

NORTHEAST IOWA CHRISTIAN SERVICE CAMP

EXISTS TO WIN PEOPLE OF ALL AGES TO CHRIST AND BUILD
THEM UP IN THEIR CHRISTIAN FAITH AND LIFE.



POLICIES & PROCEDURES MANUAL

REVISED 3/24/2016

This Policies & Procedures Manual replaces (supersedes) any and all other or previous
Northeast Iowa Christian Service Camp Policy & Procedure manuals, whether written or spoken.

Version 2.0

CAMPERS

Attending a Week of Camp.....	4
Leaving Camp.....	4
Rules.....	4
Waterslide Rules.....	4
What to Bring to Camp.....	5

REGISTRATION & MEDICAL FORMS.....	5
--	----------

BACKGROUND CHECKS.....	5
Restrictions.....	5

FINANCES

Staff Salaries/Compensation.....	6
----------------------------------	---

CAMP DIRECTOR	
Facilities.....	6
Waterslide/Catch Pool.....	6
Camp Season Preparation.....	6
General.....	6
Promotion.....	6
Duties during Camp.....	6
 DEANS	
Qualifications.....	6
Meetings.....	7
Responsibilities.....	7
Responsibilities Checklist.....	7
Administrative Duties.....	8
Prior to Their Week of Camp.....	8
When Camp Begins.....	8
During Camp.....	9
Decisions.....	9
Before Going Home.....	9
Expenditures Limit (Budget).....	9
Junior Faculty Recommendation.....	10
Junior Faculty Medical Record.....	11
 FACULTY GUIDELINES	
Dorm Parents.....	11
Junior Faculty.....	11
Directives for Faculty’s and Staff’s Children.....	12
General.....	12
 VEHICLES	 12
 KITCHEN	
Kitchen introduction	12
NEICSC Kitchen Rules 6/10/2009; 2005 Food Security Code	12
 STAFF	
Cooks	13
Salary and Kitchen Help.....	13
Qualifications and Requirements.....	13
Summer Helpers	14
Qualifications and Requirements.....	14
Nurse	14
Qualifications and requirements.....	15
Photographer	15
Qualification and requirements.....	15
Bus and Driver Procedures	15

SEXUAL HARRASSMENT	
Policy	16
DOCTRINE	
NEICSC Doctrinal Statement/Statement of Faith	17
Camp Contact Information	18
VISITORS	18
A Stranger on the Campgrounds during an Active Week of Camp	18
EMERGENCY PROCEDURES	
Lice	18
Fire	19
Flood	19
Severe weather	19
Medical	20
Lost Camper	20
Discipline	20
CAMP SCHOLASHIP FUND/GIFT CAMP	21
Scholarships	21
Gift Camp	21
Miscellaneous Rules	
“Camper Driver” form	21
Dress code	22
Others	22
Pets	23
CANTEEN	
Policies	23
MISSIONS	
Cash Giving	24
Payments	24
CAMP BOARDS	
Executive Board	
Qualifications/Selection/Terms	24
Meetings/Officers	24
Responsibilities.....	24
Trustees	
Qualifications/Selection	24
Meetings/Officers	24
Responsibilities	24
Meetings/Officers	24
Responsibilities	24

MEMBER CHURCHES

Member Churches

Becoming and remaining a member church	25
Rights, Privileges & Responsibilities	25

FINANCES

Treasurer/Audit	25
-----------------------	----

USE OF CAMP

Using the camp facilities	25
Waterslide	25
Using camp equipment off-site	26
Outside churches/groups using our facilities	26

CAMP BY-LAWS

Northeast Iowa Christian Service Camp

Revised and adopted 01/17/2016	26
--------------------------------------	----

STATEMENT OF FAITH ON MARRIAGE, GENDER, AND SEXUALITY.....	33
Final Authority for Matters of Belief and Conduct.....	33

CODE OF CHRISTIAN CONDUCT	33
--	-----------

NEICSC RENTAL/USE POLICY	34
---------------------------------------	-----------

PRINTABLE NEICSC STATEMENT OF FAITH	37
--	-----------

CAMPERS

Attending a week of camp

- Fill out a camper registration form.
- Fill out a camper health form.
- Pay appropriate fees for the week of camp attended. NOTE: There is a discount if the registration fee is paid before June 1st. late registrations will be accepted.
- Fill out a separate form for each week of camp and pay the appropriate fees.
- Check in at registration office. Registration begins at 4:00 p.m. and dismiss after 10:00a.m. See “Summer Camp Brochure” for dismissal times.
- Campers are asked to go through the registration process before going to the dorms.
- Abide by the camp schedule unless excused by the dean.

NOTE: Camp weeks may have a capacity limit. Those who have registered last may be asked to attend a different week of camp, if capacity has been reached.

Leaving Camp

- Campers are not to leave the camp grounds before the end of camp without informing or obtaining permission from the dean.
- 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

- 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
- 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.

Dress Code

- Modesty and decency shall prevail in dress. No two piece swimsuits. Shorts will be strictly controlled.
- Evening activities may require a more "dressed up" attire
- See complete Dress Code on page 21.

Waterslide rules are as follows:

- No two-piece swimwear without a dark T-shirt.
- No swimming in catch pool.
- No diving from side of pool.
- No dunking by anyone at any time.
- No rocks are to be thrown into the pool or slide.
- ALL rules must be enforced – waterslide privileges may be revoked.
- ALL injuries must be reported at once to the camp nurse and the camp director.

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, canteen card (optional, but strongly encouraged), and mission offering.

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

What NOT to pack

Cassette, CD, MP3, mini-discs players; radios, 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~ Cell phone possession and use will be at the discretion of the deans at each camp. NEICSC is NOT responsible for any loss, damage, or theft of cell phones.

Please Note~ Registration and canteen may all be paid with one check. Make check to NEICSC.

REGISTRATION & MEDICAL FORMS

Download from Website at: www.neicsc.org or obtain from church.

BACKGROUND CHECKS

- Northeast Iowa 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, a background check form MUST BE FILLED OUT COMPLETELY prior to serving at Northeast Iowa Christian Service Camp.

OR

- An equivalent Background Check through the church, workplace, or institution requiring background checks for employment will qualify as a Background Check, as long as it is within the three (3) year requirement.
- There will be a background check information on file for every person over the age of 18 prior to their involvement with campers. This will be required every three (3) years.

Restrictions

- If the background check does not come back clean, the results will be discussed with the dean for the particular week of camp the staffer was to serve. A decision will be made depending upon the infraction whether the staffer will be able to serve at camp.
- If the staffer is listed on the sexual predator list or has a conviction of abuse, they will not be able to serve in any capacity.
- Junior Staffers (those under age 18) will fill out a Voluntary Disclosure Statement. This must also be turned into the Camp Director one week prior to the week they will be serving.

FINANCES

SALARY/COMPENSATION

- Camp Director's payment and compensation is as follows:
 - Yearly salary - \$24,000
 - Living quarters
 - All utilities paid (includes phone)
 - Mileage - \$.54 per business mile
- Head Cook receives \$45 per meal
- Licensed nurses (RN & LPN) receive \$50 per day (2-half days =1 day)
- Summer Helper salaries determined by Executive Board.
- Photographer salary/compensation determined by Executive Board.
- Bus Driver receives \$100 per day
- See Financial Clerk's "Camp Contracted Worker's Pay" sheet for the total salaries of each camp week.

