



# COMMUNITY LIFE HANDBOOK

The contents of the Community Life Handbook contain the community guidelines and other types of information that affect summer staff personally.

*Updated May 2015*



# INTRO TO PHANTOM RANCH SUMMER CAMP

## History:

Phantom Ranch is owned and operated by Midwest Bible Church of Chicago. Its ministry is year-round with traditional summer camps, summer rental groups, fall, winter, and spring retreats, various horsemanship programs, outdoor education for schools and off-site adventure camping for Christian organizations.

Since 1954, there have been eight men who have been faithful in directing the ever-growing ministry at Phantom Ranch.

Richard Wager	1954-1960
Charles Nichols	1961
Russell Keller	1962-1967
David McKinley	1968
Brian Hayes	1969-1970
Peter Yeh	1971-1976
Roy Tanner	1977-2015
<b>Olen Johnsen</b>	<b>2016 - Present</b>

The campground was originally owned by the Hot Point Corporation for use by their employees. It was later a Jewish girls' camp. In 1954, Midwest Bible Church purchased the original 25-acre campsite. Phantom Ranch presently owns 111 acres of land. Phantom Ranch is located 30 miles southwest of Milwaukee and a little over an hour from the Illinois border.

## **Mission Statement:**

The ministry of Phantom Ranch Bible Camp is to assist individuals, church groups, and organizations in sharing the Gospel of Christ and teaching God's Word for daily living, while enjoying God's creation in our unique setting.

## **Philosophy and Goals:**

**“To Know Christ and To Make Him Known”** -- There are two parts to this vision. The first is “to know Christ” as our personal Lord and Savior and to enter into a right relationship with God. The second is “to make Christ known” to the world through the ministry of Phantom Ranch.

**“Knowing Christ”** -- This is Phantom Ranch's primary reason for existing - to help people come to a better and closer relationship with God. Camp is one of the best ways in our society to model the methods Jesus used to teach and minister to the masses and his disciples. Jesus spent approximately 3 years with his disciples. Although much of his time was spent in public preaching and teaching ministry, he still emphasized the importance of small group ministry with his disciples. The disciples were able to see how Jesus reacted to real life situations and how he dealt with a variety of issues. Phantom Ranch provides a similar small group setting, in that campers get to see their counselors imitate Christ as they deal with and react to a variety of situations and issues for an entire week.

**“Making Him Known”** -- Phantom Ranch is a refuge from worldliness and a place of spiritual rehabilitation. People should find Phantom Ranch as a place where they can let down their guard, open up, and praise God through worship, the study of His Word, and fellowship with other followers of Christ. They are able to experience God in a place where there is no ridicule or scorn. Young people can come here knowing that they will not be surrounded by worldliness but by godliness. In this environment, believers become better equipped to stand firm against temptation and to share the Gospel of Jesus Christ.

## Summer Camp:

The summer camp capacity is approximately 120 boys and girls per week. This allows a camper to counselor ratio of 12:2; 12 campers and 2 counselors per cabin. Phantom Ranch's summer camp program is prefaced by staff training for the purpose of equipping the counselors and other staff with the necessary skills to be effective Christ-like role models. Training is followed by four weeks made up of 10 sessions. These sessions include:

Youngteen (coed 6<sup>th</sup> - 9<sup>th</sup>)

Adventurers (girls 3<sup>rd</sup> - 5<sup>th</sup>)

Pathfinders (boys 6<sup>th</sup> - 9<sup>th</sup>)

Roughriders (boys 3<sup>rd</sup> - 5<sup>th</sup>)

Discoverers (girls 6<sup>th</sup> - 9<sup>th</sup>)

Superteen (coed 9<sup>th</sup> - 12<sup>th</sup>)

Triple W (girls horsemanship 6<sup>th</sup> - 9<sup>th</sup> and 9<sup>th</sup> - 12<sup>th</sup>)



# PHANTOM RANCH DISTINCTIVES

Phantom Ranch is unique in that it uses nature and the close relationship of a counselor to penetrate into the life of a camper for Jesus Christ. Away from the noise and busyness of life, the camper has time to think over their relationship with their Creator. Guided by their counselor, the camper will leave with a clearer perspective of what God's will is for their life.

