



Counselor & Staff Training Manual

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STATEMENT OF PURPOSE

The purpose of the ISM Breakaway program is to encourage the development of the whole student...physically, socially, emotionally and spiritually by:

1. Providing all young people with excellent physical activities based on group and individual competition, as well as those based on choice, for enjoyment (Luke 2:52).
2. Providing young people with spiritual challenge (Luke 2:52):
 - To challenge the non-Christian for Jesus Christ.
 - To challenge the lukewarm with radical commitment.
 - To challenge the radical with evangelism and discipleship.
3. Providing young people with encouragement for personal situations, family and home situations, etc.
4. Providing an atmosphere for young people to hear the voice of God through the use of:
 - Qualified staff (Acts 6).
 - Excellent facilities.
 - The ministering of God's servants through preaching, drama, etc.
 - Preparation of leadership through prayer and fasting.

As a counselor, you play an important role in each area. Your enthusiasm and active participation will inspire and encourage campers to join in. Your openness and willingness to share your own feelings, hurts and needs will help others to open up. Your active involvement in worship and attentiveness will encourage the campers to become involved.

Our desire is to provide young people with a week of fun, friends and fellowship, as well as give them the opportunity for a life-changing week, which will affect long-term radical change in their lives.

coun - se - lor [koun - suh - ler]

Specifically Breakaway counselors, consist of those adults who are in direct authority and care of youth during Breakaway activities, reside in dormitories with the youth, and have a counselor application on file at the Illinois District Office. A Counselor refers to "a person in charge of a group of students at Breakaway" and does not imply that they are licensed to give counsel.

how do i counsel?

1. Arrive early. Introduce students to roommates and facilities. Learn the names of the students in your room immediately.
2. Be friendly. Take advantage of the "in between" minutes: before and after meals, on the way to the lake, returning to the room and other times to talk and get to know them.
3. Establish confidence and trust. Listen to their problems, offer praise, and smile a lot. Be shock resistant.
4. Take time to explain the why behind the rules. Lead your students by helping them keep the rules. Focus on what they are allowed to do rather than what they aren't. If a student oversteps the bounds, try to handle the problem yourself. Learn why the student has broken the rules. If punishment is necessary, make it logical and fair. Don't threaten. Maintain the attitude of Christ.

QUALITIES OF A GOOD COUNSELOR

It would be difficult to create a comprehensive list of qualities that make a good counselor, but we have compiled the following list of qualities we think you should take note of:

spiritual
sensitivity

Many problems that students face stem from spiritual issues. You should be able to assist them in recognizing their spiritual needs and lead them in discovering God's help. You should be able to explain the way of salvation in terms they will understand. Students need to see Christ reflected in your life throughout all activities.

love for students

You must enjoy doing things with them. You should be interested in their conversation, problems, interests, joys and hurts. Demonstrate genuine concern.

cheerfulness

Enjoy having a good time. Whatever happens, find the pleasant and humorous side. Campers come to enjoy a good time. Grippers make terrible counselors.

Remember what you were like when you were younger. Don't expect your students to see things the same way you do. Be careful not to press each student into the spiritual mold from which you came. Jesus worked differently with Peter than He did Andrew, even though they were brothers. You can be guaranteed that He will continue to custom-design God encounters with students today.

understanding
& patience

maturity

This can be challenging at times in student ministry. Watch your attitudes and actions. Know when to be firm and when to be flexible. Be objective.

honesty

Be honest. The student must know that you will keep your word and hold in confidence the things he or she shares with you. Don't discuss a student's problems with other staff or students. Maintain authenticity. Be willing to admit when you don't know the answer to a question. Respect and uphold policies. Students are required to keep the rules - they will respect you if you abide by the rules along with them.

Remember that Breakaway is for the student. Our goal is to communicate the truths of God's Word to each participant. That is difficult to do when you have unhappy students.

Be lighthearted. If your students see that you are having a good time with them it will help them feel more comfortable around you, and create opportunities for you to minister to them. Be careful not to make a major incident out of a minor irritation.

fun loving

compassionate

Make a concerted effort to see both sides of every situation. When involved in a sports competition and there is a questionable call or a decision that you feel strongly about, be careful that your feelings are not conveyed to your students. People aren't perfect, and incorrect decisions - however unfortunate - are a part of Breakaway. You have control over your attitude and the way that filters down to your students.

energetic

You will become physically drained during your week as a counselor. Preparing for your week prior to Breakaway through exercise and proper rest will prove to be beneficial. Be careful that you do not allow yourself to become tired and irritable by taking advantage of break times to rest. Give your students your best.

COUNSELING POINTERS:

* There are going to be numerous opportunities to speak into the lives of the entire group you are counseling - seek them out and make them a time of interaction and fun.

* Fight for the unity of your group. You may need to choose a spot where distractions are minimal. Recognize you may need to encourage participation from the "loners" of your group. Don't allow one person to dominate conversation for the entire group.

* Seek to develop an attitude and atmosphere of acceptance. Encourage the group to demonstrate love and compassion toward each other. Let the group share in concern and prayer for the needs of one another as well as share in time of testimony and victory over what God is doing in each other's lives.

IMPORTANT FACTORS:

* Availability and listening are probably the most important factors in individual counseling. Each student is different. Become personally acquainted with and establish goals for each one. Never be too busy to sit and interact with your students.

* You are responsible for the student's spiritual growth. Encourage each student to develop a time of personal devotions and Bible reading. Show them how to apply the Scriptures to their everyday experiences. Study your students' reactions. Be present and participate in the evening services and times of worship. Pray and counsel with your group at the altar. Find out what your students want from the Lord, and pray with them about it.

* Breakaway time is decision time. As a counselor, you must be spiritually alert to recognize when the student is ready to make a decision for Christ. You must be available to counsel, to encourage, and to pray with your student.

* Seek to uncover the real problem. Often, the real problem is hidden beneath the problem the student has identified. Help the student to understand him/herself.

* Ask questions. It is much better if he/she can discover the solution to the problem him/herself. Help him/her discover the choices that are available. Allow the student to make his/her own choices, decisions and mistakes.

* Be available to offer direction and guidance, but don't try to force your solution on him/her. Help the student discover principles in God's Word which give direction rather than offering pat answers.