CAMP DIRECTOR

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 sidewalks, 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 Executive Board.
- Make sure all equipment is in good safe working order by camp time.

Waterslide/Catch Pool:

- Purchase all needed supplies

- Daily care and chemical testing and treating from 1 week before the start of the camping season through Labor Day.
- Keep slide clean and free of debris and in good repair.

Camp Season Preparation:

- See that grounds are sprayed.
- Purchase all food and canteen items and other necessary supplies that are not donated.
- Secure cooks, nurses, and any needed kitchen help.
- Secure all supplies for first aid.
- Work with deans for special needs
- Secure athletic equipment as needed.
- Choose photographer for camp season

General:

- Keep a record of all names, addresses, and school grades of all campers utilizing the records that the Camp Registrar receives.
- Ex-officio member of all boards (No vote).
- Work with churches for scheduling of camp grounds.

Promotion:

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

Duties during weeks of camp

- Distribute keys (pool, canteen, etc.) to the appropriate people.
- Attend and make a report at the initial faculty meeting. Have all faculty complete necessary paperwork for their week of camp
- 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 final authority in enforcing the camp dress code.

DEANS

QUALIFICATIONS

A potential dean must be approved by the Executive Board and meet the following criteria:

- Be an immersed believer in Christ.
- Be passionately in love with Jesus.
- Be an active church minister or member of a Church of Christ/Christian Church.
- Be a good role model for campers and staff in word and actions.
- Must have worked at least one camp season at Northeast Iowa Christian Service Camp.
- The Dean of any week of camp, for legal reasons, must be at least 21 years of age.
- The Dean will adhere to the camp rules of conduct.

DEANS

MEETINGS

- The Board of Deans meet at scheduled meetings two (2) times a year, with the Camp Director as the chair, or an appointed chair, for the meetings.

DEANS

RESPONSIBILITIES

- The Board of Deans are responsible for scheduling the camp weeks each year and choosing who will be the dean(s) of said weeks.
- The Deans are to approve any and all Junior Faculty that are to be used in any week of camp.
- The Deans have a “Dean’s Report” at the end of their camp and will be compiled for review at the end of the camping season.

DEANS

RESPONSIBILITIES CHECKLIST

Preceding Camp Week - Before the spring meeting:

- Select faculty
- Assistant Dean
- 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.

Camp Team (optional)

Camp teams are typically only used for Junior High and High School weeks and can be utilized for, but not restricted to, the following positions:

- Recreation Director
- Teachers for classes
- Speakers for campfire devotions
- Missionary
- Family leaders
- Musicians (song leaders, accompanists, etc.)
- Dorm parents

DEANS

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 grounds (Director will provide a bus driver)
- Understand what expenditures are available for your week
- Notify faculty of their responsibilities

Prior to their week of Camp

- Have camp booklets ready
- Be prepared for devotional activities
- Select someone to speak during 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
- Give cooks a copy of your schedule
- 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
- Tell them to be at all organized activities including mealtimes and devotions
- Tell them if you want them to sit with kids at mealtimes
- Discuss P.D.A., sexual abuse, and water slide behavior for two reasons:
 - To avoid legal ramifications
 - To be morally above reproach
- Clarify doctrinal issues including:
 - Salvation responses are not complete without baptism
 - Exercise of or teaching of spiritual gifts such as speaking in unknown tongues, casting out demons, or raising the dead
 - Tangents concerning the second coming of Christ
- Clarify point system if used
- Brief campers by Sunday evening
- Hand out booklets
- Introduce faculty
- Go over rules
- Explain phone policy
- Speak to them about P.D.A. (public display of affection-or anger)
- Explain visitor policy
- Explain the dress code
- Reinforce music (tape & radio) policy
- Discuss need for dean’s permission when leaving camp
- Tell them to be quiet in the morning until bell rings

During Camp

- Be up before the kids
- Maintain daily schedule
- Oversee all corporate meetings
- Be available for or delegate counseling of campers or faculty
- Regulate cell phone use
- 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 noon meals

- Make sure parents are notified if child is (noticeably) injured
- Deal with visitors and enforce visiting rules:
 - Visiting hours are over when chapel time ends, unless prior arrangements are made.
 - **No visitors are allowed to spend the night on the camp grounds**

Decisions

- 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 and that the proper reports are made to the camp manager.

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 if possible.
- Deans are to fill out a “Dean’s Report” before leaving the camp grounds on the last day of their 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 a budget by the Camp Trustees to divide at his/her 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!
 - Missions do not come out of the week’s budget. This is not to be used to “supplement” money given to a missionary.
 - All items purchased become and remain the property of the Northeast Iowa Christian Service Camp.
 - Each Dean is given their proposed budget ahead of time.
 - An outside speaker is to be paid out the dean’s budget for their week of camp.
 - All receipts and request for payment must be submitted to the Camp Treasurer:

**NEICSC c/o Rob Perry
807 West Main
Fertile, IA. 50434**

DEANS

JUNIOR FACULTY RECOMMENDATION

At Northeast Iowa 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 rash or open sores? _____

If "yes", where? _____

10. In the event of an emergency where medical treatment is required, I GIVE MY PERMISSION TO NORTHEAST IOWA 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. Northeast Iowa 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 Northeast Iowa 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 Northeast Iowa Christian Service Camp.

Parent/Guardian Signature Date

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.

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.
- They must be 2 years older than the campers being served and no more than 20% of the staff of a week of camp can consist of junior staffers.

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

- Faculty 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.
- All faculty will adhere to the camp rules of conduct.

VEHICLES

- Loading or unloading will be done wherever necessary.
- Under no circumstances will any vehicle, other than the golf cart, be driven beyond the boy's dorm because of the tiling underground for the drain field.
- Vehicles may be parked on either side of the driveway, but not past the carpet-ball shelter.
- Vehicles may not block the driveway.
- Vehicles may not be parked around the Snack Shack/Canteen or by the kitchen.

- Vehicles of staff members may be parked in front of the dean's and nurse's cabins.
- Campers are not allowed in their vehicles during the camp week/session.

