.
    - b. Plan menu.
    - c. Coordinate the ordering of food.
    - d. Organize church support list...dates, times, snacks, & responsibilities.
  4. The Head Cook is to work with the Camp Manager in getting the kitchen ready for the camp season. This involves cleaning the kitchen a week before camp begins, ordering food, stocking the pantry and freezer.
  5. Each week the Head Cook is responsible for submitting all grocery orders
  6. Assistant Cooks are under the direct supervision of the Head Cook and are responsible to assist the Head Cook in any way possible.
  7. Daily Responsibilities:
    - a. Prepare each meal scheduled for the week.
    - b. Assist adult volunteer help during noon meal.
    - c. Supervise kitchen help.
    - d. Supervise the preparation and cleanup of nightly snacks scheduled in advance by the Deans.
    - e. Ensure towels/dishcloths are washed as needed.
    - f. Ensure that kitchen and cafeteria are clean at the end of each week and that all food is properly stored or disposed of before leaving camp.
  8. Report any trouble with kitchen equipment immediately to the manager.
  9. Report any complaints or trouble with kitchen help directly to the manager.
  10. Notify Camp Manager if you must leave campgrounds.
  11. Applicants must adhere to the following camp rules:
    - a. No drugs, tobacco, alcohol, etc.
    - b. No vulgar or abusive language.
    - c. All Clothing must be modest and decent.

# STAFF

## LIFEGUARD

- **Salary:** \$175 per week.
- **Qualifications and Requirements:**
  1. Applicant must be a certified lifeguard.
  2. Check in time for each camp week is Sunday at 2:00 p.m.
  3. Lifeguard must be available from 11:00 a.m. until 10:00 p.m. each day.
  4. Lifeguard is directly responsible to the Dean of the week and must coordinate swim times with him.
  5. Lifeguard will be responsible for care and maintenance of the pool each day before swimming begins.
    - a. Vacuum and skim every morning and as needed.
    - b. Check chemicals each morning.
    - c. Sweep pool area as needed.
  6. Applicants must adhere to the following camp rules:
    - a. No drugs, tobacco, alcohol, etc.
    - b. No radios, cassette players, comic books, etc.
    - c. No vulgar or abusive language.
    - d. All clothing must be modest and decent.
  7. Lifeguard must adhere to and enforce all pool rules, and may restrict swimming privileges of any violators, including faculty, as they deem necessary.
  8. Pool rules are as follows:
    - a. Rope must be kept in place while campers are swimming.
    - b. No two-piece swimwear
    - c. Ensure that each camper has taken a shower prior to entering the pool.
    - d. No camper is allowed in the deep end until they have completed a swimming test (must be able to swim across the length of the pool twice).
    - e. No running.
    - f. No diving from side of pool or side of diving board.
    - g. No dunking by anyone at anytime.
    - h. No rocks are to be thrown into the pool.
    - i. ALL rules must be enforced – swimming privileges may be revoked.
  9. ALL injuries must be reported at once to the camp nurse and the camp manager.
  10. All meals and lodging are provided.

# STAFF

## MANAGER'S ASSISTANT

- **Salary:** \$175 per week (5 weeks)
- **Qualifications and Requirements:**
  1. Applicants should be 18 or older.
  2. Applicants must be a member of the Christian Church.
  3. Applicants must adhere to the following camp rules:
    - a. No drugs, tobacco, alcohol, etc.
    - b. No radios, cassette players, comic books, etc.
    - c. No vulgar or abusive language.
    - d. All clothing must be modest and decent.
  4. General Duties and Responsibilities:
    - Each Meal:
      - a. Report to Head Cook one hour before each meal.
      - b. Set each table with required items according to the menu and instructions from cooks.
        - 1) Set up drink dispensers, ice bowl, & glasses/cups on side table.
        - 2) Place napkins, silverware, bowls, trays or plates on serving bar.
        - 3) Help prepare salad bar and place fruit and/or dessert on side table.
        - 4) Assist cooks with other duties as needed.
    - After Each Meal:
      - a. Remove all items from tables and put in their proper places.
      - b. Wash off dining tables and chairs ensuring all food is removed.
      - c. Stack chairs on dining tables after every meal.
      - d. Empty drink dispensers and wash side tables.
      - e. Unload and wash salad bar and empty ice.
      - f. Empty all trashcans including those outside and replace can liners.
      - g. Sweep and mop floors thoroughly (including kitchen).
      - h. Replace chairs under tables.
    - Daily:
      - a. Clean all dorm bathrooms...
        - 1) Scrub sinks and stools.
        - 2) Sweep and mop floors (with bleach water).
        - 3) Empty all trashcans, replacing liners.
        - 4) Fill tissue and towel holders as needed.
      - b. Clean dining hall bathrooms each morning between breakfast and lunch.
      - c. Empty trashcans replacing liners, at the canteen and faculty lounge.
      - d. Other duties as deemed necessary by Camp Manager.
  5. Applicants will be responsible to the Camp Manager concerning on-duty and off-duty hours.
  6. Applicants must not leave campgrounds without permission from the Camp Manager.