COUNSELOR RESPONSIBILITIES

before you get to Breakaway

Your week at Breakaway will be filled with activity. It is important that you come to Breakaway rested and ready both physically and spiritually for a week of adventure. God will use you to make a difference in the life of your student.

Listed below are a number of items you might want to bring with you to Breakaway:

Bible (marked so you can explain Salvation & Baptism in the Holy Spirit)

| | | |
|------------------------------|-----------------|--------------------|
| Counselor Manual | Toiletries | Sunscreen |
| Notebook | Modest Clothing | Bug spray |
| Camera & Film | Flashlight | Bedding/Pillow |
| Casual Clothing for services | Alarm clock | Air Freshener |
| Modest swimwear | Umbrella | Rainy Day activity |
| Washcloths/Towels | Money | Band aids |

Team Supplies (you will find out your color team the week before your week of Breakaway)

***Dinner will be served at 5:00PM/6:00CT. Make sure that you and your church group plan to bring money for lunch at the Lake Williamson Dining Hall or bring a sack lunch for your trip on registration day.

WHAT NOT TO BRING:

- *tobacco, drugs, and/or alcohol
- *fireworks
- *Tape (do not tape anything to doors/walls)
- *knives, firearms, weapons of any kind
- *inappropriate clothing
- *sillystring or like products
- *colored hairspray or paint products

ISM reserves the right to inspect contents of all personal belongings. The holding and/or disposal of improper contents is the right of the staff leadership.

You should do the following upon arrival to Breakaway:

- Check in at the registration area and receive your staff packet.
- Wear your lanyard badge at all times!
- Obtain a parking permit from the Breakaway Administrator and affix to your vehicle.
- Turn in your keys to the Breakaway Administrator.
- Get your group involved in activities.
- During the counselor meeting (or evening service), obtain your revised printout or handwritten rooming list to make sure you have everyone assigned to your room.
- You must attend the counselor meetings.

Please do not allow individuals that are not on your rooming list to stay in your room.

If a student tells you they have been assigned to the wrong room, do not take the initiative to move them yourself. Inform the dean, and every effort will be made to correct the situation.

Do not promise anyone they will be moved to a different room. Turn in your room checklist to the Dean or Breakaway Administrator, marking those on your list that have moved. Before bed, only those students on your list must be in your room. Report any discrepancies to the dean immediately.

after you arrive . . .

plan to arrive ON TIME for registration!

COUNSELOR PRECAUTIONS

In many cases as a counselor, you are the key to a week that is free of serious incident. Listed below are a number of precautions designed to help protect you, as well as help reduce the number of issues that may arise throughout the duration of Breakaway.

Dorm Room

- Do not sleep in the same bed with a student. It is imperative that you choose a single-bunk even if you have to move a student to another bunk or bed.
- No pictures or videos are to be taken inside the dorm rooms.
- Be the last one to leave the room, locking both the door and window when you leave. Do not give your key to a student.
- Do not be alone with a student in the room. Ask another student or counselor to be with you in situations that require you to stay in the room. Do not shut the door between connecting rooms in the lodge. Doing these simple things will protect you and our organization from any legal problems that could be brought to ISM.
- Be fully dressed in front of the students. Keep in mind their comfort level. Some campers are uncomfortable dressing in the room, so adequate time should be allotted for bathroom use.
- No roughhousing in the rooms. Please do not participate in or allow students to have water fights, pillow fights, shaving cream, towel fights, etc. in or around the dorm rooms. Damage sustained in the rooms will be charged to the students in that room.
Please keep curtains closed in your room for added coolness. DO NOT turn off the air conditioner during the day, turn it down but not OFF. Do not set air thermostat above 8.
- Modest attire is expected at all times for students and counselors. Please be sure that your students are modestly dressed before they leave the room. Students will be asked to change if they are wearing clothing that is inappropriate. If you deal with modesty issues before they leave the room, it will save time later.

Grounds

- Stay within the boundaries of the LWCC grounds. No counselor or student is to leave the grounds without first checking with the Dean.
- Stay within the boundaries of the activity you or your students are participating in. Supervision of students is imperative to prevent injuries and property damage. Do not assume that you may leave an activity and return to your room. You are expected to remain in the auditorium during the evening service, at the beach during beach competitions, etc.
- Do not ignore a problem with any students. Staff members have the authorization and obligation to maintain order anywhere on the grounds.

Medical/First Aid

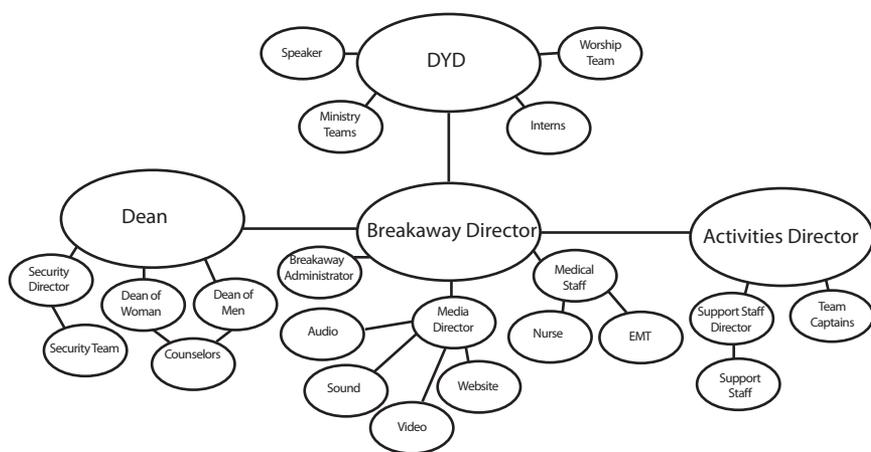
- Absolutely, under no circumstances, are counselors to dispense medications of any kind (this includes aspirin, antacids, etc.). Please ensure that all medications are dispensed by the attending nurse.
- Counselors should NOT make medical decisions. Medical judgments are to be made by the proper staff. Please do not assume that a student's complaint is minor, i.e., if a student feels they need to see the nurse, let them.

