



North East of Scotland Christian Youth Camps

Leaders Handbook

Revision	Date	Comments
Issue 01	January 2002	Incorporating comments & suggestions from NECYC Committee.
Issue 02	May 2007	Revised to reflect current Camp practices and also to prevent replication of elements now included in NECYC Child Protection Policy. Title also changed from Training Manual to Leaders Handbook.
Issue 03	January 2008	Revised Job Descriptions. Also Assistant Leader changed to Leader's Assistant.
Issue 04	November 2009	Revised Job Descriptions for Boys' Commie and Girls' Commie. Section 8 - Camp Rules amended.
Issue 05	April 2017	"Padre" changed to "Bible Teacher". Section 10 (Guidance on Daily Talks) added. Additions to Section 11 (Dorm Discussions). Section 12 (Confidentiality) added.
Issue 06	January 2019	Child Protection Coordinator added as an Office Bearer.

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1. INTRODUCTION

"North East of Scotland Christian Youth Camps" (NECYC) is an organisation which was established in the early 1950's to provide the opportunity for children and young people to go on holiday together in a Christian environment. Such holidays are referred to as Camps. The adults who run the organisation are Christians, many of whom are drawn from churches traditionally known as "Christian Brethren". All are committed to achieving the primary objectives of NECYC, which are:

- Providing Camps for children and young people (ie Campers).
- Planning, financing and implementing a wide range of appropriate activities at Camps.
- Teaching the Christian faith to all Campers.
- Supporting Campers who are already Christians, in the development of their faith.

The principal mechanism by which these objectives are achieved is at annually organised Junior and Senior Camps normally held at Faskally House, Pitlochry. A Committee comprising male and female members oversees the organisation, and meets regularly, with minutes being retained of all Committee meetings.

NECYC has four Office Bearers, namely Chairman, Secretary, Treasurer and Child Protection Co-ordinator. ~~Following the introduction of the NECYC Child Protection Policy in 2005, two additional named roles were created, these being Child Protection Coordinator and Deputy Child Protection Coordinator.~~ Additionally, the Committee also comprises a number of Ordinary Members.

This Leaders Handbook has been designed to provide guidance to all those who work with the Campers (ie Leaders). The term "Leader" throughout this Handbook refers to all those involved in Camps, and will include, but not be limited to, Officers in Charge, Bible Teachers, Commies, Adjies, Leaders, Leader's Assistants, Services Coordinators and Services Personnel.

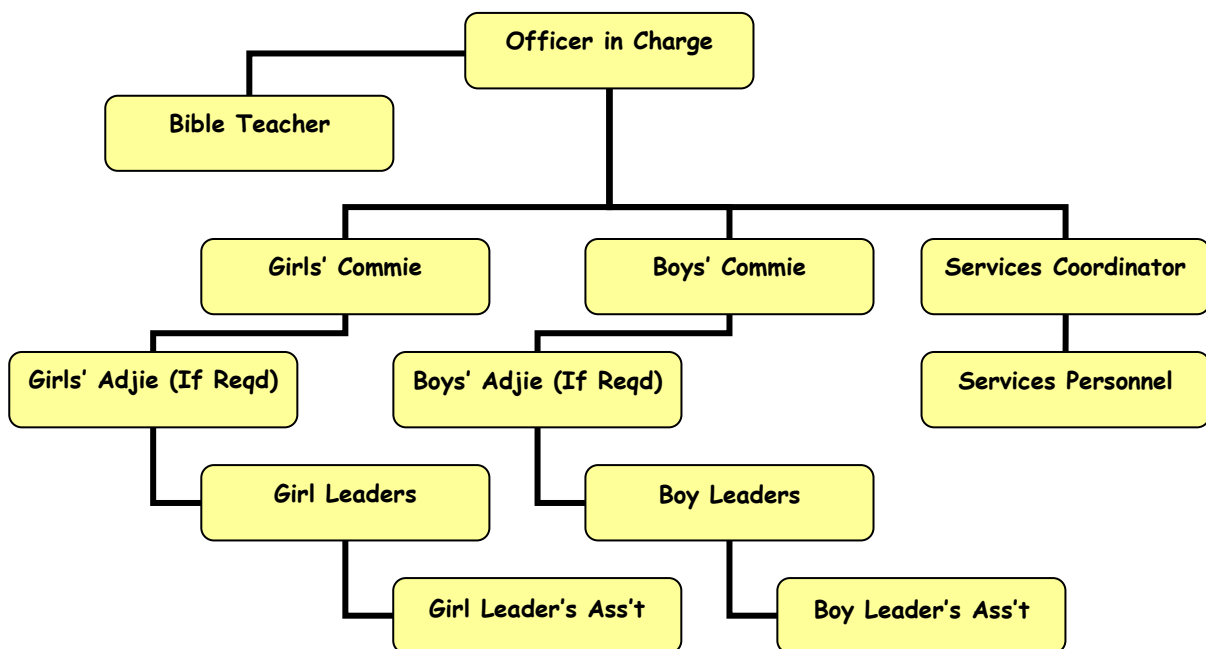
This Handbook will apply to all events organised by NECYC, these generally being:

- Junior weekend Camp.
- Senior weekend Camp.
- Junior week summer Camp.
- Senior week summer Camp.

Events are run at different times in the academic year so qualifying ages vary slightly, but generally Junior Camp is for primary school children (P4 and upwards), and Senior Camp is for secondary school children up to and including 17 years of age.

The following organigram shows the reporting lines at Camp.

Camp Organigram



Job descriptions have been compiled for all the above positions and are included later in this Handbook.

2. STATEMENT OF FAITH

All Leaders at Camp shall be in agreement with its doctrinal position, which is **firstly** a belief in:

1. the unity of the Father, the Son and the Holy Spirit in the Godhead
2. the sovereignty of God in creation, providence, revelation and final judgement
3. the divine inspiration and entire trustworthiness of the Bible, and its supreme authority in all matters of Christian faith and conduct
4. the sinfulness and guilt of all since the original "sin of Adam", rendering them subject to God's wrath and condemnation
5. the redemption from the guilt, penalty and power of sin through the sacrificial death on the cross of the Lord Jesus Christ, the Son of God
6. the bodily resurrection of the Lord Jesus Christ from the dead, and His ascension to the right hand of God the Father
7. the necessity of the work of the Holy Spirit to make the death of the Lord Jesus Christ effective to an individual sinner
8. the justification of an individual sinner by the grace of God through faith in the Lord Jesus Christ alone
9. the indwelling and work of the Holy Spirit in every Christian
10. the expectation of the personal return of the Lord Jesus Christ

and **secondly** a belief in the two ordinances left by the Lord Jesus Christ for all His followers, these being:

11. baptism by immersion of all Christians
12. regularly remembering the Lord Jesus Christ by "breaking bread"

3. CAMP ORGANISATION

Physical

A management group appointed by the Committee oversees the organisation of the physical aspects of Camp as follows:

- Overall responsibility Officer in Charge (can be one of the Commies, the Services Coordinator, or other suitable individual)

- Boys' Camp Boys' Commie

- Girls' Camp Girls' Commie

- Services Services Coordinator

Medical

NECYC will use its best endeavours to ensure that at least one Leader at Camp is trained in basic first aid or have other appropriate medical qualifications. This Leader will be nominated at the start of Camp and all Camp attendees will be advised accordingly.

Spiritual

The principal time when the Christian message is taught is at the daily talks (morning and evening) and in Dorm discussions.

The Bible Teacher or male Leaders may take the morning talks, whereas the Bible Teacher invariably takes the evening talks. Dorm discussions are the responsibility of the Dorm Leader(s).

4. NATURAL QUALIFICATIONS FOR LEADERS

A good Leader is one who leads by example. In the Bible, Gideon, a leader of 300 men, said, "Watch me ... follow my lead ... do exactly as I do" (Judges 7 v 17 NIV) ... and he led them to victory!

Here are some of the natural qualifications expected in Leaders:

A Genuine Interest In Young People

To be effective as a Leader we must like young people, and enjoy working with them. We must also readily accept them for what they are. This will help us to try and understand each Camper, and find ways to help ensure they enjoy Camp.