## Phantom Ranch Provides Opportunities For:

1. Dealing with campers as individuals and counseling them in the areas of their spiritual needs. (John 3-5)
2. Encouraging definite spiritual decisions at the level of the camper's readiness. (John 3-5)
3. Helping to establish good habits of Christian living: prayer, Bible reading and study, personal devotions, witnessing, and participating in their local church. (2 Timothy 3:14-17; Acts 1:8; 2:24)
4. Gaining practical experience in leadership, service, witnessing, and the application of spiritual truth to daily living.
5. Establishing healthy habits: cleanliness, adequate rest, balanced diet, exercise, and a respect for one's body as God's temple. (1 Corinthians 6:19-20)
6. Using leisure time in a manner that is both wise and profitable. (Ephesians 5:15-16)
7. Learning outdoor skills as a means of developing character and as training for possible full-time Christian service. (1 Corinthians 9:19-27)
8. Developing the ability to get along with others unselfishly. (1 Corinthians 13)
9. Learning effective leadership skills. (Exodus 35:30-35)
10. Learning responsibility for one's own decisions. (Galatians 6:4-9)

# Doctrinal Statement:

(condensed from Midwest Bible Church's Constitution Doctrinal Statement)

## We believe...

1. in the scripture of the Old and New Testaments as inspired of God and inerrant in the original writings and that they are of supreme and final authority in faith and life.
2. in one God, eternally existing in three persons, Father, Son, and Holy Spirit.
3. Jesus Christ was begotten by the Holy Spirit and born of the virgin Mary and is true God and true man.
4. man was created in the image of God, that man sinned and thereby incurred not only physical death, but also spiritual death which is separation from God and are, therefore, under just condemnation.
5. the Lord Jesus Christ died for our sins according to the scriptures as a representative and substitutionary sacrifice, and that all who believe in him are justified on the grounds of his shed blood and resurrection.
6. in the resurrection of the crucified body of our Lord, in his ascension into Heaven, and his present life there as a High Priest and advocate.
7. in "That Blessed Hope," the personal, pre-millennial and imminent return of our Lord and Savior Jesus Christ.
8. all who receive by faith the Lord Jesus Christ are born again of the Holy Spirit and thereby become children of God.
9. in separation from all worldly practices, and in wholehearted devotion to the cause of Christ as the only scriptural basis for a happy and useful Christian life.
10. in the bodily resurrection of the just and the unjust.
11. Christian baptism to be immersion of water of a believer "in the name of the Father, Son, and Holy Spirit," as a public testimony of one's salvation.
12. the Lord's Supper is a memorial service and the setting forth, in a sacred and symbolic manner, the death of the Lord Jesus on our behalf.
13. every one of the redeemed, once saved, is kept by God's power and is thus secure in Christ forever.
14. the gift of tongues in its public usage was primarily to be a sign to unbelieving Jews (1 Corinthians 14:21), historically tongues accompanied the expansion of the early church and given by God when God deems fit.

## **Full-Time Staff**

### **Roy & Anne Tanner & Family -- Executive Director**

Roy became a Christian at Midwest Bible Church's AWANA club at age 12 and spent his summers as a camper. He started working on summer staff in high school and college. Roy was hired as the Assistant Manager in 1976 and in 1977 he became camp's 7th Executive Director. Anne joined summer staff as a tripper in 1976, met Roy and fell in love. They were married in March of 1980. Since then, five adopted children, Brian, Zachary, Dion, Amanda, and Isaac, have brightened the Tanner household along with over 40 foster children. Anne works as a realtor coach. The Tanners currently live on grounds and attend Brooklife Church.

Roy will be retiring December, 2015

### **Olen & Amy Johnsen & Family:**

#### **Olen -- Associate Director & Amy -- Part-time Cook**

Before joining Phantom Ranch full time, Olen attended Trinity Western University where he received his B.A. in Biblical Studies in 1989 and worked as a Trip Guide during the summers. It was during the summer of 1988 when Olen met Amy, whom he refers to as "the perfect wife," while they were both working as Trip Guides. Amy could not resist her handsome boss with a charming personality and would not rest until she caught him. Amy works as a real estate agent and cooks breakfasts at Phantom Ranch. They have 4 attending or graduated from college, Kelsey, Hannah, Haley and Erik. Olen specializes in fund-raising, web site management and development, and advertising. The Johnsen family lives on grounds and attends Elmbrook Church.

Olen will become Executive Director January, 2016.

### **Kim Littlefield - Office Manager**

Kim and her husband, Winston, moved to Wisconsin from New Jersey in 1992 along with their sons Adam and Ryan. Kim joined the Phantom Ranch staff in November of 2000. She and her family are active members at Fox River Christian Church, where they first heard of the ministry at Phantom Ranch. Kim and Winston live off grounds.

