

CREW

SERVE. GROW. THRIVE.

OUR MISSION:

We desire to SERVE God by serving others, GROW in our faith, and THRIVE as Christians in today's world.

OUR PURPOSE:

CREW is a missional program that exists to support *Life Action Camp*.

DEAR CREW,

Welcome to the team! We are so grateful that you are willing to serve with us at *Life Action Camp*. You are a vital part of our ministry, and I truly believe your servant's heart, cheerful attitude, and joyful spirit helps set apart *Life Action Camp* as unique.

We are actually a team of teams, as CREW, *Life Action* team members, and *Camp* staff come together to serve the families who attend Family Camp. Our goal is to create an atmosphere where families can *pause* from the busyness of life, *reconnect* with God and each other, and *engage* others when they return home.

I pray that as you read through this handbook, you will know our heart behind the guidelines. Not that we are trying to give you a bunch of rules to follow, but our desire is that you would “conduct yourselves in a manner worthy of the gospel of Christ” (Philippians 1:27 NIV).

Again, thank you for partnering with us. I look forward to seeing you soon. This summer will be a lot of fun!

Gratefully,



Adam Toledo
CREW Manager

TERMS DEFINED

Cabin Captain

Responsible for the CREW members in their cabin by overseeing cabin chores and curfew, organizing cabin devotions and/or prayer times, and caring for sick CREW members.

Camp Staff

Official full-time staff members of *Life Action Camp*.

CREW

CREW members who have been accepted through our general application process to serve for **four** or more weeks.

CREW Supervisor

Responsible to care for all Core CREW members by serving as a Cabin Captain, being available to field questions, making airport and medical runs, enforcing guidelines, and leading CREW activities.

Lodge

Location of dining room, *Camp* offices, and CREW mail (see map on page 10).

Tab

Short for Tabernacle, the building where guest main sessions and various meetings are held (see map on page 10).

Team Crew

Life Action staff who serve with the Church Events ministry.

Work Supervisor

The *Camp* staff member to whom you have been assigned and who delegates tasks in your work assignment.

CONDUCT

Work Assignments

- Actively look for ways to serve, whether on or off duty.
- Make sure you are picking up after yourself. Help keep the property clean. Leave areas better than you found them.
- Don't keep belongings (backpacks, etc.) in public areas. If you need a place to keep your stuff while on work assignment, there are shelves in the CREW dining area.
- Please arrive on time to meetings and work assignments.
- Please schedule laundry time and other personal needs around your work assignment.
- If you are unable to engage in your work assignment due to illness, you may not participate in any activities for the remainder of the day.

Relationships

- Starting a romantic relationship with anyone while serving at *The Camp* is not permitted.
- You are not to be alone with a member of the opposite sex.
- If you are in a pre-established dating relationship, please see the CREW Manager to discuss guidelines.

Physical Contact

- Avoid all physical contact with anyone of the same or opposite sex, outside of a quick side hug upon arrival or departure.

Sessions

- While serving on CREW, you'll be given the opportunity to participate in Family Camp sessions as well as CREW-specific sessions. Your CREW Supervisor will provide direction for these times.
- There may be times when you need to rest during session time. Please contact your CREW Supervisor if this is the case.
- We recommend bringing a Bible and notebook to both Family Camp and CREW sessions.
- Electronic devices for Bible apps and note taking during sessions are allowed. However, please no gaming, texting, or social media during the sessions. During the sessions, please silence your devices.

APPEARANCE & DRESS

Purpose and Intent

We know that people often express themselves through their clothing. However, in order to not distract others, we choose to take a more conservative approach to our dress and appearance. By sacrificing some of our own desires, we can seek to impact and be sensitive to the needs and beliefs of the families attending camp.

General

- Clothing guidelines apply to your entire stay, whether on or off duty.
- Your CREW shirt must be worn while on duty.
- Casual apparel is appropriate. Avoid being sloppy in your appearance.
- Footwear is required inside public buildings.
- Messages (wording) on clothing may not contradict *Life Action's* mission or message.
- Clothing should be loose-fitting and modest.