An Ability To Work With Others

Success in Camp work is dependent upon a true spirit of cooperation. We must be able to get along with others by being friendly and helpful, seeing their point of view, and uniting with them as we all work towards the same objective. Personality clashes have done untold damage in all walks of life, and should be avoided at Camp, so amongst other things we should be friendly, helpful, patient, diligent, thorough, obedient to Camp rules, cheerful, tactful, ready to do unpleasant jobs, loyal to each other, honest with each other, etc.

A Willingness To Spend Time And Effort In Camp Work

It is sometimes easy to find ourselves so busy in many legitimate and worthwhile projects that we have difficulty in planning our priorities. Camp work calls for much sacrifice, unselfishness and tireless energy, and it makes great demands upon our life and leisure. That said, it is always worthwhile and rewarding.

A Loyalty To Camp And To Those With Whom We Work

We must be loyal to the cause we represent, to other Leaders, to the Campers, to their parents, and to the church with which we are associated. We must show eagerness to assist in any way that will help develop the work of Camp. Loyalty implies punctuality, so we should always keep faith with the clock.

A Need To Act Naturally With A Sense Of Humour

We should aim to "be ourselves" at all times with no pretence. We should also emphasise the practical side of Christianity and try to see the funny side of life where necessary.

A Patient Attitude

Patience is an important factor as a Leader, for it will undoubtedly be tested time and time again. If difficulties arise, let's have the courage to carry on, and we will win through. "Stickability" spells success.

5. SPIRITUAL QUALIFICATIONS FOR LEADERS

The spiritual success of Camp can be influenced by the spiritual state of the Leaders. Our Christian influence is of immense importance, and a good testimony makes our Christian witness even more effective (2 Timothy 2 v 21).

Here are some of the spiritual qualifications expected in Leaders:

A Personal Commitment To God

It is obvious that leaders must be committed Christians before they can engage in Camp work. To be a Christian means we have made a complete commitment to the Lord Jesus Christ. In effect, it has become a way of life (John 12 v 26). Our faith in the Lord Jesus Christ enables us to confidently present His message to others.

A Personal Consistency Of Life

Setting a good example is a fundamental factor in leadership, for it is much better to be able to say, "Do as I do" than merely, "Do as I say". In some places where it might be easy to trip or stumble because of poor lighting or difficult underfoot conditions, there is sometimes a notice that states, "Mind Your Step". In quite another sense, this is what we must do in our Christian life and service. (1 Corinthians 11 v 1 and Philippians 1 v 27). Joshua, the leader who succeeded Moses, was noted for his consistency (Numbers 32 v 12 and Joshua 24 v 15).

A Personal Consciousness Of Human Needs

We must always be aware of, and concerned for, the needs of others, particularly Campers. There are many examples in the Bible where individuals were conscious of human needs, for example:

- The Lord Jesus Christ (Matthew 9 v 36-38 and Matthew 18 v 14)
- Andrew (John 1 v 40-42)
- Paul (Romans 10 v 1)

A Personal Confidence In The Bible

We know what a blessing the Bible has been to us and to many others, and it must be our aim at Camp to teach its message (2 Timothy 3 v 15-17).

This is undoubtedly why the original founders of Camps back in the 1950's adopted as the Camp motto, Psalm 119 v 9, "How can a young man keep his way pure? By living according to your word". (NIV)

The teaching of the Bible is the most important single factor in Camp life and to do this efficiently and effectively we must not only have full confidence in the Bible, but we must also have a good working knowledge of it. Time spent in Bible study is an excellent investment. We will obtain spiritual profit, and we will be able to teach its message to the Campers with whom we work.

A Personal Conviction That God Answers Prayer

The disciples of the Lord Jesus Christ realised the importance of prayer and requested that He teach them to pray (Luke 11 v 1). As He taught them, He gave them what to us is a very useful acrostic on the word "ASK" (Luke 11 v 9 NIV):

Ask and it will be given to you

Seek and you will find

Knock and the door will be opened to you

Our spiritual fitness will be put to the test time and again in Camp work, and it is only as we pray to God to meet our needs, that He can use us in helping to meet the needs of others. For example, there may be an unhappy Camper, or a first time Leader, so we must continually "Ask ... Seek ... Knock".