# STAFF

## NURSE

- **Salary:** \$200 per week – licensed / \$75 per week – non-licensed.
- **Qualifications and Requirements:**
  1. The First-aid person is to remain on the campgrounds 24 hours a day during the camp week. If they must leave they are to let the Camp Manager know (If Manager is gone, report to the Dean).
  2. First-aid person is to investigate all reported sickness or injuries that occur during the camp week.
  3. It is the First-aid person's responsibility to inform the Dean AND Manager of any sickness or injury.
  4. Contact the doctor and parents when necessary, completing all insurance forms as required.
  5. Responsible for collecting all prescription drugs from campers and administers as prescribed.
  6. Must report to the Camp Manager each Sunday of the camp week promptly at 2:30 p.m.
  7. Is under the direct supervision of the Camp Manager and is responsible to him.
  8. Applicants must adhere to the following camp rules:
    - a. No drugs, tobacco, alcohol, etc.
    - b. No vulgar or abusive language.
    - c. All clothing must be modest and decent.

# STAFF

## PHOTOGRAPHER

- **Salary:** None
- **Qualifications and Requirements:**
  1. The camp photographer, chosen by the camp manager, is responsible to take the official camp photo of each camp week.
  2. He/she must discuss with the week's Dean the best time for the photo to be taken. It is strongly urged that the photo be taken as early in the week as possible.
  3. The photographer, along with the Dean, line up the faculty and campers and take the photo.
  4. He/she finds out from the Dean how many pictures need to be printed.
  5. He/she must check with the camp manager to get the money for the printing costs.
  6. The photographer is responsible to go to Wal-Mart, have the 4 X 6 photographs printed and return them to the Dean.

# STAFF APPLICATION

**Applications must be mailed to:**

Gasconade Christian Service Camp  
20500 Ridge Lane  
Waynesville, MO. 65583

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Applicant's Church \_\_\_\_\_

Please circle the position you are applying for:

Nurse/First Aid      Head Cook/Cook      Assistant Camp Manager      Life Guard

Please circle week(s) of camp you are available to work:

Junior/first chance      Intermediate      Junior High      High School

I, the undersigned, have read the above requirements and job description and will abide by the rules of the Gasconade Christian Service Camp.

*Applicant's Signature* \_\_\_\_\_

# SEXUAL HARASSMENT POLICY

Gasconade Christian Service Camp is a place where individuals may come and receive the teachings of the Bible in a Christian atmosphere. The very nature of this camp and its programs deter the possibility of sexual harassment, but in order to satisfy the requirements of our temporal obligations, this policy is hereby written

1. All faculty and staff (whether paid or volunteer) will be expected to conduct themselves in a manner which promotes the utmost in Christian character and integrity.
2. At no time will off-color, obscene, or other unchristian behavior be tolerated. This includes language, gestures, physical contact, and other related behavior.
  - a. Biblical morality shall rule in regards to physical contact such as, one's hand resting upon another's leg, one's arm around another's waist, kissing, etc.
  - b. Biblical morality shall rule in regards to language, eye contact, and other ways that might be interpreted as sensual.
3. At no time will male faculty or staff members counsel, visit, or otherwise be alone with female camper, but shall remain in the sight of other faculty, staff, or campers while with a female camper.
4. At no time will female faculty or staff members counsel, visit, or otherwise be alone with a male camper, but shall remain in the sight of other faculty, staff, or campers while with a male camper.
5. Interpersonal relationships between faculty, staff, and campers will be conducted in such a way as to be consistent with Biblical morality.
6. Any violations of this policy will be handled in the following order:
  - c. The Dean(s) of the week will evaluate any report of a violation of the Sexual Harassment Policy.
  - d. If, after a review of the reported violation, the Dean(s) suspect a policy violation, the accused party(s) will be interviewed by the Dean(s) of the week and the Camp Manager. If a female is accused, a female staff member should attend the interview. If a male is accused, a male staff member should attend the interview.
  - e. A written report will be made by the Dean(s) and filed by the Camp Manager concerning the Sexual Harassment Policy violation and action taken.
  - f. If the violation is substantiated, then the accused party will be dismissed from the camp program by normal procedures, the local church leadership of the accused will be notified, and other authorities as the situation necessitates.

- g. The issue will then be taken up by the Camp Directors at the next Camp Director's Meeting to find if any other action needs to be taken.

