



# POLICIES AND PROCEDURES



**MT.  
LOU  
SAN**



# **MT. LOU SAN**

## **POLICIES AND PROCEDURES**



# **Encounter Revival Ministries Vision/Mission**

Raise up a generation of believers who will wholly follow the Word of God, live and teach Jesus Christ as the Only Answer for sin and freedom, aggressively spread the Word of God to the world, vigorously stem the tide of evil by righteous living and active involvement in issues of the day, establish strongholds for God by reproducing the work of God in their life to others, living with a zeal to change the world driven by the determination to leave a legacy of purity, diligence, faithfulness and obedience to the Bible.

## **Mt. Lou San Mission**

Using the unique aspects of camping ministry to connect people with God's truth for the purpose of life change.

## **Doctrinal Statement**

WE BELIEVE in one God, Creator and Sustainer of the universe, Who is eternally existent in three persons, the Father, the Son and the Holy Ghost.

WE BELIEVE that the Bible, both the Old and New Testament, is inspired of God and is His authoritative Word; and it is without error in all and is the supreme and final authority in matters of belief and conduct.

WE BELIEVE that Jesus Christ was conceived by the Holy Spirit, born of the virgin Mary, lived a sinless life, died on the cross as the substitution for sinful man, rose bodily from the dead and ascended to heaven, and is exalted at God's right hand as the Mediator between God and man.

WE BELIEVE that all people have sinned and are guilty before God and cannot see the kingdom of God, except through the new birth, which takes place through the repentance of sin and faith in God, and that one becomes a new person in Christ only by the grace of God.

WE BELIEVE in the work of the Holy Spirit to convict people of sin and guide in spiritual growth, and that every believer is to live

and walk in the power of the indwelling Holy Spirit in order to bear fruit to the glory of God and not follow the lust of the flesh.

WE BELIEVE that Jesus Christ is the Head of the church, which is made up of all believers, and is locally a group of baptized believers who are organized and committed to doing God's will in worshiping and witnessing concerning Jesus Christ and proclaiming Biblical truths of holy living, compassion for others and living a life that demonstrates the power of God in a person's life.

WE BELIEVE that all believers are called into a life of obedience to the Word of God and to a holy and righteous life.

WE BELIEVE that Jesus Christ will personally and visibly return to raise the dead and call the living to stand before the throne, where the righteous will be rewarded, and the lost will be judged. God will establish His kingdom, a new heaven and earth, and He will be glorified forever.

WE BELIEVE that God has commanded that people should not engage in any intimate sexual activity outside of marriage between a man and a woman. We believe that any form of homosexuality, lesbianism, bisexuality, bestiality, incest, fornication, adultery and pornography are sinful perversions of God's gift of sex. We believe that God disapproves of and forbids any attempt to alter one's gender by surgery or appearance. (Genesis 2:24, 19:5, 26:8-9; Leviticus 19:1-30; Romans 1:26-29; I Corinthians 5:1, 6:9; I Thessalonians 4:1-8; Hebrews 13:4)

WE BELIEVE that the only legitimate marriage is the joining of one man and one woman. (Genesis 2:24; Romans 7:2; I Corinthians 7:10; Ephesians 5:22-23)

# Training Camp Objectives

## Spiritually

- To deal with any known sins for cleansing and power.
- To begin developing a real heart for serving and obeying God.
- To set the patterns for Spiritual Disciplines this summer.
- To have a workable knowledge of spiritual awakening, renewal, revival.

## Relationally

- To meet and get to know other members of our summer team.
- To form unity among our full time staff, Encounter team, and summer staff.
- To form groups/teams within our overall team, to effectively minister to our entire camper population.
- To form prayer partner relationships to be sustained throughout the summer.

## Organizationally

- To get all the proper paper work in order for each staff member.
- To understand the policies and procedures that will govern us for 6 weeks.
- To understand how to function as a team unit.
- To learn the administrative processes necessary to run smoothly and effectively.

## Functionally

- To understand the schedules that run camp.
- To learn the tasks associated with operational responsibilities.
- To learn how to properly and safely use the equipment required for the job.
- To learn the program areas and how to safely lead campers

through each element.