EXPECTATIONS

1. Any student leaving the room after lights out violates our policy and insurance. Students leaving the room after lights out will be immediately dismissed from Breakaway. Parents will be notified and expected to pick up their student at their own expense. No refunds will be given to students sent home from Breakaway.
2. Modest attire is to be worn during all activities. Spaghetti strap tops, bare midriffs, tight and/or short garments are prohibited. Extremely modest swim-wear is expected. T-shirts and shorts must be worn between activities. No two-piece swimsuits allowed that show a bare midriff. Tankinis that cover midriffs are allowed. Any student not adhering to a modest dress code will be asked to change their attire.
3. All staff members are authorized to maintain order anywhere on the grounds. We reserve the right to inspect the contents of all personal belongings. The holding and/or disposal of improper contents is the right of the Breakaway staff.
4. Public display of affection is not allowed. Guys and girls are not allowed in each other's rooms or any other unsupervised area.
5. Any intimidation or threats of bodily harm will be considered grounds for dismissal from Breakaway. Breakaway is intended to be a safe environment for students and leaders and any action or statement disruptive to that environment will be taken seriously and dealt with accordingly.
6. No one is allowed to leave the grounds without specific permission from the Breakaway Dean or staff director.
7. The daily schedule must be observed by all, and attendance at all activities is required of all students, counselors and staff. Be on time for scheduled events.
8. Each student will perform his or her duties as part of the privilege of being here. Rooms and adjacent grounds must be kept clean daily. Help students keep areas clean.
9. All cars will be parked by the auditorium on Monday and remain so until checkout on Friday. Keys must be turned in to the Breakaway office upon arrival by students & staff.
10. Smoking, alcoholic beverages, or drugs are NOT allowed on the grounds. Fireworks, silly string, or clothing and other articles displaying questionable content are not allowed.
11. Firearms, knives, weapons are NOT allowed.
12. You are urged and expected to observe habits of personal cleanliness, courtesy, and proper conduct. Profanity is not allowed.
13. The barn, residential property, and lake areas are OFF LIMITS (unless you are at an assigned activity).
14. All medications, prescriptions and over the counter drugs must be brought in the original container to the nurse during registration.
15. ISM is not responsible for lost or stolen items.

Each student and each student's parent or guardian has signed that they have read the rules and agree to abide by them.

COUNSELOR RELATIONSHIPS



The counselor is the key to a successful Breakaway. The Breakaway Director depends on the counselor to see that Breakaway runs smoothly. The relationships the counselor should have are as follows:

To the Breakaway Director – You have a responsibility to the Breakaway Director. He coordinates the total staff. The ultimate responsibility for Breakaway rests with him. He expects you to know your job and do it. He will expect you to pitch in where extra help is needed. Don't wait to be told to do something – volunteer. Bring complaints and concerns to the right authority rather than discussing them with other staff members or students.

To Other Staff Members – You also have a responsibility to the staff. Assume your share of the load; even unpleasant tasks. A word of appreciation to the kitchen staff will brighten their day. Avoid counselor cliques. This is not a time for romance! No gossiping or griping about other counselors or staff. Pray for each other.

Students – You have a responsibility to all the students. You will be their friend, their guide and their authority. You are responsible for their health and safety. Encourage good table manners. Enforce bedtime, they need their sleep and so do you! You should report any kind of sickness or accidents to the dean and/or nurse. Do not give any student medication of any kind. Make sure the students have a good time...BREAKAWAY IS FOR THE STUDENT!

MONDAY INFORMATION

Go directly to registration for a room/key assignment, pick up your ID Lanyard and get your counselor packet. Every individual staff person must come into registration and register him/herself. There are NO group STAFF registrations.

Note about your room keys: Every key must be signed out/in. Any Staff that does not sign in (return their key with signature) will be charged a \$10 fee. There will no exceptions to this rule.

- Obtain a parking permit from the Breakaway Administrator and affix to your vehicle.
- Turn in your keys to the Breakaway Administrator.

Put your belongings in your room on the bed (a bunk by the door) you have chosen. Do not unpack. Look over your printout of room assignment that is in your counselor packet. You will be meeting many of your students for the very first time. Take a few moments to get to know each individual. Be friendly and interested in each student. Be fair to all and do not show favoritism. Introduce students to each other to make them all feel welcome. Be alert to any special needs your students may have, such as, learning disabilities, abuse, homesickness, shyness or low self-esteem. Special needs will be noted on your computer print out along with students that will see the nurse for meds. Please make sure designated students in your care are at the nurse's station for medicine dispensation. **DO NO FORGET** to go to Counselor/Staff meetings on registration day! At these meetings you will learn details specific to your Breakaway program and will help your stay and your students stay be a success.

Some questions to help you break the ice are:

- What's your name?
- Where are you from?
- What's your youth group like?
- What grade are you in?
- What did you do when you got here today?
- Have you been to Breakaway before?

You will also need to discuss several items during this initial meeting, such as:

- Explain team and individual games
- Review emergency procedures
- Make sure they know where everything is
- Explain any guidelines you have for the room
- Answer any questions regarding the schedule
- Go over Breakaway policies and activities

After you have met your students.

- Get your group involved in activities and make sure your students keep their color wristbands on at all times.
- BreakawayKids Only: We strongly encourage everyone, including counselors/staff to use the banking system. Please encourage your students to deposit their spending money in the bank. It reduces student having lost or stolen monies.

Use the students names as many times as possible on the first day of Breakaway.

FRIDAY INFORMATION

Clean up –

- The student packs up all personal belongings & removes them from the room. Encourage your students to start gathering and packing on Thursday to make clean-up smoother.
- Students clean bed and bunk area thoroughly--Check that area under beds is clean.
- Check that area under beds is thoroughly clean
- Bathrooms are to be cleaned.
- Lost and Found items are to be brought to the Auditorium-check to see if your student's items are there.
- Counselors will be the last to leave the room and must clear through the Breakaway Dean. He/she will verify rooms/areas are clean. If not, the counselor will have to finish what the students do not.
- Once the room is cleaned out, sign-in your key to the assigned area. Note about your room keys: Every key must be signed out/in. Any Staff that does not sign in the key (return their key with signature) will be charged a \$10 fee. There will be no exceptions to this rule.
- At the end of the closing service, students will be released by churches. Make sure individuals who pick up students sign them out. Only a designated person may remove a student from the grounds.

