



Music Camp 2018

## Staff Handbook

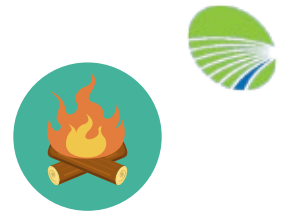


“ The melody of praise is the atmosphere of heaven; and when heaven comes in touch with the earth, there is music and song,--”thanksgiving, and the voice of melody.”



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## Note for Staff

Dear Staff Applicant,

We're very excited that you're interesting in serving at music camp as staff. The guardianship of other youth is a serious responsibility, and a very rewarding one. Please carefully read through the information in this handbook, and be seeking to draw closer to God between now and camp.  
Kind regards,  
Emmanuel & the Camp Committee

### Our Mission

We are living in the last hours of earth's history. Now, more than ever before, God needs an army of youth. Youth who will give their best to the master, and be willing to spend and be spent for the cause of our loving redeemer.

Our mission with these youth camps is to train, inspire, challenge and give opportunity for youth of like-mind to come together, to draw closer to God and to be better prepared to stand in the last days.

### Music Camp Dates

Sunday 3rd July - Sunday 17th July, 2016

### Location

Camp Obadiah,  
20190 Pacific Highway,  
Coralville, NSW, 2443

### Music Camp Dates

Sunday 8th July - Sunday 22nd July, 2018

### Location

Crosslands Convention Centre,  
100 Crosslands Rd,  
Galston NSW 2159



## Contact Details

### Venue

C/- Crosslands: (02) 9653 1041

### Mobile Number(s)

Emmanuel Higgins - 0468 321 559

### Email

[pr@mus.camp](mailto:pr@mus.camp)  
[eman@eastward.edu.au](mailto:eman@eastward.edu.au)

### Web

[www.mus.camp](http://www.mus.camp)

## Arrival Time

### If you are driving

Please plan to arrive at camp before 4pm. Driving directions can be found in the Directions & Transportation Section.

### If you are flying

Please schedule your incoming flights to arrive at Sydney airport before 2pm. We will have transport to camp available for those flying in. Please see the Directions & Transportation section for further details.

**Note:** Do not book flights until your application has been approved.

## Departure Time

10-11am Sunday 22nd July, 2018.

If flying, please schedule your flights to depart after 1pm on Sunday from Sydney airport.

## Cancellations

Once accepted as staff, we will be counting on you being there. If a cancellation is necessary, please notify us immediately.

We appreciate your consideration of others in this matter. A full refund will be given provided cancellation has been made prior to camp. Refunds of camp fees cannot be made after camp begins.





## Spiritual Focus

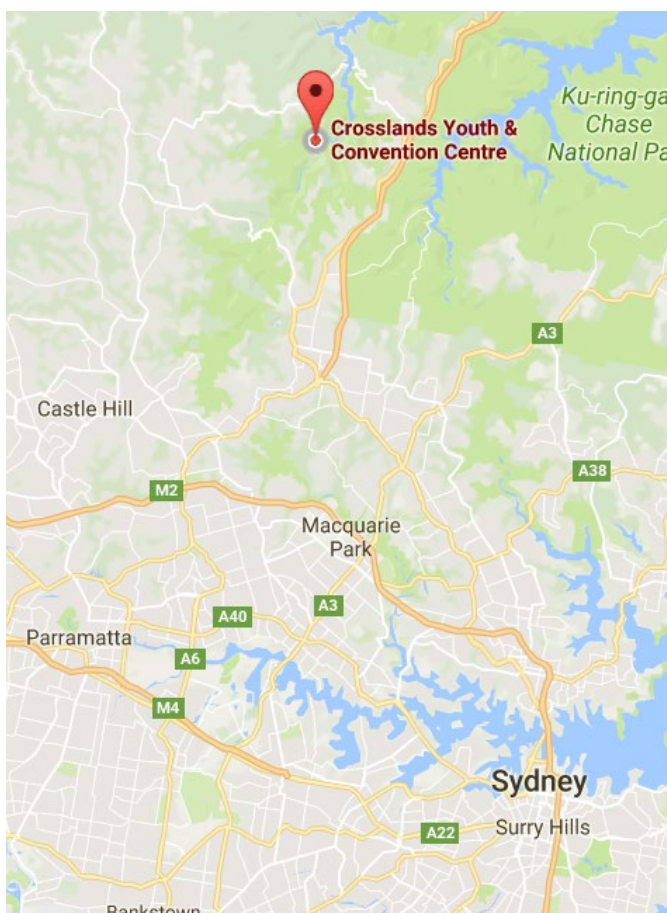
We are here for one grand and noble purpose. To serve! To give ourselves to the young people. We just ask you to keep this goal and purpose foremost in mind while at camp, and bear in mind these simple points:

- ☺ We especially ask that you refrain from promoting controversial or unclear doctrinal subjects which tend to create division. Refusal to do so may result in a request to leave.  
Eastward is a recognised self-supporting ministry of the Seventh-day Adventist Church. We seek to uphold the plain teachings of the Bible as our guide and authority in life. We also place emphasis on the Spirit of Prophecy (writings of Ellen G White) as inspired by God, to illuminate and magnify scripture.
- ☺ A genuine walk with Christ, energy and enthusiasm and being a 'loving and loveable' Christian will bring you success as a staff member!

## Directions

### Address

Crosslands Convention Centre,  
100 Crosslands Rd,  
Galston NSW 2159



## Transportation

### Airport / Bus / Train Information

#### Airport

A pickup service to/from Sydney Airport is available for participants arriving on Sunday 8th July before 2pm and flying out on Sunday 22nd July after 1:00pm. A fee of \$20 per direction applies. Unfortunately we are unable to provide transportation outside of these times.

**Please Note:** Do not purchase any flight tickets before you have been accepted. Once accepted, it is then your responsibility to send a copy of your itinerary/ticket to us by 1st of July, 2018.

#### What to do when you arrive:

Unless you have made other arrangements with us, proceed to baggage claim and collect your bags. Remain by the luggage carousel until a representative from Eastward picks you up. Look for someone with a sign saying "Eastward Music Camp"

#### Bus/Train:

If you will be traveling by bus or train and think that you might require pick-up or drop-off, please notify us asap so we can make the necessary arrangements.



# Camp Codes and Policies

## A Note from the Eastward Team

As a ministry we aim to inspire, equip and encourage others to know God and share the good news of the gospel. All camp codes have been developed with this object in mind.

Of course we understand that following any set of 'rules' does not make us right with God necessarily, however standards have their place and do play an important role in the success of any program. We are asking that you willingly and happily support all the camp codes that are outlined below.

**Please note:** that by applying to attend as staff at Music Camp you are agreeing to abide by our camp code so if you have any questions regarding this, please do not hesitate to contact us before you apply.

## Food

Camp food (which is delicious!) is vegetarian and dairy-free. However, camp food service is not able to cater to individual dietary requirements. Participants with food allergies or sensitivities must take personal responsibility to avoid such items. Anyone needing to bring specialised food items to accommodate their dietary needs must clear this in advance with camp administration. Such food items must be stored in the camp kitchen. No food items may be stored in your lodgings.

## Meals

We will provide two main meals (breakfast and lunch) and a light third meal.

## Mobile Phones & Electronic Devices

Camp is such a special time! We want to make the most of this opportunity to make new friends, draw close to God and learn new skills. For reason we seek to create a distraction-free environment. For participants, use of electronic devices is limited, however, appropriate use of mobile phones is allowed for counsellors.

## Competition

The spirit of competition in all its forms is discouraged at Music Camp.

## Laundry Facilities

Laundry facilities are available. But please bring enough clothes for one week.

## Clothing

### For Girls

Everyday wear for most camp activities will be modest, sturdy skirts or dresses. Skirts should fall well below the knee at all times and allow a full stride when walking. Slits must end below the knee.

Low-cut, see-through, tight, or sleeveless tops are not appropriate. Tops must be long enough to cover bare skin when reaching or bending over.

### For Boys

Neat casual clothing, such as jeans or long cotton pants, Pants or shorts must not be baggy or low-riding. No tank tops or sleeveless tops. Shorts must be knee length.

Long pants are required for Sabbath programs. Ties are appropriate but not mandatory.