### **Jeff & Joslin Lee:**

#### **Jeff -- Guest Group Director & Joslin -- Food Service Director**

Jeff and Joslin are our newest full-time staff members, but not new to Phantom Ranch. Jeff and Joslin started as cabin counselors in 2010. Jeff became Assistant Program Director in 2012. They both attended and met at Judson University and played on the soccer teams. Jeff also played lacrosse. Since 2013, Jeff has worked full-time as a broker for a freight company and handled accounts at a web development company. Jeff and Joslin were married March, 2015 and joined Phantom Ranch May, 2015.

### **Dan & Krista Mayer & Family:**

#### **Dan -- Program Director & Krista -- Horsemanship Director**

Krista started working in the summer of 1998 as a counselor and wrangler. She was hired on as the full-time Horsemanship Director in September, 2003 upon graduation from State University New York, Morrisville with a degree in Equine Science and Management. Krista teaches riding lessons and works as a team leader for a real estate agent. Dan grew up in upstate New York and graduated from the Moody Bible Institute in 2003 with a degree in Youth Ministry and has a Masters Degree in Youth Ministry Leadership from Huntington University. Krista and Dan were married in May, 2005 and have 2 children, Aedan and Torrin. Dan was hired in September of 2005. He oversees the summer and winter camps as well as activities for weekend retreats. They live on grounds and attend Elmbrook Church.

### **Mike & Millicent Doud (HB) - Maintenance Director**

Mike has been on staff since he was 15 years old. He became the full time director at 18, due to his apprenticeship with former maintenance directors. He has his degree from New Tribes Bible Institute in biblical studies. Mike and Millicent were married in 2011 and live in Mukwonago. Mike also works as an EMT and Millicent is studying to become a CNA.

### **Special Note about Staff that Live On Grounds:**

The on-grounds staff tend to be very inviting of summer staff into their homes. Please do them the courtesy of asking and knocking before entering their homes. Thank you.

# SAMPLE DAILY SCHEDULE

Time	Camper	Summer Staff
7:00	Wake Up	Wake Up + Time with God
7:50		Morning Prayer with Staff
8:00		
8:15	Breakfast	Breakfast
9:00		Meet at Work Area (devotional time & prayer)
9:15	Chapel + Cabin Devos	
10:15	Large Group Activity	(hard) Work
11:15	Cabin Activity	
12:15	Lunch	
12:45	Counselor Meeting	Lunch
1:00	Relax Time in Cabins	
2:00	Skill Builders	
3:00	Camper Choice	(more hard) Work (for Jesus)
5:20	Flag Lowering	
5:30	Dinner	Dinner
6:30	Evening Activity	Off unless scheduled
8:30	Chapel	Intercessory Prayer
9:30	Night Activity	
10:00	Night Devotionals	Off unless scheduled
10:45		
11:00	Lights Out	In Staff Cabin (latest)
12:00		Lights Out (latest)

# TERMS OF EMPLOYMENT

The following terms apply specifically to salaried staff:

1. Staff will be paid Bi-weekly on Tuesday.
2. Staff has time off from Saturday noon until Sunday noon, and/or other times indicated by the Executive Director. Generally, staff work six days a week.
3. Workmen's Compensation covers work related accidents while in the employment of Phantom Ranch Bible Camp.
4. Phantom Ranch has secondary insurance coverage for non-work related accidents, while on the campgrounds for staff members. Medical bills must first be submitted to the parents'/the individual's insurance company. The remaining balance will then be submitted to our insurance company for review. Maximum coverage is \$10,000/person per accident.
5. Illnesses are covered under staff member's personal insurance.  
\*See Medical Information.

## **Scheduled Activities:**

1. All non-counseling staff are required to attend a pre-breakfast prayer gathering unless excused by a Staff Supervisor. Gathering begins at approximately 7:50 Monday - Friday.
2. Staff are encouraged but not required to attend weekly evening small group Bible Studies hosted by the Staff Supervisors and/or staff-led worship services throughout the summer.
3. Staff must attend and be prompt for all meals. During meals, non-counseling staff eat in the Small Dining Room; counseling staff eat in the Main Dining Room. In the case of medium - large sized groups going out to eat, the head cook must be notified in advance.
4. When campers are on grounds, Monday through Friday, our staff are asked (required) to participate in Intercessory Prayer sessions with other staff as scheduled during the evening chapel sessions.
5. Non-counseling staff will be asked to participate in the Adopt-a-Cabin program. This is a way for non-counseling staff to become engaged with campers throughout a week. This is highly recommended, but not required.