MEN

Shirts

- Shirts must be worn unless participating in waterfront activities or sporting events.

Pants/Shorts

- No sagging waistlines.
- Pants should not be excessively tight or have an excessive number of rips. Rips that show skin should not be higher than half way up your thigh.
- Shorts must cover half the top of your leg when sitting.

Swimwear

- Regular swim trunks.

WOMEN

Shirts

- Modest necklines while standing or bending over.
- No spaghetti straps or anything thin or see-through.

Pants/Shorts

- Shorts must cover half the top of your leg when sitting.
- Pants should not be excessively tight or have an excessive number of rips. Rips that show skin should not be higher than half way up your thigh.
- Leggings can be worn with dresses that are within two inches of the top of the knee. Leggings can also be worn with t-shirts that cover your backside.

Skirts/Dresses

- Modest length—to the knee when standing.
- No strapless, spaghetti straps, or halter tops.

Swimwear

- Modest one-piece, or full tummy-covering two-piece.
- Wear shorts over swimsuit at all times.
- Wear a loose-fitting tank, t-shirt, or cover-up when not on the beachfront.

MEDIA & ELECTRONICS

**Life Action Camp is not responsible for lost or stolen electronics.*

Phones

- We strongly recommend the use of filtering/accountability software on all Internet-accessible devices.
- You may use your electronics with discretion during free time. Don't neglect the people around you.
- Absolutely no photography in bathrooms or sleeping areas.
- Your phone may not be used while on duty unless needed to communicate with your assigned family or work supervisor.

Music, Movies

- All public music must be approved by your work supervisor when on duty or your CREW supervisor when off duty.
- Watching movies is permitted with permission from your CREW supervisor.

Computers, Tablets, Gaming Systems

- If you feel that bringing your personal computer is necessary, approval may be obtained from CREW leadership prior to arrival.
- Access to a computer is available upon request from your CREW supervisor.
- Gaming systems (X-BOX, Wii, PS4, Nintendo, etc.) are not permitted.

CAMP LIFE

General

- You must not do laundry for someone of the opposite sex (unless it's a sibling).
- Schedule laundry and other personal needs around your work assignment and other CREW events.
- There will be no longboarding or skateboarding down the hill from the Chalets to the Lodge.

Mail

- CREW can receive letters and packages. Ship to:

CREW—Your Name
1696 E. Clear Lake Rd.
Buchanan, MI 49107

- All incoming mail is sorted alphabetically by last name and placed in the CREW mailboxes located in the Lodge stairwell.
- It is your responsibility to check your mail regularly. *Life Action Camp* is not responsible for any belongings or mail that is left behind. Mail that is left can be mailed back to you at your expense.

Cabins

- Under no circumstances are you to be in a cabin of the opposite sex.

General Cleanliness

- Cabins and personal area must be kept neat and clean (including your bed, shoes, suitcases, etc.).
- Everyone will be assigned chores by the Cabin Captain, and these must be completed daily before curfew.
- Cabin checks will be made regularly.

Bathrooms

- Do not monopolize the bathroom; showers should generally be 10–20 minutes.
- CREW that utilize the RV park shower house should limit their morning/evening shower time to allow for guest usage; a longer shower would be available most afternoons.

Curfew

- You must be in your cabin by curfew:
Sunday–Thursday 10:30 p.m. - Electronic Curfew at 11:00 p.m.
Friday–Saturday 11:00 p.m. - Electronic Curfew at 11:30 p.m.
- Quiet hours are to be observed from 10:30 p.m. to 8:00 a.m. Please be considerate of your cabin mates during this time and keep noise and glowing screens to a minimum.
- If your work assignment necessitates missing curfew, you must let your Cabin Captain know an approximate time when you will be back.
- No phone calls or texting after curfew (except for an emergency). You may ask your Cabin Captain for permission if there is a special circumstance.