WHAT TO DO WHEN BREAKAWAY IS OVER

A counselor's job is not finished after Breakaway is over. Continue to pray for your students and keep in touch with them. Plan to get their names and email addresses (facebook, instagram pages, etc.) prior to leaving.

ISM is unable to distribute student information.

Here is a sample email:

Hey (student name),

Now that you have been home for a few weeks, you should be well rested. Can you imagine Breakaway was only three weeks ago!?

I really enjoyed having you in my room - you helped make it one of the best rooms at Breakaway! We may not have had the cleanest room, but we definitely had the best overall room :).

I hope you've taken back to your church the same zeal and earnestness in seeking God that you had at Breakaway. As I was talking to the teens in my youth group at our church, we realized that we can change our church for the better if we seriously get down on our knees and pray. We can't just sit in the back of the church and refuse to participate. We have to be willing to make the commitment to God that we are going to do what is right, even if we do it by ourselves. If it was right to do at Breakaway, it is right to do in your home church. I know that by next summer I will be hearing from others that you have made this commitment and are making a difference in the world around you.

Write me every now and then to let me know how you are doing. I am proud of you.

Talk to you soon,
(Your name)

Look for your students at other district events and make an effort to visit with them. Often your word of encouragement will come at a time of critical need. Also, begin to pray for next year's Breakaway and your students. Even though you cannot pray for them by name, you can begin to intercede for them, that God would do a great work in their life.

DISCIPLINE GUIDELINES

A counselor cannot effectively discipline someone he does not know. Again, a sufficient number of caring leaders who initiate relationships can prevent many problems before they arise. Often we can anticipate trouble and head it off by inserting ourselves into the nexus of the breakdown. The leader who is afraid of trouble, or who tries to crush it to prove his or her power is courting disaster.

When correction is necessary, we need to proceed with caution. Much is at stake. How a situation is handled will determine the outcome. Please follow these guidelines when dealing with a disciplinary situation:

- First, determine whether or not the individual or the group is being injured by the episode. Be sure that this is not simply a problem or irritation to you.

- Make it a private matter. Never (except in a desperate emergency) rebuke a student in front of others.

- Do not presume to understand another person's motives. Share your observations of his/her behavior (it is useless to complain about attitude – it is too speculative) and ask the individual in an even, non-accusing tone to explain the incident. For example: "You seemed to be bored (or angry, or upset) today – What's going on?"

- With care and concern, deal with the person creating the difficulty. Be certain that a reprimand is not taken as rejection.

- After some time, check back with the person you have disciplined. Do not allow distance to grow between you.

A WORD FROM THE DEAN

What takes place in an incident is not so important...how you respond to it is! Your attitude about an issue is far more important than the issue you are dealing with. Remember the following:

1. The Dean is here to help you.
2. You are a key player at Breakaway. You are here to serve. Breakaway is for the students.
3. Help get students to the place of activity.
4. Get control of the room on Monday night.
5. Discipline: Never threaten what you cannot do. Leave enough room for escalation.
6. Help during and after the services to maintain order and help security.
7. Be prepared to move students toward their rooms at night.

NURSE INFORMATION

Check your cabin list printout for any medical concerns regarding your students. Please note the following guidelines when dealing with medications and first aid:

1. Counselors should double-check students to see if they have any medication with them. Staff & students must bring all medication to the nurse. No medication is to be kept by the student.
2. Students should never go to the nurse after lights out without a staff member.
3. No sick student is to lie in bed unsupervised without the nurse being aware. If ill, have the student report to the nurse.
4. The nurse will be given a computer printout of medical problems, medications, etc. Counselors are responsible to see that students go to the nurse for their medication.
5. A sign will be placed on the door of the Nurse's Station advising where to locate the nurse.
6. Counselors are not to administer any medication, including aspirin, etc. All medications must be taken in the presence of the nurse.
7. All counselors and staff are to fill out an emergency health information form. This is to be given to the nurse at check-in time.
8. Counselors **MUST NOT** suggest medical treatment to the students. This is the responsibility of the nurse.

The nurse is located in room 97, 99 & 101 in the lodge
(right next to the kid's playground).

ACCIDENTS: FIRST-AID

Here are some guidelines to avoid accidents or lawsuits due to accidents at our camps.

1. Counselors should not assume they know how to treat a student's injury, accident, or sickness. Seek medical advice from our nursing staff accordingly.
2. The Nurse is to complete an Accident/Incident Form for every treated and untreated accident/injury. Once this form is completed, it is to be kept with the student's application.

ACCIDENTS: FIRST-AID CON'T

3. . Most accident policies pay an up-front cash amount before a deductible or coinsurance goes into effect. To take advantage of accident coverage, most policies require the treatment to be sought within 48 hours or it is not considered an accident or injury for insurance purposes.
4. In the event of a serious injury (bone fracture, etc.) do not move the injured party. Make the person as comfortable as possible Send someone for the Nurse immediately. Do not administer any medication except an inhaler.

Illinois Breakaway Programs carry secondary medical coverage with Brotherhood Mutual, Inc.

Secondary medical coverage means, that in the event a participant (staff or student) is injured, their personal insurance carrier would be responsible for primary coverage. The district plan covers only those fees not covered by the injured party's personal plan and covers only injuries, not illnesses.

Lake Williamson Christian Center (LWCC) offices must be informed after an accident/injury for insurance purposes. Be sure to immediately get a copy of the Accident/Injury Form to the Breakaway Administrator.

EMERGENCY PROCEDURES

How you handle an emergency situation will have a significant impact on how your students respond. The most important rule in every emergency is to remain calm and keep your group calm. Please follow the guidelines on the subsequent pages when dealing with potential emergencies:

Bomb and other Mass Threat

Follow the directions given by the Breakaway Director and Deans. They will go over all emergency procedures with you at the meeting.

Earthquake

1. All personnel and people must immediately get away from any windows. Head for the center, or core of the building.
2. Find shelter under a sturdy desk or table, if possible. Kneel down and cover your head with your arms.
3. Stay away from temporary walls or partitions and freestanding objects.
4. Stay put for a few minutes. An initial shock usually lasts less than a minute, but aftershocks may come soon following the initial one.
5. DO NOT PANIC or attempt to evacuate. Deans should inspect evacuation routes for safety before use.
6. Follow directions given by Breakaway Director and Deans.