- To understand how to effectively share your testimony.
- To understand how to effectively share the gospel in a relatable way for youth.
- To learn spiritual material to be delivered to campers.

## **Staff Expectations**

**Purpose:** that each team member will gain all that is available to them and that expectations will be fulfilled... so that God is glorified, our ministry is effective and MLS maintains a good standing.

1. To have a daily quiet time.
2. To practice self discipline in Christian discipleship as to grow spiritually and be a more effective believer.
3. To support the philosophy of MLS in word and attitude at all times.
4. To maintain a Christian testimony of example for the glory of God and the furtherance of the ministry.
5. To obey all polices and rules of MLS.
6. To be a positive, spiritual example and influence to all campers and families on the property this summer.
7. To be a positive spiritual example for campers.
8. To always do their part in sustaining the ministry of MLS
9. To be good stewards of equipment, food supplies, finances etc.
10. To attend all sessions with the desire to learn and grow spiritually.
11. To have proper medical insurance.
12. To be good stewards of personal finances.
13. To be an encourager to other staff members.
14. To bring conflicts and problems to the attention of appropriate leadership and consciously do all that is possible to avoid major conflicts and injuries.
15. To complete the entire 8 weeks of ministry as agreed upon when accepted into the ministry.
16. To regularly thank all people involved in prayer and financial support.



17. To diligently and obediently pursue a growing and vital relationship with the Lord and develop a heart for revival and spiritual renewal.
18. To be trustworthy and loyal to the rules, policies and general ministry.
19. To build the team and never say or do things that reflect otherwise.
20. To raise support for personal needs and the missions ministry.
21. To be supportive of ministry leadership.

I understand the above expectations and give my word that I will fulfill these to the best of my ability.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# Summer of Ministry

The summer begins with 1 week of training to prepare all staff for the necessary responsibilities each will hold.

This is followed with 4 days of Day Camp, consisting of local campers entering Kindergarten to 5th grade.

This is followed by 2 weeks of junior camp, where campers are aged 8-12 and come from a variety of backgrounds and home environments. Campers will enjoy games, time in the Word, chapels and Bible teaching, and cabin life.

The following 2 weeks we welcome teen campers from many different states, youth groups, and after school programs. Each will have a story, and all will need to hear the life-changing message of the gospel.

Once campers are dismissed on the final day of camp, we will have a clean-up period before a final dismissal in the late morning.

# **Guidelines for Effectiveness and Understanding**

## **Why we have rules and policies**

1. A situation where everyone does right in his own eyes is chaotic.
2. MLS has a Mission...Vision... Standard... Foundation... Reason.
3. Everyone is watching us to see how we practice what we say we believe.
4. We have determined “goals” that we desire to accomplish.
5. MLS has a “philosophy” of operations that we will uphold.
6. These policies come out of “tried and proven” experiences.
7. We are responsible to parents, pastors, and financial supporters.
8. MLS does not adhere to the present day philosophy of worldliness.
9. MLS desires to make an impact on society.

## **Expected response to rules and policies**

1. Simply... everyone is expected to obey, uphold, and be “happy” doing it.
2. Obey, even if you do not agree.
3. Never complain... especially to people outside of ministry.
4. Do not allow other team members to violate rules.
5. Do not ask for exceptions or changes.
6. Never belittle or slander leadership/rules/standards.

# Camp Life

## Cabin Life

- Guys and girls are not allowed in each others' cabins/dorms
- Each person is expected to keep their personal area neat
- Cabins will be cleaned daily: trash removed, floors swept, beds made, clothes put away
- Staff should respect others' belongings by not messing with them in any way
- Staff will respect the property/facilities by not intentionally or carelessly damaging them.
- Staff will not alter the facility without permission from their supervisor

## Clothing Appearance

Evening Chapel and Sunday attire:

Women:

- No shorts allowed
- No short skirts (above the knee) are to be worn
- No undergarment should be visible
- Pants may be worn, but no jeans
- Tops should not be low cut or revealing
- Clean shoes (nice athletic shoes are allowed)

