

YOUR HANDY GUIDE TO BEING A TEENS LEADER AT

Christian Youth Camps

JANUARY 2025



TEENS



LEADER

WELCOME TO THE CYC LEADERS MANUAL!

This Leaders Manual is designed to help you prepare for CYC Holiday Camps and understand your roles and responsibilities.

To lead effectively, you must read and follow the guidelines in this manual. It provides helpful ideas and instructions to make you an excellent leader. While camp is fun, following safety rules is essential for the well-being of everyone.

CYC Holiday Camps can be challenging, but they're also rewarding and a great opportunity to share Christ's love with children. For one week, we get to serve as God's hands and voice to the next generation.

If you have any questions or feedback, feel free to reach out.

Blessings,
Steven, Monique, Jaz & the CYC Team



**TRAINING FOR LIFE,
SKILLS FOR THE
FUTURE.**



NOT YOUR ORDINARY CAMP

In 1956 a farm property was given to Christian Youth Camps (Inc.) '...to the glory of God and for the children of New Zealand.' A Christian family gifted the land for FREEEEEEEE for the purpose that it would be used to show the Gospel to the young people of New Zealand!

Since then, every school holidays, camps have been held for children and young people.

Our campsite consists of 38 hectares of native bush, pastures, and camp facilities.

Each year, thousands of kiwi kids get to enjoy our facilities!
Now you get to be a part of the legacy of what God is doing at CYC!

GOALS OF CAMP

To inspire campers to build their own relationship with Jesus.

To be a role model, like Jesus is to us.

To show campers they are important to God, and to build up their self-esteem.

To recognise that each child has individual talents and abilities, and foster an environment that helps them grow in them.

To love people, because they may not receive love at home.

To give young people opportunities to serve the Lord.

**LET THE CHILDREN
COME TO ME, DO
NOT TRY TO STOP
THEM, FOR THE
KINGDOM OF
HEAVEN BELONGS
TO SUCH AS
THESE
MATTHEW 19:14**



STAFF ROLES

01.

CAMP DIRECTOR

The Camp Director oversees the entire camp, including Holiday Camps, other camps using the facilities, and day-to-day office duties. They have many varied roles during Holiday Camps and is always approachable.

02.

MINISTRY COORDINATOR

The Ministry Coordinator manages all leaders and helpers for Holiday Camps, serving as the main contact before camp. They are responsible for leader training, including weekends, and provides ongoing support and encouragement during camp. If you have concerns or need to talk, this is the person to reach out to.



03.

PROGRAM COORDINATORS

The Program Coordinators (P.C's) are in charge of the overall running of a Holiday Camp. This includes the running of the programs, places and people.

Please make an effort to do the best that you can as the P.C's are busy. However, they will endeavour to support and encourage you as best they can. Feel free to approach them to ask them questions.

VOLUNTEER ROLES

SMALL GROUP LEADERS

Small group leaders are directly responsible for roughly 8 teens. This includes (but is not limited to) making the campers feel at home, hanging out with them, helping supervise activities, being actively involved in main sessions, leading small groups, overseeing duties, monitoring meal times, general care of the teens, and most importantly showing them Jesus' love.

Leading teens is both extremely exhausting and rewarding!



CANTEEN

They run canteen over the week of camp. Making sure there's enough stock, leasing with staff if they need more. They can run it as a shop or take orders in the morning. Minimum spend per day is \$3.

CAMP FIRST AID

The camp first aid is responsible for the supervision of medication, medical attention, and general first aid of campers.



MORE VOLUNTEER ROLES



HELPER LEADERS 16+

There is always a need for leaders to work in other areas of Camp, not just as a cabin leader. Some of these areas include being responsible for activities, running games, helping with canteen, helping in the kitchen, conducting cabin inspections, running meal times, and all sorts of other responsibilities. Whilst a lot of the information in this Leaders' Manual is relevant for both Cabin Leaders and Non-Cabin Leaders, Non-Cabin Leaders will be exempt from some of the information.

CAMP PARENTS

The role of Camp Parents is varied, and could include helping supervise activities, helping with meal times, encouraging leaders, comforting homesick children, and general parenting duties!