# RANCH GUIDELINES AND PROCEDURES

The following rules and guidelines are in place in an earnest desire to make camp a positive living and work experience for every staff member, to maintain modesty, to protect the camp's reputation, to meet insurance and legal regulations and to uphold the Biblical concept of Christian separation from the world. We understand that all individuals may not agree with each of these rules, but please understand that by agreeing to be a Phantom Ranch Staff Member you are stating your agreement to uphold these regulations despite your personal feelings.

These rules and guidelines should not be construed as being all of the rules which Phantom Ranch Summer Staff will need to abide by. Failure to adhere to these rules and guidelines may be grounds for dismissal.

## **Community Standards:**

Because of the questionable nature of the following activities, Phantom Ranch staff are required to refrain from attending dance clubs and the use of alcoholic beverages, tobacco in all forms, drugs, and gambling. This applies to the entire time a staff member is employed by camp, whether on grounds or off, including days off.

Camp is a special place. Please help us keep it special by elevating your standards so as to be above reproach. What you may think or see as innocent, campers and/or parents may see as inappropriate. Guidelines like these are about accountability, not restriction. The purpose is to help parents and campers maintain an image of camp as being safe, having integrity and a high commitment to God's Word.

*“Why do there have to be rules for everything?  
It's gotten to the point that rules dominate just about every  
aspect of our lives. In fact, it might be said that rules have  
become the foot-long sticks of mankind.”*

*- Jack Handey*

## Guidelines Concerning Dating Relationships:

Phantom Ranch administration wants all relationships, not just dating ones, to be built on communication, connection, and commitment to God, not just physical attraction. We highly value the purity of our staff, and want the actions of all staff to be honoring to both God and other staff members.

1. An adult (18+) may not have a dating relationship with a minor (17 and under) without written approval from the parent of the minor.
2. An adult (18+) may not have a dating relationship with a 15 year old.
3. A 16-17 year old staff member may not have a dating relationship with a 15 year old or younger without written approval from all parents.
4. Summer staff of any age may not pursue or engage in a dating relationship with a camper or a High School Mission Team member.
5. Counselors in a dating relationship should not allow a camper to be aware of their relationship. **If it is evident to a camper, it is too evident.** Primary reason behind this is to aid in removing distractions from the counselor camper relationship. Anyone can role model good manners toward the opposite sex without being in dating relationship. Let campers see you treating everyone with respect.  
Males: be a leader in this area to all campers.
6. Coed back rubs, embracing, and kissing, or any other display of affection, public or private, are not allowed among unmarried staff. Unmarried couples are permitted to hold hands only when campers are not on grounds.
7. Unmarried couples must be accompanied by other staff or in plain view of other staff while together on campgrounds. Be careful with how much time, in general, is spent with a member of the opposite sex. Aim to be present and available for all summer staff.

## **Policies Regarding Behavior of a Personal Nature:**

1. Any behavior that can be construed as bullying or sexual harassment including language, physical contact, and or body language is not acceptable and is grounds for dismissal.
  - Physical contact includes, but is not limited to, nipple twisting, groin contact, tickling.  
This is not limited to co-ed staff situations only.
2. During the normal course of changing and showering, exposure to others in the cabin may occur and is considered appropriate with the following guidelines:
  - Under no circumstances, in any environment, is purposeful, lewd, or joking exposure acceptable
  - Skinny dipping is not allowed
  - Purposeful nudity between adults and minors will be construed as a violation of local child laws
  - If a camper sees a staff member naked, the staff member needs to let Associate or Program Director know immediately. This is to ensure the safety and image of the staff

## **Dress Code:**

***Phantom Ranch reserves the right to deem any clothing as inappropriate.***

1. Clothing advertising inappropriate material may not be worn while representing camp or while on camp grounds. You will be asked to change any inappropriate clothing.
2. Shirts are to be worn at all times while at camp except at the beach. The beach extends to the lower grass field, sand volleyball court and canteen.
3. Non-ear/nose piercing approval tends to be case by case, but please consider a clear retainer for your non-ear/nose piercing. Gauges must be solid plugs. We are looking for professionalism.
4. Dry clothing is to be worn to meals.