KITCHEN

The kitchen standards are monitored by the State of Iowa. We will comply with all state guidelines in the daily operation of the kitchen on the campus regarding food preparation and clean up processes. There shall be signs posted regarding the regulations and specifications for the State guidelines as outlined in the kitchen rules below:

NEICSC Kitchen Rules 6/10/2009; 2005 Food Security Code

- No wooden spoons.
- No wood handled knives.
- No bare wood anywhere in the kitchen.
- Less cleaning supplies in the kitchen.
- Only the containers that are currently being used should be in the kitchen; extras should be stored outside food areas.
- Need MSDA Sheets for all cleaning supplies.
- Do not store foodstuff in the same area where cleaners are stored.
- No cloth covers over pans, mixers, or clutter-ware during the camp season.
- Spray bottles should be labeled.
- The compartment SS sink;
 - Wash
 - Rinse
 - Sanitize with 100 ppm chlorine (must test with chlorine strips)
- Do not use cloth towels to dry dishes – air dry only!
- Dry hands with paper towels over hand-washing sink – no cloth towels!
- Do not use cloth towels to dry plates, bowls, cups, silverware, etc. – Air-dry only. No wet nesting!
- Clean spike on can opener daily.
- Keep bins of foodstuff labeled, even clear ones. Masking tape works well.
- Keep foodstuff bins clean and lids closed. Do not cross contaminate.
- If package is open, do not keep in wooden cabinets unless in plastic or SS containers with tight lids.
- Keep ketchup and mustard pumps in a more sanitary area or just away from other things.
- Make sure when refrigerated/frozen foods come in that they are at the proper temperature.
- Temperature may not exceed 41 degrees in refrigerator or cooler. 0 degrees or lower in freezers.
- No cardboard boxes may sit on the floor in the cooler.
- Date mark and label any prepared foods (containers) and dispose of after 7 days, excluding frozen.
- Use a thermometer to check inside temperature of meats when cooked.
- Calibrate thermometers at the beginning of each camp week.
- Use alcohol wipes on thermometers after each use.
- 135 degree hold on hot foods during serving.

- If food drops below prep temperature, it must be used within 4 hours.
- When chilling food, it must drop below 70 degrees in 4 hours and below 41 degrees in 6 hours.
- No bare hands touching food; use gloves or tongs/serving utensils
- Silverware is to be stored handles up to avoid touching the eating areas.
- Sneeze guard over all serving food. Guard should be fitted to the size of the camper.
- Commodity scoops; separate scoop for flour, sugar, brown sugar, etc. with the hand part of the scoop never touching the food material. Stick the scoop in the material with the handle up in the air to store the scoop. Do not cross contaminate between materials.
- Reject any #5 cans (the larger cans) that significantly dented or weak-seamed that might compromise the contents.
- No bait for rodents or insects in the Kitchen or Dining Areas. Mechanical traps only.
- Any food allergies of campers are to be posted in highly visible areas in the kitchen during the entire week of camp and the camp nurse shall communicate such allergies to the kitchen staff.
- Kitchen staff shall be hired by the Camp Director.
- Kitchen staff shall try to adhere to the established menu as best as possible. The Dean may have input to the menu for their week of camp. If there are any special food requests, the Dean needs to contact the Head Cook.
- All necessary items shall be purchased by the kitchen staff with bills submitted to the Camp Financial Clerk. Some items may be available by direct billing to the camp by local vendors.
- No after-hours staff meetings are to be held in the kitchen during the camp week. (Kitchen is off limits to non-camp employees after the supper meal)

STAFF

COOKS

Salary:

- Head Cook will receive \$45 per meal.
- If Head Cook wants an Assistant Cook, they will split the salary.
- Head Cook will have dependable helpers hired by the camp.

• Job Description and Requirements:

- Assistant Cooks and cook helpers, are under the direct supervision of the Head Cook and are responsible to assist the Head Cook in any way possible.
- Prepare each meal scheduled for the week.
- To provide meals that the dean may take with them when the camp is away during a mealtime.
- To provide the dean with other food requests for the program at camp. (such as popcorn for a movie night)
- Supervise kitchen help.
- Ensure that kitchen is clean at the end of each week and that all food is properly stored or disposed of before leaving camp.
- Report any trouble with kitchen equipment immediately to the camp director.
- Report any complaints or trouble with kitchen help directly to the camp director.

- Applicants will adhere to the camp rules of conduct.

STAFF

Summer Helpers

• Qualifications and Requirements:

1. Applicants should be 18 or older.
2. Applicants must be a member of the Christian Church/Church of Christ.
3. Applicants must be an immersed believer who adheres to the New Testament doctrine as it is followed by those who are in the Restoration Movement.
4. Applicants must adhere to the camp rules.
5. 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) Summer Helpers 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. Empty drink dispensers and wash side tables.
- d. Empty all trashcans including those outside and replace can liners.
- e. Sweep and mop floors thoroughly (including kitchen).
- f. Place chairs under tables.

Daily:

- Clean all dorm bathrooms:
 - Scrub sinks and stools.
 - Sweep and mop floors (with bleach water).
 - Empty all trashcans, replacing liners.
 - Fill tissue and towel holders as needed.
- Clean dining hall bathrooms each morning between breakfast and lunch.
- The goal is to keep campgrounds and buildings clean and neat looking at all times and performing all necessary tasks to accomplish that goal
- Other duties as deemed necessary by Camp Director.
- Applicants will be responsible to the Camp Director concerning on-duty and off-duty hours.
- Applicants must not leave campgrounds without permission from the Camp Director.
- Applicants will adhere to the camp rules of conduct.

STAFF

NURSE

• Salary:

RN & LPN: \$50 per full day

• Qualifications and Requirements:

- The Nurse is to:
 - Investigate all reported sickness or injuries that occur during the camp week.
 - Inform the Dean AND Director of any sickness or injury.

- Contact the doctor and parents when necessary, completing all insurance forms as required.
- Responsible for collecting all prescription drugs from campers and administer as prescribed.
- Must report to the Registration Area on Sunday of the camp week promptly at 2:30p.m.
- Is under the direct supervision of the Camp Director and is responsible to him/her.
- A First-aid qualified person is to remain on the campgrounds 24 hours a day during the camp week
- Applicants will adhere to the camp rules of conduct.

STAFF

PHOTOGRAPHER

- **Salary:** Set by Executive board
- **Qualifications and Requirements:**
 - The camp photographer, chosen by the Camp Director, is responsible to take the official camp photo of each camp week.
 - 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.
 - The photographer, along with the Dean, line up the faculty and campers and take the photo.
 - He/she will be responsible for posting pictures on social media (Facebook, Snapchat, Instagram, etc.) and uploading to website.
 - He/she will be under the same requirements as the Summer Helpers in assisting with the duties specified for them, when not actively preparing or taking photographs or videos.
 - Applicant will adhere to the camp rules of conduct.

STAFF

BUS AND DRIVER PROCEDURES

- **Salary:** \$100 per day
 - The camp bus may be used for off campus activities, such as going to the pool or a mission project. The bus must be requested by the dean prior to the camp week being served with the bus request form filled out. The Camp Director is in charge of securing a bus driver once informed of the need.
 - Only authorized drivers may be used. Authorized bus drivers will consist of those who have a Class B commercial license with passenger and air brake endorsements.
 - The bus shall not exceed the official bus capacity. Other forms of transportation shall be used along with the bus to prevent overcrowding.
 - Bus drivers will adhere to the camp rules of conduct.

SEXUAL HARASSMENT

Policy

Northeast Iowa 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 Director. If a female is accused, a female staff member should attend the interview. If a male is accused, a male staff member shall attend the interview.
 - e. A written report will be made by the Dean(s), signed by all present at the interview and filed by the Camp Director 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 Executive Board members at the next Executive Board meeting to find if any other action needs to be taken.