# **DOCTRINE**

## **GCSC DOCTRINAL STATEMENT**

**It has been decided that no person be allowed to teach at any Gasconade Christian Service Camp sponsored activity unless they hold to the following beliefs:**

1. We believe and teach that the Bible is God's inspired word, inerrant and complete, holding the message of Salvation (2 Timothy 3:14-17; 2 Peter 1:19-21).
2. We believe God created the heavens and the earth in six literal days (Genesis 1; Exodus 20:11).
3. We believe sin has brought the consequence of physical death and spiritual separation from God to all mankind. (Genesis 3:19; Romans 3:23; Romans 5:12-17; Isaiah 59:2; Ephesians 4:18; Colossians 1:21).
4. We believe God loves mankind and has instituted a plan to reconcile man with Himself and is revealed in the Bible (John 3:16).
5. We believe God sent His Son, Jesus, born of a virgin, to be the Christ who lived a sinless life, died as a sacrifice for the sin of mankind upon the Roman cross, was buried, three days later was raised to life, is now in heaven reigning as King, and will return at God's command to raise those who have been reconciled to God through Him to eternal life (John 3:16; Luke 1:26-37; 1 Peter 2:22; 1 John 2:2; John 19:16-18; Mark 15:46-47; Mark 8:31; Revelation 17:15; 1 Thessalonians 4:13-18).
6. We believe the invitation of God to have salvation, to be reconciled with Him, is revealed in the Gospel concerning His Son, Jesus Christ (Romans 1:16-17; 1 Corinthians 15:1-8).
7. We believe God judges a person right with Him as they accept and obey the Gospel message about His Son (Romans 3:22-24).
8. We believe each person must place their faith in Jesus as Lord and Savior of their lives (Romans 3:25-26).
9. We believe each person must believe the Gospel message about Jesus' death, burial, and resurrection (1 Corinthians 15:1-8).
10. We believe each person must repent from their sinful lifestyle and turn to Jesus as Lord of their lives (Acts 3:19).

11. We believe each person must confess Jesus is the Christ the Son of the living God in word and lifestyle (Matthew 16:16; Romans 10:9).
12. We believe each person must be immersed, baptized, for the forgiveness of sins and to receive the gift of the Holy Spirit (Acts 2:38; Acts 22:16; Mark 16:15-16).
13. We believe each person must live their life in reverence to God, and in obedience to the commands of the New Testament (Acts 14:22; 2 Thessalonians 1:5-10; Hebrews 10:28-29).

I have read the above “GCSC Doctrinal Statement” and agree with its content.

---

(Signature)

# **REGISTRATION**

## **DETAILS OF ACTUAL PROCESS**

- Arrive no earlier than 2:30 p.m.
- Go to the Administration building FIRST (upper level). No campers are allowed in the dorms until after they have finished the registration process.
- In the registration area you will register and pay.
  - Some churches pay a percentage or all of the camper's registration costs.
  - There is NO charging. This applies to churches as well as individuals.
- Canteen cards are to be purchased during the registration process.
- While in the upper level of the administration building, T-shirts, caps, etc. will be available for purchase.
- After the camper has finished upstairs he/she must go to the lower level to have their head checked.
- The camper goes to the camp nurse's office (lower level) and turns in their medical form and any medications they may have.
- The process is now finished and camper may take their things to the dorms.

# REGISTRATION

## SAMPLE

### Gasconade Christian Service Camp

The camp is located 5 miles north of Waynesville on Hwy. T. After 5 miles, turn right at the camp sign. Then proceed another ½ mile to the camp entrance on the right.

#### Mailing Address

Gasconade Christian Service Camp  
20500 Ridge Lane  
Waynesville, MO ~ 65583

#### Telephone Number

573-774-5395

#### Website

[www.gasconadecamp.org](http://www.gasconadecamp.org)

#### Camp Manager

Jason Leinbaugh

### Coming to camp

**Do not come to camp before 2:30 p.m. Sunday afternoon.** Registration is from 2:30-4:30 p.m. Campers are not allowed to go to the dorms before they go through the registration process. First chance registration begins at 3:00 p.m. on Thursday.

### Visitors

Visitors are allowed, however, it is recommended that they don't hinder the camper from participating. All visitors must leave before campfire begins, and not arrive before supper. Visitors must pay for any meals. **Visitors are not to spend the night**

### Leaving the Camp

For the camper to get the full effect of camp, we strongly encourage them to stay here at the camp. They may miss a game, or work, but missing a chance to hear the gospel is worse. However, if in the case they must leave, the Camp Dean must sign them out to a parent/guardian/responsible adult