KNOW SOMEONE WHO MIGHT WANT TO VOLUNTEER?

We are always looking for the following:

- Kids Camp Parents/Grandparents
- Kids Camp First Aider
- Holiday Camp speakers/music teams
- Kitchen helpers
- Activity helpers
- Painting
- Every year we also look to take two international volunteers

Get in touch with us:
leaders@cyc.org.nz

YOUR RESPONSIBILITIES

We are here for God, putting the teen's needs before our own, with the goal of sharing the Gospel and setting an example of Christ's love.

Each camper has unique needs, so approach them individually. Understand that campers come from various backgrounds.

Campers learn by example. Be positive and show them you care, as they won't care how much you know until they know how much you care.

Be transparent—campers can see the real you.

Have a sense of humor, laugh at yourself, and enjoy the experience!

Make your campers feel like you're on their team by using inclusive language like "we" instead of "you" or "I."

Be flexible with the schedule and understanding of changes, as even program coordinators are not fans of rainy days!

We provide the Word of God and a living example: Jesus is the one who saves. Don't pressure any camper into making any kind of decision. Tell campers what Jesus says, and let them decide what to do with it.

Take time to read your Bible and pray daily. Your relationship with God is essential for serving well—don't rely on your own strength.

Pray for each camper daily, being specific in your prayers.

Lastly, look after yourself. If you're getting tired, check with the staff about taking some time for rest to avoid burnout.

EXPECTATIONS & RULES FOR LEADERS

TEAMWORK

Support your fellow leaders and work as a unified team. Enforce and follow the rules, and communicate regularly with your co-leader to avoid contradictions. Avoid cliques and ensure all leaders are included. Treat each other with respect, be tactful, and resolve issues without holding grudges or gossiping.

FAIRNESS

Make an effort to interact with all campers and leaders, not just those you naturally get along with.

SESSIONS

During sessions and worship times, please make sure you are spread out and not leaders bunching. This helps to redirect teens direction if they are distracted. It also shows that you are here to support them and not for yourself.

WATCH YOUR TEMPER

Never shout at a camper or act in anger. If necessary, take a 'Time-Out' to regroup before addressing the issue. Avoid using phrases like "shut up," as they are unhelpful and can worsen the situation.

RULE OF THREE

Never be alone with a camper, or leader where no one can see you, whether they are from the opposite sex or not.

IS IT APPROPRIATE?

Hugs from campers are okay if initiated by them, but don't initiate physical contact. Be cautious of overly affectionate or clingy behavior, and ensure you engage with all your campers.

It's not appropriate to counsel or have deep emotional chats with someone of the opposite sex.

Remember, you are not a trained counselor. If a camper discloses sensitive information, like abuse, listen kindly but tell them you need to report it to the Ministry Coordinator or Camp Director.

BREAKS

The program is pretty relaxed. If you feel that you need a break, please let the coordinator know. It's better that you voice this earlier than later!

LOVEY DOVEY STUFF

Leaders are not allowed to pursue romantic relationships while at camp. If relationships develop, they should be nurtured outside of camp. Remember, leadership extends beyond camp, and how you act in a relationship matters at all times. Set boundaries to avoid temptation and speak with staff if you need help.

Campers are also not allowed to pursue relationships during camp. Model this behavior by saying, "We don't talk about boyfriends and girlfriends at camp" if asked.

Open displays of affection, including hugging or excessive touching, are not permitted between unmarried leaders or adults at camp.

PHONES AT CAMP

Leaders may keep their phones during camp.

- Please only use phones at appropriate times. Teens will follow in your example.
- Music can be played, but only from the 'CYC approved playlist'. Teens maybe playing music from their phones. Please monitor and make sure it's appropriate.
- The teens under 18 must hand in phones at night.

To protect campers & other leaders, photos of teens & leaders **cannot** be taken or shared; CYC will provide official photos that you are free to use.

RULES FOR TEENS

- In the case of an emergency (fire etc.), move as quickly as you can to the designated area on the field and gather in the cabins you sleep in.
- Please keep gates closed. Don't climb over fences.
- Out of bound areas are: Stage, Leaders meeting room, Kitchen and server unless on duties.

