

TABLE OF CONTENTS

QUALIFICATIONS OF A COUNSELOR.....2

    Personal Qualifications.....2

    General Qualifications.....2

    Leadership Qualifications.....2

COUNSELING NOTES.....3

    Practical Hints.....3

    Seeing Problems (Short-term Goal).....3

    Four Ways to be a Great Counselor.....3

    11 Important Reminders When Counseling.....4

    Questions You Can Ask To Help Understand Your Counselors.....5

    Disciplines With Your Campers.....5

    Six Steps To Successful Devotions.....6

    Seven Sacrifices I May Need To Make For My Campers.....7

RESPONSIBILITY DEFINITION SHEET.....8

TEN COMMANDMENTS FOR PERSONAL WORKERS.....9

PERSONAL WORKER’S HELPS.....9

## QUALIFICATIONS OF A COUNSELOR

### I. PERSONAL QUALIFICATIONS OF A COUNSELOR

- A. A growing Christian
- B. Inspires enthusiasm for Christian living
- C. A radiant, wholesome personality
- D. Good health
- E. Personal appearance—neat and clean at all times

### II. GENERAL QUALIFICATIONS OF A COUNSELOR

#### A. Positive Qualities

- 1. Ability to adjust to campus life
- 2. Ability to sense and assume responsibility
- 3. Emotional poise and maturity
- 4. Friendly, courteous, unselfish, prompt & reliable
- 5. Versatile, resourceful
- 6. Understanding of and love for Junior age young people
- 7. Good sense of humor
- 8. Interest in a wide variety of fields

#### B. Negative Qualities, NOT

- |                   |                          |
|-------------------|--------------------------|
| 1. Hot-headed     | 8. Profanity             |
| 2. Over-critical  | 9. Sulkiness             |
| 3. Irresponsible  | 10. Horse play           |
| 4. Limelighter    | 11. Show-off to visitors |
| 5. Alibi Artist   | 12. Prejudiced           |
| 6. Poor judgement | 13. Intolerant           |
| 7. Gossiper       | 14. Dictatorial          |

### III. LEADERSHIP QUALIFICATIONS OF A COUNSELOR

- A. Ability to foresee consequences of conduct
- B. Friendly and approachable
- C. Co-operative with camp leadership
- D. Ability to extend and enlarge children's interests
- E. Use and teach democratic principles
- F. Knowledge and use of Biblical concepts of leadership
- G. Alert to develop leadership in others
- H. Knowledge and ability to teach God's Word effectively both by principle and exemplary life

#### BOSS

Drives  
Authority  
Fear  
Assigns  
On time  
Knows how  
Makes work a drudgery

#### LEADER

Coaches  
Good will  
Enthusiasm  
Sets Pace  
Ahead of time  
Shows how  
Makes work a game

It is difficult to be a good boss; but it is more difficult to be a good leader.

## COUNSELING NOTES

### Practical Hints:

--Camper's Goals (For a counselor toward his camper)

- \*\*SALVATION:
1. Talk to each individually about whether they're saved.
  2. Early in the week, sit down with them and ask them!
  3. Find out if they are baptized.

### **I. SEEING PROBLEMS (SHORT-TERM GOALS: EVEN 1<sup>ST</sup> DAY SPOT)**

- A. Overcoming shyness
- B. Being more considerate to others
- C. Gentle
- D. Understand God's forgiveness for him, so he can forgive others
- E. Teaching a camper to pray
- F. Not rebellious
- G. Not complain (teach contentment)
- H. Read Bible

### **II. FOUR WAYS TO BE A GREAT COUNSELOR**

- A. Build a Relationship
  1. Learn their names.
  2. 1<sup>st</sup> day, call them by name.
  3. Look for opportunities to be with them and talk with them!!
- B. Seek to Understand the (your) Campers
  1. Ask about family, school, pets, interests, etc.
  2. Learn their characteristics
  3. All of their behavior is significant...there is a reason for everything they do.
- C. Set a Goal
  1. Pray for each camper 3 times a day.
  2. Keep the problems they have in mind.
- D. Make time to talk to each camper personally and privately!!

III. **11 IMPORTANT REMINDERS WHEN COUNSELING**

- A. Counseling takes time!!
  - 1. just being with them isn't counseling
  - 2. trusting in relationships
  - 3. helping them with their problems/building a relationship
  
- B. Keep the confidence of the camper—let him know you won't tell any of the other kids about his problem. Let them know they can trust you.
  