### RULES

- No one is permitted to leave the camp without permission from the camp dean
- The use of illegal drugs, tobacco, and alcohol, etc., is strictly forbidden
- Any sickness or injury must be reported to the camp nurse
- The recreational director has complete authority in all matters of recreation and the recreation equipment
- No vulgar, abusive, or threatening language will be tolerated
- All campers will be under the supervision of the Dorm parents
- Modesty and decency shall prevail in dress. No two piece swimsuits. Shorts will be strictly controlled due to past abuses
- Evening activities may require a more "dressed up" attire
- No one will be absent from class, chapel, or any other activity unless they have the nurse's or dean's permission
- Each camper must report to the camp nurse before going to the dorm on registration day for a health check

## What to pack and bring to camp

**Bible-** New and Old Testament (paper and pencil too)

**Bedding-** Sheets (single), pillow, blankets (or sleeping bag)

**Toiletry-** Towels, soap, shampoo, toothpaste, toothbrush, etc.

**Recreation-** Ball glove, Frisbee, modest swimsuit, sandals

**Money-** for cost of registration, t-shirt (optional), canteen card (optional, but strongly encouraged), mission offering, or camp CD/DVD (will be mailed following camp, purchase when picking up kids)

**Attitude-** Camp is life changing, so be prepared to have fun and learn!

## What NOT to pack

Cassette, CD, MP3, mini-discs players; radios, cell phones, pagers, gameboys; skateboards, bikes, rollerblades, food, candy, soda, fireworks, or comics are not permitted on the camp. If any of these of items are found they will be taken away; they will be returned before going home.

*Please Note~* Registration, t-shirt, and canteen may all be paid with one check. Make check to GCSC

## REGISTRATION/MEDICAL FORM

Camper Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Age \_\_\_\_\_ Grade this fall \_\_\_\_\_ Phone Number ( ) \_\_\_\_\_ - \_\_\_\_\_ Military Yes/No

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Emergency Numbers ( ) \_\_\_\_\_ - \_\_\_\_\_ Relationship/Name \_\_\_\_\_

Emergency Numbers ( ) \_\_\_\_\_ - \_\_\_\_\_ Relationship/Name \_\_\_\_\_

Is the camper an immersed believer? Yes/No Home Church \_\_\_\_\_

Has the camper attended Camp before? Yes/No If Yes, how many years \_\_\_\_\_

Does the camper have any pre-existing medical/emotional conditions? Yes/No Explain  
\_\_\_\_\_

Does the camper have allergies? Yes/No List them \_\_\_\_\_

Diabetic Yes/No Epilepsy Yes/No Heart Disease Yes/No Asthma Yes/No

Date of last Tetanus Booster \_\_\_\_\_ Permission to give Tylenol Yes/No

List medications/prescriptions currently taking \_\_\_\_\_

Is camper permitted to participate in sports? Yes/No Any rashes or open sore? Yes/No: List where  
\_\_\_\_\_

Has the camper been exposed to any contagious disease in the last 2 weeks? Yes/No: List  
\_\_\_\_\_

In the event of an emergency where medical treatment is required, I GIVE MY PERMISSION TO GASCONADE CHRISTIAN SERVICE CAMP staff, or church youth sponsor to authorize any and all medical services and/or procedures, including surgery, if necessary, from a licensed physician. Gasconade Christian Service Camp will attempt to notify the parent/legal guardian prior to the utilization of such services. I, the UNDERSIGNED, agree to hold Gasconade Christian Service Camp harmless against any claim of liability or loss for personal injury, property damage, or economic loss which may arise as a result of the applicant's participation in the activities of Gasconade Christian Service Camp.

I will in no way hold the camp manager, nurse, staff personally responsible for any accident that might befall the applicant. Further, I will not hold the aforementioned personally responsible for any medical treatment administered to the applicant.

Signature of Parent/Legal Guardian \_\_\_\_\_ Date \_\_\_\_\_

Signature of church minister/elder (must be signed **if** Church pays) \_\_\_\_\_

# EMERGENCY PROCEDURES

## LICE

1. A screening for lice will take place at the beginning of each camp session. This screening will be done by qualified and approved personnel.
2. In the event that lice is suspected on a camper or staff member, they will be rechecked by qualified and approved personnel. In the event that lice is confirmed on the person, said person will be sent home to be checked by a qualified medical person of the parent's or staff member's own choosing.
  - a. Under no circumstances will campers be on public display while being examined. Deans are to use discretion in the segregation of campers suspected to be infested.
  - b. No examinations will take place in the Mess Hall.
3. If medical certification is obtained stating that the camper or staff personnel is free of lice infestation, then said person will be allowed back on the camp grounds.
4. In the event that they cannot return, refunds are gladly made to campers.
  - c. Registration refund will be pro-rated.

# **EMERGENCY PROCEDURES**

## **SEVERE WEATHER**

1. Pool Closing
  - a. The pool will be closed to swimming in the event that lightening is sighted by the lifeguard or any adult staff member. The pool will remain closed until the all clear is given.
  