6. PROCEDURES

There are a large number of key procedures which all Leaders must be aware of and indeed comply with at all times. Issue 01 of this Handbook listed many of these. However, since the introduction of the NECYC Child Protection Policy, these procedures are now dealt with at length in that Policy, so rather than replicating these again within this Handbook, Leaders should refer to the above Policy which includes for example sections on the following:

- **Child Abuse**
- **Bullying**
- **Leader to Camper Ratios**
- **Leader's Code of Practice**
- **Photography**
- **Guidelines for Discipline**
- **Fire Safety**
- **General Safety**
- **Sleeping Arrangements**
- **Physical Contact**
- **Counselling**
- **Transportation**
- **Outings**
- **First Aid, Medication, Accidents & Injuries**
- **Food Hygiene**

All Leaders must familiarise themselves with these procedures.

7. RISK ASSESSMENTS

Risk Assessments have been carried out for Camp activities and all Leaders must familiarise themselves with these.

8. CAMP RULES

All Camp rules listed below must be complied with at all times, as should all rules laid down by Faskally House Management.

1. All Campers will be expected to participate in all activities, and strictly adhere to the various start times (including meals).
2. The instructions of Leaders must be obeyed at all times.
3. No Camper may leave the Camp without the permission of the Commie.
4. All Campers must wear seatbelts, where available, whilst travelling on transportation provided by NECYC.
5. No Camper may go swimming except with the official swimming party.
6. No smoking, alcohol consumption or drug abuse is permitted.
7. No girls in boys-only areas, and no boys in girls-only areas.
8. After lights out, Campers must not be disruptive in any way so as to prevent others getting to sleep. They must also remain in their dormitory except for occasional toilet visits or the like.
9. Due to the recent misuse of mobile phones by a small minority, these will be collected from all Campers at lights out then returned to them in the morning.
10. Leaders may at their discretion confiscate mobile phones for prolonged periods if used inappropriately. The same will apply to electronic games and the like.
11. No valuables should be taken to Camp, as NECYC accepts no responsibility for loss of personal belongings.
12. Any Camper deliberately and/or persistently disobeying his/her Leaders and/or these rules, will be subject to disciplinary action as described in the Child Protection Policy.

Note: It should be understood that periodically rules might be added, modified or changed.

9. RESPONSIBILITY TOWARDS CAMPERS

We should remember that Campers will continually be observing our behaviour. For many Campers, this will be their first experience of living in a Christian environment. There is great potential for us to influence them for good. Equally, we must not underestimate the adverse effect that inappropriate behaviour can cause. Our behaviour as Christians should therefore be of the highest order and always appropriate to the circumstance we find ourselves in.

We should be with the Campers in our charge as much as possible, join in all their activities, and get to know their personalities. We should ensure they are up on time in the morning and settled promptly at night. During the day their safety and well-being is our responsibility. Encourage everyone to participate in the activities. Some will be keen to be involved whilst others will be hesitant and require to be motivated. Motivation should be applied intelligently and care must be taken not to press Campers into cooperation.

With regards to safety, we must keep constant vigils, especially when on outings. Some Campers are natural stragglers, so we must be attentive at all times.

Dorm inspections will normally be carried out each day. However, we should ensure that rooms are kept safe, clean and tidy at all times.

The main aim of Camp is, of course, spiritual. We should keep this in our thoughts continually, even if struggling to keep calm. However, let's always remember that for Campers this is a holiday and a time when they can relax and enjoy themselves in comfortable and friendly surroundings. Let's make it a time that they will remember for many years to come. Let's also pray that many will be challenged by the gospel and become Christians, and that those who are already Christians will be helped in the development of their faith.

10. GUIDANCE ON DAILY TALKS

The purpose of the daily talks is to present the Christian message to campers in a way that is appropriate to their age and background. As we seek to teach the message of the Bible accurately and faithfully, it is recognised that the subject of judgement and hell is likely to arise on occasions. It is important to remember that campers can be very vulnerable, and care must be taken to avoid scaring campers. We should be careful to avoid inappropriate or disproportionate emphasis of this topic, especially in settings where children may become frightened, e.g. just before bedtime.

11. DORM DISCUSSIONS

A brief Dorm discussion is normally conducted each day. Whilst questions will arise naturally, care should be taken to ensure that emotions do not take over. This is one of the most important parts of the day. We must ensure that the time is used wisely and that we are prepared spiritually for the task.