DOCTRINE

NEICSC DOCTRINAL STATEMENT/STATEMENT OF FAITH

It has been decided that no person shall be allowed to teach or *lead a group* at any Northeast Iowa Christian Service Camp sponsored activity unless they adhere 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 "NEICSC Doctrinal Statement/Statement of Faith" and agree with its content. I have also read the "Statement on Marriage, Gender, and Sexuality" (Found on page 31) and agree with its content.

(Signature)

CAMP CONTACT INFORMATION

Northeast Iowa Christian Service Camp

The camp is located 1 mile west of Bristow, IA., off County Rd. C33, at 19268 Forest Ave.

Mailing Address & Telephone Number

Northeast Iowa Christian Service Camp or NEICSC
19268 Forest Ave.

Dumont, IA. ~ 50625

641-775-3238 (Camp Director's cell 573-355-6035)

Website

www.neicsc.org

VISITORS DURING CAMP SESSION

- Visitors are allowed, however, it is recommended that they don't hinder the camper from participating.
- Visitors are to check in with the dean or camp director. Campers that are delivered mid-week are the deans decision.
- All visitors must leave after chapel, unless arrangements are made with the dean.
- Visitors are asked for a \$4 donation for any meals.
- Friends of students who are age 18 or above will not be allowed on campus to spend time with their friends unless they have filled out a CIA background check and are approved as staff. There will be a \$10 charge for the background check.

- Adult friends or relatives may visit campers only during highly supervised activities such as chapel and are not allowed to just “hang out” throughout the day.
- Parents are welcome to visit camp but must follow the stated visitor rules.
- **Visitors are not to spend the night under any circumstances.**

A Stranger on the Campgrounds during an Active Week of Camp

- If any staff sees someone they do not recognize as a staff member or camper at camp:
 - Notify the Camp Director, Dean, or next staff in authority.
 - The Camp Director, Dean, or staff in charge must advise the stranger of Camp Policy, which does not allow any visitors in Camp unless they check in with Dean when they arrive and follow other visitor policies.
 - Notify the authorities if a visitor is violent, disruptive, or refuses to leave.

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 are 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

Fire

- All buildings shall have a working, up to date, inspected fire extinguisher. The inspections shall be monitored by the Camp Director.
- If a fire occurs in one of the buildings, the following protocol shall be used:
 - Remove all persons from the area
 - Activate the EMS system – call 911
 - Confine the fire to that building by shutting doors
 - Extinguish, if possible, with the fire extinguisher. This shall be done by the most qualified person on the scene – a faculty member

Flood

- In the event the creek is flooding, all precautions should be taken to avoid the area around the creek.
- A precaution tape or rope shall be placed around the safety perimeter of the creek by the Camp Director.
- Campers are not to travel beyond this line at any time.
- The swinging bridge will be completely off-limits at this time.

Tornado or severe weather

- In the event of a severe weather warning, or the consensus of the adult faculty concerning approaching severe weather, the following procedures apply:
 - All staff and campers will proceed to the storm shelter, located in the basement of the BOY'S OVERFLOW and NURSE/COOK'S CABIN. All doors 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.
 - If damage occurs to buildings or personal camp, or camper, property, the authorities must be notified.
 - Call 911 for a medical emergencies during this time.
 - Precautions should be taken around power lines or other hazards that may have occurred.
 - The slide will be closed in the event that lightening is sighted by the lifeguard or any adult staff member. The slide will remain closed until the all clear is given.
 - All parents or guardians shall be notified as soon as possible that their children are safe and the status of the camp week.
- There shall be working weather radios in the chapel, dean's cabin, and the kitchen. The radios shall NOT be turned off for any reason while camp is in session.

EMERGENCY PROCEDURES

MEDICAL

- In the event of an accident that involves injury to a camper or staff member that requires transportation to a local medical facility:
 - Dial 911 in the event of a major life-threatening injury.
 - 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 Director, Cooks, Teachers, etc.
 - When transporting a camper, a staff member of the same sex will attend.

EMERGENCY PROCEDURES

LOST CAMPER

- Confirm missing camper first by finding a counselor and friends and confirming where and when last seen.
- Notify the Camp Director.
- Do a preliminary search of the campgrounds; staff can perform search within a half mile radius of the camp.
- Call '911'
- Notify parents or guardian
- Take any medical measures needed when lost person(s) are found (See Medical Emergency)

EMERGENCY PROCEDURES

DISCIPLINE

When a camper becomes unruly, to the point of interfering with the camp program, the following procedures apply:

Discipline shall be administered when an infraction of the camp rules occurs or a camper causes excessive disruption to the camp week. Inappropriate contact between campers may

also result in disciplinary action. Absolutely no physical contact between campers and staff will be permitted.

- A four-step approach shall be used in discipline:
 - Announce and make sure camper understands the camp rules/traditions
 - Call the violator by name.
 - If the violator continues, remind them of what has been previously asked of them.
 - If behavior continues, isolate camper. A period of “time out” may be administered by the staff or the dean. If behavior persists, the parents or guardian may be called. If the behavior continues beyond notification of the parents, or guardian, the camper may be asked to leave the camp week. A written statement by the dean describing the incident and actions taken must be submitted to the Camp Director, with a copy retained by the dean.
- The discipline should be as soon as possible after the infraction.
- Expect obedience.
- Absolutely no physical punishment.
- A dean or staff member shall always keep their temper. If that is a problem, another staff member should step in to take over the situation.
- Immediate dismissal from camp week shall result from possessing any alcohol, drugs, firearms, or weapons.

CAMP SCHOLARSHIP FUND/GIFT CAMP

In an effort to enable any young person wishing to attend camp, Northeast Iowa Christian Service has an established Camp Scholarship Fund and is also making available one (1) Gift Camp to each member church.

Scholarship

If a church is requesting money from the Camp Scholarship Fund to supplement the cost of a week of camp, or completely fund a week, they will need to:

- Submit a completed Registration and Medical form at least one (1) week prior to the camp the person wants to attend, to the Camp Director.
- Put on the Registration form, in a noticeable place, the amount requested for the week of camp that they are applying for and that it is being requested from the Camp Scholarship Fund.
- Camp Scholarship Funds are not limited to the children and youth of member churches and will be extended to any eligible-aged person.

Gift Camp

There will be one (1) Gift Camp available to every active member church on the Northeast Iowa Christian Service Camp roster. The camp can be utilized by the member church however they see fit.

- Submit a completed Registration and Medical form at least one (1) week prior to the camp the person wants to attend, to the Camp Director.
- Put on the Registration form, in a noticeable place, that this is a GIFT CAMP and the name of the church requesting it, so that the proper paperwork can be done to note that it is a Gift Camp.

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 Northeast Iowa Christian Service Camp and her board of directors, trustees, faculty, staff, and camp director, 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:

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

MISCELLANEOUS RULES

DRESS CODE: Campers, Staff, and Faculty

- 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, or low-cut tops.
- Tights and Yoga pants must be worn with a shirt that covers your backside/rear.
- No spaghetti straps or tank tops, bare mid-drifts or short shorts.
- Please guys, no tank tops or short shorts.
- Rear view – no thanks! Keep your pants pulled up.
- Hey girls, the bottom of shorts and skirts need to reach your fingers hanging by your side.
- No 2 piece swimsuits, unless covered by a dark T-shirt.
- The Camp Director has final authority in enforcing the dress code.