2. In the event of a severe weather warning or consensus of the adult faculty concerning approaching severe weather, the following procedures apply:
  - b. All staff and campers will proceed to the storm shelter, located in the basement of the new administration building or, in the event of non-completion of the admin building, to the Mess Hall. All doors and windows are to be secured. All campers are to be accounted for, either by family groups, sign out sheets, or taking roll. Deans are responsible to see that this is done correctly.

# EMERGENCY PROCEDURES

## MEDICAL

1. In the event of an accident that involves injury to a camper or staff member that requires transportation to a local medical facility:
  - a. Dial 911 in the event of a major life-threatening injury.
  - b. For non-life-threatening injuries but those that require a doctor's attention, injured campers or staff will be taken to the proper medical facilities by non-essential personnel. By non-essential, we mean someone other than the Dean, Camp Nurse, Camp Manager, Cooks, Teachers, etc.
  - c. When transporting a camper, a staff member of the same sex will attend.

# EMERGENCY PROCEDURES

## DISCIPLINE

1. When a camper, staff member, or visitor becomes unruly, to the point of interfering with the camp program, the following procedures apply:
  - a. If the person is under the age of 18, the parents or guardians of said person will be contacted by the Dean.
  - c. Persons over 18 will be confronted by the Dean of the Week. In the event that the dean of the week cannot settle the issue, then the Camp Manager will then assume responsibility to resolve the issue.
  - d. If the matter cannot be settled in a Christian manner, then the proper authorities will be contacted for removal of the unruly individual.

# SCHOLARSHIP REQUIREMENTS

1. A candidate must be a Christian and an active member of one of the camp area supporting churches.
2. Candidate must have completed his or her Junior or Senior year of High School before applying.
3. The candidate must be planning to attend a “loyal” Bible college and maintain a “full-time” status (at least 12 hours each semester).
4. A candidate may apply two times but can only receive the scholarship one year.
5. Candidate must have attended two years at Gasconade Christian Service Camp, one of which must be the candidate’s Junior or Senior year, or the summer immediately following graduation.
6. Candidates should get a scholarship application from the Senior Week Dean or the camp manager.
7. The candidate must fill out their section of the application and then give it to their minister/elder. The minister/elder must fill in their portion of the application and then send it to the camp manager.
8. The camp manager will issue a scholarship award letter to the Bible college. This letter will include our stipulations (e.g. Full-time status, \$400 first semester and \$600 second semester, etc.)
9. The camp treasurer will call the Bible college and verify #3 (above) and then send the check to the college.
10. Application by otherwise qualified persons who are already in college is not prohibited. Bible College students who have not received this scholarship may apply, as long as the above requirements have been met, and each case will be considered.

# SCHOLARSHIP APPLICATION

**Please type or print**

Full Name: \_\_\_\_\_

Student's Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Gender: \_\_\_\_\_ Place of Birth: \_\_\_\_\_

Full Name of Parent or Guardian: \_\_\_\_\_

Parent or Guardian Occupation: \_\_\_\_\_

Bible College you plan to attend: \_\_\_\_\_

Date you expect to enter: \_\_\_\_\_

What will your major area of study be? \_\_\_\_\_

What extracurricular activities (including church activities) have you been involved in or are you currently involved in?:

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Honors and Awards:

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What do you anticipate your future plans being as a result of your Bible college education?

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Please give this application to your minister or elder. He is responsible for filling out the rest of the application and sending it to the Gasconade Christian Service Camp manager.

How long have you known the applicant? \_\_\_\_\_.

In what areas of ministry have you observed them and how did they do? \_\_\_\_\_

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\_\_\_\_\_ Do you believe  
the applicant should receive this Bible college scholarship? \_\_\_\_\_

Why or why not? \_\_\_\_\_

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Additional thoughts about the applicant: \_\_\_\_\_

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Minister/Elder: Please send this completed application to the address below:

Gasconade Christian Service Camp  
Attn: Camp Manager  
20500 Ridge Lane  
Waynesville, MO 65583

# SCHOLARSHIP FUNDING

This fund is established for the purpose of aiding young people with the cost of a Bible College education. A prospective candidate must present himself or herself eligible, based on the requirements listed below.

- Any scholarship awarded will only be for a “loyal” Bible College.
- It must be used the fall following the candidate’s completion of High School (with the exception of those qualifying under Article X).
- Distribution of funds is set at \$400.00 for the first semester and \$600.00 for the second semester per accepted candidate.
- These funds are paid directly to the Bible College and are not connected with other grants or loans secured by the candidate.

# **MISCELLANEOUS RULES**

## **LEAVING CAMP**

- We strongly encourage campers not to leave during the week in order to get the full benefits of camp.
- Campers may miss a game, or work, but missing a chance to hear the gospel is worse.
- If a camper must leave, the Camp Dean must sign them out to a parent, guardian, or responsible adult.