GENERAL

- No leaving the campsite at any other time than designated times without the prior permission of the manager.
- Everyone is expected to participate in all activities to the best of their ability.
- You and your parents/caregivers will be responsible for damage to any property (and any cost incurred, as a result of damage).
- No stealing.
- No vaping, smoking, no illegal drugs, no alcohol.
- No going into bedrooms of the other gender at any time.
- No swapping cabins for safety reasons.
- Clothing worn will reflect a Christian camping setting. Failure to do so will result in wearing clothes from the lost property.

RESPECT

- For your own safety and the safety of others, appropriate, courteous and respectful behaviour to other camp members and to leaders is expected at all times and in all places. Breaches of "appropriate" behaviour includes activities such as hindering others sleep.
- I understand there is a zero tolerance for bullying that is verbal or physical or via electronic devices.
- Consideration to be shown to those sleeping, turn lights off and quiet during 10pm and 7am.

BAD BEHAVIOUR

If we see bad behavior we will give 3 warnings. 1 – we'll talk to you and give you a written warning. 2 – we phone call home and 3 – you get sent home. Some things can lead to you going straight to step 2 or 3, depending on what you've done. We have these warnings to keep yourself, and others safe and so everyone can have a good time.

PHONES + VALUABLES

- All phones must be handed in to camp staff when requested and during the allocated phone free time.
- Valuables brought to camp should be kept to a minimum and are the responsibility of the owner.

RULE OF THREE

I understand the Rule of three – No going off alone with one other person. This also applies to two girls / two guys going off together

I understand the areas to hang out in. These do not include cabins or bathrooms.

- DISCIPLINE SYSTEM
- If you miss behave or bully others, Leaders will give you 2 chances to stop before they bring you to an area head or staff.
- 1st Warning will be given by a Area Head or a staff member.
- 2nd Warning will be given by a staff member who will then call home.
- 3rd Warning is by the Ministry Coordinator or Director. You will then be sent home.
-
- WARNING WORTHY BEHAVIOUR
- 1. For doing something you know you shouldn't be.
- 2. For swearing, fighting, bullying.
- 3. For harming camp property.
- 4. For not listening to your leaders and camp staff.
- 5. Breaking any of the other camp rules.
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- Last but not least, love God, love others and love yourself.

REASONS FOR DISMISSAL OF LEADERS

- Physical abuse or inappropriate behavior towards campers.
- Romantic advances towards campers.
- Swearing at or endangering campers or leaders.
- Use or possession of illegal substances, smoking, or alcohol.
- Being in a cabin of the opposite sex, or being alone with a leader of the opposite sex
- Disloyalty to camp staff.
- Repeatedly breaking rules.
- Not showing fruits of a Christian lifestyle in and outside of camp (Galatians 5:22-23, Colossians 3:12-14)
- Not meeting leadership expectations.

SUCH ACTIONS MAY RESULT IN IMMEDIATE
DISMISSAL FROM CAMP.

DEALING WITH MINOR OFFENCES

Minor offences may include **disrespect, disobedience, swearing, fighting, or minor physical harm.**

Here's how to handle them:

1. **Initial Correction:** Ask the camper to stop what they're doing (or to do something if needed) and explain what you'd like them to do instead.
2. **Give One Serious Warning:** If they re-offend, give them a serious warning and inform them of the next step if they continue.
3. **Removal:** If the behaviour continues, remove them from the activity or group. Have them wait in a designated area for a set time.
4. **Reflection:** After the time is up, return to the camper and ask them to explain what they did wrong (they'll usually know).
5. **Escalation:** If they re-offend again, take them to the Program Director, Camp Director, Camp Parents, or another supervisor for further action.

DEALING WITH SERIOUS OFFENCES

Serious offences include repeated minor offences (Step 5 above) or situations that you cannot handle on your own. Examples include causing harm to camp property, serious physical harm to another camper or leader, self-harm, or leaving camp property without permission.

Steps for Dealing with Serious Offences:

1. **Immediate Action:** Take the teen directly to staff.
2. **Continued Dangerous Behaviour:** If the teens behaviour continues to endanger themselves or others despite previous steps, staff will notify the parents or caregivers and ask them to remove the child from camp.