Men:

- No shorts allowed
- Casual pants (no jeans) should be worn
- No undergarment should be visible
- Collared shirt (polo style or button up)
- Clean shoes (nice athletic shoes are allowed)

Activity attire:

The following list relates to daily camp attire (not evening chapel)

Women:

- Jeans that are modest, loose fitting and neat
- Modest fitting shorts that come 3 inches above the top of the knee (no higher than mid-thigh when sitting) may be worn.
- Shirts should be loose fitting, not low-cut, and should not advertise bands or companies not in line with ministry

objectives

- Closed-toed shoes for activities

Men:

- Jeans that are modest, loose fitting and neat
- Modest fitting shorts that come 3 inches above the top of the knee (no higher than mid-thigh when sitting) may be worn.
- Shirts should be loose fitting, and should not advertise bands or companies not in line with ministry objectives
- Closed-toed shoes for activities

#### General Clothing Guidelines:

- All clothing should be appropriate for the occasion
- No faded, ripped jeans or slacks.
- Loose fitting and must fit properly.

## **Phones and Other Electronic Devices**

- You are permitted to have a cell phone
- The use of your cell phone will be monitored closely and times for use will be limited.
- Counselors should not use cell phones while with their campers. The only exception to this is camp related business.
- Operational staff phone use will be determined by the needs of the supervisor.
- Cell phones should not be used in the Tabernacle during chapel times.
- Cell phone use after lights out is prohibited.
- Do not take pictures of any private nature
- No texting between guys and girls unless on a group thread
- E-mail and social media may be checked during free time within the time limits allowed.
- Pictures or discussions about Mt. Lou San or the staff placed on social media should be done with the intention to update supporters and encourage/build up others (1 Thes. 5:11).
- Movies and video games are not to be watched/played unless leadership has given permission.
- Excessive time on electronic devices is not permitted.
- Phones and devices can be checked to the fullest at any time team leadership senses that it is necessary.
- Abuse or disobedience in any of these areas will lead to discipline, correction and even dismissal from the staff

## Relationships

The conduct of our staff in the area of relationships is of great concern to us. The primary purpose for being here is to serve and minister to people. Be very cautious about inappropriate relationships with campers and/or staff members.

- No dating relationships with a camper will be permitted. Certainly you may be **friendly and helpful**, but any action deemed more than friendly and helpful is inappropriate.
- ERM staff members will follow the guidelines outlined in the ERM policy manual.

\* Some general policies to guide your conduct for the summer:

- i. No physical contact with the opposite sex. Holding hands, hugging or any intimate touching is unacceptable.
- ii. You should never be isolated or secluded with a staff member. You should avoid the appearance of evil by being in public places and with a group rather than a couple.
- iii. Your language should be appropriate to the opposite sex. Innuendoes and rude comments are not acceptable. You should not call or text members of the opposite sex on our staff unless it is on a group thread. If you need to communicate with someone, do it face-to-face according to the guidelines in the policy manual.

## Music

Music is one of the most controversial subjects in the church today and therefore must be addressed carefully.

It is not the position of MLS to condemn or point the finger of question at others. Rather the position of MLS reflects the heart and mission of this ministry. After much study and prayer, it has been determined that MLS will present and hold to a conservative, Biblical position in regards to music. We do not endeavor to please the crowds or go along with certain trends and practices. It is our belief that music is a vital part of life, worship, expressions of God's work in one's life and that which God employs in convicting and guiding believers to a closer relationship with Himself.

Therefore, we desire that the music selections of the staff reflect an attitude of worship and glory to God, while ministering to the hungry souls of mankind.

Each staff member is expected to honor and follow the guidelines of this ministry in regards to music thus allowing the Spirit of God to work in and through each life. The music guidelines pertain to all music, public and private.

## **Social Networking**

All staff members need to understand that any photos, videos or comments placed on your personal social media directly reflects upon the camp ministry and administration. We ask that you use great discretion when posting to Facebook, Twitter, Instagram, SnapChat, Pinterest or any other social media outlets. Here are some basic guidelines in this area.