# **MISCELLANEOUS RULES**

## **“CAMPER DRIVER” FORM**

Parent liability form for campers who drive for work, sports, or any other such activity.

I am hereby allowing my child, \_\_\_\_\_, my permission to drive herself/himself to \_\_\_\_\_. The date(s) that my child is allowed to drive is/are \_\_\_\_\_ - \_\_\_\_\_. I also assume personal and legal responsibility that is mine.

I have conferred with my insurance representative as to the adequacy of my coverage for this trip and accept this responsibility, realizing that it may cause me to be held liable in the event of an accident or injury to the student involved. I further agree to release and hold harmless Gasconade Christian Service Camp and her board of directors, trustees, faculty, staff, and manager, from any and all liability, claims, suits, demands, judgments, costs, interest and expense (including attorney's fees and costs) arising from the transportation of my child to and from any location in conjunction with the aforementioned activity, including any injury to any such students\*, and the costs of medical services.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent or Guardian

Adopted:  
February 16, 2004

*\* This permission does not give any camper permission to take another student with them to any location, for any reason.*

# MISCELLANEOUS RULES

## DRESS CODE

- Dress casual: Jeans and t-shirts are great, even at evening sessions.
- Shorts are great too!
- Girls can wear dresses or skirts if they want to. (Boys cannot)
- Please no tight shirts, sweaters, pants or shorts. That goes for girls and gross boys.
- Yikes! No spaghetti straps or tank tops, bare mid-drifts or short shorts.
- Please guys, no tank tops or short shorts. Eww!
- Rear view – no thanks! Keep your pants pulled up.
- Hey girls, no short skirts or low-cut tops. Good grief!!
- Yeeppers! No bikinis or 2 piece swimsuits.
- The Camp Manager has final authority in enforcing the dress code.

# MISCELLANEOUS RULES

## OTHERS

- Visitors are allowed, however, it is recommended that they don't hinder the camper from participating.
- All visitors must leave before campfire begins, and not arrive before supper.
- Visitors are not to spend the night.
- Visitors must pay for any meals.
- No one is permitted to leave the camp without permission from the camp dean.
- The use of illegal drugs, tobacco, and alcohol, etc., is strictly forbidden.
- Any sickness or injury must be reported to the camp nurse.
- The recreational director has complete authority in all matters of recreation and the recreation equipment.
- No vulgar, abusive, or threatening language will be tolerated.
- All campers will be under the supervision of the Dorm parents.
- Modesty and decency shall prevail in dress. No two piece swimsuits. Shorts will be strictly controlled due to past abuses.
- Evening activities may require a more "dressed up" attire.
- No one will be absent from class, chapel, or any other activity unless they have the nurse's or dean's permission.
- Each camper must report to the camp nurse before going to the dorm on registration day for a health check.

# **SUPPORTING CHURCHES**

## **BECOMING AND REMAINING A SUPPORTING CHURCH**

- The membership of the corporation shall consist of Christian Churches and Churches of Christ which have pledged financial support to the corporation in accordance with the ability and resources of each church.
- No church shall be eligible for membership if such church is affiliated with or directly supports the International Convention of Christian Churches (Disciples of Christ).
- All churches, presently members of the corporation have pledged the sum of at least \$120.00 per year.
- All present corporation member churches shall continue to be members if they make annual payments as provided hereinafter in Article II, section 3 of the Camp By-Laws.
- Churches desiring membership in the future must agree to pay the corporation the sum of \$120.00, and shall be permitted to make such payment within the first calendar year.
- Present or future corporation member churches must pay to the corporation an annual assessment for camp maintenance and operation in the following amount of at least \$120.00 over and above any camper tuitions.
- Any church may be removed from membership upon request or by action of the Trustees if such church becomes affiliated with or commences direct support of the International Convention of Christian Churches (Disciples of Christ), or in any other respect fails to meet the requirements of the preceding section.
- Additional Christian Churches of Churches of Christ may be admitted to membership at the discretion of the Trustees upon compliance with the requirements of the preceding section.

# **SUPPORTING CHURCHES**

## **RIGHTS, PRIVILEGES & RESPONSIBILITIES**

- May have 2 (two) trustees attend and vote at all Trustee meetings.
- May use the camp facilities and borrow camp equipment.
  - Some “uses” of camp facilities might include: Leadership retreats, Sunday School class parties, church-wide cook-outs, etc.
- It is suggested that supporting churches participate in camp “work days.”
- They are welcome and urged to participate in all camp programs.

