

12/5/2006

LPBC

LITTLE PRAIRIE BIBLE CAMP

P.O. BOX 251 • ROLLA, MO 65402



“Christ centered”



“Bible based”



“Faith oriented”

President – Larry Tubbs
Vice President – Mark White

Secretary- Dana Gibson
Treasurer – Kaye Peach

LITTLE PRAIRIE BIBLE CAMP

Camp Handbook

Vision

Little Prairie Bible Camp will provide an outstanding environment for youth, adults, and families to experience a deeper and lasting relationship with God.

Mission

It is the mission of Little Prairie Bible Camp to provide a loving Christian camp experience to help youth, adults, and families develop a personal, growing, spirit-filled relationship with God and His son Jesus Christ, and share their faith with others.

Core Values

- ♦ Christ centered
- ♦ Bible based
- ♦ Faith oriented
- ♦ Spirit filled
- ♦ All things done to the glory of God
- ♦ All things done in love
- ♦ Spiritual growth
- ♦ Soul winning
- ♦ Christian unity
- ♦ Servanthood
- ♦ Righteous living
- ♦ Dedicated to youth, adults, and families

Introduction

Little Prairie Bible Camp (LPBC) has a long-standing history of enriching the spiritual lives of children and adults. Hundreds of people have attended or worked in camp sessions since 1974. Each of them has their individual favorite memories and impressions of camp. However, this spiritual emphasis is the common thread for the success of LPBC.

In addition to the obvious focus on Christian teaching and life application, a key to spiritual growth at LPBC is in maintaining a true camping experience, complete with rough cabins, a common shower house, camp fires, and no air conditioning. Campers learn to adjust without the constant distractions of cell phones, individual music players, television, or video games.

As the week progresses, you will feel the spiritual nature grow in campers and staff as they learn to live without the everyday distractions to a focus on God, Jesus Christ, and the Holy Spirit. The kids love it. How do we know that? Many keep coming back until they are too old to be campers. Then, many continue to volunteer as directors, counselors, junior counselors, and cooks.

As human “jars of clay” (II Cor. 4:7), the glory belongs to God, and we continue to learn from experience. The Board of Directors evaluates each year of camp to see where improvements can be made for the following year. The rules and policies in this manual were developed after years of experience and hours of prayer. Staff is expected to enforce them. If you don’t understand the reasons for them, or have suggestions for improvement, please, make sure those get to the Board of Directors for consideration after the current sessions are completed.

General Camp Rules

- **DRESS CODE.** This is the most commonly challenged policy. It's a good idea to have some extra "thrift shop" t-shirts and shorts on hand to provide alternatives to inappropriate dress.
 - Shorts must extend past the wearers fingertips when arm is placed straight at the side.
 - Shirts and blouses always worn, except when replaced by swimming attire in pool area.
 - Shirts and blouses may not expose bare mid-riff, and must have sleeves.
 - Pants or shirts worn in manner that does not expose underwear.
 - Only one-piece bathing suits are allowed in pool area.
 - Campers must wear appropriate attire when traveling to and from pool and shower house.

- **LIMITED & REGULATED VISITORS.**
 - Discourage outside visitors. They disrupt camp routine and can contribute to homesickness.
 - Visitors may not spend the night or swim at camp during the session.
 - Visitors welcome during closing program on last day of each camp session.
 - Any visitors to camp at other times must check-in with director upon arrival and remain only in the immediate area of the multi-purpose building.

- **NO NON-MEDICAL PERSONAL ELECTRONIC DEVICES.** This includes individual music players, cell phones, pagers, and video games.

- **NO FIREWORKS.**

- **NO ALCOHOL, TOBACCO, OR ILLEGAL DRUGS.** Campers with prescription medications must register those with the director, or director's designated representative.

- **NO CANDY OR FOOD IN CABINS.** Mice and other critters love it.

- **VEHICLE KEYS.** Camper keys must be given to the director, or designated representative.

- **NO CAMPERS OR COUNSELOR/JUNIOR COUNSELOR STAFF ALLOWED TO LEAVE WITHOUT DIRECTOR'S APPROVAL.**

- **NO GHOST OR HORROR STORIES.** What seems fun to some is detrimental to others.

- **NO PETS DURING CAMP SESSIONS.**

- **NO CABIN RAIDS.**

- **CABIN AREA SEGREGATION.** Boys not allowed on girls' side of camp and vice versa. The only exception is when members of the opposite sex are not in cabin area, such as during swim time, and only to quickly travel through to their cabins or shower house.

- **NO CAMPERS IN CABIN AREA WITHOUT A STAFF MEMBER PRESENT.**

- **CAMPERS MUST PARTICIPATE IN ALL SCHEDULED ACTIVITIES.** This includes meals, classes, devotionals, singing sessions, crafts, and sports. Director may make exceptions on case-by-case basis, depending on circumstances.

- **PERSONAL CLEANLINESS ENCOURAGED.** Campers should shower, take care of personal hygiene, and change clothes at least once a day. Please make sure that the campers shower each day. They need to brush their teeth, comb their hair, change their clothes, socks and underwear and keep their dirty clothes to themselves.

- POOL USE.
 - All campers must swim each day, unless granted exception by director.
 - No campers ever left alone in the pool area.
 - Campers must pass swimming test to enter deep end of pool. Must be able to swim the length of the pool and tread water.
 - Other than certified lifeguards, a counselor must be the first to enter and last to leave pool area.
- CABINS TO BE CLEANED EVERY DAY.
- NO ACTION PERMITTED THAT RESULTS IN DESTRUCTION OF BUILDINGS AND FACILITIES.
 - Balls should not be kicked inside the multi-purpose building.
 - Balls should not be thrown against screens or windows.
 - No vandalism of any structures, inside or out.
- TELEPHONE USE. Camp phone is available with director's permission.
 - If camp phone used for long-distance calls, they must be placed as collect calls, except in instances of emergencies or baptisms.
 - Director or counselor can allow cell phone use, in special circumstances. All campers and staff must have the director's permission to use the phone. Calls home, except for emergencies or baptisms, should be collect.
- OFF-CAMP EXCURSIONS AND FIELD TRIPS.
 - Such excursions are discouraged, due to risk and insurance factors.
 - No such excursions allowed without approval of director.
 - No campers or staff are to travel by foot on public roadways.
 - If allowed, only permitted by vehicles operated by LPBC camp session staff.
- ENTERTAINMENT
 - Live bands are not to be permitted to perform instrumental Christian music at LPBC-organized sessions.
 - **Movies are discouraged**, but if director approves and has previewed, any movies shown must have a rating of either G or PG, which does NOT include PG-13.
 - Camp sessions organized by other congregations or groups will set their own policies on these issues.
- LIGHTS OUT AND QUIET TIME. Director will establish time for lights out and curfew time for all campers to be in their cabins.
- SEVERE WEATHER PROCEDURE. In case of severe weather, campers and staff should go to either Multi or shower house, whichever is closest. Counselors should account for all campers under their supervision.

CAMP DIRECTOR

Requirements

- Must be recommended by a board member
- Must complete personal information form
- Subject to background check
- Supply references

Responsibilities

- The Director is the chosen and designated by the Board of Directors to be its representative at camp during each session. The Director is totally in charge of all aspects of camp to see that the goals and objectives of LPBC are carried out. As the Board's representative, you are responsible to the board for all activities and functions at Camp. A board liaison will be assigned to the director of each LPBC-organized and operated session of camp.
- Attend a camp director orientation session, if scheduled by the board.
- The Director is responsible to see that all staff and campers follow the rules and guidelines of LPBC at all times and to see that camp session is run in such a way that is pleasing to God. Remind campers of their covenant agreements with LPBC.
- In addition to "What Would Jesus Do," a good rule of thumb to follow is to consider what you would do if a camper's parents were present during camp activities.
- Directors must be committed to the campers. You are to spend as much time as you can with your campers and you need to make sure that no camper is spending too much time alone. Know if any campers have special needs. You are here to enrich their lives so never pass up an opportunity to share a spiritual truth with them. You may know from experience that by doing this your life will be enriched. We truly are blessed by serving others!
- Be positive, energetic, and up-beat. It's contagious. Unfortunately, grumbling is also contagious. Choose positive. Have fun!
- A director who must leave the camp for any reason must make sure that a qualified, spiritually mature person is left in charge during that absence.
- The director should take care of all medical emergencies personally, making sure correct care is administered. If a trip to the hospital is necessary, the director should handle this.
- Arrive at the camp at least a half hour before registration in order to meet the kids, parents and staff as they arrive.
- Please set the examples of a proper Christian attitude and behavior at all times and do your best to create a strong spiritual atmosphere for the staff and campers.
- Recruit your staff as far in advance of your session as you can. Use board-approved staff recruitment policies and procedures. Report recruited staff member names to board liaison.
- Get to know your staff including all counselors, cooks, junior counselors, crafts personnel, and anyone else who has given their time to serve their Lord at the camp.
- Meet with your staff at least once a day. The end of the day may be most appropriate, to review operations and hear suggestions. This is a good time to review schedules, activities, and problems. Encourage input regarding camp facilities and supplies. Junior Counselors should be in charge of the cabins during this time.