- You may not post pictures or videos of campers. This is illegal. You do not have permission to reproduce the likeness of a camper.
- You may not post any inappropriate pictures, videos or text of any kind. A picture, video or text would be considered inappropriate if it is crude, vulgar, or profane. Anyone in a photo or video should be dressed according to MLS policy. Any text should be consistent with the spirit and philosophy of MLS.
- Keep in mind, anything you post while being a staff member will reflect the ministry.

## **Biblical Conduct**

In regards to sexual matters, MLS holds the Biblical view that sexual involvement prior to marriage is a violation of Scripture and reserves the right to terminate any team or staff member on immediate notice if this matter is violated. Also, it is our conviction that any sexual activity involving the same sex is in violation of Scripture, and we reserve the right to release anyone involved in such activity upon immediate notice. It is not appropriate for a staff member to address the situation or area of relationships. If you sense there is a problem, bring it to the attention of team leadership.

## **Personal Conduct**

Staff members shall ABSTAIN from:

- Tobacco.
- Alcohol.
- Narcotic drugs.
- Immoral activity or conduct of any manner.
- Activities that would cause question or hinder the effectiveness of team ministry.
- Music that is worldly, impure, unclean, or suggestive of any activities that are not Biblical.
- Music that does not reflect the philosophy, guidelines and ministry of MLS.
- Involvement with the opposite sex beyond the normal dealings of staff life.
- Watching TV programs or videos that demonstrate: sexual impurity, nudity, anti-Bible thoughts or conduct, immorality of any nature, and/or drinking.
- Attending movies that display sexual impurity, nudity, ungodly conduct that is not condemned or immorality of any nature.

## **Miscellaneous**

- Any employees that are under the age of 18 must have a worker's permit on file. Work permits can be obtained through the employee's local school district.
- Daily Schedule - Our operational staff will be expected to be in their places of responsibility at the assigned time given by their supervisors. It is our desire that no high school staff member will work more than 40 hours per week with hours free for recreation, spiritual growth and study. All staff members will be expected to complete their daily schedules and assignments as given by their supervisors.
- Staff members are held liable for any damage to equipment or property due to carelessness.
- Cars are allowed, but must be parked out of the way during the week and use during the week is prohibited (unless permission granted otherwise)
- Insurance Policy - Due to the rising costs in camp insurance programs, it is imperative that all of our staff be covered on a



primary policy. This information is to be sent with the staff member and will be required at the time of arrival at training week. We will keep a copy of the card in the office.

- Laundry facilities are available and you will be assigned a day of the week to do laundry
- Although we keep an ample amount of medical supplies at the camp, these supplies are primarily for the campers. Therefore, it will be necessary for staff members to purchase their own medicines, pain relievers, sore throat medications, etc. at the local drug store, which will be accessible on special trips to town. If continual sickness or need for medication arises, the camp administration will determine if the staff member should return home for special treatment.

# MT. LOU SAN

## Social Media Covenant

Social media has made it possible to communicate around the world in an instant. While the technology available today is fascinating and has many positive uses, the potential for destructive and harmful uses of social media has increased. With this in mind, the administration of Mt. Lou San Bible Camp desires to enter a covenant with its staff members as a way to protect the ministry and to promote a healthy use of social media outlets.

As a member of the staff of Mt. Lou San,

I \_\_\_\_\_ vow to honor the Lord with  
*Your name*

my usage of social media. I recognize that anything I post of a personal nature reflects upon the ministry of Mt. Lou San. Therefore with the Lord's help, I commit to . . .

- ◆ Avoid posting anything vulgar, violent, profane, immodest or crude.
- ◆ Avoid posting anything that would harm my testimony, the testimony of another individual, or the testimony of MLS.
- ◆ Avoid posting anything that relates to a camper, since this is illegal.
- ◆ Use my postings to promote MLS in a positive light.
- ◆ Use my postings to encourage others to do right
- ◆ Use my postings to communicate truthfully with my friends and family.

On this day, \_\_\_\_\_, I make this commitment  
*Today's date*

before God and these witnesses.

\_\_\_\_\_  
*Signature*





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