# USE OF CAMP

## USING THE CAMP FACILITIES

### Check List for Churches using Camp

1. Dormitories
  - a. Sweep out dorms
  - b. Make sure beds are in order and evenly spaced
  - c. Turn all lights off
  - d. Lock up
2. Bathrooms
  - a. Make sure all toilets are flushed
  - b. Turn all lights off
  - c. Sweep
  - d. Lock up
3. Chapel
  - a. sweep up any messes
  - b. Return all furniture to original positions (chairs, keyboard, etc.)
  - c. Turn all lights off
4. Multi-Purpose Building
  - a. Wipe off tables and chairs
  - b. Sweep
  - c. Clean up dishes
  - d. Empty all trash cans, Please
  - e. Turn all lights off
  - f. Lock up

# USE OF CAMP POOL

- Individuals, families, small groups and non-church organizations (sports teams, scouts, etc.) are not allowed to reserve the pool.
- Supporting churches and church groups with 10 or more people may reserve the pool.
- Supporting churches and church groups may reserve the pool up to one week before the needed date. Reservations of less than one week will not be accepted. Non-reserved days will be considered “open” pool days (everyone and anyone may come out and swim).
- Families may call the week they want to use the pool to see which days are available.

# **USE OF CAMP**

## **USING CAMP EQUIPMENT OFF-SITE**

- Camp equipment may be borrowed by churches and church groups only (Individuals and families do not qualify).
- The borrowing of canoes will be left up to the discretion of the camp manager.
- Churches borrowing equipment and/or canoes and individuals borrowing canoes must understand that damages/losses must be repaired/replaced by the borrower. An agreement will be signed by the borrower agreeing to replace any paddles and/or life-jackets that are lost.
- There will be a canoe rental in the amount of \$10 per canoe.

# **USE OF CAMP**

## **OUTSIDE CHURCHES/GROUPS USING OUR FACILITIES**

- Non-supporting Christian Churches and/or Christian Church groups may reserve and use the camp for a \$50.00 per day fee at the discretion of the camp manager.
- Non-Christian churches or groups of any kind may not use the camp.

# CAMP BY-LAWS

## BY-LAWS OF GASCONADE CHRISTIAN SERVICE CAMP A PRO FORMA CORPORATION OF THE STATE OF MISSOURI

Adopted 4/17/2001

### Article I Purpose

**Section 1.** The general purpose of this corporation shall be to engage in religious work of an educational and evangelistic nature, and particularly to include the ownership and operation of Christian service camps and camp retreats for all age groups. Although various sources of study shall be used for the purpose of training workers in every branch of church work, only true-to-the-Bible studies shall be used. The Bible itself shall be the supreme textbook.

**Section 2.** Included in the aforesaid general purpose shall be the ownership and operation of a Christian service camp to be known as the Gasconade Christian Service Camp which, at the present time, is located northwest of Waynesville, Missouri.

### Article II Membership

**Section 1.** The membership of the corporation shall consist of Christian Churches and Churches of Christ which have pledged financial support to the corporation in accordance with the ability and resources of each church. No church shall be eligible for membership if such church is affiliated with or directly supports the International Convention of Christian Churches (Disciples of Christ).

**Section 2.** All churches, presently members of the corporation have pledged the sum of at least \$120.00 per year. All present corporation member churches shall continue to be members if they make annual payments as provided hereinafter in section 3. Churches desiring membership in the future must agree to pay the corporation the sum of \$120.00, and shall be permitted to make such payment within the first calendar year.

**Section 3.** Present or future corporation member churches must pay to the corporation an annual assessment for camp maintenance and operation in the following amount of at least \$120:00 over and above any camper tuitions.

**Section 4.** Any church may be removed from membership upon request or by action of the Trustees if such church becomes affiliated with or commences direct support of the

International Convention of Christian Churches (Disciples of Christ), or in any other respect fails to meet the requirements of the preceding section. Additional Christian Churches or Churches of Christ may be admitted to membership at the discretion of the Trustees upon compliance with the requirements of the preceding section.

### **Article III**

#### **Membership Meetings**

**Section 1.** Annual meetings of the membership shall be held on the third Tuesday of September of each year. Other meetings of the trustees may be called by the chairman of the Directors as needed.

**Section 2.** The camp manager will insure that notice of all meetings shall be given to each member church at least fifteen (15) days before the meeting, and shall state the time and place of such meeting.

**Section 3.** Each member church may be represented at all Trustee meetings by two (2) men, one of whom may be the minister of such church. Said Trustees are appointed by their member churches. Each Trustee shall have one equal vote on all matters coming before any Trustees meeting. All matters coming before any Trustee meeting shall be determined by a majority vote of the Trustees in attendance unless otherwise provided by these By-Laws or the statutes of Missouri.