INAPPROPRIATE CONDUCT AND ABUSE

Abuse will not be tolerated at any time from anyone at camp. It is defined as “the harming (whether physically, emotionally, or sexually), ill-treatment, abuse, neglect or deprivation of any child.”

It includes:

- **Physical** abuse can be caused from punching, beating, kicking, shaking, biting, burning or throwing the child. Physical abuse may also result from excessive or inappropriate discipline or violence within the family, and is considered abuse regardless of whether or not it was intended to hurt the child. Physical abuse may be the result of a single episode or of a series of episodes.
- **Emotional** abuse occurs when a child’s emotional, psychological or social well-being and sense of worth is continually battered. It can include a pattern of criticising, rejecting, degrading, ignoring, isolating, corrupting, exploiting or terrorising a child. It may result from exposure to family violence or involvement in illegal or anti-social activities.
- **Sexual** abuse includes acts or behaviours where an adult, older or more powerful person uses a child for a sexual purpose.
- **Neglect** is a pattern of behaviour which occurs over a period of time and results in impaired functioning or development of a child. It is the failure to provide for a child’s basic needs.

This is an important area that all leaders need to understand in relation to dealing with their campers.

We have campers from many different backgrounds and situations, and we don’t know what their stories are.

ALLEGATIONS AGAINST A LEADER OR STAFF MEMBER

When a complaint arises, immediately refer it to the Camp Director. Listen to the person's version of events without asking them to repeat themselves. Ensure the person feels safe and protected at all times.

REPORTING ABUSE

It is the responsibility of all leaders and staff to report suspected abuse to the Ministry Coordinator or Camp Director IMMEDIATELY!

If a disclosure is made:

- Do not ask a camper to repeat a story or insist they tell more than he or she is willing to.
- Treat this matter in a sensitive and confidential manner.
- Offer reassurance and friendship in a sensitive way.
- Do not attempt to counsel the camper, but rather take the matter straight to the Ministry Coordinator or Camp Director.

THINGS TO REMEMBER

1. Never be alone with a camper in a dark or solitary place. Stick to the 1:2 rule: at least 2 leaders with 1 camper or 1 leader with 2 campers.
2. Take caution, if it is necessary for you to be involved in showering or toileting campers– stick to the 1:2 rule (see above), and use your discretion.
3. Campers are not allowed to get into bed with another camper, or leader.
4. Access to bathrooms and cabins of the opposite sex is not allowed to leaders or campers.
5. Respect campers' space. Be their friend, but don't crowd them.
6. Refrain from rough housing/play fighting as much as possible. I know some boys will try start it up, but please be aware that this can be a sensitive thing for some children.

HEALTH AND SAFETY

The health and safety of campers should always be your top priority. Some areas are off-limits to both leaders and campers, and it's essential to follow these rules to ensure everyone's safety. Never leave a child unsupervised during any activity. As a leader, model safe use of equipment and games to prevent accidents.

If you spot a safety hazard, report it to a Camp Staff member. Keep vehicles locked at all times, and no leader may leave camp without the PC's consent. The Camp First Aider will distribute all medications, except asthma inhalers, so make sure all medications are handed to them.



FIRST AID

Accidents can happen at camp, so it's important to be prepared. For each camp, a designated First Aid Officer (or two) will be assigned, and they will hold a current First Aid Certificate. If a camper is hurt, take them to the First Aider, as only they are authorized to administer first aid.

If a serious accident occurs and you're nearby:

1. Take control: Assess the situation, as children can sometimes exaggerate. Send a camper to get a First Aid Officer or Camp Staff. If the injury seems life-threatening, send someone to call an ambulance.
2. Ensure safety: Before helping, make sure there's no danger to you —turn off power if needed, put on shoes if there's glass, etc.
3. Check for a response: Call out to the injured person, ask their name, where it hurts, what happened, and if they need medication (e.g., for asthma, allergies). If they respond, check for other injuries, like broken limbs or bites.
4. Wait with them: Stay with the injured person until a First Aid Officer or Camp Staff arrives to take over.