- Establish three meal times per day, unless there are exceptional circumstances. If there are to be revisions to the normal menu, express that to the board liaison at least a week before your session so appropriate food can be purchased. Communicate any menu variances to cooks.
- Stay within budget established for food, crafts, and activities.
- Resolve all personal differences at camp as soon as possible.
- Establish basic schedule for camp and submit it to board liaison at least two weeks before the session starts. Make sure last day's schedule is defined and followed as structured time.
- Establish lights out and cabin curfew times.
- Submit ideas for activities and teaching exercises to board liaison at least two weeks before session starts.
- If there is a problem with the physical structure or facilities of the camp, let the board liaison or camp caretaker know as soon as possible. The appropriate people will be contacted.
- Activities that involve extended periods of emotional or physical stress are discouraged. These can be used as teaching tools, within reason. It is hard to conceive that any such activity can be a beneficial camp experience if the extended stress is induced for more than two hours.
- Vehicles should remain at the Multi. On rare occasions when vehicles are needed in the camp, they shall remain on the road. The tractor and trailer will be used on opening day to bring camper items to the cabins and on closing day to bring item back to the Multi for the parents to pick up.
- If a camper shows an interest in baptism, it is very important that you contact the director. They will need to study with the child first and see if they are ready. The director must contact the parents before the child can be baptized. We do rejoice with the angels every time a soul is added to God's kingdom, but we want to make sure that the child understands the commitment they are making.
- Ensure that counselors are always present in the pool area anytime campers are in that area.
- Keep safety as an important consideration in all activities.
- The following procedures should be followed in cases of medical emergencies.
 - First aid should be administered as needed. Supplies are in the kitchen, shower house (both sides) and in the Director's Cabin. Make sure all staff members know location of first-aid supplies.
 - Encourage campers to have all scratches, bruises, cuts, infections and poison ivy attended to as soon as possible.
 - In case of an accident or illness, the Director is responsible to see that campers with serious injuries are taken to the doctor or hospital. Make sure that all the staff is aware of the location of Phelps County Regional Medical Center. (Take I-44 west to Hwy 63 south to 10th Street. Turn Right.) In case of an emergency, the staff needs to contact the director as soon as possible.
- Have the cooks or other staff inspect the cabins each day to see that they are clean. Special privileges can be given to the cabins that are the cleanest. We do want to do all we can to encourage the campers to keep the camp clean during the week.
- Please report to the Board liaison any problems that you feel are serious. Feel free to call the designated board liaison or any board member during the week with any questions or concerns.

12/5/2006

- Try to set the example by attending as many activities and classes as possible. There are times when you must take care of problems or difficulties, but do not make a habit of using class time, singing sessions, or devotional time as times to “get away.” These are times that you can share with your campers and they will help you grow spiritually as well.
- Schedule a quiet time for Bible study and prayer for yourself and your campers.
- Receive notification of all visitors and approve camp departures by campers or staff.
- Make sure all staff and campers complete and return evaluation form at end of camp session.
- Keep staff at camp following the closing program to make sure that the camp is clean and in order for the following week’s session. There is no doubt that you are tired and ready to go home, but we need to make sure that the camp is ready for the next session. There is a list on the bulletin board in the Multi of what needs to be done.

Process

- The Board of Directors considers any active member of a congregation of the Church of Christ recommended by a board member.
- The Board reviews completed personal information sheets and references. Returning directors will not be required to submit personal information sheets or references.
- Director selection process should be completed by the end of February, providing adequate lead time for selected director to plan for relevant session.

CAMP COUNSELORS

Requirements

- Must be recommended to the board by camp session director
- Must complete personal information form
- Subject to background check
- Minimum age of 18 and no longer attending high school
- Demonstrated maturity and spiritual responsibility

Responsibilities

- Please try to know every one of the campers under your supervision by name by the end of the first day. Greet them by name when you see them. Let them know you are glad they are in your cabin. Please, do not have favorites. Try to see each camper as God sees them. They need for you to be their friend and role model. Some of our kids are coming to camp because they are longing for a friend. You are someone that they will remember as an example of what it is like to be a Christian. You will have an influence on every camper you contact. Talk about lessons, songs, and devo's.
- Be positive, energetic, and up-beat. It's contagious. Unfortunately, grumbling is also contagious. Choose positive. Have fun! Keep a good sense of humor.
- Know and enforce all camp rules, even if you don't agree with them. Don't complain about rules and policies to other campers. Don't complain about the food. If you have a suggestion or concern, take it directly to the session director.
- Take steps to insure that no campers are left alone. Loneliness can be a powerful tool for Satan to use in a camp session.
- Familiarize yourself with any special needs of your campers. It would be helpful, for instance, to know if they fall out of bed. Those campers should be on bottom bunks.
- Spend as much time as possible with the campers. You were chosen because you can have a very positive influence on those who attend camp. You will have a time during the day for some free time, but the rest of the time you need to be involved with the campers (pool, singing sessions, classes, meals). Believe it or not, you will have a lifetime influence.
- It is very important that you do your best to set an example of Jesus to your campers. Share your spiritual life with them.
- Encourage cabin cleanliness, with campers keeping their dirty clothes confined to their bunk.
- A counselor is to be the first to enter and the last to leave the pool area. Accompany your campers to the pool and supervise them.
- Your Director may schedule a cabin Bible time or quiet time or both. It is spiritually important that enforce these! This is not a time to sleep or listen to music (which they shouldn't have) or a time to play games. It is a time to absorb what you have learned and build a relationship with other campers and with your Lord and Savior. This is an excellent opportunity to connect with your campers and enforce life applications of spiritual lessons.
- Make sure the campers eat.
- Make sure your campers know where they are supposed to be at scheduled times. They are not supposed to be in the cabin area without staff present. They are to attend and be on time for every Bible class, devotional, chorus session and meal and other activities. They are to participate in all sports activities unless they are physically unable to. Also, please see that the campers go to bed and wake up at the designated times.
- Never lose your cool! It isn't always easy, but think before you react. Listen to what each camper is saying before you respond.

- Please let the Director know if there is any problem with any camper. He is here to help you and help the camper. The spiritual welfare of each and every camper is our most important objective.
- Attend all staff sessions scheduled by the director. This is the time to express your ideas or concerns.
- Account for all campers under your supervision in cases of severe weather or other emergencies.
- Keep the camp clean! Do not let the kids throw trash around the camp. Make sure that your cabin and your cabin area are cleaned daily; otherwise it gets out of hand FAST! Make sure that your campers go home with the clothes that they brought.
- After the last scheduled activity of the day, see to it that your campers and Junior Counselors all go directly to the cabin. Please try to keep as quiet as possible and remember that there are others who are trying to sleep. The camp should be quiet by the time scheduled by the director.
- Avoid late night counseling or counseling with campers alone. It seems that nighttime is the time that the kids want to talk the most, especially after a devo or a time of singing. Take whatever time is necessary, but make sure that is what is in the best interest of the child and the rest of your campers. Once again, turn to the director for help in this area and let him know what you are doing.
- Try to discourage camp romances, but encourage friendship relationships. Help campers learn how to deal with these relationships in a Christ-like way. Please make sure that couples do not go off by themselves.
- If all possible, please arrive at camp before the beginning of registration on opening day. It helps if you can meet the campers and their parents as they arrive. You, also, want to arrive in time to get the bunk by the door.
- Counselors must remain at camp after last activity to help with camp clean-up. They may leave when dismissed by the director.

Process for Selecting Counselors and Junior Counselors

- Directors choose Counselors and Junior Counselors who are active in a congregation of The Church of Christ, and submit a list of these staff members to the Board of Directors for their review. Preferably, these names and appropriate information should be submitted two weeks before the relevant session of camp, but no less than one-week prior to the opening day.
- If the Board rejects any Counselors or Junior Counselors submitted by the Director, the Director will be notified immediately to select a replacement.

JC Work Schedule

7:30	RISE & SHINE
8:00	MORNING DEVOTIONAL
8:15-9:00	BREAKFAST
9:00-9:30	CABIN CLEAN-UP
9:30-10:00	CABIN QUIET TIME
10:00-10:30	DISCUSSION GROUPS
10:30-11:00	CHORUS
11:00-11:45	TEAM MEETINGS / FREE TIME
11:45-12:30	LUNCH
12:30-1:30	FREE TIME
1:30-3:00	GIRL'S SWIM / BOY'S CRAFTS & CANTEEN
3:00-4:30	BOY'S SWIM / CANTEEN & GIRL'S CRAFTS
4:30-5:15	FREE TIME
5:15-6:00	SUPPER
6:00-6:30	CHAPEL
6:30-7:00	FREE TIME
7:00-8:00	TRIBAL SPORTS
8:00-9:00	EVENING PROGRAM
9:00-9:30	CANTEEN
9:30-10:00	DEVOTIONAL
10:00-10:30	PREPARE FOR BED
10:30	LIGHTS OUT

Before you leave your cabin, have your bunk made and ready for inspection. Make sure to *Ask the counselors if they need help getting campers up and ready...head for Multi to help setup Dining Hall.*

Be at Dining Hall @ 8:00am.
Female JCs- Set Up / Hand Washing
 ● Clean Up- Wipe Down Tables...
Male JCs- Clean Dining Hall
 ● Take out garbage...Woo!
 ● Sweep floor... (Mop if needed).
 ● Check bathroom & trash cans in Multi...

Be at the Dining Hall @ 11:30
Female JCs- Set Up / Hand Washing
 ● Ice in cups filled 1/2 with water...
 ● Clean Up- Wipe Down Tables...
Male JCs- Clean Dining Hall
 ● Take out garbage...OOh Boy!
 ● Sweep floor... (Mop if needed).
 ● Mop Bathroom floors...

Male JCs- 2:30pm at craft house.
Female JCs- 3:00pm
 ● 1 candy bar and one soda a camper.
 ● Icy pops/Fruit are optional.

Be at Dining Hall @ 5:00pm.
Female JCs- Set Up / Hand Washing
 ● Ice in cups filled 1/2 with water...
 ● Clean Up- Wipe Down Tables...
Male JCs- Clean Dining Hall
 ● Sweep and Mop floor.
 ● Take out garbage...Yuck!
 ● Sweep Bathroom floors...
 ● Sweep AND mop floor with 1/2 cup of bleach and floor cleaner mixed in mop bucket.