MISCELLANEOUS RULES

OTHER

- 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 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.

PETS

- Campers are not allowed to bring pets.
- No pets are allowed in the entire dining hall, including the kitchen area.
- If pets are on campus, the owner must clean up after their animal.

CANTEEN

Policies

- Canteen will be offered up to two times daily with a variety of snacks and drinks available.
- All canteen transactions for campers, for all weeks of camp during the summer, will occur through canteen cards purchased prior to the start of camp. This excludes Overnight Camp, Day Camp, and Families at Camp.
- The cards will be purchased at registration with the knowledge that missions giving will be done through the canteen card and that any amount left on the card (for the amount that was purchased) at the end of the week will go to the mission for that week of camp. Designated "Missions Money" can be given at this time.
- The Overnight Camp (2nd/3rd grade) will receive two free canteens as part of their camp experience. The Day Camp (K/1st) will receive one free canteen as part of their camp experience. Each camper and their parent will receive one free item per canteen time.
- Families at Camp will have a sheet recording all the canteen items during the camp. The items will be recorded for each family, or individual, and tallied at the end of the camp for payment.
- Guests during camp may make cash purchases for canteen items during scheduled canteen times. This cash will become part of the canteen money and be applied towards future canteen supply purchases or missions at the end of the camp season.

MISSIONS

- A mission will be chosen for each week of camp. The dean will decide which mission to promote and sponsor.
- Leftover monies from canteen cards will be given to the chosen mission for the week.
- The mission money will be calculated and the amount reported to the campers before dismissal.
- The canteen cards will be given to the Camp Director to confirm the total and the amount will be forwarded to the Camp Treasurer for payment to the mission.
- The dean will provide the Camp Treasurer with the name and address of the mission.
- Any "profits" or additional monies above and beyond the cost of operating the canteen during the summer will be equally divided among that summer's missions. A check will

be sent by the Camp Treasurer to the prospective missions as an additional gift from the camp.

Cash Giving

Northeast Iowa Christian Service Camp wants to instill a serving and giving heart in all those who enter the camp. In effort to do this, we will encourage giving by allowing special offerings to be taken up during a chapel service, during a week of camp, in which the mission is being promoted. The following stipulations will prevail:

- The special offering times will be confined to the weeks of Senior High (9th-12th).
- Campers will be advised of this during the registration process.
- NEICSC is not responsible for any lost or stolen money at any time.
- The campers will be given at least 2 days advance notice of this special offering and be reminded several times prior to that there will be a special time for them to give. (Meals, classes, preceding chapels, etc.)
- The cash/checks will be counted by the dean and the Camp Director or designated adult camp staff person.
- The amount will be noted by the dean and Camp Director, or designated camp staff person, and the Camp Director will put the offering in the camp safe until it can be deposited.
- Visitors, faculty, staff, or volunteers can make an offering to a mission during any week of camp. The money is to be given to the Camp Director in the presence of a dean and the amount noted and included in that week's mission total.

Payments

- Determination of the mission's week gift from the camp (*by check*) will correspond with that week's Canteen Card balances PLUS any cash/checks deposited with that mission's designation.
- Request for PAYMENT to speakers/ groups and missions need to be directed to the Camp Treasurer (*or Camp Director in immediate need*) for payment by check.

EXECUTIVE BOARD MEMBERS

QUALIFICATION/SELECTION/TERMS

MEETINGS/OFFICERS

RESPONSIBILITIES

[See By-laws of NEICSC Policies & Procedures Manual]

TRUSTEES

QUALIFICATIONS/SELECTION

MEETINGS/OFFICERS

RESPONSIBILITIES

[See By-laws of NEICSC Policies & Procedures Manual]

SUPPORTING CHURCHES

BECOMING AND REMAINING A SUPPORTING CHURCH

[See By-laws of NEICSC Policies & Procedures Manual]

FINANCES

TREASURER/AUDIT

- The Executive Board, with Trustee approval, shall elect the Treasurer.
- 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 Executive Board 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, or assigned person, shall deposit all donations and pay all bills connected with the camp.
- The Treasurer should be in frequent contact with the camp director to keep abreast of financial matters.
- Treasurer shall see that the camp director has the week's "Dean's Expenditure Limit" allowance at the beginning of said week.

MEMBER CHURCHES

RIGHTS, PRIVILEGES & RESPONSIBILITIES

- A member church shall be any Church of Christ/ Christian Church who desires to be a part of the camp. The church shall contribute \$500 per fiscal year to the camp general fund. For more specifics on the member church please refer to the Camp By-Laws.
- They may have 2 (two) trustees attend and vote at all Trustee meetings.
- They 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
2. Bathrooms
 - a. Make sure all toilets are cleaned and flushed
 - b. Turn all lights off
 - c. Sweep
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. Empty all trash cans. Please
- d. Turn all lights off

USE OF CAMP

Use of the Camp Waterslide

- The waterslide will be open 1 week prior to the beginning of the first scheduled camp through the Labor Day weekend.
- Individuals, families, small groups and non-church organizations (sports teams, scouts, etc.) are not allowed to reserve the waterslide.
- Supporting churches and church groups with 10 or more people may reserve the waterslide.
- Supporting churches and church groups may reserve the waterslide up to one week before the needed date, but not during a scheduled camp period. Reservations of less than one week will not be accepted. Non-reserved days will be considered “open” waterslide days (everyone and anyone may come out and use the waterslide).
- Families may call the week they want to use the waterslide 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).
- Churches borrowing equipment must understand that damages/losses must be repaired/replaced by the borrower. An agreement will be signed by the borrower agreeing to replace any items that are lost or damaged.

USE OF CAMP

Outside Churches/Groups Using Camp Facility

- Non-supporting Christian Churches and/or Christian Church groups and other groups wishing to use the camp facilities, may reserve and use the camp for a fee designated in the rental policy section of this manual, at the discretion of the Camp Director or Executive Board.
- All groups or persons using the camp will abide by all policies and applicable procedures and adhere to the principles of Christian character set forth in the Policies and Procedures Manual.

CAMP BY-LAWS

BY-LAWS OF NORTHEAST IOWA CHRISTIAN SERVICE CAMP

REVISED 1/7/2016

ARTICLE I: ORDER

Robert's Rules of Order, Revised, shall be the parliamentary authority on all points not conflicting with these By-laws or the Articles of Incorporation of this organization.

ARTICLE II: NAME

The official corporate name of “Northeast Iowa Christian Service Camp” shall be referred to in these By-laws as NEICSC.

ARTICLE III: PURPOSE

The object of NEICSC shall be to aid and facilitate the religious, charitable and missionary work of the Church of Christ and Christian Churches, and is further defined as the purpose of NEICSC shall be to conduct camps, conferences, rallies, and other activities to the end that persons not yet Christian may be won to Christ and His Church as set forth in the Bible, and that people of all ages may be built up in the Christian faith and life. NEICSC is empowered to gain possession of, hold, control, and direct the use and disposition of such properties and materials as may be used for these purposes.