Fire

Locations to initially move students to if their building is in danger:

The Activity Center

If Fire is in the Activity Center--evacuate to the Dining Hall

Each building will be checked by an assigned staff member:

- New Lodge – Male Deans
- Parkside Lodge – Security Director
- Clark Hall – Activity Director
- Old Lodge – Support Staff Director (North Side) Security (South Side)
- Lakeside Lodge – Female Deans

Fire Emergency Procedures

The person who finds the fire will R-A-C-E:

R – RESCUE anyone in immediate danger.

A – ALERT the Director, Deans, Security and all other staff by two-way radio. The Director will alert the emergency services, the front desk, and then will proceed to Gym 1 to give further instruction.

C – CONTAIN the fire if it can be contained. If not, let the fire department handle it.

E – EVACUATE and notify the Breakaway staff.

After the dorms have been evacuated, each counselor will bring a report to the Staff member responsible for their building. That Staff Member will report by radio to the Breakaway Director on each dorm. Only after making a physical inspection of the property will the Breakaway Director give an “all clear.”

In Case of Storm

1. Emergency will be called by Breakaway Director. After informing the Deans, Security, Nurses, Support Staff Director and the Breakaway Administrator, the Director will be ready to report an emergency to the proper authorities. He will take all reports by radio from the front desk of the Activities Center.
2. If necessary and its possible, all students will be moved to one of five locations:
 - A. New Lodge – interior hallway of the New Lodge basement
 - B. Parkside Lodge – interior walls of the new addition-Activities Center
 - C. Clark Hall – interior walls of the new addition-Activities Center
 - D. Old Lodge – bathrooms or if possible evacuate to Activities Center
 - E. Lakeside Lodge – interior hallway, shower rooms and/or bathrooms
3. Each building will be checked by assigned staff member:
 - A. Parkside – Breakaway Security Director
 - B. New Lodge – Male Deans
 - C. Id Lodge – North, Support Staff Director / South, Breakaway Secretary
 - D. Clark Hall – Activities Director
 - E. Lakeside Lodge – Female Deans

The Support Staff Director will assign the Support Staff to go to the Nurse's Station and help all sick and injured students to the Old Gym. They will check with the nurse to make sure all sick and injured students are accounted for. A physical report of names and room numbers will be taken to the Breakaway Director in person.

After the building has been checked, they will report to the location that their students have gone. They will take a report from each counselor, making sure each student is accounted for. Once each student is accounted for, they will make a radio report to the Breakaway Director.

4. Each hallway will be assigned one counselor as Hallway Overseer. They will be appointed by the person responsible for that building. Their duty is to knock on each door informing the counselor that an emergency has been declared.
5. After the dorms have been evacuated, each counselor will bring a report to the person responsible for their dorm. They, in turn, will report by radio to the Breakaway Director.

Only after making a physical inspection of the property will the Breakaway Director sound all clear.

Lightning

- Students should not be outside when you see lightning.
- Stay away from water areas, windows, plumbing, etc.
- If you cannot get inside, crouch in low, open areas away from trees, buildings and metal.
- If at waterfront or wooded areas and CANNOT get inside, go to valley below Parkside Playground. Playing Fields go to Activities Building, gym 2.

Tornado / Storm

All students will be moved to one of four locations if students are not in the Auditorium:

- New Lodge – interior hallway of the New Lodge basement
- Parkside Lodge – interior walls of the new addition-Activities Center
- Clark Hall – interior walls of the new addition-Activities Center
- Old Lodge – bathrooms or if possible evacuate to Activities Center
- Lakeside Lodge—interior hallway, shower rooms and/or bathrooms

If students are in the auditorium for a service, students will be taken to the interior walls of the new addition-Activities Center, and the New Lodge basement.

Each building will be checked by an assigned staff member:

- New Lodge – Male Deans
- Parkside Lodge – Security Director
- Clark Hall – Activities Director
- Old Lodge – Support Staff Director (North Side)
Security (South Side)
- Lakeside Lodge – Female Deans

NOTE: If at waterfront or wooded areas and cannot get inside, go to the valley below the Parkside Playground. Playing fields should go to the Activities Building, gym 2. Follow directions given by Breakaway Director and Deans.

SEXUAL OR PHYSICAL ABUSE

During the course of the week, a student may feel the need to talk to you regarding sexual abuse by a parent, family member, etc. How you respond to issues of this nature is very important. The following guidelines will assist you in properly responding to a student reporting sexual abuse.

Bring the Situation to the ISM Director

- A. With the student, repeat the situation to the ISM Director. He/she will serve as a filtering system to make sure it is the truth.
- B. The Dean and Counselor will then call the Child Abuse Hotline, if appropriate.
- C. Possibly, the Dean or Breakaway Director will call the Local Pastor. They will ask him/her to help in ministering to the family.

SEXUAL OR PHYSICAL ABUSE CON'T

Minister to the Student

- A. Be a good listener. Get them calm and get them to a dean.
- B. Let them know that you believe them and that you are glad they told you about the incident.
- C. Teach them that they are loved by to God. Use Scriptures such as Psalm 139, Jeremiah 30:7, etc.
- D. Help them to see it can no longer be kept a secret.
 1. You will need to pray with them that they will be made strong.
 2. Tell them that they need to do everything they can to stop it.

You are not to ask the student whether or not they have been abused. If the student offers this information, then you should proceed with the ISM Director.

If a student asks you to promise not to tell anyone about sexual abuse or attempted suicide, you should not, under any circumstances, attempt to handle the situation by yourself. The ISM Director must be informed. Even if you were made to promise you would not say anything, you are obligated to report this information.

Do not attempt to call the abuser. This is something, that according to law, we are to let the Department of Children and Family Services do first. A local investigator will come to Breakaway within 24 hours to talk to the student and the counselor dealing with the situation. When we call the toll free number, they will ask for the following information regarding the student:

1. Abused student's name
2. Age and birth date
3. Parents' / guardians' names
4. Abuser's name and address, and/or phone number
5. Other siblings in the home
6. It will be our responsibility to give them our address, Director's name, and also the pastor's name of the abused student

NEVER PROMISE a student that you will not tell anybody what they are about to tell you.