JCs- 8:30pm (Craft House)
 ● 1 candy bar and one soda a camper.
 ● Icy pops/Fruit optional.

NOTE:

- Remember to mingle with the campers...you are here to take care of the camp and campers.
- JCs can participate in *the bible classe and crafts* or use it for free time.
 - Please be involved in the rest of the activities.
- Be prepared to be used wherever needed:
 - Setting chairs up...
 - Helping with devotionals...
 - Extra Cleaning...
 - Kitchen duties..
 - Evening programs...
- Stay Friday until the camp is clean and ready to close.

Thank you for volunteering to serve at LPBC. Your hard work insures that each camper will have a safe and spiritual experience. Thanks again...

Tim Gill
Director

ODDs & ENDS...

I will have campers/counselors volunteer to help you with some of the cleaning...

When cleaning the Multi, remember to clear the benches of Bibles and place them on the shelves.

CAMP JUNIOR COUNSELORS

Requirements

- Must be approved by camp session director
- Must complete application
- Minimum age of 16, except for Day Camp and Primary Week, where the minimum age is 14 for JCs

Responsibilities

- Know and enforce all camp rules, even if you don't agree with them. Don't complain about rules and policies to campers. Don't complain about the food. If you have a suggestion or concern, take it directly to your counselor or session director.
- Be positive, energetic, and up-beat. It's contagious. Unfortunately, grumbling is also contagious. Choose positive. Have fun! Keep a good sense of humor.
- Know and follow your responsibilities.
- Responsible for kitchen chores and clean up as assigned, as well as managing the clean up of the shower house and the cabins each morning. Whenever the counselors are in staff meetings, JCs are responsible for the campers and the cabins at this time.
- Make sure your campers are on time for the first event of the day.
- JCs are responsible for organizing and managing the sports equipment. Please keep the sports cage clean and organized. You will need the cooperation of the campers for this. Before you leave at the end of the week, make sure that everything is put away and ready for the next week of camp.
- We need your help to see that the area used for singing sessions is set up each day. We also need you to participate in all singing sessions, classes and devotionals, and set an example by being on time. The kids need to see your example so that they know that teens love the Lord, too! The Director will arrange for you to have some much deserved free time each day.
- JCs are NOT allowed to concentrate on boyfriend/girlfriend relationships during the week. You are here as a servant of your Lord and an example for the campers.
- Assist the camp director and staff wherever needed as a servant of your Lord. We are here to all work together for a common purpose of the spiritual growth of the campers.
- It may be difficult but it is important that you spend a lot of time with your campers. Try to know their names by the end of the first day. Encourage them to grow spiritually in their faith during the week. Determine if any of our campers have special needs.
- Please, do not leave the cabins to meet with the other JCs. You are to remain with the campers.
- JCs are a very important part of our staff. You are not slaves but servants and you are extremely influential in the life of the campers. We need and appreciate you. If you have any questions, suggestions or even complaints, just let us know. Some of our best comments have come to us through JCs.
- JCs must remain at camp after last activity to help with camp clean-up and preparation for the following week. They may leave when dismissed by the director.

SOUND DOCTRINE

A. Little Prairie “Bible” Camp

1. We must speak where the Bible speaks and be silent where it is silent.
2. Titus 2:1 “But speak thou the things which become sound doctrine.”

B. Kids, Teenagers and Families need thus Saith the Lord, not opinions.

1. Opinions tear down.
2. Thus Saith the Lord will always build up people.

C. LPBC is about building up people in the Lord.

1. When people leave a camp session at L.P.B.C.
 - a. They must be spiritually strong.
 - b. Doctrinally sound.
 - c. Excited about following Jesus in His Church.
 - d. Desiring to share their precious faith with others.

BUT SEEK YE FIRST THE KINGDOM OF GOD AND HIS RIGHTEOUSNESS; AND ALL THESE THINGS SHALL BE ADDED UNTO YOU...TAKE THEREFORE NO THOUGHT FOR THE MORROW: FOR THE MORROW SHALL TAKE THOUGHT FOR THE THINGS OF ITSELF.

MATTHEW 6:33-34

OUR ATTITUDE

“WAKE UP, PREACH UP, PRAY UP, STAY UP, AND PAY UP, BUT NEVER BACK UP, NOR LET UP, NOR SHUT UP, NOR GIVE UP, UNTIL THE CAUSE OF CHRIST IN THIS CAMP AND THROUGHOUT THE WORLD IS BUILT UP”.

CAMP START UP

Camp must be cleaned and ready for campers.

Key areas:

Wood Crews

Clean up dead or fallen limbs from all developed areas of camp.
Groom trails, cut overhanging limbs, trim back thorn bushes, spray poison ivy.

Cleaning Crews

Kitchen / Dining Hall
Multipurpose Building / Storage Room / Bathrooms
Cook's Quarters / Laundry Room / Bathroom
Craft House / Chapel/ Amphitheatre
Shower House

Cabin Crews

Sanitize and clean cabins – Boys, Girls, Directors
Sanitize mattresses and place in cabins

Weeder Crew

Run weed eaters to trim up all developed areas of camp
Weed volleyball court

Trash Crew

All trash needs to be collected along trails and wood lines
Clean up burn piles

Flower Crew

Clean up and replant all flowerbeds around camp
Seed and straw all bare spots

Construction Crew

Make repairs as necessary

Camp Inspection Sheet

A. Multi

1. Upstairs restrooms, bedrooms and storage area must be cleaned.
2. Downstairs restrooms, multi floor, kitchen and grounds around multi must be clean.
3. All trash cans must be emptied and sanitized and trash taken to dumpster.
4. No clothing, books, or any articles left at the multi.

B. Swimming Pool Area

1. No towels, clothes or trash ECT. left in pool area.

C. Craft House and Canteen Area

1. Clean restrooms.
2. Sweep concrete area.
3. Clean and sanitize canteen area.
4. Clean the basketball, volleyball, chapel, and amp theater and all the grounds around them.

D. Camp Fire Pit

1. Clean up and take all trash to dumpster.

E. Boys and Girls shower house

1. Clean and sanitize.
2. Take all trash to dumpster.

F. Boys and Girls cabins

1. Girls cabins 1-5
2. Boys cabins 1-4

All must be clean. No TRASH in or around cabins. All trash must be taken to dumpster.
No towels or clothes left on the clothesline or in or around cabins or shower house.

Approved

Not Approved

Camp Caretaker _____

Camp Safety

Camp Staff must be trained to create a safe camp experience for all who attend camp. “Safety first is Our Motto.”

Staff Training Overview

Some areas to cover during staff training include:

- **Camp policies:** Review such issues as weapons, smoking, drug/alcohol use or possession, guests.
- **Behavior guidelines:** Explain how staff members are expected to interact with campers and each other.
- **Emergency procedures:** Discuss and rehearse the proper response to emergency situations, such as fires, lightning, and natural disasters, Act out an evacuation; so everyone understands what role they’re to play.
- **Health care issues:** Explain the staff’s role in administering first aid, obtaining professional medical care, notifying parents, and documenting injuries.
- **Abuse prevention and reporting:** Describe procedures staff must follow to prevent children from being abused emotionally, physically, or sexually. Outline the reporting requirements staff must follow if they suspect a camper is being abused (at camp or at home).

Counselors supervising high-risk activities, such as swimming, ropes courses, etc, require additional training and professional certification.

Stay Safe in the Water

Provide proper supervision for Swimmers

Water activities are a standard part of the camping experience. They’re a fun way to cool off, but they can also be dangerous. A nonswimmer can drown in just four minutes, and peers may encourage kids to exceed their swimming ability. Please do all that you can to keep kids safe in the water.

HAVE A CERTIFIED LIFEGUARD ON DUTY: Never allow people to swim at an unsupervised pool. Experienced lifeguards are trained in rescue techniques and are familiar with this pool.

TEST SWIMMERS’ ABILITIES: Test everyone’s ability to swim (in shallow water). For example, only those who can swim 150 yards and tread water for two minutes would be allowed to enter water over their heads. Those who can’t, must stay in a designated area of shallow water.

USE WRISTBANDS: A system of nonremovable colored wristbands can distinguish non-swimmers from those with intermediate or advanced abilities. This tool allows lifeguards to note quickly if a poor swimmer is entering dangerous territory.

HAVE A BUDDY SYSTEM: Require everyone to pick a “Buddy” of similar swimming ability and be responsible for that person while swimming.

DON'T ALLOW ROUGH, BOISTEROUS HORSEPLAY: Chicken fights and other horseplay can cause a distressed swimmer to go unnoticed.

LIMIT THE USE OF INFLATABLE OBJECTS: Inflatable objects give people a false sense of security. A poor swimmer who falls off his inner tube in deep water is a drowning candidate.

SAFTY TIPS FOR CAMP

1. Limit use of cars and trucks during camp.
2. Teach campers not to go near tractor and trailer until it comes to a complete stop.
3. Keep all food and drink areas clean and sanitized.
4. No extreme sport games.
5. All staff and campers must be in their cabins by 12:00 P.M. each night.
6. No late night counseling.
7. When riding in trailer everyone must set down. No feet hanging over the back of trailer. No one moves until trailer comes to complete stop.
8. **DO NOT** kick balls in the Multi.

GENERAL BY-LAWS
OF
LITTLE PRAIRIE BIBLE CAMP

Whereas, it is deemed expedient that certain by-laws for regulating the affairs of Little Prairie Bible Camp (the "Association") be made, the following has been set forth.

Article I

Objects of the Association

Little Prairie Bible Camp will provide an outstanding environment for youth, adults, and families to experience a deeper and lasting relationship with God. It is the mission of Little Prairie Bible Camp to provide a loving Christian camp experience to help youth, adults, and families develop a personal, growing, spirit-filled relationship with God and His son Jesus Christ, and share their faith with others.