- C. Maintain a Cheerful Objectivity
  - 1. Think clearly.
  - 2. Keep prayer channels open while listening to kids.
  - 3. Don't get emotionally involved.
  
- D. Ask the camper, "What do you think you'd do if you were in my place?" ("If you were me, what would you tell yourself?")
  - 1. Get them talking.
  - 2. Get them thinking (some kids "know all the answers", ask them, "Are you doing it?")
  
- E. Stay within your ability to counsel.
  - 1. Some need Pastoral supervision and help!
  
- F. Expect patterns of behavior
  - 1. Know how kids behave!! (Ex: Jr. Highers overexaggerate, etc.)
  
- G. Don't get in too deep
  - 1. I'm not an F.B.I. agent.
  - 2. We don't need all of the details!
  
- H. Remember, not everyone things or reacts as you do or you did as a kid.
  
- I. Help work out attitudes when there is more than one person involved.
  
- J. Encourage independence from you & dependence on God!
  
- K. Make sure you follow-up on a course of action you've suggested.  
(Ex: "I'll check again on Wednesday with you!")

(Counseling Notes continued)

**IV. QUESTIONS YOU CAN ASK TO HELP YOU UNDERSTAND YOUR CAMPERS!!**

\*Watch their actions AND attitudes when they answer!

**ASK**

- A. About their home (“What does your father do?”, etc.).
- B. “Do your parents go to church with you?”
- C. “How many brothers and sister do you have?”
- D. “How many friends do you have?”
- E. “Do you follow other kids or vice versa?”
- F. Hobbies: “What do you like to do?”
- G. “Do you get into trouble much?”
- H. “If you had a whole day to do anything you wanted, what would you do?”
- I. “How has the Lord effected your life?”
- J. “Have you accepted the Lord?”

**V. DISCIPLINE WITH YOUR CAMPERS**

- A. Discipline should follow the offense as soon as possible!!
  - 1. Discipline today for today’s wrong!
  - 2. Take care of the problem right away.
  - 3. Never hit, swat, punch, etc.
- B. Was the conduct willful or careless?
  - 1. There is a difference between rebelliousness & carelessness!
  - 2. The first time, give the camper the benefit of the doubt!
- C. After disciplining, pray with the child.
  - 1. He needs to know you really care.
- D. Help the camper accept responsibility for actions.
- E. Take continual repeat offender to the dean.

**VI. 6 STEPS TO SUCCESSFUL DEVOTIONS**

A. Establish a GOAL!

1. What kind of seed do you want to plant?
2. What kind of responses do you want?
3. Don't lose their attention.

B. Start the Devotional Time at a set time.

1. Review the verse of the day.
2. "What did you like best about chapel?"

C. Have CONTENT

1. Stress the point you want to get across.
2. Give them Bible!

D. Close the devotional time & draw conclusions.

1. Give an invitation—have them close their eyes right there in their bunks.
2. Go into "the last Amen" routine after your final prayer.

E. Avoid in-cabin devotions --talking over the campers' heads...keep it relevant

F. 5 Sample Topics

1. Monday

- a. "What do you hope to get out of this week?"
- b. "Why did you come to camp?"
- c. Matthew 6:33

2. Tuesday

- a. Have everyone look up a verse that is especially meaningful to them.
- b. Let them share it with the cabin.

3. Wednesday

- a. I Corinthians 13
- b. Relationships with each other
- c. Christian love and have you shown it?
- d. Have examples: Pick out a verse that best fits needs of the cabin; Apply it to their lives.

4. Thursday

- a. Develop one of the problem areas I've seen

5. Friday

- a. Encourage THEM to talk!!
- b. About what they learned spiritually this week
- c. Testimonies
- d. Counselor shuts up—Teens talk

(Counseling Notes continued)

**VII. 7 SACRIFICES I MAY NEED TO MAKE FOR MY CAMPERS**

- A. Campers are first!
- B. If food runs out in the dining hall, I'm the one who goes without.
- C. At meal times, sit with campers – not counselors.
- D. My job during a fun activity is to see that all my kids have a blast.
- E. In a ballgame, I hit the ball only if all the kids have batted.
- F. In a contest, I step aside and let the campers compete.
- G. When meals are dismissed, move out with my campers!