If you bring a hat, please remember to remove it for prayer or when you are inside a building.

### For Both

Be sure to bring warm clothing! It will be quite cold this time of year, especially in the mornings and evenings.

During filming sessions you will need a warm overcoat and/ or thermals in case of cold winds and/or delays.

Participants should bring sturdy clothing and shoes for hiking to filming locations or participating in other outdoor activities.



## Thank you

We wish to thank you in advance for your cooperation with our camp codes and policies.



# Uniform for Filming

Please pay careful attention to the following information regarding the uniform for filming, which will be taking place during the second week of camp.

Usually Music Camp supplies a short, cardigan, coat, etc. for your top. Boys will need to supply blue denim jeans, girls will need to supply blue denim skirts. See the below for an example (please note, these are not the 2018 camp colours):



## What We Are Supplying

The 2018 Music Camp uniform is currently being arranged. If you have applied, we will update you with uniform details as they become available.

## What You Need To Bring

Please bring **thermals or something warm** to wear under your uniform, as it will be cold at times.





# Camp Codes Summary

Here is a copy of the Camp Codes Summary for participants, for your reference as a staff member.

- 🔒 If you are under 18 yrs of age, and not accompanied by a parent/guardian, your counsellor or supervisor must know where you are at all times.
- 🔒 Food is not permitted in the lodgings.
- 🔒 No gum chewing.
- 🔒 You will have many opportunities during the day to talk with your friends so please, no visiting or note-passing during worships or classes.
- 🔒 Verbal or physical abuse to others is NOT tolerated. This includes tripping, pushing, annoying, teasing, or throwing things at another person.
- 🔒 Participants will be expected to make full restitution for any destruction of property.
- 🔒 Food-fighting or horseplay is unacceptable behaviour.
- 🔒 Knives and/or tools brought for specific classes should be used for that purpose only. These items, if seen out of place, will be confiscated until after camp.
- 🔒 We encourage the formation of true Christ-centered friendships. Exclusive and/or intense friendships with either sex are not in harmony with the goals of the camp.
- 🔒 We don't encourage romantic friendships with the opposite sex during camp.
- 🔒 Deliberate disobedience and a defiant attitude have no place at Music Camp.
- 🔒 Participants choosing to disregard camp guidelines will receive demerits.

1 demerit	Interview with Camp Coordinator or Senior Eastward Staff Member
2 demerits	Interview with Disciplinary Panel
3 demerits	Dismissal from camp, or other appropriate action.



## Girls

Modesty sturdy skirts or dresses falling well below the knee.

Low-cut, see through or tight sleeveless tops aren't appropriate.

## Boys

Neat casual clothing, such as jeans or long cotton pants. No tank tops or sleeveless tops. Shorts must be knee length.

**"Higher than the highest human thought can reach is God's ideal for His children. Godliness--godlikeness--is the goal to be reached. Before the student there is opened a path of continual progress. He has an object to achieve, a standard to attain, that includes everything good, and pure, and noble. He will advance as fast and as far as possible in every branch of true knowledge." - Education, pg 18**



It is our policy at Music Camp to create and sustain a friendly, safe environment for children, physically and spiritually, where they will feel comfortable and secure. The following is a summary of the Risk Management Strategy that we have in place which we expect all counsellors and staff members to abide by at all times during the camp.