Here is some guidance on Dorm discussions:

1. Dorm discussion is a serious business

What we tell the Campers may create a lasting impression so we should be careful of what we say. The results are eternal, so it is a very serious task. We all have the same power source (God) and He will equip us to counsel the Campers if we "A-S-K" Him. The Bible Teacher is always on hand to help in spiritual discussions with Campers if required. However, we shouldn't pressurise Campers into visiting the Bible Teacher. We should be sensitive to each Camper's needs and situation, although we must not compromise the truth. We should never show favouritism towards any Camper(s).

2. We must not scare or intimidate Campers

Campers can be very vulnerable and easily led, so we must not push them into a decision to become a Christian through fear of hell and damnation or of the Lord's coming. As is the case for daily talks (Section 10), it is recognised that the subject of judgement and hell may arise on occasions during dorm discussions. However, care should be taken to avoid disproportionate focus on this topic, especially in settings where children may become frightened, e.g. just before bedtime. This advice should also

be followed in any other settings in which campers are receiving counselling on spiritual matters. It is also unwise to quiz Campers about whether or not they are Christians. Rather, we should show them God's love and let the Spirit of God challenge them. We should also be careful of mass conversions when friends group together to become Christians. This is an individual decision and whole Dorms becoming Christians at the same time would be highly unusual.

3. Before a camper can become a Christian they must:

- Realise they are a sinner and admit their sin.
- Confess that Jesus Christ is Lord and believe that He paid the price for their sin through His sacrificial death on the cross.
- Believe on Him for salvation.

4. We should explain what is expected of a Christian

There is a high cost to being a Christian. We should explain this and ensure that the Campers understand this. Two good discussion points are:

- As a Christian, do you think there should be anything in his or her life more important than the Lord Jesus Christ?
- As a Christian, do you think there should be anything he or she should not give up for the Lord Jesus Christ?

5. Dorm discussion do's and don'ts

- Do speak up for God as early in Camp as possible.
- Do have some notes or a plan on what you will speak about.
- Do listen to each Camper individually.
- Do "A-S-K" God for help.
- Don't get into arguments.
- Don't scare the Campers.
- Don't use religious jargon.
- Don't let discussions run on late into the night.

12. CONFIDENTIALITY

It is important that NECYC leaders can be trusted to maintain an appropriate level of confidentiality, especially with regard to sensitive issues such as child protection or discipline matters. The Child Protection Policy outlines who you must inform if you become aware of a child protection or discipline issue. However, you should only inform those who need to know in the course of their duties and sensitive matters should not become the topic of general discussion beyond those who need to be informed, all as detailed elsewhere in the Child Protection Policy.

13. JOB DESCRIPTIONS

The following job descriptions are general in nature and serve only as a guide for the responsibilities for the positions indicated. They are not intended to be all-inclusive and it should also be understood that periodically responsibilities might be added, modified or changed. In exceptional circumstances, the Committee reserves the right to amend any qualifications, etc stated in these job descriptions.

Job Title:	Officer in Charge
Job Objective:	<ul style="list-style-type: none"> • The Officer in Charge has ultimate responsibility for the safety and well being of the Camp. It is his or her responsibility to ensure that a programme of activities has been drawn up in advance and that the necessary arrangements have been put in place.
Duties and Responsibilities:	<ul style="list-style-type: none"> • Ensure that the Camp is run safely and effectively. • Ensure that there are sufficient Leaders at Camp to meet the above criteria. • Use his or her best endeavours to ensure that at least one Leader at Camp is trained in basic first aid or have other appropriate medical qualifications. Also ensure that this Leader is nominated at the start of Camp and all Camp attendees advised accordingly • Adjudicate on any issues that are taken to him or her by either of the Commies. • Collate details of all Camp attendees and pass to the Child Protection Coordinator for record retention.
Skill Requirements:	<ul style="list-style-type: none"> • To understand that all service is carried out as an act of love for the Lord Jesus Christ. • To understand that the work of Camp must come before personal interests. • An understanding of the basics of the Christian faith.
Qualifications:	<ul style="list-style-type: none"> • A male or female Christian who has been baptised and is in active Church membership. • 21 years of age or over. • Appointed by the NECYC committee.
Training Requirements:	<ul style="list-style-type: none"> • A comprehensive knowledge of the NECYC Child Protection Policy. • A comprehensive knowledge of the NECYC Leaders Handbook. • A thorough understanding of all the judgements, guidelines, etc that have been made by the NECYC Committee.
Reports To:	<ul style="list-style-type: none"> • NECYC Committee.