ARTICLE IV: MEMBERSHIP

Section 1

Any Christian Church or Church of Christ, true to the principles of the Restoration Movement and functioning independently of any denomination or ruling body may become a “Member Church” of NEICSC. A Member Church is defined as a church that:

- a) Teaches that the path of salvation is for individuals to confess they believe Jesus Christ is the only begotten son of God, accept Jesus Christ as their Savior, and, in obedience to His command, become immersed in the name of the Father, Son, and Holy Spirit so their sins may be forgiven.
- b) Actively contends for the restoration of the New Testament Church.
- c) Contributes a minimum of \$500 per fiscal year to the camp general fund (the fiscal year being October 1 to September 30) or
- d) A Church with an average attendance of less than 30 for the previous year contributing a minimum of \$100 per fiscal year.
- e) Agrees to support NEICSC activities through volunteer workers and/or attendees

(On how to apply to become a Member Church, see Article V, Section 6.)

Section 2

Once a church attains the status of a Member Church they must:

- a) Provide not more than two (2) persons for the Board of Trustees, one of which should be from the Ministerial staff. They must be certified in writing by the Member Church, along with contact information to be given to the Executive Board Secretary.

b) Notify the Executive Board Secretary, in writing, of either a change in trustee, or a change in the status of the Trustee (i.e. change of name, address, phone number, and email address).

c) Continue to fulfill the other membership requirements mentioned in Section 1 of Article IV. A Church not continuing in these requirements will lose membership status.

ARTICLE V: BOARD OF TRUSTEES

Section 1

As aforementioned, the Board of Trustees shall be comprised of two (2) persons appointed by each Member Church. The purpose of the Board of Trustees is to enable Member Churches to be informed of camp function, and to provide representation on voting issues as described in Section 4 of this Article.

Section 2

The board will hold regular meetings twice a year, once in the fall and once in the spring, and may be called upon to attend special meetings as determined necessary by the Executive Board. The meeting times will be determined and Trustees will be notified by the Executive Board.

Section 3

Each Trustee must:

- a) Be a Christian known to be an immersed believer.
- b) Actively contend for the restoration of the New Testament Church.
- c) Attend at least one half of the regular meetings each year.

Section 4

A voting issue is one that falls under any of these three (3) categories:

- a) Changes to the Articles of Incorporation as mentioned in said document. (Needs a 4/5 majority with a quorum of 2/3 member churches present.)
- b) Any expenditures of \$5000 or more.
- c) Any indebtedness.

A vote must be approved by a 2/3 majority of represented Member Churches unless otherwise stated. Voting shall be done on a “Roll Call” basis and each Member Church will be allowed to have one (1) vote regardless of the number of Trustees present.

Section 5

Ex-officio members and guests may attend regular meetings, but do not have voting rights and may only be allowed to speak when called upon by the current Executive Board President.

Section 6

At any regular meeting of the Board of Trustees, a new church fulfilling the requirements stated in Article IV, Section 1, may petition to obtain membership status. A new church is defined as one that has not been a Member Church the previous fiscal year.

Section 7

At the fall regular meeting of the Board of Trustees, the Trustees will elect new members to the Executive Board to fulfill the requirements described in Article VI. The election shall be the last order of business. It will begin with a period of nominations, which must be accepted by nominee, and then the nominations will be taken to a vote. See Article VI for requirements for an Executive Board Member.

Section 8

The Treasurer to the Board of Trustees shall be nominated by the Board of Trustees and will be an Ex-officio member of the Executive Board. The Treasurer must personally attend a Member Church and meet the qualifications under Section 3 of Article V of this document. The Treasurer need not be a member of the Board of Trustees, nor attend 1/2 of the regular meetings.

ARTICLE VI: EXECUTIVE BOARD

Section 1 – Members and Terms

The Executive Board shall be comprised of up to nine (9) members, representing not less than seven (7) member churches, selected from and by the Board of Trustees during a regular meeting:

- a) Once elected, each member shall serve a three year term.
- b) Three (3) year terms will be staggered with no more than three (3) new members elected each year at a regular meeting of the Board of Trustees.

- c) The officers of the Executive Board shall be chosen by the Executive Board, including a President, Vice-President, and Secretary.
- d) The Executive Board will be comprised of no less than 1/3 and no more than 2/3 who are ministers of Member Churches.
- e) Members may serve up to two (2) consecutive terms and must stand down for a minimum of one (1) year prior to being re-nominated to the Executive Board.
- f) Any vacancy occurring on the Executive Board shall be filled by appointment by its members until the next regular meeting of the Board of Trustees. The appointed Executive Board member will serve a term limited to the extent of the vacancy he/she has filled.
- g) Any member church with more than one Executive Board member must have the terms of those Executive Board members staggered.
- h) The Camp Director may be an ex-officio member of the Executive Board when invited by the President of the Executive Board.

Section 2 – Meetings

Meetings of the Executive Board shall be held at the call of the President or three (3) members of the Executive Board with reasonable notice given of said meetings.

- a) Two-thirds (2/3) of the members present shall constitute a quorum.
- b) A two-thirds (2/3) majority vote shall be needed for any Executive Board action.

Section 3 - Duties

The Executive Board will:

- a) Approve policies and guidelines to maintain good camping programs.
- b) Conduct, control, and manage the affairs of the corporation.
- c) Be responsible for approving all expenditures, including onetime expenses less than \$5,000, as per the annually approved budget, and reserves the right to forward portions of those responsibilities on to an appointee.
- d) Appoint such officers, committees, and agents as they deem necessary.
- e) Receive reports from committees and act upon their recommendations.
- f) Annually review, revise when necessary, and recommend the operating budget to the Board of Trustees for approval.
- g) Review and approve NEICSC programs and activities as developed and recommended by the Camp Director.
- h) Consider and adopt long range plans to be recommended to the Board of Trustees for approval.
- i) Interview, select and recommend a candidate for Camp Director to the Board of Trustees for approval.
- j) Update, revise and adopt changes to NEICSC Policies and Procedures Manual.

ARTICLE VII: OFFICERS AND DUTIES

Section 1: Executive Board President:

- a) Is responsible to the Executive Board and the Board of Trustees for the following:
 - 1) To convene and conduct all regular and special meetings of the Executive Board and Board of Trustees.

- 2) Shall run all meetings with a prepared agenda distributed in advance if possible.
- b) Is responsible for the direct supervision of the Camp Director.
- c) Shall be the Registered Agent with the Iowa Secretary of State.
- d) Shall annually appoint Trustees forming a nominating committee to nominate Trustees to fill the expiring positions on the Executive Board. This committee, at the President's discretion, may include the Camp Director.
- e) In the absence of any officer, the President of the Executive Board may delegate, for the time period needed, the duties of such officer to any other Trustee.

Section 2: Executive Board Vice President:

Shall assume all duties of the President in his/her absence.