The following are guidelines for the explanation of modest attire:

### **Females:**

1. The scoop neck on tops should not exceed 3 inches from the base of your neck; please avoid showing cleavage.
2. Tank tops should not be revealing and need to cover bra straps
3. Bras should not visible with exception of sports bras crisscrossing with racerback tops.
4. All tops must cover the mid section.  
The stomach area should not be exposed.
5. Shorts must have at least 3-inch inseam length.
6. Wranglers must wear a sports bra as an under garment while working at the Hitching Post.
7. Swimwear:
  - Modest one pieces and tankinis with no midriff  
No revealing open areas, bikinis or monokinis
  - Swimsuits need to have a modest cut  
They should not extend above the hip joint
  - Swimsuits need to be fully lined

### **Males:**

1. Use good judgment in the amount of underwear visible above the waistline of your shorts.
2. Shorts should be of the loose-leg variety.
3. Gym shorts, board shorts with no lining, compression shorts, brief cut swimsuits (i.e. Speedos), or shorts that are see-through when wet will not be allowed for swimming.

### **Neutral:**

1. No shirts with deep cut-off sleeves; cut-off sleeve openings should not extend down the length of the shirt.
2. No underwear may be showing above the waistline.
3. Jeans, pants, & shorts must be in decent condition. Tearing around the knees is acceptable; revealing tears around the upper thigh is not.
4. The waist of pants and shorts may not hang below the hips.

*“The finest clothing made is a person’s skin,  
but, of course, society demands something more than this.”*  
- Mark Twain

## **Procedures for Leaving the Grounds:**

1. Minors (excluding HSMT’ers) must have the *Parents Consent to Leave Grounds* section of their agreement filled out and signed if they want to leave grounds on a non-staff activity driven by an adult.
1. Minors (excluding HSMT’ers) wishing to drive or be driven by another minor must have specific written approval from all parents.
1. Minors need to have consent from Camp Administration, which includes appropriate Leadership Staff, in order to leave grounds for any non-staff activity.
1. All staff, including those with consent from Camp Administration, must notify the appropriate Staff Supervisor. If the appropriate Staff Supervisor cannot be found, notify the other Staff Supervisor.
1. Minors wishing to drive or ride with other minors **MUST** submit written consent forms from the parents of all involved minors. If consent is given by the parents verbally, it must be given over the phone directly to Program Director or Associate Director.

## **Procedures for having a Vehicle on Camp Grounds:**

1. Minors must turn in their keys to the appropriate Staff Supervisor while on grounds.
2. All staff vehicles must be parked in the field above the Office.
3. The speed limit coming into camp is 15 mph and decreases to 5 mph as the road approaches the Office.
4. Staff driving in excess of 15 and 5 mph will be warned to drive slower. A second warning will result in the driver losing on-ground driving privileges until notice from the Executive Director. A \$50 fine may be incurred as well.
5. Do not drive past the main parking lot except for loading and unloading. Do not drive on service road leading to Hill Chapel.

## **Guidelines for Movies:**

1. Please refrain from watching R rated movies.
2. Movies may be watched on personal viewing devices. Please use headphones while watching. Meeting room projectors and Office TVs are not personal viewing devices.
3. Meeting room projectors and Office TVs may be used with permission from Administration Staff.
4. Please support Phantom Ranch's summer programs and cabin counselors by not attending movie theaters (or other events counselors would wish to attend) during our four programmed weeks. Feel free to attend the theater on Saturday during time off when all summer staff are available.

## **Guidelines for Recreational Music:**

1. Staff are allowed to listen to appropriate music during non-working hours and in their staff cabin. Staff Supervisors and Camp Directors reserve the right to deem any music as inappropriate.
2. Please use headphones to listen to music if asked.
3. Playing devices must be turned off at lights out, unless being used with headphones.
4. Music and talk radio is allowed to be played during work hours at the discretion of the Area Director.
5. Headphones may be worn during work hours at Area Director's discretion. If someone needs to talk to you, please remove your headphones completely.

Staff have a responsibility to Phantom Ranch and the parents of campers to be good examples of Christian conduct. More significantly, they have a responsibility to God for their time and how they spend it. Staff need to evaluate what content they should be watching and listening to.