SEXUAL CONDUCT POLICY

It is the goal of Illinois Student Ministries (ISM) under the guidance of the Illinois District of the Assemblies of God, to provide for its students, counselors, leadership staff, and employees an environment that is fully Christ-centered and free of harassment or potential sexual misconduct. In order to provide a safe and Christ-centered environment, a policy regarding this issue has been adopted by ISM outlining the procedures for identifying and reporting harassment or sexual misconduct.

It is considered sexual harassment when a person, be it student, counselor, leadership staff personnel, or employee is confronted with unwanted sexual advances or any conduct of a sexual nature (verbal or physical), by another student, counselor, leadership staff person, or employee. It may also include jokes, stories, pictures or objects that are offensive, tend to alarm, annoy, abuse or demean individuals. Such conduct has the purpose or effect of interfering with the Christ-centered environment desired by the ISM staff.

Acts of a sexual nature, according to these guidelines, will be considered as misconduct and will not be tolerated by ISM as it strives for a safe and Christ-centered environment. All responsible persons, including counselors, leadership staff, and employees of any ISM activities who receive a complaint or know of an incident of this nature are required to report any and/or all information to the leadership staff or ISM employee responsible for overseeing the current activity. Whenever a report of such misconduct occurs, prompt and corrective action will be taken by the Breakaway and/or district administration according to the following Administrative Procedures:

1. Students, counselors, leadership staff, or employees who feel aggrieved because of an act or acts of sexual misconduct shall report such patterns to an ISM staff member or an employee responsible for overseeing the activity. That person shall report the incident to an ISM executive staff member.
2. It shall be the responsibility of the ISM staff member to promptly investigate claims of sexual misconduct and determine the validity using an informal process. Upon receiving a complaint, the staff member shall confer with the person making the complaint to obtain an understanding and a statement of the facts from the person. Every effort will be made to investigate complaints as soon as possible while facts are known and potential witnesses are available.
3. Once the ISM staff member has obtained a statement of the facts from the person filing the complaint, the staff member shall attempt to meet with the person charged with the misconduct to obtain a response to the complaint. The leadership staff person will make a recommendation for further action, if warranted. All levels of authority have a specific responsibility for acting upon any reports of sexual behavior presented by or observed from any individual.
4. Ultimate responsibility for pursuit and (when warranted) implementation of corrective measures lies with the ISM administration, under the guidance of the Illinois District Council of the Assemblies of God.

COMMUNICABLE DISEASES AND BLOOD BORNE PATHOGENS POLICY

ISM believes that the church must respond to the current crisis concerning communicable diseases and blood borne pathogens in a way that ministers spiritually and physically to everyone who is affected. The Scriptures also admonish the Church to be wise in its affairs. In an effort to do both, we have adopted this policy on communicable diseases based on the following information:

Although there has been much hysteria associated with AIDS, much has to do with the lack of education concerning the subject. The federal government has assured the public that AIDS is caused by a virus that does not survive well outside the body. In fact, the United States government and the most recent research published by the National Institutes of Health and the National Academy of Sciences, and the American Red Cross are reporting that the AIDS virus spreads through infected persons to others by sexual intercourse, direct blood transfer, or intravenous (IV) drug use. The virus can also be passed from infected mothers to their babies during pregnancy, at birth, or shortly after birth (probably through breast milk). The virus, however, is not spread by casual, non-sexual contact. This means you cannot catch AIDS from a simple kiss, hug, handshake, cough or sneeze. Scientists have not found a single instance where the AIDS virus has been transmitted through ordinary non-sexual contact in the family, work or social setting.

The federal government (through the Centers for Disease Control and the National Institutes of Health) is also assuring the public that it is impossible for AIDS to be transmitted through the ordinary kinds of social contact that occur in church or school.

In light of this, and being conscious of the fact that many other diseases are communicable before any symptoms appear, we have chosen to treat all campers and staff as though they have a communicable disease. This means the implementation of basic hygienic measures as noted in the following policy statement:

- ISM welcomes those suffering from any communicable disease or BBP, including AIDS, Hepatitis B, and those who have tested HIV positive, with love, acceptance, and if appropriate, forgiveness.
- A person who has tested HIV positive will not be excluded from this camping program.

Education and Support

- We believe that the proper education can dispel fear, instill hope, and enhance ministry; therefore, we are committed to educating ourselves and our communities regarding AIDS and other communicable diseases.
- ISM will encourage and support AIDS education that reflects our church values.
- At the present time, medical experts agree that it is not possible to transmit AIDS through ordinary types of social contact that occur in church or school.
- It is the policy of ISM to be in constant contact with health care experts and to remain abreast of the latest research in this area.
- We encourage those who have a communicable disease or have tested HIV positive to make a confidential disclosure to a member of our staff and to sign a written release authorizing others who have a need to know so that we can properly minister to your needs.

Confidentiality

ISM will not disclose, without consent, the identity of any person who has been tested, tested positive, or is suffering from AIDS. As in all personal matters, confidentiality will be maintained by all staff and volunteers.

Precautions

If you have physical evidence of illness or exposed lesions . . .

We ask that anyone who has a communicable disease, BBP, mumps, measles, chicken pox, AIDS, who is HIV positive, who has physical evidence, or who has exposed lesions to not attend Breakaway during that time.

That includes, but is not limited to, those with obvious viral infections or other conditions causing them to cough or have a high fever.

Individuals with open skin lesions or other open wounds will not be admitted unless the wound is suitably bandaged.

Open wounds suffered during Breakaway activities must be immediately bandaged by attendants wearing rubber gloves.

Students exhibiting a tendency to bite will not be admitted.

All students are to be closely monitored to protect against any contact that may create a risk of transmission.

Volunteers – Those who have tested HIV positive must remove themselves from such tasks when there is physical evidence of illness, or if there are exposed lesions.

HOUSING INFO & POLICY

Students will be pre-housed as they register with their church. Please note: color team assignments will not be available before (1) week prior to your week of Breakaway. The Deans are the only people authorized to make any room changes.

If a youth pastor or leader is able to provide a counselor (meeting ISM counselor criteria) and seven students all of the same gender, we will accommodate that group and pre-house them together if their request is made prior to the early registration deadline. NO CHANGES MAY BE MADE TO THAT SELECTION. The youth pastor or leader will need to accurately notate these selections on the group housing form. Students that register late are likely not going to be able to be housed with the group as we will pre-house everyone.