Job Title:	Bible Teacher
Job Objective:	<ul style="list-style-type: none"> • The Bible Teacher is responsible for teaching the Christian message at Camp. He will not be the only one who teaches, as Leaders will teach in Dorm discussions or at other times. • He will also offer spiritual counselling if a Camper seeks guidance on the Christian faith.
Duties and Responsibilities:	<ul style="list-style-type: none"> • Ensure that all preparations have been made in advance so that the Biblical message is taught at the various talks.
Skill Requirements:	<ul style="list-style-type: none"> • To understand that all service is carried out as an act of love for the Lord Jesus Christ. • To understand that the work of Camp must come before personal interests. • A strong understanding of the Christian faith. • An aptitude to teach, particularly to those within the Camp age groups.
Qualifications:	<ul style="list-style-type: none"> • A male Christian who has been baptised and is in active Church membership. • 18 years of age or over. • Appointed by the NECYC committee.
Training Requirements:	<ul style="list-style-type: none"> • A comprehensive knowledge of the Bible. • A working knowledge of the NECYC Child Protection Policy. • A working knowledge of the NECYC Leaders Handbook.
Reports To:	<ul style="list-style-type: none"> • Officer in Charge.

Job Title:	Boys' Commie
Job Objective:	<ul style="list-style-type: none"> • The Boys' Commie is responsible for drawing up a programme of activities for the Boys' Camp and putting the necessary arrangements in place to execute that programme. • Once at camp, he is responsible for the successful running of the Boys' programme. • In consultation with the Girls' Commie, the Boys' Commie is also responsible for pre-planning with the Bible Teacher, the various talks.
Duties and Responsibilities:	<ul style="list-style-type: none"> • Ensure that the Boy's programme is planned and runs safely and effectively at Camp. • Ensure that the Boy Leaders understand the programme and what is required of them, so as to ensure a safe and effective Camp. This should be done prior to Camp, then at daily briefings during Camp. • Responsible for the behaviour of the Boy Leaders. • Check all Camper Application Forms for any Camper with medical issues, medication requirements, special dietary needs, etc and ensure appropriate arrangements are in place. • Adjudicate on any issues that are taken to him by the Boy Leaders. • Make effective arrangements for monitoring the Boy's area after 'lights out'. • Liaise effectively with the Girls' Commie.
Skill Requirements:	<ul style="list-style-type: none"> • To understand that all service is carried out as an act of love for the Lord Jesus Christ. • To understand that the work of Camp must come before personal interests. • An understanding of the basics of the Christian faith.
Qualifications:	<ul style="list-style-type: none"> • A male Christian who has been baptised and is in active Church membership. • 20 years of age or over. • Appointed by the NECYC committee.
Training Requirements:	<ul style="list-style-type: none"> • A comprehensive knowledge of the NECYC Child Protection Policy. • A comprehensive knowledge of the NECYC Leaders Handbook. • A thorough understanding of all the judgements, guidelines, etc that have been made by the NECYC Committee.
Reports To:	<ul style="list-style-type: none"> • Officer in Charge.