## Code of Conduct Summary

- ✓ The values and principles of this Code of Conduct are the standards of conduct expected of all staff and volunteers toward young children and adults alike.
- ✓ All staff and volunteers will obtain a Working With Children Check and agree to comply with Risk Management Strategy document.
- ✓ Any child, age 10 or 11, attending camp as a participant will have a parent present at the camp, unless prior arrangements have been made and agreed to by the parent or guardian.
- ✓ This same Code of Conduct will apply to ALL children at the camp facilities, regardless of whether they are a participant or not.
- ✓ Language used by staff and volunteers should be elevating at all times and will never be:
  - sexually suggestive or coarse;
  - abusive or intimidating;
  - derogatory or insulting;
  - or racist.
- ✓ Behaviour by staff or volunteers must always be of the highest standard. There should never be:
  - unwelcome or unwarranted touching of any nature;
  - encouragement given to any form of precocious sexual behaviour; or
  - the administration of physical discipline.
- ✓ Staff or volunteers will avoid being alone with individual children or young people or conveying them alone in their vehicles.
- ✓ Professional staff such as teachers, nurses etc should uphold their professional codes of conduct at all times in relation to working with young people and children.
- ✓ Staff and volunteers will be alert to bullying, abuse or exploitation and will report these forms of behaviour through the appropriate channels as outlined in detail in the Risk Management Strategy.
- ✓ Senior staff will be available to counsel with young people or children with the appointed personnel being made known to all camp staff, volunteers and children.
- ✓ If staff and volunteers are faced with an ethical dilemma and there is no specific direction available there are certain guidelines to follow in the Risk Management Strategy.
- ✓ Emergency contact details of participants will be available through the camp office.
- ✓ A nurse or qualified first-aid personnel will be available throughout the entire camp and will be made known to all present at camp.
- ✓ The camp environment will be scanned for potential dangers and the appropriate actions taken or warnings given.
- ✓ All physical activities will be age appropriate and suited to the skill levels of the participants with no-one being pressured to participate if they do not wish to do so.
- ✓ Where activities are conducted off site, appropriate records, reporting structure and supervision will be in place.
- ✓ Any breach of this Code of Conduct will be viewed seriously and may result in exclusion from Eastward activities and camps.

For full details contact us for the Risk Management Strategy document.





# Camp Organisation

## Participant Units

Participants will be divided into units of 6-10 participants with 2 counsellors assigned to each unit. Unit names will be posted on the unit lodgings and listed on the name tags. Each unit has an identifying colour which appears on the name tags and unit signs.

## Lodgings

If their parents are not present, participants will stay with their counsellors in their unit room.

## Name Tags

All participants and staff will be issued a name tag. Name tags should be placed in plain sight on your outer-most garment, just below the right shoulder. Name tags should be worn at all times.

## What to Bring

- Musical Instrument(s)
- KJV Bible
- Study material for personal devotions
- Uniform
- Everyday clothes (see previous pages for the camp dress codes)
- Boys/Girls: Clothing you don't mind getting dirty in case such an activity necessitates this
- Sabbath clothes
- Sturdy, but comfortable walking shoes
- Toiletries: toothbrush, toothpaste, soap, hairbrush, comb, shampoo, deodorant
- Daily changes of socks and underwear
- Warm jacket/over-coat (mornings and evenings will be quite cold)
- Sleeping bag; pillow;
- Sunscreen (you may also want to bring a hat)
- Torch and batteries
- Money for church offering
- Notebook or note pad
- Pens and pencils
- Prescription medications you must take or may need (eg: asthma medication)
- Small Backpack - to carry around water bottles, hats, class materials etc

## Line Call

Line calls are held throughout the day to prepare for the next activity and to make sure no one is missing. Counsellors are required to get their unit to Line Call on time. The first unit dismissed for each meal is responsible for clean-up/dish duty.

## Problems at Camp

In an imperfect world, problems can develop - personality conflicts, discontentment with a particular situation, discouragement or any one of a number of other situations, that have the potential to undermine the focus and unity of the camp. If you sense such a situation developing, we urge you to take it to the Lord in prayer for His guidance. The next step, if still unresolved, would be to counsel with camp administration.

Much harm can be done by speaking with other staff members, with parents or with participants themselves.

## What Not to Bring

- Portable electronic gaming devices, and such things
- Portable audio devices
- Card games
- Secular reading material
- Food, gum, drinks
- Jewellery (including rings)
- Wrist or Ankle Bands
- Make-up (including coloured moisturiser and coloured lip balm), nail polish
- Tobacco, alcohol, drugs
- Weapons, fireworks
- Pets
- Any other item that may detract from the goals of camp





## Thank You

Again, thank you for being willing to serve as a staff member at Music Camp. Please keep us in your prayers while we plan and organise the camp between now and July. We will be praying for you to.

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## Questions? Comments?



### 2018 Music Camp

**Camp Coordinator:** Emmanuel Higgins - 0468 321 559

**Email:** [pr@mus.camp](mailto:pr@mus.camp)

**Website:** [www.mus.camp](http://www.mus.camp)