The Association shall be a non-profit Christian education organization for the purpose of promoting religious welfare and Christian unity by teaching the principles of Jesus Christ as contained in the Bible; to establish, maintain and operate religious schools, meetings, lectures, libraries, and camps and to print, publish, and sell and distribute literature pertaining thereto, and to do all such other things as are incidental or conducive to the attainment of the said objectives.

Section 1. The Association, in the exercise of its corporate rights and for the accomplishment and furtherance of its objectives shall not at any time nor in any manner do anything as will have the effect of usurping the authority of the church of Christ.

Section 2. Definition of the words "church of Christ": The words "church of Christ," wherever used in these by-laws, shall mean only the individual and collective autonomous congregations of Christians whose teachings are the inspired Word of God. There is voluntary cooperation among most congregations, but no vertical human structure or hierarchy beyond the individual congregation. The churches of Christ teach salvation through grace, which comes through faith in Jesus Christ as the Son of God, which faith leads to repentance, confession, and obedience to the gospel by immersion for the forgiveness of sin and to receive the gift of the Holy Spirit. Sunday assemblies of the churches of Christ are characterized by the Lord's Supper, proclamation of the Word of God, prayers, a cappella singing, and the collection of donations for the work of the church.

Article II

Membership

Section 1. Members of the Association must be members in good standing of a church of Christ as defined in these by-laws, and it shall be a condition of continuing membership in the Association, that each member remain in good standing as a member of a congregation of the church of Christ.

- (a) Charter Members are those who contributed a minimum of \$150.00 in cash, materials, or services with board approval prior to August 1, 1975 (\$10.00 annual contribution required to maintain voting rights of a Charter Member).
- (b) Life Members are those who contribute \$150.00 in any subsequent year. (\$10.00 annual contribution required to maintain voting rights of a Life Member).
- (c) Annual Members are those who contribute \$20.00 in any given year.
- (d) Honorary Members: The board of directors may, by resolution and approval at the annual meeting of the Association, grant to any individual the title of Honorary Life Member of the Association in recognition of services rendered in furtherance of the Association's objectives and goals. The form of

certificate or scroll evidencing the conferring of such honor shall be in such form as may be determined by the board of directors.

Section 2. Contributions/Donations

- (a) Any contribution made will be considered a contribution for the fiscal year in which made unless designated by the contributor for the following fiscal year.
- (b) Any contribution or donation received during a given year will be applied toward a membership, even though the contributor does not state such. When a contribution is received from a non-member, if the contribution makes his/her contribution for the current year at least \$20.00, the contributor will be sent a notification of membership. In all cases, he/she will be sent a letter stating how much additional contribution during the current year would be required for an annual or life membership, whichever is applicable.
- (c) Any contribution received from a family member, will be considered a contribution for membership for the entire immediate family.
- (d) The interest of a member in the Association shall not be transferable.
- (e) Any member may, at any time, resign as a member of the Association by sending a written notice to the secretary of the board of directors.
- (f) Contributions to the Association may be either monetary or in kind.

Article III

Financing the Association

The undertakings and obligation of the Association shall be financed by:

- (a) Charter Membership contributions
- (b) Life Membership contributions
- (c) Annual Membership contributions
- (d) Other contributions/donations received from members or non-members who are interested in the objectives of the Association
- (e) Fees and charges, which may be assessed by the Association or board of directors for goods and services sold, rented, or provided.
- (f) Various fundraisers held during the year.

Article IV

Board of Directors

Section 1. Board of Directors. The affairs of the Association shall be managed by a board of twelve (12) directors, who shall be elected by the members of the Association who are entitled to vote at the annual meeting. The board of directors shall all be members of the Association who are in good standing and who are entitled by the by-laws to vote as a member. Directors shall be elected to two (2) year terms, with six (6) elected each year.

- (a) The Association may, at the annual meeting, increase or decrease the number of directors, and may also determine in what rotation any such increase or decrease in number go out of office.
- (b) Candidates for election to the board of directors may be nominated by members of the Association and/or by a nominating committee selected by the board of directors. However, the slate of candidates must be approved by the existing board of directors before being voted upon by the members of the Association.
- (c) Regular meetings of the board of directors may be held at such at such times as agreed upon by the board and may be held without notice. Special meetings of the board of directors may be called at any time by the president, the vice-president, or by two (2) members of the board of directors. The person or persons calling such special meeting shall give at least twenty-four (24) hours notice to each director

of the date, time, place, and purpose of such special meeting of the board. Such notice may be in person or by telephone.

- (d) No director shall, as such, receive any remuneration for his/her service as a director on behalf of the Association.
- (e) The directors shall have the right to fix the salaries or remuneration to be paid to all employees of the Association.
- (f) A quorum shall consist of at least eight (8) members of the board of directors present at a duly called meeting.
- (g) Each member of the board of directors will be responsible for contacting the president and an alternate board member to represent him/her at any meeting in which he/she will be absent. The alternate, in this case, will have full voting rights for the board member that he/she is representing at that particular board meeting.
- (h) If any member of the board of directors fails to comply with the terms of subsection (g) above for two (2) consecutive monthly meetings, such board member shall lose his or her position on the board, subject to final review by the board. In the event a board member loses his or her position on the board in this way, then the alternate board member who received the greatest number of votes at the last annual meeting, from among the alternates, will take his or her place on the board until the next annual meeting.

Section 2. Alternate Board Members. When the members of the Association have voted at the annual meeting of the Association and thus elected the candidates to fill the vacancies on the board, the remaining candidates shall be deemed alternate board members. Each alternate shall serve a one (1) year term, with as many as six (6) alternates elected each year.

- (a) If a board member steps down from the board for any reason, the alternate who received the greatest number of votes at the last annual meeting, from among the alternates, shall replace said director until the next annual meeting.
- (b) Alternate board members are required to attend all monthly meetings of the board of directors but will only exercise their right to vote if they are representing an absent member of the board of directors.
- (c) If an alternate board member misses two (2) consecutive monthly meetings without notifying the president, such alternate board member shall lose his or her position on the board, subject to final review by the board.

Article V

Officers of the Board of Directors of the Association

Officers of the board of directors of the Association shall consist of a president, one or more vice-presidents, a secretary, a treasurer, and such subordinate officers as shall, from time to time, be designated by the board of directors.

- (a) The president and vice-president(s) shall be members of the board of directors. The president shall be the chief executive officer of the Association. He shall preside at all meetings of the board of directors and at the annual meeting of the Association. He shall have supervision and direction of all the other officers of the Association and shall see that all orders and resolutions of the board of directors are carried into effect.
- (b) One of the vice-presidents shall be vested with all the powers and shall perform all the duties of the president in his absence from office or in case of his resignation or death. He shall perform such duties as may be prescribed by the board of directors.
- (c) The secretary shall have charge of the minutes of the board of directors and the annual meeting of the Association. He/she shall perform generally all the duties usually delegated to the office of secretary.

- (d) The treasurer shall have the care and custody of all the funds and securities of the Association. He/she shall keep accurate books of all accounts of all financial transactions of the Association and shall at any reasonable time, provide the books and accounts to any director or any other member of the Association.
- (e) The offices of secretary and treasurer may be held by the same individual. He/she need not be a member of the board of directors whichever the board may, from time to time, decide.
- (f) The term of office for officers of the board of directors shall be from the first regular meeting following the annual meeting until the first regular meeting following the next annual meeting.
- (g) The board shall appoint one or more auditors annually and shall provide such auditor(s) with any books kept by the Association. Such an auditor may be a member of the Association, but shall not be a member of the board of directors.

Article VI

Annual Meeting; Procedure for Amending or Repealing By-Laws

An annual meeting of the membership of the Association shall be held the first weekend in October at a place and time designated by the board of directors, at which time the board shall give a full report of the year's activities; the members shall elect the new members of the board of directors; and either the board or any member may present any new business to the assembly.

- (a) The board of directors may, from time to time, repeal, amend, or revise these by-laws by a majority vote of the board of directors at any regular meeting, or at a special meeting of the board called for that purpose, provided a quorum of the board of directors is present at such regular or special meeting. Such repeal, amendment, or revision, however, shall not be in effect until approved by the Association members at the annual meeting, subject to further amendment by the membership.
- (b) In the event of any dispute or uncertainty regarding procedure at any meeting of the Association, final decision shall rest with the procedure laid down in "Robert's Rules of Order," to the extent same does not conflict with these by-laws or any applicable Missouri statute.

These By-Laws approved by the members of Little Prairie Bible Camp on October 1, 2005.