EMERGENCIES

FIRE

If you discover the fire, remove yourself and your campers from the area immediately and tell the closest Camp Staff or someone from the Leadership Team. Do not attempt to put the fire out yourself! If it has not already been done, activate the nearest fire alarm. It is not the role of the cabin leader to call "111", it is the role of a CYC Staff or someone from the Leadership Team. Avoid panic and don't scream. Get outside quickly and don't take anything with you. Assemble at the 'Emergency Assembly Point' near the bell. Sit your campers down in a straight line, and count heads. If anyone is missing, inform Camp Staff immediately. Follow instructions from Camp Staff and/or the Fire Department.

EARTHQUAKE

Don't panic – your calmness and attitude is important. If outside, keep away from buildings etc. If inside, get under doorways or tables. Once the quake has stopped, assemble at the 'Emergency Assembly Point' near the playground. Sit your campers down in a straight line, and count heads. If anyone is missing, inform Camp Staff immediately. Follow instructions from Camp Staff and/or Emergency Services.

MISSING CAMPER

If a child is missing, the following procedure will be followed: All other children will stay in one place with their leaders so as to contain the situation and keep confusion to a minimum. Camp Staff will conduct a thorough search. Parents/Caregivers will be contacted. If necessary, the police will be contacted.

EMERGENCIES AT NIGHT TIME

If any of the emergencies above, or any other emergency, occurs at night time, grab an area head. You will be told at camp where the area heads are staying near the cabins. They will all have a phone to call the Ministry Coordinator.

PROWLER

No one unfamiliar should be wandering around camp. However, if you do see someone lurking around, follow these guidelines: Go up to the person and ask if they have signed in at the office and gotten a Visitors name tag. If so, then ask them who they are looking for and help them locate the child. If they have no visitor tag, ask them to please go to the office to obtain one. If they do not obey, notify camp staff as soon as possible. It is helpful if you are able to accurately describe the person, so take as much notice as possible.

GUIDELINES FOR VISITING

ALL VISITORS, INCLUDING PARENTS, MUST CALL AHEAD BEFORE COMING TO CAMP. IF ALLOWED, THEY MUST PICK UP A VISITOR'S NAME TAG FROM THE OFFICE BEFORE COMING UP TO CAMP.

We're happy you want to visit and see what's happening at camp! However, please keep in mind that we are in the middle of a busy program, and distractions can be disruptive.

Please follow these guidelines:

- Call or email in advance to confirm if it's a good time to visit and let us know how long you'll stay.
- Avoid distracting leaders or campers during instructions or activities.
- If visiting during mealtime, ask in advance if you can join and be prepared to contribute a small amount for the meal. You may need to wait until everyone else has eaten first.
- If your visit is longer than a quick stop, you may be asked to help with tasks like dishes, cleaning, or supervising activities.

If your visit causes disruption, we may ask you to leave. This is not a rejection of you as a person, just a matter of doing what is necessary at the time.

TIPS FOR SHARING THE GOSPEL



What is the Gospel? What is the message we are presenting? We all come from a diverse range of denominational backgrounds, which means these questions may have different answers. Under no circumstances are churches or church doctrine to be spoken against. If controversy arises, look only for things to talk about that can be agreed upon.

Below are some fundamental truths that we hold when presenting the gospel to campers:

- God is a loving God
- Jesus is God's Son
- We are all sinners
- Jesus died on the cross to pay the penalty for our sins
- Jesus rose from the dead
- The Holy Spirit lives in us
- The Bible is God's word to us

Child Evangelism Principles

At CYC, we seek to maintain a balanced and realistic approach to child evangelism. We believe that even though the response a child makes towards Christ may not be a 'saving' response, it is nevertheless a response towards Christ and needs to be recognised, welcomed and affirmed as such. Because children are easily manipulated, special care is needed in leading children to Christ. It must be God's Spirit who is moving the child – not the force of the leader's personality or the pressure of other children. While it is the leader's responsibility to challenge a child to follow Jesus, the emotional manipulation of a child's mind has no place at camp. At CYC we sometimes make general whole-group appeals during Chapel Time, but then we aim to talk the children individually and determine their situation with God.