*It's not what we do once in a while that shapes our lives,  
but what we do consistently.*  
- Tony Robbin

## **Guidelines for Camera Use:**

1. Inappropriate use of cameras, such as taking pictures of people undressing or undressed, may result in the notification of law enforcement and is cause for immediate dismissal.
2. Staff are strictly responsible to adhere to the *Phantom Ranch Privacy Policy*, which in part states images of minors (campers or staff), may not be posted on a website without written parental consent. Phantom Ranch has received permission for use on our website and other promotional material.
3. Phantom Ranch is not responsible for loss or damage to personal equipment even if using it for camp purposes.
4. Phantom Ranch would appreciate a copy of any pictures taken by staff to be used for promotional purposes.

## **Guidelines for Internet Use:**

1. By accessing the internet through Phantom Ranch, you are agreeing to have your internet traffic tracked and logged.
2. Phantom Ranch employs a content filtering system in a variety of categories which will notify you and Administration staff of the offensive site.
3. Staff are not permitted to post photos or information of any minor that contains the minor's contact information.
4. Personal internet use during work hours is not acceptable.
5. Excessive use of bandwidth may be limited at Administration Staff's discretion.

*How do trees get on the internet?  
They log in.*

## Guidelines for Mobile Phone Use:

1. All staff are allowed to carry their mobile phone, but may not make personal calls or texts during working hours.
2. If a personal call or text is received, politely let the caller know that you are working and that you will contact them later, or push them to your voice mail. Please do not carry on a conversation via text.
3. Please do not use your phone for internet or social media browsing during work hours.
4. Some staff will be asked to use their mobile phone for Phantom Ranch business purposes. Phantom Ranch will reimburse camp business calls if you exceed your allotted minutes and can document number of minutes used for Phantom Ranch business. For reimbursement see Executive Director.
5. Mobile phone usage during work and non-work hours should be limited when in view of campers.
6. Phantom Ranch is not responsible for loss or damage to personal mobile phones even if being used for camp business.

## Guidelines for Phantom Ranch Business Phone Use:

- Incoming calls can be made to the Office (262) 363-6940 during business hours (9-12, 1-4:30). An attempt will be made to page the individual, otherwise a message will be taken.



# OTHER AVAILABLE SERVICES

## Laundry Services:

1. Washers and dryers available to staff during their free time. The cost is \$.50 per washer load and \$.50 per dryer load.
2. Phantom Ranch does not provide laundry soap.
3. Clothing must be removed from the laundry room promptly.
4. Phantom Ranch is not responsible for clothes lost or damaged if left in the laundry room.
5. Dryers will be turned off at the posted time and therefore laundry must be done by that time.
6. Washers and dryers located in the dining hall basements are for camp use and resident full-time staff personnel use only.

*I believe you should live each day as if it is your last, which is why I don't have any clean laundry because, come on, who wants to wash clothes on the last day of their life?*

*- Jack Handey*

## Transportation:

1. Staff transportation to local stores will be available during time-off for those who do not have a car.
2. Staff Supervisors will post scheduled trips to Wal-Mart.
3. Staff are expected to take the opportunity of their time-off to complete personal errands.
4. Staff trips and activities will be planned on a semi-regular basis. Look for posted schedules and sign up sheets.
5. Transportation to local Churches on Sunday will be made available by Staff Supervisors and Camp Directors.

*I had fake girlfriends before it was cool. In the 7th grade, she went to another school. You wouldn't know her. I met her at camp.*

*- Jon Acuff*

## Program Areas:

1. Waterfront and water-skiing are available to the staff (per Waterfront Guidelines).
2. Horseback rides will be available to the staff on various occasions (per Horsemanship Guidelines).
3. Staff are welcome to gather, play games and hangout in the Dining Hall and Office lounge area. These areas close before 11pm as in-cabin time is 11pm. Please be courteous to housekeeping staff and leave hangout areas clean and ready for the next day's use.
4. Free and/or cheap group activities are highly encouraged.

## PROVERBS 3:5-8 ESV

*<sup>5</sup> Trust in the LORD with all your heart,  
and do not lean on your own understanding.*

*<sup>6</sup>In all your ways acknowledge him,  
and he will make straight your paths.*

*<sup>7</sup> Be not wise in your own eyes;  
fear the LORD, and turn away from evil.*

*<sup>8</sup>It will be healing to your flesh  
and refreshment to your bones.*

We encourage our staff to have regular times of daily devotions and prayer. This is accomplished by designating specific times for staff to have time with God. In addition, we will have group prayer and Bible study times. Staff Supervisors will be available to help, encourage and instruct in daily Christian growth.

# ADMINISTRATION STAFF PHONE NUMBERS