Job Title:	Girls' Commie
Job Objective:	<ul style="list-style-type: none"> • The Girls' Commie is responsible for drawing up a programme of activities for the Girls' Camp and putting the necessary arrangements in place to execute that programme. • Once at camp, she is responsible for the successful running of the Girls' programme. • The Girls' Commie is also responsible for offering input to the Boys' Commie and Bible Teacher into the pre-planning for the various talks.
Duties and Responsibilities:	<ul style="list-style-type: none"> • Ensure that the Girl's programme is planned and runs safely and effectively at Camp. • Ensure that the Girl Leaders understand the programme and what is required of them, so as to ensure a safe and effective Camp. This should be done prior to Camp, then at daily briefings during Camp. • Responsible for the behaviour of the Girl Leaders. • Check all Camper Application Forms for any Camper with medical issues, medication requirements, special dietary needs, etc and ensure appropriate arrangements are in place. • Adjudicate on any issues that are taken to her by the Girl Leaders. • Make effective arrangements for monitoring the Girl's area after 'lights out'. • Liaise effectively with the Boys' Commie.
Skill Requirements:	<ul style="list-style-type: none"> • To understand that all service is carried out as an act of love for the Lord Jesus Christ. • To understand that the work of Camp must come before personal interests. • An understanding of the basics of the Christian faith.
Qualifications:	<ul style="list-style-type: none"> • A female Christian who has been baptised and is in active Church membership. • 20 years of age or over. • Appointed by the NECYC committee.
Training Requirements:	<ul style="list-style-type: none"> • A comprehensive knowledge of the NECYC Child Protection Policy. • A comprehensive knowledge of the NECYC Leaders Handbook. • A thorough understanding of all the judgements, guidelines, etc that have been made by the NECYC Committee.
Reports To:	<ul style="list-style-type: none"> • Officer in Charge

Job Title:	Boys'/Girls' Adjie
Job Objective:	<ul style="list-style-type: none"> • The Adjie is responsible for assisting the Commie in drawing up a programme of activities and putting the necessary arrangements in place to execute that programme. • Once at Camp, he or she is responsible for assisting the Commie in the running of the programme.
Duties and Responsibilities:	<ul style="list-style-type: none"> • Helps the Commie plan the programme and assists in the safe and effective running of Camp. • Helps the Leaders understand the programme and what is required of them, to fulfil this at Camp. • May help adjudicate on any issues that are taken to the Commie by the Leaders.
Skill Requirements:	<ul style="list-style-type: none"> • To understand that all service is carried out as an act of love for the Lord Jesus Christ. • To understand that the work of Camp must come before personal interests. • An understanding of the basics of the Christian faith.
Qualifications:	<ul style="list-style-type: none"> • A male or female Christian who has been baptised and is in active Church membership. • 18 years of age or over. • Appointed by the NECYC committee, after consultation with the respective Boys' or Girls' Commie.
Training Requirements:	<ul style="list-style-type: none"> • A comprehensive knowledge of the NECYC Child Protection Policy. • A comprehensive knowledge of the NECYC Leaders Handbook.
Reports To:	<ul style="list-style-type: none"> • Respective Boys' or Girls' Commie.

Job Title:	Boy/Girl Leader
Job Objective:	<ul style="list-style-type: none"> • Each Leader is responsible for the safety and well being of the Campers assigned to him or her, and for ensuring that they participate in the programme of activities.
Duties and Responsibilities:	<ul style="list-style-type: none"> • Makes every effort to facilitate the planned programme, as given by the Commie. • Supports the Commie and all other Leaders in every activity. • Takes every reasonable precaution to ensure the safety of the Campers. • Ensures that all their assigned Campers are at meals, talks and other activities on time. • May have to assist in dining room or other similar duties.
Skill Requirements:	<ul style="list-style-type: none"> • To understand that all service is carried out as an act of love for the Lord Jesus Christ. • To understand that the work of Camp must come before personal interests. • An understanding of the basics of the Christian faith.
Qualifications:	<ul style="list-style-type: none"> • A male or female Christian who has been baptised and is in active Church membership. • 18 years of age or over. • Applies to the NECYC committee by completing a Leaders Application Form.
Training Requirements:	<ul style="list-style-type: none"> • A comprehensive knowledge of the NECYC Child Protection Policy. • A comprehensive knowledge of the NECYC Leaders Handbook.
Reports To:	<ul style="list-style-type: none"> • Respective Boys' or Girls' Commie.