Section 3: Executive Board Secretary:

- a) Is responsible to the Executive Board and Board of Trustees for the following:
 - 1) Shall record the minutes of all meetings of the Executive Board and Board of Trustees
 - 2) Shall have charge of all records pertaining to that office,
 - 3) Shall sign all such documents or instruments requiring his/her signature.
 - 4) Shall make such reports and perform other duties pertaining to that office or those properly assigned to him/her by the Executive Board/ Board of Trustees
 - 5) Shall distribute minutes of the previous Board of Trustees meeting prior to the next regular meeting.

Section 4: Treasurer:

- a) Is responsible to the Executive Board and the Board of Trustees for the following
 - 1) Shall have custody of all monies and securities of the camp unless otherwise directed by the Executive Board or in their absence, the Board of Trustees.
 - 2) Shall keep regular books of accounting records and present detailed reports as established from time to time by the Executive Board at each regular meeting of the Executive Board and Board of Trustees meeting per request by the Executive Board or in their absence the Board of Trustees.
 - 3) Shall sign all such documents or instruments requiring his/her signature.
 - 4) Shall make such reports and perform other duties pertaining to that office or those properly assigned to him/her by the Executive Board/ Board of Trustees.
 - 5) Shall present all financial records for review by an audit committee that is appointed by the Executive Board at whatever time they deem appropriate. Audit committee may include non-trustees at the discretion of the Executive Board.

Section 5: Camp Director

The Camp Director is directly responsible to the Executive Board. He/she will report directly to the President of the Executive Board.

Should there be a need to fill the Camp Director position, the following will occur

1. The Executive Board shall appoint a search committee to find candidates. The Executive Board will provide requirements and guidelines to the Search Committee. The Search Committee will consist of 6 members from the Board of Trustees with only one member from any member church.

2. The Search Committee will search for candidates and make recommendations to the Executive Board on any candidate(s) the committee approves. The Search Committee must have at least a 2/3 vote to recommend any candidate to the Executive Board.
3. Final candidate selection rests with the Board of Trustees with each member Church having one (1) vote. To be successful a candidate must have a 2/3 majority vote.

In the absence of a salaried Camp Director, the ministers of the Churches of Christ, or occupying group, shall elect a manager to direct their educational program.

Section 6

Bond for any or all officers may be obtained by the Board of Trustees, if so desired or deemed necessary.

ARTICLE VIII: MEETINGS

Notice of any annual meeting or special meeting of the full Board of Trustees may be sent by US Mail, email, or by personal contact, to each of the Member Churches no less than 10 days nor more than 50 days prior to the meeting date. Notice shall/may be given at the direction of the President of the Executive Board, or by three members of the Executive Board, or by trustees representing three Member Churches. Notice of the special meeting shall be made by a member of the Executive Board and shall so state the purpose of the meeting.

ARTICLE IX: CAMP USE

Section 1

This camp shall be open to use by other Churches, Christian organizations, and other third parties, subject to the approval of the Executive Board.

Section 2

Any camp manager, camp personnel, teachers, program presenters, and guest missionaries, must be immersed believers in Jesus Christ. Any exception for camp personnel must be pre-approved by the President of the Executive Board.

Section 3

Any member or group using the facilities, found guilty of gross immorality, heretical teaching contrary to the Articles of Faith of the camp, refusal to adhere to the NEICSC Policies and Procedures Manual, or causing strife among the members shall be dealt with first by the Executive Board and if necessary brought before the full Board of Trustees at a special meeting.

Section 4

Any group using the facilities shall carry their own accident insurance coverage for participants.

Section 5

All other guidelines to camp use shall be outlined in the NEICSC Policies and Procedures Manual.

STATEMENT OF FAITH ON MARRIAGE, GENDER, AND SEXUALITY

- We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Gen 1:26-27.) Rejection of one's biological sex is a rejection of the image of God within that person.
- We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Gen 2:18-25.) We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1 Corinthians 6:18; 7:2-5; Hebrews 13:4.)
- We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.
- We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God. (Matthew 15:18-20; 1 Corinthians 6:9-10.)
- We believe that in order to preserve the function and integrity of Northeast Iowa Christian Service Camp as a part of the Body of Christ, and to provide a biblical role model to the Northeast Iowa Christian Service Camp member churches and the community, it is imperative that all persons employed by Northeast Iowa Christian Service Camp in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality. (Matthew 5:16; Philippians 2:14-16; 1 Thessalonians 5:22.)
- We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Rom 10:9-10; 1 Corinthians 6:9-11). We believe that every person must be afforded compassion, love, kindness, respect, and dignity. (Mark 12:28-31; Luke 6:31.) Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of Northeast Iowa Christian Service Camp.

Final Authority for Matters of Belief and Conduct

The statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of Northeast Iowa Christian Service Camp's faith, doctrine, practice, policy, and discipline, our Executive Board of Trustees is Northeast Iowa Christian Service Camp's final interpretive authority on the Bible's meaning and application.

CODE OF CHRISTIAN CONDUCT

Northeast Iowa Christian Service Camp has stated previously, in the Statement of Faith on Marriage, Gender, and Sexuality, what is expected of any person coming onto the campgrounds to serve in any capacity or to participate in any camp or event.

There are stated policies on the proper dress for those who are campers, staff, faculty, and any person who comes onto the Northeast Iowa Christian Service Camp property during any camp or event. In addition to those policies:

- Males will dress in conformance to their biological sex. The wearing of dresses, skirts, or feminine clothing, outside of a skit or some pretend situation, is contrary to the conduct of a Christian male.

- Males/females will use the restrooms, changing areas, or dorms conforming to their biological sex.
- Males/females will abstain from all intimate sexual conduct outside the marital union of one man and one woman.

Also, as a Christian and Follower of Jesus Christ, you are expected to have the highest moral and personal character, as stated in the Bible. These characteristics include, but are not restricted to:

- Honesty
- Fairness
- Kindness
- Courteousness
- Caring
- Respect
- Obedience
- Compassion
- Holiness

NEICSC RENTAL/USE POLICY

1. Groups or persons requesting facility use must affirm that their beliefs and practices and planned uses of the facilities are consistent with the NEICSC's faith and practice.
2. The group or person seeking facility use must submit a signed "NEICSC Facility Reservation Request and Agreement" form.
3. The group or person seeking facility use must be willing to take responsibility for the facilities and equipment used and must agree to abide by North East Iowa Christian Service Camp's rules of conduct for facility use, as stated below and as described in any additional instructions by camp staff.

Facility Use Hours

Facilities are available between the hours of 6 a.m. and 11 p.m. Use outside these hours may be approved by the Camp Director or official designee.

Scheduling Events

Facility use requests shall be made to the camp director, by submitting the "NEICSC Facility Reservation Request and Agreement" form. The event will be reserved and placed on the camp calendar only when the camp director and executive board president approves the use.

Fees

Use of NEICSC facilities is subject to a use and maintenance fee of \$50 to pay for the upkeep of camp facilities. Supporting church members are not required to pay a fee for usage because maintenance of the facilities are derived from member church support throughout the year.