PREPARE BY PRAYING!

WE BELIEVE THE SUCCESS OF HOLIDAY CAMPS DEPENDS ON OUR PRAYERS AND SPIRITUAL PREPARATION.

Please take time to prepare yourself spiritually before and during camp – this is really important. Consider asking some Godly people you know to pray for you/us while you are at camp.

Here are some ideas about what you and others can pray for before, during, and after Camp:

- That the message of Christ is proclaimed clearly, lovingly, and faithfully.
- That we will be committed to doing our best (including preparation before the camps).
- That we would all be filled with the Holy Spirit, acting out of God's strength and ideas and not our own.
- That God would break our hearts for what breaks His. That we would have genuine care and concern for the kids that come to camp.
- That we would seek out opportunities where we can boldly speak about who God is.
- That there would be no evil spiritual attack. That there will be no major accidents and all at camp will remain in good health.
- That we would be fair and loving when disciplining.
- Pray for the directors of camp, the chefs, camp parents, helpers, music team, and speaker/s.
- That we are unified as a leadership team.



CHECK OUT OUR MERCH!



Scan to order!



SESSION 1

IDENTITY

Theme: Knowing who we are because of who God is

Key Verse: Psalm 23:1

Discussion:

- Introduce the idea of God as a Shepherd and what that means for us as His sheep.
- Discuss how identity in God brings security and purpose.

Breakout Questions:

1. What does it mean to you that God is your Shepherd?
2. How does knowing that God provides for you make you feel?
3. Where do you look for identity apart from God, and how does that compare?

Activity: Write or draw a "Shepherd's care plan" for your life, imagining how God provides for every area.

INTIMACY

Theme: Trusting God to guide us personally

Key Verse: Psalm 23:2-3

Discussion:

- Talk about how God leads and refreshes us when we're tired or overwhelmed. Discuss how intimacy with God helps us trust Him to guide us.

Breakout Questions:

1. What's one way you've felt God's peace or guidance in your life?
2. What do you think it means for God to refresh your soul?
3. What are some ways you can spend time with God to deepen your relationship?

Activity: Go outside or create a calming atmosphere and spend 5 minutes in silence, focusing on God's peace.

SESSION 2

SESSION 3

INFLUENCE

Theme: Living as an example of God's power and care

Key Verse: Psalm 23:4-5

Discussion:

- Explore how God's presence can help us be strong and influence others, even in tough times.
- Talk about how God's blessing in our lives is a way to show others who He is.

Breakout Questions:

1. Have you ever felt God's comfort in a tough situation? Share your experience.
2. How can you influence others by trusting God even when life is hard?
3. What does it look like to show kindness and confidence in God to people who might not support you?

Activity: Write down one way you can be a positive influence on someone this week

INNOVATION

Theme: Seeing God's promises as a source of hope and creativity

Key Verse: Psalm 23:6

Discussion:

- Discuss how God's promises inspire hope for the future.
- Explore how we can live boldly, knowing God's love follows us everywhere.

Breakout Questions:

1. How does knowing God's love and goodness is always with you make you feel about your future?
2. What's one dream or goal you have that you think God can help you achieve?
3. How can you step out in faith and try something new for God this week?

Activity: Make a list of your goals and dreams, and pray together for God's guidance in each one.

REFLECTION AND COMMITMENT

Theme: Bringing it all together – Identity, Intimacy, Influence, Innovation

Key Verse: Entire Psalm 23

Discussion:

- Recap the previous sessions and discuss how the themes connect.
- Focus on making a personal commitment to live out Psalm 23 in everyday life.

Breakout Questions:

1. Which part of Psalm 23 (Identity, Intimacy, Influence, Innovation) has impacted you the most? Why?
2. How has your understanding of God as your Shepherd changed over these sessions?
3. What's one thing you can commit to doing this week to live out what you've learned?

Activity: Write a personal version of Psalm 23, using your own words to describe how God leads and cares for you.

CLOSING PRAYER

Pray together, asking God to help each person live out their identity, grow in intimacy, be a positive influence, and embrace innovation in their faith journey



To you, our leaders, we say...
THANK YOU!
We honestly could not do this
without you!

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