### **Article IV**

#### **Directors and Officers**

**Section 1.** The Board of Directors shall consist of five (5) persons to be elected by the Trustees. The initial board shall consist of two (2) Directors elected for one-year terms, two (2) Directors elected for two-year terms, and one (1) Director elected for a three-year term. Thereafter as terms of Directors expire successors shall be elected for full three-year terms at each annual meeting of the Trustees. Directors whose terms expire shall be eligible for reelection. Vacancies on the board may be filled by a majority vote of remaining Directors to serve until the next annual Trustees meeting at which time such vacancies shall be filled by election of the Trustees. Any Director may be removed and replaced by a vote of the Trustees at a special meeting called for such purpose. Each Director shall be a faithful Christian having fellowship with one of the member churches. A Director may be, but need not be, a Trustee to the Trustee meetings. Not more than one Director shall be from any member church.

**Section 2.** The Board of Directors shall elect from their number a Chairman of the Directors. The chairman shall preside at all meetings of the Directors and of the Trustees and shall perform such other duties as may be provided by the Board of Directors or by these By-Laws. The Board of Directors shall elect a Secretary of the Directors. The secretary shall keep minutes of all meetings of the Directors and of the Trustees and shall perform such other duties as may be provided by the Board of Directors or by these By-Laws. The Board of Directors shall select a Camp Manager, to be approved by the Trustees, who may also serve as treasurer. The person elected Treasurer shall have charge of the funds of the corporation and shall present a financial report at least annually. The Board of Directors shall see that an audit of the accounts of the Treasurer are made at least once a year and shall present their report to the Trustees at the first meeting of the year. If the Chairman or Secretary shall be absent at any Directors meeting, the Directors may select a temporary chairman or secretary to act at such meeting. The Chairman, Secretary and Treasurer shall serve for terms of one (1) year unless sooner replaced by the Board of Directors. The Camp Manager shall serve at the pleasure of the Trustees provided that the Camp Manager cannot be removed without at least sixty (60) days notice from the Trustees nor may the Camp Manager resign without having first given the Trustees sixty (60) days notice, except in the event of serious illness, mutual agreement or death of the Camp manager.

**Section 3.** The Board of Directors shall be responsible for carrying on and supervising the general activities and business of the corporation. Meetings of the Board of Directors shall be held at such time and at such place and upon such notice as the Board of Directors shall from time to time determine. A quorum shall consist of at least three (3) Directors and all actions taken at Directors meetings shall require a majority vote of those present. The Chairman and the Secretary shall have the same voting rights as other Directors.

## **Article V**

### **Responsibilities of Camp Manager, Deans, and Leaders of Any Other Camp Activities**

**Section 1.** The Camp Manager shall manage the camp as prescribed by the Trustees. The Camp Manager shall schedule the use of the facility, in accordance with these By-Laws and shall have ultimate and final authority in the making of decisions pertaining to the schedule which has not been previously determined at a meeting of the Trustees or at a meeting of the Board of Directors. The manager has the responsibility to hire and supervise all paid staff.

**Section 2.** It shall be the duty of the Dean of each week, with the cooperation of the participating ministers, and approval of the Trustees, to appoint the faculty, provide a chapel and/or a vesper speaker, musicians, and assign teachers, who meet with the qualifications and subscribe to the principles here specified. Each Dean shall be a member of the Church of Christ (Christian) undenominational, and must believe without reservation, in the full and final

inspiration of the Bible to the extent that it is to them the infallible Word of God, and therefore, the all-sufficient rule of faith and life; in the deity and supreme authority of Jesus Christ; obedient to the Gospel; the divinity of the Church and the restoration of its unity on the New Testament basis. He must insure that any teaching concerning the plan of salvation must include water baptism (immersion) of a penitent believer.

**Section 3.** It shall be the duty of the Dean of each week of camp to carry out the general program of the camp during his particular week of serviced and shall have general authority over his faculty and campers for such week.

## **Article VI Use of Camp**

Gasconade Christian Service Camp shall be available for use by all member churches upon conditions to be prescribed by the Trustees, subject to the scheduling provided in Article V. In addition, the camp may be used by non-member churches and groups at the discretion of the Trustees and upon conditions prescribed by the Trustees.

## **Article VII Use of Camp**

These By-Laws may be amended, with the exception of Article II, sections 1 and 4, which cannot be amended, by a majority vote of any regular Trustees meeting or any special Trustee meeting if the notice of such meeting contains such purpose.

## **Article VIII Authorization to Amend Corporate Charter**

The Board of Directors is authorized to amend the corporate charter or move for the amendment of the Pro Forma Decree establishing this corporation at any time that it is necessary in order to comply with Section 501(c) (3) of the Internal Revenue Code of 1954 or the corresponding provisions of any provision of the United States Internal Revenue Code adopted thereafter. No other amendment to the corporate charter or motion to amend the Prop Forma Decree may be made without specific approval of the Trustees.