HEALTH & SAFETY

Sick Protocol

- If you think you may be sick, stay in your cabin and contact your Cabin Captain. They will determine if you're well enough to engage in your work assignment, and will contact your Work Supervisor if you are not.
- If your Cabin Captain thinks you are too sick to fulfill your work assignment, you must remain in your cabin and may not participate in any activities for the remainder of the day. Your Cabin Captain will arrange meals for you during this time.
- If you think you need to go to the emergency room, contact your Cabin Captain immediately.

Medications

- NEVER give out or share any medicine with anyone, including over the counter meds (e.g. Tylenol, Ibuprofen, essential oils).
- If you need medical attention or supplies, contact your CREW Supervisor. If one is not available, find a *Camp Staff* member.
- If you are taking any prescription medications, you must give them to the CREW manager when you arrive.

Waterfront

- *Life Action Camp* does NOT have lifeguards. All waterfront activities are at your own risk.
- When off duty, the waterfront is available. Please give preference to guests regarding space, activities, and the use of equipment (canoes, kayaks, etc.).
- All water activities (swimming, boating, etc.) are prohibited after sunset and before sunrise.
- Do not engage in any waterfront activities alone. Groups of two or more are required at all times.
- State law requires every person to have a life jacket with them while in a boat, and anyone under the age of 18 must wear their life jacket while boating.
- Return all equipment to its proper place.

HEALTH & SAFETY

Cars/Driving, Leaving the Property

- Driving any motor or utility vehicle around the property is not permitted. Special approval may be given based on your work assignment.
- Any personal vehicles may be parked in the Tab parking lot.
- The use of *Life Action* motor vehicles is limited to CREW Supervisors and Team Members.
- Minors (under 18) may not ride in a motor vehicle on or off property, unless a *Camp* Staff member, CREW Supervisor, or Team Member is driving.

*Parental permission for an exception may be given on a case-by-case basis. Permission must be in written form (text to CREW leadership is okay) and include who is driving, who will be with you, where you are going, and when you plan to return.

Permission for an exception must ALSO be obtained from CREW leadership.

Emergency Procedures

- Never act beyond your knowledge and training.
- In the event of any emergency situation, remain calm.
- If possible, call or send someone to get help from *Camp* Staff, many of whom are First Aid/CPR certified.
- Tornado/Thunderstorm **Watch**—simply means that conditions are favorable for severe weather. *The Camp* Management Team will monitor the situation.
- Tornado **Warning**—means that a tornado has been spotted nearby. Don't panic! Calmly go to the nearest storm shelter basement: Lodge, 162, 164, and staff housing. A *Camp* Staff member will be coordinating each area by zone

MAP



LEGEND

- A - CAMP ENTRANCE
- 🚻 - PUBLIC RESTROOM
- 🏥 - FIRST AID
- 🍴 - DINING
- 🧺 - PUBLIC LAUNDRY
- P - PARKING
- ➡ - ONE-WAY LOOP
- - WALKING TRAILS

FUN STUFF!

- A - GAGA BALL PITS
- B - CARPET BALL & GAMES
- C - PLAYGROUNDS
- D - BOAT DOCK
- E - BLOB AND WATER TOYS
- F - SAND VOLLEYBALL
- G - BASKETBALL HOOP
- H - SOCCER FIELD

FACILITIES

- A - LODGE / OFFICE
- B - SNACK SHOP
- C - ART BOX
- D - TABERNACLE
- E - SUITE 214
- F - SUITE 213
- G - SUITE 212
- H - SUITE 211
- I - SUITE 210
- J - SUITE 271
- K - SUITE 272

LODGING

A - 31 & 32	L - 151
B - 33 & 34	M - 161
C - 23 & 24	N - 162 & 164
D - 41 & 42	O - 257
E - 51 & 52	P - 256
F - 111	Q - 255
G - 112	R - 254
H - 113	S - SHOWERHOUSE
I - 121, 122,	T - 252
123, 124	U - 251
J - 131, 132,	
133, 134	
K - 141 & 142	