Board Members 2006-2007

Board Members	Years	Email address	Address	Office	Home	Cell #
Larry Tubbs	1	sltubbs@centurytel.net	P.O. Box 607 Licking Mo 65542	674-3121	674-3128	201-8998
Bill Phipps	1	beboshipps@earthlink.net	P.O.Box 456, Rolla, Mo.65402	341-0405	364-2048	647-0865
Kaye Peach	1	peachk@earthlink.net	10576 C.R.5280, Rolla, Mo. 65401		364-0013	
Don Riley	2	driley@fidnet.com	14691 CR 3120, Rolla, Mo. 65401	364-1891	265-5604	308-8147
Tammy McCarty	2	tsimple@pcis.net	5530 Hwy M Cabool Mo.		417-967-3938	
Dana Gibson	1	gibby5@pcis.net	5498 Hwy M Mt. Grove		417-967-0300	
Walter Williams	2	wwbigcountry@ahoo.com	12280 Cr. 7140 Rolla Mo. 65401		364-0766	
Jim Blankenship	2	wjblanki@hps.hubbell.com	102 Bryson Dr. Centralia Mo. 108 Lions Club Dr., Rolla, Mo. 65401		682-5267	
Loyd Waite	2	Loyddsl@earthlink.net	9733 HCR 995 Centralia Mo.		364-1405	
Mark White	1	romans6782003@yahoo.com	204 Dix Rd. Jeff City Mo.			
Carey Terry	2	crterry1@juno.com	1106 Mimosa Dr. Rolla Mo 65401	341-2483	364-4120	465-0067
Chuck Ball	2					
Alternates						
Ed Hall	1	hallfam@ktis.net	8480 SRNN, Fulton, Mo. 65251		676-3956	
H.C. Pennel	1	hcpennel@sbcglobal.net	403 Douglas, Fulton, Mo. 65251		592-8031	220-9110
Linda Robert	1	1co13@rolla.net.org	2105 McCutchen Rolla Mo. 65401		364-5635	

Camp Manager

Marc & Vicki
Leach

[13710 CR 2250, St. James, Mo. 65559](#)

465-2464

Little Prairie Camp

13616 CR 2250 St James, Mo
65559
P.O. Box 251 Rolla Mo 65402

265-7467

Encampment

Mark White -chair
Chuck Ball
Carey Terry

Membership

Loyd Waite-chair
Bill Phipps

Food & Supplies

Tammy McCarty-chair
Linda Roberts

Finance & Fundraising

Kaye Peach-chair
Dana Gibson

Site Maintenance

Don Riley- chair
Larry Tubbs
Ed Hall
H.C. Pennel
Walter Williams
Jim Blankenship

President – Larry Tubbs

Vice President – Mark White

Secretary – Dana Gibson

Treasurer – Kaye Peach

LITTLE PRAIRIE BIBLE CAMP

Camp Handbook

Vision

Little Prairie Bible Camp will provide an outstanding environment for youth, adults, and families to experience a deeper and lasting relationship with God.

Mission

It is the mission of Little Prairie Bible Camp to provide a loving Christian camp experience to help youth, adults, and families develop a personal, growing, spirit-filled relationship with God and His son Jesus Christ, and share their faith with others.

Core Values

- ♦ Christ centered
- ♦ Bible based
- ♦ Faith oriented
- ♦ Spirit filled
- ♦ All things done to the glory of God
- ♦ All things done in love
- ♦ Spiritual growth
- ♦ Soul winning
- ♦ Christian unity
- ♦ Servanthood
- ♦ Righteous living
- ♦ Dedicated to youth, adults, and families

Introduction

Little Prairie Bible Camp (LPBC) has a long-standing history of enriching the spiritual lives of children and adults. Hundreds of people have attended or worked in camp sessions since 1974. Each of them has their individual favorite memories and impressions of camp. However, this spiritual emphasis is the common thread for the success of LPBC.

In addition to the obvious focus on Christian teaching and life application, a key to spiritual growth at LPBC is in maintaining a true camping experience, complete with rough cabins, a common shower house, camp fires, and no air conditioning. Campers learn to adjust without the constant distractions of cell phones, individual music players, television, or video games.

As the week progresses, you will feel the spiritual nature grow in campers and staff as they learn to live without the everyday distractions to a focus on God, Jesus Christ, and the Holy Spirit. The kids love it. How do we know that? Many keep coming back until they are too old to be campers. Then, many continue to volunteer as directors, counselors, junior counselors, and cooks.

As human “jars of clay” (II Cor. 4:7), the glory belongs to God, and we continue to learn from experience. The Board of Directors evaluates each year of camp to see where improvements can be made for the following year. The rules and policies in this manual were developed after years of experience and hours of prayer. Staff is expected to enforce them. If you don’t understand the reasons for them, or have suggestions for improvement, please, make sure those get to the Board of Directors for consideration after the current sessions are completed.

General Camp Rules

- **DRESS CODE.** This is the most commonly challenged policy. It's a good idea to have some extra "thrift shop" t-shirts and shorts on hand to provide alternatives to inappropriate dress.
 - Shorts must extend past the wearers fingertips when arm is placed straight at the side.
 - Shirts and blouses always worn, except when replaced by swimming attire in pool area.
 - Shirts and blouses may not expose bare mid-riff, and must have sleeves.
 - Pants or shirts worn in manner that does not expose underwear.
 - Only one-piece bathing suits are allowed in pool area.
 - Campers must wear appropriate attire when traveling to and from pool and shower house.

- **LIMITED & REGULATED VISITORS.**
 - Discourage outside visitors. They disrupt camp routine and can contribute to homesickness.
 - Visitors may not spend the night or swim at camp during the session.
 - Visitors welcome during closing program on last day of each camp session.
 - Any visitors to camp at other times must check-in with director upon arrival and remain only in the immediate area of the multi-purpose building.

- **NO NON-MEDICAL PERSONAL ELECTRONIC DEVICES.** This includes individual music players, cell phones, pagers, and video games.

- **NO FIREWORKS.**

- **NO ALCOHOL, TOBACCO, OR ILLEGAL DRUGS.** Campers with prescription medications must register those with the director, or director's designated representative.

- **NO CANDY OR FOOD IN CABINS.** Mice and other critters love it.

- **VEHICLE KEYS.** Camper keys must be given to the director, or designated representative.

- **NO CAMPERS OR COUNSELOR/JUNIOR COUNSELOR STAFF ALLOWED TO LEAVE WITHOUT DIRECTOR'S APPROVAL.**

- **NO GHOST OR HORROR STORIES.** What seems fun to some is detrimental to others.

- **NO PETS DURING CAMP SESSIONS.**

- **NO CABIN RAIDS.**

- **CABIN AREA SEGREGATION.** Boys not allowed on girls' side of camp and vice versa. The only exception is when members of the opposite sex are not in cabin area, such as during swim time, and only to quickly travel through to their cabins or shower house.

- **NO CAMPERS IN CABIN AREA WITHOUT A STAFF MEMBER PRESENT.**

- **CAMPERS MUST PARTICIPATE IN ALL SCHEDULED ACTIVITIES.** This includes meals, classes, devotionals, singing sessions, crafts, and sports. Director may make exceptions on case-by-case basis, depending on circumstances.

- **PERSONAL CLEANLINESS ENCOURAGED.** Campers should shower, take care of personal hygiene, and change clothes at least once a day. Please make sure that the campers shower each day. They need to brush their teeth, comb their hair, change their clothes, socks and underwear and keep their dirty clothes to themselves.

- POOL USE.
 - All campers must swim each day, unless granted exception by director.
 - No campers ever left alone in the pool area.
 - Campers must pass swimming test to enter deep end of pool. Must be able to swim the length of the pool and tread water.
 - Other than certified lifeguards, a counselor must be the first to enter and last to leave pool area.
- CABINS TO BE CLEANED EVERY DAY.
- NO ACTION PERMITTED THAT RESULTS IN DESTRUCTION OF BUILDINGS AND FACILITIES.
 - Balls should not be kicked inside the multi-purpose building.
 - Balls should not be thrown against screens or windows.
 - No vandalism of any structures, inside or out.
- TELEPHONE USE. Camp phone is available with director's permission.
 - If camp phone used for long-distance calls, they must be placed as collect calls, except in instances of emergencies or baptisms.
 - Director or counselor can allow cell phone use, in special circumstances. All campers and staff must have the director's permission to use the phone. Calls home, except for emergencies or baptisms, should be collect.
- OFF-CAMP EXCURSIONS AND FIELD TRIPS.
 - Such excursions are discouraged, due to risk and insurance factors.
 - No such excursions allowed without approval of director.
 - No campers or staff are to travel by foot on public roadways.
 - If allowed, only permitted by vehicles operated by LPBC camp session staff.
- ENTERTAINMENT
 - Live bands are not to be permitted to perform instrumental Christian music at LPBC-organized sessions.
 - **Movies are discouraged**, but if director approves and has previewed, any movies shown must have a rating of either G or PG, which does NOT include PG-13.
 - Camp sessions organized by other congregations or groups will set their own policies on these issues.
- LIGHTS OUT AND QUIET TIME. Director will establish time for lights out and curfew time for all campers to be in their cabins.
- SEVERE WEATHER PROCEDURE. In case of severe weather, campers and staff should go to either Multi or shower house, whichever is closest. Counselors should account for all campers under their supervision.

CAMP DIRECTOR

Requirements

- Must be recommended by a board member
- Must complete personal information form
- Subject to background check
- Supply references

Responsibilities

- The Director is the chosen and designated by the Board of Directors to be its representative at camp during each session. The Director is totally in charge of all aspects of camp to see that the goals and objectives of LPBC are carried out. As the Board's representative, you are responsible to the board for all activities and functions at Camp. A board liaison will be assigned to the director of each LPBC-organized and operated session of camp.
- Attend a camp director orientation session, if scheduled by the board.
- The Director is responsible to see that all staff and campers follow the rules and guidelines of LPBC at all times and to see that camp session is run in such a way that is pleasing to God. Remind campers of their covenant agreements with LPBC.
- In addition to "What Would Jesus Do," a good rule of thumb to follow is to consider what you would do if a camper's parents were present during camp activities.
- Directors must be committed to the campers. You are to spend as much time as you can with your campers and you need to make sure that no camper is spending too much time alone. Know if any campers have special needs. You are here to enrich their lives so never pass up an opportunity to share a spiritual truth with them. You may know from experience that by doing this your life will be enriched. We truly are blessed by serving others!
- Be positive, energetic, and up-beat. It's contagious. Unfortunately, grumbling is also contagious. Choose positive. Have fun!
- A director who must leave the camp for any reason must make sure that a qualified, spiritually mature person is left in charge during that absence.
- The director should take care of all medical emergencies personally, making sure correct care is administered. If a trip to the hospital is necessary, the director should handle this.
- Arrive at the camp at least a half hour before registration in order to meet the kids, parents and staff as they arrive.
- Please set the examples of a proper Christian attitude and behavior at all times and do your best to create a strong spiritual atmosphere for the staff and campers.
- Recruit your staff as far in advance of your session as you can. Use board-approved staff recruitment policies and procedures. Report recruited staff member names to board liaison.
- Get to know your staff including all counselors, cooks, junior counselors, crafts personnel, and anyone else who has given their time to serve their Lord at the camp.
- Meet with your staff at least once a day. The end of the day may be most appropriate, to review operations and hear suggestions. This is a good time to review schedules, activities, and problems. Encourage input regarding camp facilities and supplies. Junior Counselors should be in charge of the cabins during this time.