ISM summer camps are CLOSED camps. This policy is in place for student safety. All activities including evening services are open only to registered campers and staff. Any student or adult violating this policy will be asked to leave the grounds.

EARLY DEPARTURE POLICY & PROCEDURE

1. Only an authorized person designated on the registration form may remove a student from Breakaway.
2. The authorized person will sign the appropriate early release form acknowledging the removal of a student from Breakaway.
3. The student will go through the Check-out process, requiring all necessary signatures prior to departure.
4. There will be no refunds for unused days at Breakaway.
5. Student may return to same Breakaway week to finish time of Breakaway by re-registering at the office with the Breakaway Admin.
6. There is no substituting for unused time.

Anyone sent home for disciplinary reasons will adhere to these guidelines, excluding number 5. If authorized person is unavailable, a written letter from a parent or legal guardian assigning a new authorized person must be presented.

WORKING WITH OUR HOSTS

Illinois Student Ministries (ISM) and Lake Williamson Christian Center (LWCC) are two separate departments of the Illinois District Council of the Assemblies of God.

During the weeks of Breakaway while LWCC hosts ISM, the "Breakaway Director" will serve as ISM's liaison with the LWCC staff. All information that needs to be communicated to LWCC should be given to the Breakaway Director, e.g. facilities and equipment issues. The Breakaway Director will communicate with LWCC.

WORKING WITH OUR HOSTS CON'T

If an LWCC staff person asks you to abide by an LWCC rule, please be cooperative. Communicate this to the Staff Director. Do not attempt to settle the controversy by yourself, and especially in front of campers. If you have questions, bring them up at the Counselor's Meeting.

Please have your campers police the area for trash each time they move from one event to the next. Make it a constant reminder. Respect the grounds.

TEAM CAPTAIN HELPS

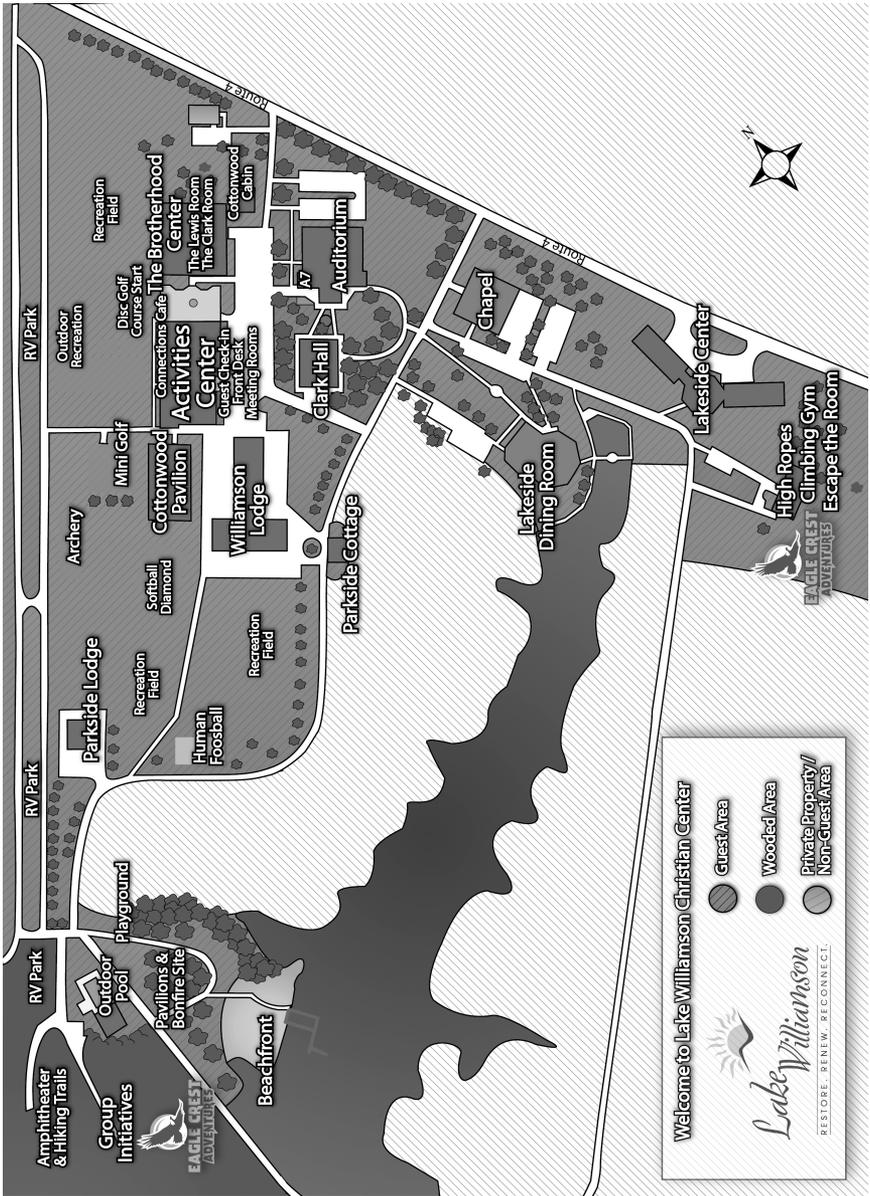
The team competition portion of the Breakaway program is designed to meet several objectives. Team competition serves to develop a cooperative spirit among the students as well as creating an exciting atmosphere. Individual competition helps build a sense of self-worth for the student.

Your team will follow your leadership in regards to participation and attitude. Be willing to get involved and maintain a good attitude and your team will do the same. Some guidelines to follow in the competition are as follows:

- You are responsible for attending all counselor/staff meetings, Team devotions, team meetings(days & time listed in your packet)
- No student should be assigned to more than one individual event or color team.
- No student should participate in more than one Activity Director's Dream (Breakaway Teen)
- The decisions of staff running the games are final. Do not dispute a call or argue with a referee. They are doing the best possible job they can, but can and might make an incorrect ruling. You may win an argument, but the impression that is made on your campers is not worth it.
- Take time during your team meeting to explain the day's events to your team. Often the team that wins the competition is the one who knows what they are doing!
- The team meeting will take place at your team flag in the field.

Guard yourself and your team from an improper spirit of competition. They will forget the preacher but they will remember their counselor's argument over a bad call.