Job Title:	Boy/Girl Leader's Assistant
Job Objective:	<ul style="list-style-type: none"> • Each Leader's Assistant is responsible for helping the Leaders in the planned execution of the programme of activities.
Duties and Responsibilities:	<ul style="list-style-type: none"> • Makes every effort to facilitate the planned programme, as given by the Commie. • Supports the Commie and all other Leaders in every activity. • Takes every reasonable precaution to ensure the safety of the Campers. <u>Note:</u> If under 18 years of age, they will not have direct responsibility for any of the Campers. • Ensures that all their assigned Campers are at meals, talks and other activities on time. • May have to assist in dining room or other similar duties.
Skill Requirements:	<ul style="list-style-type: none"> • To understand that all service is carried out as an act of love for the Lord Jesus Christ. • To understand that the work of Camp must come before personal interests. • An understanding of the basics of the Christian faith.
Qualifications:	<ul style="list-style-type: none"> • A male or female Christian who is actively involved in a local Church, or Christian service. • May continue as a Leader's Assistant for a maximum of 4 years after first attending Camp as a Leader's Assistant (eg if first attended Camp as a Leader's Assistant in 2006, may attend any Camps up to and including 2009). • 18 years of age or over if attending <u>Senior</u> Camp. • 17 years of age or over if attending <u>Junior</u> Camp. • Applies to the NECYC committee by completing a Leaders Application Form.
Training Requirements:	<ul style="list-style-type: none"> • A comprehensive knowledge of the NECYC Child Protection Policy. • A comprehensive knowledge of the NECYC Leaders Handbook.
Reports To:	<ul style="list-style-type: none"> • Respective Boys' or Girls' Commie.

Job Title:	Services Coordinator
Job Objective:	<ul style="list-style-type: none"> • The Services Coordinator is responsible for planning all "ancillary" services and for putting the necessary arrangements in place to achieve that plan. • Once at camp, he or she is responsible for the successful provision of these services. These include preparation and serving of meals, cleaning and housekeeping duties, and ensuring the kitchen and servery facilities are kept to the required hygienic standard.
Duties and Responsibilities:	<ul style="list-style-type: none"> • Ensure that the menu for the week has been planned, and that all the requirements have been organised. • Ensure that the preparation and serving of food is done in accordance with the food hygiene regulations. (In this regard, he or she must ensure that all Services Personnel possess a Food Hygiene Certificate, or in the absence thereof, are supervised by those who do). • Ensure utensils are cleaned and stored after each meal. • Ensure that public rooms, washrooms, showers, kitchens, toilets, etc are regularly cleaned. • Ensure meal times are supervised and orderly. • Prior to Camp, ascertain if any Camper (or Leader) has any special dietary needs, and ensure appropriate arrangements are in place.
Skill Requirements:	<ul style="list-style-type: none"> • To understand that all service is carried out as an act of love for the Lord Jesus Christ. • To understand that the work of Camp must come before personal interests. • An understanding of the basics of the Christian faith.
Qualifications:	<ul style="list-style-type: none"> • A male or female Christian who has been baptised and is in active Church membership. • 20 years of age or over. • Appointed by the NECYC committee. • Has a recognised Food Hygiene Certificate.
Training Requirements:	<ul style="list-style-type: none"> • A comprehensive knowledge of the NECYC Child Protection Policy. • A comprehensive knowledge of the NECYC Leaders Handbook. • A thorough understanding of all the judgements, guidelines, etc that have been made by the NECYC Committee.
Reports To:	<ul style="list-style-type: none"> • Officer in Charge.

Job Title:	Services Personnel
Job Objective:	<ul style="list-style-type: none"> • Services Personnel will assist the Services Coordinator in the execution of his or her duties.
Duties and Responsibilities:	<ul style="list-style-type: none"> • Ensure that the preparation and serving of food is done in accordance with the food hygiene regulations. • Ensure utensils are cleaned and stored after each meal. • Ensure that public rooms, washrooms, showers, kitchens, toilets, etc are regularly cleaned.
Skill Requirements:	<ul style="list-style-type: none"> • To understand that all service is carried out as an act of love for the Lord Jesus Christ. • To understand that the work of Camp must come before personal interests. • An understanding of the basics of the Christian faith.
Qualifications:	<ul style="list-style-type: none"> • A male or female Christian who is actively involved in a local Church, or Christian service. • 18 years of age or over. • Applies to the NECYC committee by completing a Leaders Application Form. • Has a recognised Food Hygiene Certificate or in the absence thereof, will be supervised by those who do.
Training Requirements:	<ul style="list-style-type: none"> • A comprehensive knowledge of the NECYC Child Protection Policy. • A comprehensive knowledge of the NECYC Leaders Handbook.
Reports To:	<ul style="list-style-type: none"> • Services Coordinator