- Establish three meal times per day, unless there are exceptional circumstances. If there are to be revisions to the normal menu, express that to the board liaison at least a week before your session so appropriate food can be purchased. Communicate any menu variances to cooks.
- Stay within budget established for food, crafts, and activities.
- Resolve all personal differences at camp as soon as possible.
- Establish basic schedule for camp and submit it to board liaison at least two weeks before the session starts. Make sure last day's schedule is defined and followed as structured time.
- Establish lights out and cabin curfew times.
- Submit ideas for activities and teaching exercises to board liaison at least two weeks before session starts.
- If there is a problem with the physical structure or facilities of the camp, let the board liaison or camp caretaker know as soon as possible. The appropriate people will be contacted.
- Activities that involve extended periods of emotional or physical stress are discouraged. These can be used as teaching tools, within reason. It is hard to conceive that any such activity can be a beneficial camp experience if the extended stress is induced for more than two hours.
- Vehicles should remain at the Multi. On rare occasions when vehicles are needed in the camp, they shall remain on the road. The tractor and trailer will be used on opening day to bring camper items to the cabins and on closing day to bring item back to the Multi for the parents to pick up.
- If a camper shows an interest in baptism, it is very important that you contact the director. They will need to study with the child first and see if they are ready. The director must contact the parents before the child can be baptized. We do rejoice with the angels every time a soul is added to God's kingdom, but we want to make sure that the child understands the commitment they are making.
- Ensure that counselors are always present in the pool area anytime campers are in that area.
- Keep safety as an important consideration in all activities.
- The following procedures should be followed in cases of medical emergencies.
 - First aid should be administered as needed. Supplies are in the kitchen, shower house (both sides) and in the Director's Cabin. Make sure all staff members know location of first-aid supplies.
 - Encourage campers to have all scratches, bruises, cuts, infections and poison ivy attended to as soon as possible.
 - In case of an accident or illness, the Director is responsible to see that campers with serious injuries are taken to the doctor or hospital. Make sure that all the staff is aware of the location of Phelps County Regional Medical Center. (Take I-44 west to Hwy 63 south to 10th Street. Turn Right.) In case of an emergency, the staff needs to contact the director as soon as possible.
- Have the cooks or other staff inspect the cabins each day to see that they are clean. Special privileges can be given to the cabins that are the cleanest. We do want to do all we can to encourage the campers to keep the camp clean during the week.
- Please report to the Board liaison any problems that you feel are serious. Feel free to call the designated board liaison or any board member during the week with any questions or concerns.

12/5/2006

- Try to set the example by attending as many activities and classes as possible. There are times when you must take care of problems or difficulties, but do not make a habit of using class time, singing sessions, or devotional time as times to “get away.” These are times that you can share with your campers and they will help you grow spiritually as well.
- Schedule a quiet time for Bible study and prayer for yourself and your campers.
- Receive notification of all visitors and approve camp departures by campers or staff.
- Make sure all staff and campers complete and return evaluation form at end of camp session.
- Keep staff at camp following the closing program to make sure that the camp is clean and in order for the following week’s session. There is no doubt that you are tired and ready to go home, but we need to make sure that the camp is ready for the next session. There is a list on the bulletin board in the Multi of what needs to be done.

Process

- The Board of Directors considers any active member of a congregation of the Church of Christ recommended by a board member.
- The Board reviews completed personal information sheets and references. Returning directors will not be required to submit personal information sheets or references.
- Director selection process should be completed by the end of February, providing adequate lead time for selected director to plan for relevant session.

CAMP COUNSELORS

Requirements

- Must be recommended to the board by camp session director
- Must complete personal information form
- Subject to background check
- Minimum age of 18 and no longer attending high school
- Demonstrated maturity and spiritual responsibility

Responsibilities

- Please try to know every one of the campers under your supervision by name by the end of the first day. Greet them by name when you see them. Let them know you are glad they are in your cabin. Please, do not have favorites. Try to see each camper as God sees them. They need for you to be their friend and role model. Some of our kids are coming to camp because they are longing for a friend. You are someone that they will remember as an example of what it is like to be a Christian. You will have an influence on every camper you contact. Talk about lessons, songs, and devo's.
- Be positive, energetic, and up-beat. It's contagious. Unfortunately, grumbling is also contagious. Choose positive. Have fun! Keep a good sense of humor.
- Know and enforce all camp rules, even if you don't agree with them. Don't complain about rules and policies to other campers. Don't complain about the food. If you have a suggestion or concern, take it directly to the session director.
- Take steps to insure that no campers are left alone. Loneliness can be a powerful tool for Satan to use in a camp session.
- Familiarize yourself with any special needs of your campers. It would be helpful, for instance, to know if they fall out of bed. Those campers should be on bottom bunks.
- Spend as much time as possible with the campers. You were chosen because you can have a very positive influence on those who attend camp. You will have a time during the day for some free time, but the rest of the time you need to be involved with the campers (pool, singing sessions, classes, meals). Believe it or not, you will have a lifetime influence.
- It is very important that you do your best to set an example of Jesus to your campers. Share your spiritual life with them.
- Encourage cabin cleanliness, with campers keeping their dirty clothes confined to their bunk.
- A counselor is to be the first to enter and the last to leave the pool area. Accompany your campers to the pool and supervise them.
- Your Director may schedule a cabin Bible time or quiet time or both. It is spiritually important that enforce these! This is not a time to sleep or listen to music (which they shouldn't have) or a time to play games. It is a time to absorb what you have learned and build a relationship with other campers and with your Lord and Savior. This is an excellent opportunity to connect with your campers and enforce life applications of spiritual lessons.
- Make sure the campers eat.
- Make sure your campers know where they are supposed to be at scheduled times. They are not supposed to be in the cabin area without staff present. They are to attend and be on time for every Bible class, devotional, chorus session and meal and other activities. They are to participate in all sports activities unless they are physically unable to. Also, please see that the campers go to bed and wake up at the designated times.
- Never lose your cool! It isn't always easy, but think before you react. Listen to what each camper is saying before you respond.

- Please let the Director know if there is any problem with any camper. He is here to help you and help the camper. The spiritual welfare of each and every camper is our most important objective.
- Attend all staff sessions scheduled by the director. This is the time to express your ideas or concerns.
- Account for all campers under your supervision in cases of severe weather or other emergencies.
- Keep the camp clean! Do not let the kids throw trash around the camp. Make sure that your cabin and your cabin area are cleaned daily; otherwise it gets out of hand FAST! Make sure that your campers go home with the clothes that they brought.
- After the last scheduled activity of the day, see to it that your campers and Junior Counselors all go directly to the cabin. Please try to keep as quiet as possible and remember that there are others who are trying to sleep. The camp should be quiet by the time scheduled by the director.
- Avoid late night counseling or counseling with campers alone. It seems that nighttime is the time that the kids want to talk the most, especially after a devo or a time of singing. Take whatever time is necessary, but make sure that is what is in the best interest of the child and the rest of your campers. Once again, turn to the director for help in this area and let him know what you are doing.
- Try to discourage camp romances, but encourage friendship relationships. Help campers learn how to deal with these relationships in a Christ-like way. Please make sure that couples do not go off by themselves.
- If all possible, please arrive at camp before the beginning of registration on opening day. It helps if you can meet the campers and their parents as they arrive. You, also, want to arrive in time to get the bunk by the door.
- Counselors must remain at camp after last activity to help with camp clean-up. They may leave when dismissed by the director.

Process for Selecting Counselors and Junior Counselors

- Directors choose Counselors and Junior Counselors who are active in a congregation of The Church of Christ, and submit a list of these staff members to the Board of Directors for their review. Preferably, these names and appropriate information should be submitted two weeks before the relevant session of camp, but no less than one-week prior to the opening day.
- If the Board rejects any Counselors or Junior Counselors submitted by the Director, the Director will be notified immediately to select a replacement.

JC Work Schedule

7:30	RISE & SHINE
8:00	MORNING DEVOTIONAL
8:15-9:00	BREAKFAST
9:00-9:30	CABIN CLEAN-UP
9:30-10:00	CABIN QUIET TIME
10:00-10:30	DISCUSSION GROUPS
10:30-11:00	CHORUS
11:00-11:45	TEAM MEETINGS / FREE TIME
11:45-12:30	LUNCH
12:30-1:30	FREE TIME
1:30-3:00	GIRL'S SWIM / BOY'S CRAFTS & CANTEEN
3:00-4:30	BOY'S SWIM / CANTEEN & GIRL'S CRAFTS
4:30-5:15	FREE TIME
5:15-6:00	SUPPER
6:00-6:30	CHAPEL
6:30-7:00	FREE TIME
7:00-8:00	TRIBAL SPORTS
8:00-9:00	EVENING PROGRAM
9:00-9:30	CANTEEN
9:30-10:00	DEVOTIONAL
10:00-10:30	PREPARE FOR BED
10:30	LIGHTS OUT

Before you leave your cabin, have your bunk made and ready for inspection. Make sure to **Ask the counselors if they need help getting campers up and ready...head for Multi to help setup Dining Hall.**

Be at Dining Hall @ 8:00am.
Female JCs- Set Up / Hand Washing
 ● Clean Up- Wipe Down Tables...
Male JCs- Clean Dining Hall
 ● Take out garbage...Woo!
 ● Sweep floor... (Mop if needed).
 ● Check bathroom & trash cans in Multi...