## RESPONSIBILITY DEFINITION SHEET

### I. DEAN

- A. Keeps the program running smoothly and on schedule
- B. Oversees the entire program
- C. Responsible to keep in daily touch with each individual leader, the caretaker, and cooks
- D. Oversees any severe problem brought to the Dean
- E. Oversees daily leaders' meetings
- F. Recruits the staff upon approval of the Executive Committee

### II. COUNSELORS

- A. Primary responsibility is to maintain cabin unity, a positive, excited spirit among youth, and above all, to be of spiritual help to the campers.
- B. A close walk with God must be maintained personally if he/she is to be the right spiritual influence before the campers.
- C. Winning God's way (right attitude, speech, and conduct) should always be kept before campers.
- D. Counselor should always be with the cabin unless the dean is notified.
- E. Counselors: No dating activity during the week.

### III. NURSE

- A. Responsible for nursing all "owees" and bug bites
- B. Will accompany to the hospital anyone with serious injuries
- C. Responsible for being at all swim times and camper activities where injuries could occur
- D. Will assist in the canteen if not busy
- E. Please bring all injuries, big and small, to the nurse.

### IV. LIFEGUARD

- A. Carefully watch over all campers at all times
- B. Call a buddy check every 15 minutes
- C. Carefully instruct all swimmers, before swim time, of any dangers
- D. Any swimmers not being obedient to the lifeguard should not be allowed to swim.

### V. SONG LEADER

- A. Responsible for procuring a joyful noise – nothing more, nothing less.
- B. Leader assistance is greatly needed. Be the examples in the song service!
- C. Let the joy of the Lord out!

### VI. EVANGELIST

- A. He is here to turn our attention to God and His Word & exhort us to respond as God would have us.
- B. He should mingle with the campers.

### VII. CARETAKER

- A. Is in charge of canteen
- B. Will oversee the dishwashers for the week
- C. Shall collect canteen money at registration
- D. Shall sell Camp T-shirts beginning at time of registration
- E. Will pick up the mail and any extra food and supplies the Camp may need during the week
- F. Will be responsible for maintenance and repair plus anything assigned to him by the dean.



## TEN COMMANDMENTS FOR PERSONAL WORKERS

1. Don't be in a hurry.
2. Rely on the Spirit of God and the Word of God, not your own experiences.
3. If possible, have them read the passages.
4. Express a serious concern.
5. Do not interrupt them and try to dominate the conversation.
6. Start with Salvation every time.
7. Do not get off the track.
8. Always pray to start and finish.
9. Be sure to give them all materials.
10. Always follow-up.

## PERSONAL WORKER'S HELPS

### A. SALVATION

1. You need to be saved.

Romans 3:10, 3:23, 5:12; Isaiah 52:9, 53:6, 64:6; John 3:3, 3:18, 3:36; Eccl. 7:20; Jeremiah 17:9

2. You cannot save yourself.

John 14:6; Galatians 2:16; Ephesians 2:8-9; Titus 3:5; Proverbs 14:12; James 2:10; Acts 4:12; I John 5:1; I Kings 8:46

3. The price upon sin.

John 3:3; Romans 5:12, 6:23; Revelation 20:15; Ezekiel 18:4

4. God has provided for your salvation through Jesus Christ.

John 3:16, 5:24, 10:9; II Cor. 5:21; I Peter 2:24, 3:18; I Timothy 2:3-4; Mark 2:17; I John 4:10

5. You can be saved

Matt. 11:28-29; John 1:12, 3:16, 14:6; Acts 2:21; Romans 5:8-9,10,13; II Peter 3:9

6. When should you get saved?

II Cor. 6:2; Hebrews 3:8-9; Proverbs 27:1; Rev. 3:20; Isaiah 1:18

7. What must you do to be saved?

Acts 2:21; Luke 13:3; Acts 2:38, 16:31; Romans 10:9-10,13; John 5:24

### B. ASSURANCE OF SALVATION

John 1:12, 3:36, 5:24; I John 5:10-13; Romans 8:16, 10:13; Hebrews 13:5-6; John 10:27-29

### C. BELIEVER'S BAPTISM

Acts 2:38, 2:41, 8:36-39, 9:18, 16:14, 16:30-34; Col. 2:12; Romans 6:3-4; Galatians 3:27; Matthew 28:19-20

### D. CHURCH MEMBERSHIP

Acts 2:41,47; I Timothy 3:15; Hebrews 10:25

### E. REDEDICATION

I John 1:9; I Cor. 7:9-11; I Peter 2:11; I Cor. 6:20, 11:31-32; Ps. 51:1-13; Romans 12:1-2, 13:4