MAP OF LAKE WILLIAMSON



Areas off limits to students:

- *IDC Complex
- *RV camping area

*Lawns & homes of LWCC residents

*The Lake when not accompanied by a counselor. (applies to BreakawayKids students)

LEADING A STUDENT TO CHRIST

The ISM Breakaway environment creates an ideal place for the student to make a decision to follow Christ. As a counselor, you need to be prepared to help lead the student through his/her time of decision. Please take time to become familiar with the following Scriptures:

Scriptures to Help You

| | |
|--------------------|---|
| Romans 3:23 | All have sinned. |
| Romans 6:23 | The wages of sin is death. |
| Romans 5:8 | God demonstrated His love for us, that while we were still sinners, Christ died for us. |
| Romans 10:9 | Confess with your mouth. |
| Romans 10:10 | Believe in your heart. |
| Romans 10:13 | Whoever calls on His name shall be saved. |
| Revelation 3:20 | Behold I stand at the door and knock. |
| John 1:12 | All who believe in His name become children of God. |
| 2 Corinthians 5:17 | If anyone is in Christ, he is a new creation: the old has gone, the new has come. |

Answers to Common Questions

Am I a sinner? Yes – Romans 3:23

Do I need to be saved? Yes – Romans 6:23

Can I be saved any other way? No – John 14:6

Am I too young to receive Jesus? No – Mark 10:14

What must I do to be saved?

Confess – 1 John 1:9

Believe – Acts 16:31

Receive – John 1:12

Will Jesus come into my heart? Yes – Revelation 3:20

Does God love me? Yes – John 3:16

OTHER ISSUES YOU MIGHT NEED TO PRAY WITH A STUDENT ABOUT

Need for Forgiveness

1 John 1:9; 3:5, Ephesians 2:8, Romans 8:1, Isaiah 1:18, Psalm 40:1-3

Need of Guidance

Psalm 27:11; 26:9; 32:8, John 16:3, Romans 8:14, 2 Corinthians 5:7, Proverbs 3:5,6

Loneliness

Psalm 139:7, Joshua 1:9, John 14:23, Deuteronomy 31:6, John 14:16

Need of Assurance

1 John 5:13, John 3:36, Romans 8:16

OTHER ISSUES YOU MIGHT NEED TO PRAY WITH A STUDENT ABOUT CON'T

When in Grief

1 Thessalonians 4:13-14, Isaiah 41:10; 43:2, 2 Thessalonians 2:16-17, Matthew 5:4, 2 Corinthians 1:3-4; 5:8, Psalm 23:4, Revelation 21:4

Controlling our Thoughts

Isaiah 26:3, Proverbs 23:7, Psalm 139:23; 94:11; 1:1-2, Philippians 4:8, Hebrews 4:12

You are Deserted by Loved Ones

Deuteronomy 31:6; 4:31, Psalm 91:14-15; 37:25, 1 Samuel 12:22

Alcohol

Proverbs 20:1; 23:29-32, Isaiah 55:2, 1 Corinthians 6:10

Praying for Lost Loved Ones

Acts 2:39; 16:31; 11:14, Matthew 18:19, 2 Peter 3:9, Hebrews 13:5, Deuteronomy 31:6, 1 Thessalonians 5:24

Healing Scriptures

Exodus 15:26, James 4:14-15, Psalm 103:3; 34:19, Jeremiah 17:14, Hebrews 13:8, 3 John 2, Jeremiah 30:17

Backsliding

Hebrews 7:25; 10:38, Luke 9:62, 2 Peter 3:9, Isaiah 55:7, Jeremiah 3:22

Drugs

1 Corinthians 3:16-17, Titus 3:3-5, Romans 13:14, Proverbs 11:19, John 8:36, 1 Corinthians 6:20, Luke 4:18, James 4:7

BAPTISM IN THE HOLY SPIRIT

Please acquaint yourself with the following portions of the book of Acts which speak of receiving the Holy Spirit. Speaking in tongues is the ONLY evidence given anywhere in Scripture for having received the Baptism in the Holy Spirit. Three times below it is specifically mentioned. While the other two times in the Scripture are silent. Obviously, Simon saw something and we have no reason to doubt that it was not tongues. And later, Paul tells us that he thanks God that he speaks in tongues more than us all.

Acts 2:1-4

"All of them were filled with the Holy Spirit and began to speak in other tongues..."

Acts 8:15-17

"... they prayed for them that they might receive the Holy Spirit, (16) because the Holy Spirit had not yet come upon any of them; they had simply been baptized into the name of the Lord Jesus. (17) Then Peter and John placed their hands on them, and they received the Holy Spirit."

BAPTISM IN THE HOLY SPIRIT CON'T

Acts 9:17

"...has sent me so that you (Paul) may see again and be filled with the Holy Spirit."

Acts 10:44-46

"...for they heard them speaking in tongues and praising God."

Acts 19:6

"...the Holy Spirit came on them and they spoke in tongues and prophesied."

What if the person doesn't receive the Baptism in the Holy Spirit?

When praying with a student who does not receive the Baptism in the Holy Spirit, be sure to reassure them that this is a gift from God. The Holy Spirit is given in God's time to those who earnestly seek it. It is not a sign of spiritual superiority and he/she should in no way feel inadequate. Remind the student who receives the Baptism that God has given them this wonderful gift to be a regular part of his/her spiritual life and that they should pray and praise in the Spirit on a regular basis.

OTHER ALTAR RELATED ISSUES

We desire and encourage students to experience the supernatural power of God in our altar experiences. These altar experiences are life-changing!

In circumstances which questions arise concerning particular manifestations of spiritual experience or other altar related concerns, please simply ask any administrative staff about your concerns. If you feel you discern that a young person is seeking attention rather than the Lord, never embarrass them or bring unnecessary attention to the situation. . . simply talk with our administrative staff and they will assist you with the issue.

If someone discerns something that causes the question of a potential demonic manifestation, please speak to our administrative staff first! Our staff will deal with these situations, along with you, with special care and sensitivity with spiritual discernment and accountability.

Proverbs 11:12, "in the multitude of counselors there is safety;" (KJV); "many advisors make victory sure." (NIV)

Later, we invite our counselors to help our veteran, experienced staff prayerfully make wise decisions.