Be at the Dining Hall @ 11:30
Female JCs- Set Up / Hand Washing
 ● Ice in cups filled 1/2 with water...
 ● Clean Up- Wipe Down Tables...
Male JCs- Clean Dining Hall
 ● Take out garbage...OOh Boy!
 ● Sweep floor... (Mop if needed).
 ● Mop Bathroom floors...

Male JCs- 2:30pm at craft house.
Female JCs- 3:00pm
 ● 1 candy bar and one soda a camper.
 ● Icy pops/Fruit are optional.

Be at Dining Hall @ 5:00pm.
Female JCs- Set Up / Hand Washing
 ● Ice in cups filled 1/2 with water...
 ● Clean Up- Wipe Down Tables...
Male JCs- Clean Dining Hall
 ● Sweep and Mop floor.
 ● Take out garbage...Yuck!
 ● Sweep Bathroom floors...
 ● Sweep AND mop floor with 1/2 cup of bleach and floor cleaner mixed in mop bucket.

JCs- 8:30pm (Craft House)
 ● 1 candy bar and one soda a camper.
 ● Icy pops/Fruit optional.

NOTE:

- Remember to mingle with the campers...you are here to take care of the camp and campers.
- JCs can participate in *the bible classe and crafts* or use it for free time.
 - Please be involved in the rest of the activities.
- Be prepared to be used wherever needed:
 - Setting chairs up...
 - Helping with devotionals...
 - Extra Cleaning...
 - Kitchen duties..
 - Evening programs...
- Stay Friday until the camp is clean and ready to close.

Thank you for volunteering to serve at LPBC. Your hard work insures that each camper will have a safe and spiritual experience. Thanks again...

Tim Gill
Director

ODDs & ENDS...

I will have campers/counselors volunteer to help you with some of the cleaning...

When cleaning the Multi, remember to clear the benches of Bibles and place them on the shelves.

CAMP JUNIOR COUNSELORS

Requirements

- Must be approved by camp session director
- Must complete application
- Minimum age of 16, except for Day Camp and Primary Week, where the minimum age is 14 for JCs

Responsibilities

- Know and enforce all camp rules, even if you don't agree with them. Don't complain about rules and policies to campers. Don't complain about the food. If you have a suggestion or concern, take it directly to your counselor or session director.
- Be positive, energetic, and up-beat. It's contagious. Unfortunately, grumbling is also contagious. Choose positive. Have fun! Keep a good sense of humor.
- Know and follow your responsibilities.
- Responsible for kitchen chores and clean up as assigned, as well as managing the clean up of the shower house and the cabins each morning. Whenever the counselors are in staff meetings, JCs are responsible for the campers and the cabins at this time.
- Make sure your campers are on time for the first event of the day.
- JCs are responsible for organizing and managing the sports equipment. Please keep the sports cage clean and organized. You will need the cooperation of the campers for this. Before you leave at the end of the week, make sure that everything is put away and ready for the next week of camp.
- We need your help to see that the area used for singing sessions is set up each day. We also need you to participate in all singing sessions, classes and devotionals, and set an example by being on time. The kids need to see your example so that they know that teens love the Lord, too! The Director will arrange for you to have some much deserved free time each day.
- JCs are NOT allowed to concentrate on boyfriend/girlfriend relationships during the week. You are here as a servant of your Lord and an example for the campers.
- Assist the camp director and staff wherever needed as a servant of your Lord. We are here to all work together for a common purpose of the spiritual growth of the campers.
- It may be difficult but it is important that you spend a lot of time with your campers. Try to know their names by the end of the first day. Encourage them to grow spiritually in their faith during the week. Determine if any of our campers have special needs.
- Please, do not leave the cabins to meet with the other JCs. You are to remain with the campers.
- JCs are a very important part of our staff. You are not slaves but servants and you are extremely influential in the life of the campers. We need and appreciate you. If you have any questions, suggestions or even complaints, just let us know. Some of our best comments have come to us through JCs.
- JCs must remain at camp after last activity to help with camp clean-up and preparation for the following week. They may leave when dismissed by the director.

SOUND DOCTRINE

A. Little Prairie “Bible” Camp

3. We must speak where the Bible speaks and be silent where it is silent.
4. Titus 2:1 “But speak thou the things which become sound doctrine.”

B. Kids, Teenagers and Families need thus Saith the Lord,
not opinions.

3. Opinions tear down.
4. Thus Saith the Lord will always build up people.

C. LPBC is about building up people in the Lord.

2. When people leave a camp session at L.P.B.C.
 - a. They must be spiritually strong.
 - b. Doctrinally sound.
 - c. Excited about following Jesus in His Church.
 - d. Desiring to share their precious faith with others.

BUT SEEK YE FIRST THE KINGDOM OF GOD AND HIS RIGHTEOUSNESS; AND ALL THESE THINGS SHALL BE ADDED UNTO YOU...TAKE THEREFORE NO THOUGHT FOR THE MORROW: FOR THE MORROW SHALL TAKE THOUGHT FOR THE THINGS OF ITSELF.

MATTHEW 6:33-34

OUR ATTITUDE

“WAKE UP, PREACH UP, PRAY UP, STAY UP, AND PAY UP, BUT NEVER BACK UP, NOR LET UP, NOR SHUT UP, NOR GIVE UP, UNTIL THE CAUSE OF CHRIST IN THIS CAMP AND THROUGHOUT THE WORLD IS BUILT UP”.

CAMP START UP

Camp must be cleaned and ready for campers.

Key areas:

Wood Crews

Clean up dead or fallen limbs from all developed areas of camp.
Groom trails, cut overhanging limbs, trim back thorn bushes, spray poison ivy.

Cleaning Crews

Kitchen / Dining Hall
Multipurpose Building / Storage Room / Bathrooms
Cook's Quarters / Laundry Room / Bathroom
Craft House / Chapel/ Amphitheatre
Shower House

Cabin Crews

Sanitize and clean cabins – Boys, Girls, Directors
Sanitize mattresses and place in cabins

Weeder Crew

Run weed eaters to trim up all developed areas of camp
Weed volleyball court

Trash Crew

All trash needs to be collected along trails and wood lines
Clean up burn piles

Flower Crew

Clean up and replant all flowerbeds around camp
Seed and straw all bare spots

Construction Crew

Make repairs as necessary

Camp Inspection Sheet

A. Multi

5. Upstairs restrooms, bedrooms and storage area must be cleaned.
6. Downstairs restrooms, multi floor, kitchen and grounds around multi must be clean.
7. All trash cans must be emptied and sanitized and trash taken to dumpster.
8. No clothing, books, or any articles left at the multi.

B. Swimming Pool Area

2. No towels, clothes or trash ECT. left in pool area.

C. Craft House and Canteen Area

5. Clean restrooms.
6. Sweep concrete area.
7. Clean and sanitize canteen area.
8. Clean the basketball, volleyball, chapel, and amp theater and all the grounds around them.

D. Camp Fire Pit

2. Clean up and take all trash to dumpster.

E. Boys and Girls shower house

3. Clean and sanitize.
4. Take all trash to dumpster.

F. Boys and Girls cabins

3. Girls cabins 1-5
4. Boys cabins 1-4

All must be clean. No TRASH in or around cabins. All trash must be taken to dumpster.
No towels or clothes left on the clothesline or in or around cabins or shower house.

Approved

Not Approved

Camp Caretaker _____

Camp Safety

Camp Staff must be trained to create a safe camp experience for all who attend camp. “Safety first is Our Motto.”

Staff Training Overview

Some areas to cover during staff training include:

- **Camp policies:** Review such issues as weapons, smoking, drug/alcohol use or possession, guests.
- **Behavior guidelines:** Explain how staff members are expected to interact with campers and each other.
- **Emergency procedures:** Discuss and rehearse the proper response to emergency situations, such as fires, lightning, and natural disasters, Act out an evacuation; so everyone understands what role they’re to play.
- **Health care issues:** Explain the staff’s role in administering first aid, obtaining professional medical care, notifying parents, and documenting injuries.
- **Abuse prevention and reporting:** Describe procedures staff must follow to prevent children from being abused emotionally, physically, or sexually. Outline the reporting requirements staff must follow if they suspect a camper is being abused (at camp or at home).

Counselors supervising high-risk activities, such as swimming, ropes courses, etc, require additional training and professional certification.

Stay Safe in the Water

Provide proper supervision for Swimmers

Water activities are a standard part of the camping experience. They’re a fun way to cool off, but they can also be dangerous. A nonswimmer can drown in just four minutes, and peers may encourage kids to exceed their swimming ability. Please do all that you can to keep kids safe in the water.

HAVE A CERTIFIED LIFEGUARD ON DUTY: Never allow people to swim at an unsupervised pool. Experienced lifeguards are trained in rescue techniques and are familiar with this pool.

TEST SWIMMERS’ ABILITIES: Test everyone’s ability to swim (in shallow water). For example, only those who can swim 150 yards and tread water for two minutes would be allowed to enter water over their heads. Those who can’t, must stay in a designated area of shallow water.

USE WRISTBANDS: A system of nonremovable colored wristbands can distinguish non-swimmers from those with intermediate or advanced abilities. This tool allows lifeguards to note quickly if a poor swimmer is entering dangerous territory.

HAVE A BUDDY SYSTEM: Require everyone to pick a “Buddy” of similar swimming ability and be responsible for that person while swimming.

DON'T ALLOW ROUGH, BOISTEROUS HORSEPLAY: Chicken fights and other horseplay can cause a distressed swimmer to go unnoticed.