Facility Use Guidelines

1. Alcohol Policy: No alcohol may be served in camp facilities or on campgrounds.
2. Smoking Policy: [smoking in any indoor camp building is prohibited.]
3. Groups are restricted to only those areas of the facility that the group has reserved.
4. Camp equipment, such as tables and chairs, must be returned to original placement, unless arranged otherwise prior to the event.
5. All lights must be turned off and doors closed upon departure.
6. Clean-up is the responsibility of the group/person/persons using the camp during the period of time they are allotted. All buildings and grounds that are used will be left as clean, or cleaner, than they were at the beginning of the time of use.

8. Abusive or foul language, violent behavior, and drug or alcohol abuse are strictly prohibited on camp premises. Any person exhibiting such behavior will be required to leave the premises.

9. Any person or group must sign the “NEICSC Facility Reservation Request and Agreement” form prior to reservation of camp facilities.

Insurance

For all non-NEICSC-sponsored events, the group or person using the facilities must obtain liability insurance coverage in the amount of at least \$_____. The user must also sign a “Facility Use and an Indemnity and Hold Harmless Agreement.”

Facility Reservation Request and Agreement

Name of person or organization requesting use of facilities:

Please state whether you are a:

Supporting Church Member Church-Sponsored Ministry Non-Member Non-Member Group/Organization

Contact Information:

Address:

Phone Number:

Email Address:

If the requested use is by an organization not affiliated with the church, please briefly state the organization’s purpose and mission:

Please list the organization’s website, if any:

Please list the names of the organization’s office-holders and leaders:

Regardless of type of user, please describe which camp facilities you are requesting use of and the purpose for which you intend to use the facilities:

What date(s) and time(s) are you requesting to use the facilities?

If you are requesting use of the camp’s facilities for a wedding and/or wedding reception, please list the names and contact information of the bride and groom:

Bride:

Groom:

Please list the name, contact information, and religious affiliation of the person officiating the wedding:

Please describe the marriage preparation counseling or training undertaken by the bride and groom:

I affirm that:

1. I understand that the NEICSC does not allow its facilities to be used in a way that contradicts its faith or by persons or groups holding beliefs that contradict the NEICSC’s faith.
2. To the best of my knowledge the purpose for which I am requesting use of NEICSC facilities will not contradict the camp’s faith, and I commit to promptly disclose any potential conflict of which I am aware or become aware to NEICSC’s director or an executive board trustee.
3. I am not aware of any beliefs that are professed by me or the organization I represent and which is requesting use of the NEICSC’s facilities that contradict the beliefs of the camp. I agree to promptly disclose any potential conflicts in belief to NEICSC’s director or an executive board trustee.
4. I understand that upon approval of my facilities use request, I will need to provide a security deposit in the amount of \$ 200, a certificate of insurance for at least \$ _____ of coverage, and any other fees required by NEICSC.

5. I understand that the NEICSC does not allow its facilities to be generally available to the public, and that my use of these facilities is subject to the director's approval, which is conditioned in part on my agreement to the requirements in the "NEICSC Facility Use Policy," a copy of which I have read and understood.

6. I understand that I will be responsible for any damages to the camp facilities resulting from this proposed use of facilities.

7. The NEICSC believes disputes are to be worked out between parties without recourse to the courts.

See, generally, Matthew Chapter 18 and 1 Corinthians Chapter 6. Accordingly, users of the facility agree to attempt resolution of any disputes through Christian mediation.

Name: _____

Date: _____

Go to Pages 36 - 39 to Print NEICSC Statement of Faith Agreement

NORTHEAST IOWA CHRISTIAN SERVICE CAMP STATEMENT OF FAITH

NEICSC DOCTRINAL STATEMENT/STATEMENT OF FAITH

It has been decided that no person shall be allowed to teach or lead any group at any Northeast Iowa Christian Service Camp sponsored activity unless they adhere to the following beliefs:

- 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).
- We believe God created the heavens and the earth in six literal days (Genesis 1; Exodus 20:11).
- 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).
- We believe God loves mankind and has instituted a plan to reconcile man with Himself and is revealed in the Bible (John 3:16).
- 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).
- 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).
- We believe God judges a person right with Him as they accept and obey the Gospel message about His Son (Romans 3:22-24).
- We believe each person must place their faith in Jesus as Lord and Savior of their lives (Romans 3:25-26).
- We believe each person must believe the Gospel message about Jesus' death, burial, and resurrection (1 Corinthians 15:1-8).
- We believe each person must repent from their sinful lifestyle and turn to Jesus as Lord of their lives (Acts 3:19).
- 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).
- 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).
- We believe each person must live their life in reverence

STATEMENT OF FAITH ON MARRIAGE, GENDER, AND SEXUALITY

- We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Gen 1:26-27.) Rejection of one's biological sex is a rejection of the image of God within that person.
- We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Gen 2:18-25.) We believe that God intends sexual intimacy to occur only between a man and a woman

(Page 1 of 3)

who are married to each other. (1 Corinthians 6:18; 7:2-5; Hebrews 13:4.)

- We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.
- We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God. (Matthew 15:18-20; 1 Corinthians 6:9-10.)
- We believe that in order to preserve the function and integrity of Northeast Iowa Christian Service Camp as a part of the Body of Christ, and to provide a biblical role model to the Northeast Iowa Christian Service Camp member churches and the community, it is imperative that all persons employed by Northeast Iowa Christian Service Camp in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality. (Matthew 5:16; Philippians 2:14-16; 1 Thessalonians 5:22.)
- We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Rom 10:9-10; 1 Corinthians 6:9-11). We believe that every person must be afforded compassion, love, kindness, respect, and dignity. (Mark 12:28-31; Luke 6:31.) Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of Northeast Iowa Christian Service Camp.

Final Authority for Matters of Belief and Conduct

The statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of Northeast Iowa Christian Service Camp's faith, doctrine, practice, policy, and discipline, our Executive Board of Trustees is Northeast Iowa Christian Service Camp's final interpretive authority on the Bible's meaning and application.

Code of Christian Conduct

Northeast Iowa Christian Service Camp has stated previously, in the Statements of Faith, what is expected of any person coming onto the campgrounds to serve in any capacity or to participate in any camp or event.

There are stated policies in the Policies and Procedures Manual on the proper dress for those who are campers, staff, faculty, and any person who comes onto the Northeast Iowa Christian Service Camp property during any camp or event. In addition to those policies:

- Males will dress in conformance to their biological sex. The wearing of dresses, skirts, or feminine clothing, outside of a skit or some pretend situation, is contrary to the conduct of a Christian male.
- Males/females will use the restrooms, changing areas, or dorms conforming to their biological sex.
- Males/females will abstain from all intimate sexual conduct outside the marital union of one man and one woman.

Also, as a Christian and Follower of Jesus Christ, you are expected to have the highest moral and personal character, as stated in the Bible. These characteristics include, but are not restricted to:

(Page 2 of 3)

- Honesty
- Fairness
- Kindness
- Courteousness
- Caring
- Respect
- Obedience
- Compassion
- Holiness

I, _____, agree to adhere to the previous Statements
(Print Name)

of Faith, Doctrine, Marriage, Gender, Sexuality and the Christian Code of Conduct and abide by the Policies and Procedures Manual as a member of the faculty, staff, or a volunteer of Northeast Iowa Christian Service Camp.

Signed: _____ Date: _____