LIMIT THE USE OF INFLATABLE OBJECTS: Inflatable objects give people a false sense of security. A poor swimmer who falls off his inner tube in deep water is a drowning candidate.

SAFTY TIPS FOR CAMP

9. Limit use of cars and trucks during camp.
10. Teach campers not to go near tractor and trailer until it comes to a complete stop.
11. Keep all food and drink areas clean and sanitized.
12. No extreme sport games.
13. All staff and campers must be in their cabins by 12:00 P.M. each night.
14. No late night counseling.
15. When riding in trailer everyone must set down. No feet hanging over the back of trailer. No one moves until trailer comes to complete stop.
16. **DO NOT** kick balls in the Multi.

GENERAL BY-LAWS
OF
LITTLE PRAIRIE BIBLE CAMP

Whereas, it is deemed expedient that certain by-laws for regulating the affairs of Little Prairie Bible Camp (the "Association") be made, the following has been set forth.

Article I

Objects of the Association

Little Prairie Bible Camp will provide an outstanding environment for youth, adults, and families to experience a deeper and lasting relationship with God. It is the mission of Little Prairie Bible Camp to provide a loving Christian camp experience to help youth, adults, and families develop a personal, growing, spirit-filled relationship with God and His son Jesus Christ, and share their faith with others.

The Association shall be a non-profit Christian education organization for the purpose of promoting religious welfare and Christian unity by teaching the principles of Jesus Christ as contained in the Bible; to establish, maintain and operate religious schools, meetings, lectures, libraries, and camps and to print, publish, and sell and distribute literature pertaining thereto, and to do all such other things as are incidental or conducive to the attainment of the said objectives.

Section 1. The Association, in the exercise of its corporate rights and for the accomplishment and furtherance of its objectives shall not at any time nor in any manner do anything as will have the effect of usurping the authority of the church of Christ.

Section 2. Definition of the words "church of Christ": The words "church of Christ," wherever used in these by-laws, shall mean only the individual and collective autonomous congregations of Christians whose teachings are the inspired Word of God. There is voluntary cooperation among most congregations, but no vertical human structure or hierarchy beyond the individual congregation. The churches of Christ teach salvation through grace, which comes through faith in Jesus Christ as the Son of God, which faith leads to repentance, confession, and obedience to the gospel by immersion for the forgiveness of sin and to receive the gift of the Holy Spirit. Sunday assemblies of the churches of Christ are characterized by the Lord's Supper, proclamation of the Word of God, prayers, a cappella singing, and the collection of donations for the work of the church.

Article II

Membership

Section 1. Members of the Association must be members in good standing of a church of Christ as defined in these by-laws, and it shall be a condition of continuing membership in the Association, that each member remain in good standing as a member of a congregation of the church of Christ.

- (e) Charter Members are those who contributed a minimum of \$150.00 in cash, materials, or services with board approval prior to August 1, 1975 (\$10.00 annual contribution required to maintain voting rights of a Charter Member).
- (f) Life Members are those who contribute \$150.00 in any subsequent year. (\$10.00 annual contribution required to maintain voting rights of a Life Member).
- (g) Annual Members are those who contribute \$20.00 in any given year.
- (h) Honorary Members: The board of directors may, by resolution and approval at the annual meeting of the Association, grant to any individual the title of Honorary Life Member of the Association in recognition of services rendered in furtherance of the Association's objectives and goals. The form of

certificate or scroll evidencing the conferring of such honor shall be in such form as may be determined by the board of directors.

Section 2. Contributions/Donations

- (g) Any contribution made will be considered a contribution for the fiscal year in which made unless designated by the contributor for the following fiscal year.
- (h) Any contribution or donation received during a given year will be applied toward a membership, even though the contributor does not state such. When a contribution is received from a non-member, if the contribution makes his/her contribution for the current year at least \$20.00, the contributor will be sent a notification of membership. In all cases, he/she will be sent a letter stating how much additional contribution during the current year would be required for an annual or life membership, whichever is applicable.
- (i) Any contribution received from a family member, will be considered a contribution for membership for the entire immediate family.
- (j) The interest of a member in the Association shall not be transferable.
- (k) Any member may, at any time, resign as a member of the Association by sending a written notice to the secretary of the board of directors.
- (l) Contributions to the Association may be either monetary or in kind.

Article III

Financing the Association

The undertakings and obligation of the Association shall be financed by:

- (g) Charter Membership contributions
- (h) Life Membership contributions
- (i) Annual Membership contributions
- (j) Other contributions/donations received from members or non-members who are interested in the objectives of the Association
- (k) Fees and charges, which may be assessed by the Association or board of directors for goods and services sold, rented, or provided.
- (l) Various fundraisers held during the year.

Article IV

Board of Directors

Section 1. Board of Directors. The affairs of the Association shall be managed by a board of twelve (12) directors, who shall be elected by the members of the Association who are entitled to vote at the annual meeting. The board of directors shall all be members of the Association who are in good standing and who are entitled by the by-laws to vote as a member. Directors shall be elected to two (2) year terms, with six (6) elected each year.

- (i) The Association may, at the annual meeting, increase or decrease the number of directors, and may also determine in what rotation any such increase or decrease in number go out of office.
- (j) Candidates for election to the board of directors may be nominated by members of the Association and/or by a nominating committee selected by the board of directors. However, the slate of candidates must be approved by the existing board of directors before being voted upon by the members of the Association.
- (k) Regular meetings of the board of directors may be held at such at such times as agreed upon by the board and may be held without notice. Special meetings of the board of directors may be called at any time by the president, the vice-president, or by two (2) members of the board of directors. The person or persons calling such special meeting shall give at least twenty-four (24) hours notice to each director

of the date, time, place, and purpose of such special meeting of the board. Such notice may be in person or by telephone.

- (l) No director shall, as such, receive any remuneration for his/her service as a director on behalf of the Association.
- (m) The directors shall have the right to fix the salaries or remuneration to be paid to all employees of the Association.
- (n) A quorum shall consist of at least eight (8) members of the board of directors present at a duly called meeting.
- (o) Each member of the board of directors will be responsible for contacting the president and an alternate board member to represent him/her at any meeting in which he/she will be absent. The alternate, in this case, will have full voting rights for the board member that he/she is representing at that particular board meeting.
- (p) If any member of the board of directors fails to comply with the terms of subsection (g) above for two (2) consecutive monthly meetings, such board member shall lose his or her position on the board, subject to final review by the board. In the event a board member loses his or her position on the board in this way, then the alternate board member who received the greatest number of votes at the last annual meeting, from among the alternates, will take his or her place on the board until the next annual meeting.

Section 2. Alternate Board Members. When the members of the Association have voted at the annual meeting of the Association and thus elected the candidates to fill the vacancies on the board, the remaining candidates shall be deemed alternate board members. Each alternate shall serve a one (1) year term, with as many as six (6) alternates elected each year.

- (d) If a board member steps down from the board for any reason, the alternate who received the greatest number of votes at the last annual meeting, from among the alternates, shall replace said director until the next annual meeting.
- (e) Alternate board members are required to attend all monthly meetings of the board of directors but will only exercise their right to vote if they are representing an absent member of the board of directors.
- (f) If an alternate board member misses two (2) consecutive monthly meetings without notifying the president, such alternate board member shall lose his or her position on the board, subject to final review by the board.

Article V

Officers of the Board of Directors of the Association

Officers of the board of directors of the Association shall consist of a president, one or more vice-presidents, a secretary, a treasurer, and such subordinate officers as shall, from time to time, be designated by the board of directors.

- (h) The president and vice-president(s) shall be members of the board of directors. The president shall be the chief executive officer of the Association. He shall preside at all meetings of the board of directors and at the annual meeting of the Association. He shall have supervision and direction of all the other officers of the Association and shall see that all orders and resolutions of the board of directors are carried into effect.
- (i) One of the vice-presidents shall be vested with all the powers and shall perform all the duties of the president in his absence from office or in case of his resignation or death. He shall perform such duties as may be prescribed by the board of directors.
- (j) The secretary shall have charge of the minutes of the board of directors and the annual meeting of the Association. He/she shall perform generally all the duties usually delegated to the office of secretary.

- (k) The treasurer shall have the care and custody of all the funds and securities of the Association. He/she shall keep accurate books of all accounts of all financial transactions of the Association and shall at any reasonable time, provide the books and accounts to any director or any other member of the Association.
- (l) The offices of secretary and treasurer may be held by the same individual. He/she need not be a member of the board of directors whichever the board may, from time to time, decide.
- (m) The term of office for officers of the board of directors shall be from the first regular meeting following the annual meeting until the first regular meeting following the next annual meeting.
- (n) The board shall appoint one or more auditors annually and shall provide such auditor(s) with any books kept by the Association. Such an auditor may be a member of the Association, but shall not be a member of the board of directors.

Article VI

Annual Meeting; Procedure for Amending or Repealing By-Laws

An annual meeting of the membership of the Association shall be held the first weekend in October at a place and time designated by the board of directors, at which time the board shall give a full report of the year's activities; the members shall elect the new members of the board of directors; and either the board or any member may present any new business to the assembly.

- (c) The board of directors may, from time to time, repeal, amend, or revise these by-laws by a majority vote of the board of directors at any regular meeting, or at a special meeting of the board called for that purpose, provided a quorum of the board of directors is present at such regular or special meeting. Such repeal, amendment, or revision, however, shall not be in effect until approved by the Association members at the annual meeting, subject to further amendment by the membership.
- (d) In the event of any dispute or uncertainty regarding procedure at any meeting of the Association, final decision shall rest with the procedure laid down in "Robert's Rules of Order," to the extent same does not conflict with these by-laws or any applicable Missouri statute.

These By-Laws approved by the members of Little Prairie Bible Camp on October 1, 2005.