



# Music Camp 2023

## Staff Handbook

0468 321 559 | [pr@mus.camp](mailto:pr@mus.camp) | [www.mus.camp](http://www.mus.camp)

“ When heaven comes in touch with the earth, there is music and song,--"thanks-giving, and the voice of melody.”

The Youth's Instructor, March 29, 1904





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# General Information



## *Dates*

Sunday 25th December 2022 - Sunday 8th January 2023

## *Location*

Bethshan Camp & Conference Centre  
70 Wyee Rd  
Wyee NSW 2259

## *Contact Details*

### **Venue**

02 4305 8821

### **Mobile Number(s)**

Emmanuel Higgins - 0468 321 559

### **Email**

[eman@eastward.edu.au](mailto:eman@eastward.edu.au)

[pr@mus.camp](mailto:pr@mus.camp)

### **Web**

[www.mus.camp](http://www.mus.camp)

## *Arrival Time*

### **If you are driving**

Please plan to arrive at camp before 4pm. Driving directions can be found in the Directions & Transportation Section.

### **If you are flying**

Please schedule your incoming flights to arrive at Sydney Domestic or International airport or Newcastle airport before 1:30pm. We will have transport to camp available for those flying in. Please see the Directions & Transportation section for further details.

Note: Do not book flights until your application has been approved.

## *Registration*

### **Time: from 2 pm**

Upon arrival please see Emmanuel for staff registration.

## *Departure Time*

Please schedule your flights to depart after 2pm on January 8 from Sydney Domestic or International airport or Newcastle airport.

## *Cancellations*

Once accepted as a camp staff, we will be counting on you being there. If a cancellation is necessary, please notify us immediately so we can make arrangements to fill your staff role.

We appreciate your consideration of others in this matter. A full refund will be given provided cancellation has been made prior to camp. Refunds cannot be made after camp begins.

## *Guest Accommodation*

Non-participant family members may stay at camp, however availability depends on the number of guests and participants we have. There could possibly be a few dormitory style rooms available. There is a cost involved to stay which is available upon request from the office.

We do request that children who are not participating in the camp program be well supervised at all times so as not to disrupt the classes and programs.

## *Visitors*

We appreciate your interest in Music Camp, however because of the full program, we ask you to please contact the camp office to arrange a visit.





### *Problems at Camp*

Our aim is to optimise the camp experience. It can be unfair to others when someone refuses to abide by the rules of camp. We therefore expect staff to follow all camp codes and policies. Each must also be willing to accept the leadership of the camp coordinator and leaders of camp.

### *Personal Preparation*

Please join us in prayer and personal spiritual preparation leading up to camp. Through the example of camp staff, younger participants are shown a picture of Christianity that will leave lasting impressions.

The unconscious unstudied influence of a holy life is the most powerful example we can be.

### *Spiritual Focus*

As you serve at Music Camp, we pray that this will also be an opportunity to come aside from the busyness of life to re-connect with God.



We especially ask that you refrain from promoting controversial or unclear doctrinal subjects which tend to create division. Refusal to do so may result in a request to leave.

Eastward supports the ministry and evangelism of the Seventh-day Adventist Church.

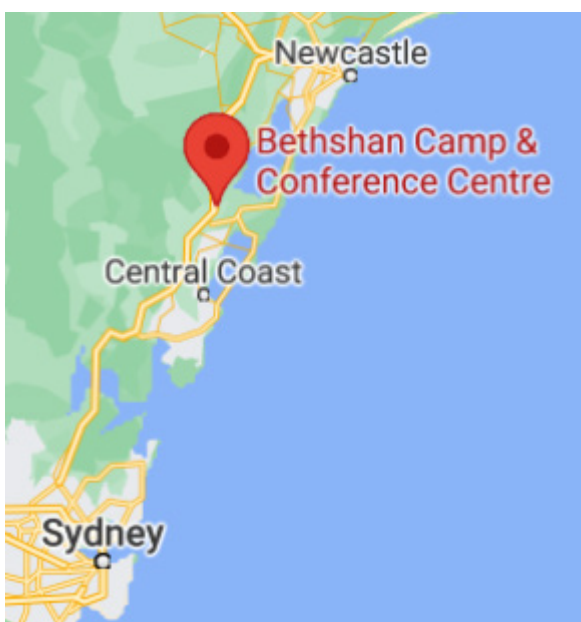
We uphold the plain teachings of the Bible as our guide and authority in life and place emphasis on the Spirit of Prophecy (writings of Ellen G White) as inspired by God, to illuminate and magnify scripture.

## Directions

### *Address*

Bethshan Camp & Conference Centre 70 Wyee Rd

Wyee NSW 2259



## Transportation

### *Airport / Bus / Train Information*

#### **Airport**

A pickup service to/from Sydney airport and Newcastle airport is available for staff arriving before 1:30pm and flying at the end of camp after 2:00pm. A fee of \$20 per direction applies. Unfortunately we are unable to provide transportation outside of these times.

**Please Note:** Do not purchase any flight tickets before you have been accepted. Once accepted, it is then your responsibility to send a copy of your itinerary/ticket to us at least two weeks before camp starts.

#### **What to do when you arrive:**

Unless you have made other arrangements with us, proceed to baggage claim and collect your bags. Remain by the luggage carousel until a representative from Eastward picks you up. Look for someone with a sign saying "Eastward Music Camp"

#### **Bus/Train:**

If you will be traveling by bus or train and require pick-up or drop-off, please notify us asap so we can make the necessary arrangements.



# Uniform for Filming

Please pay careful attention to the following information regarding the uniform for filming, which will be taking place during the second week of camp.

Music camp uniform this year will be similar to previous Music Camps where we have provided some of the uniform.



## *What We Are Supplying*

We will supply **blouses** and **scarves** for the girls and **shirts** and **ties** for the boys.

## *What You Need To Bring*

Girls need to bring a **long black skirt**.

Boys need to bring **black pants**.

Both need to bring **black closed-toe shoes**.





# Camp Organisation

## *Initial Staff Meeting*

An initial staff meeting and induction will take place at 8am on Monday morning in the dining hall. It is important for all staff to attend this meeting. During this time we will set rosters for kitchen service and housekeeping and ensure all jobs are covered.

## *Staff Morning Worship Schedule*

Staff worships will be held in the room opposite the self-catering kitchen at 6:45am each morning.

## *Evening Prayer / Briefing Meeting*

Immediately after campfire finishes at 8pm each evening, staff are requested to join for special prayer, followed by a briefing meeting to discuss the activities of the next day. This brief is especially important during the second week of filming.

## *Prayer Bands*

A special prayer unit will be formed for parents and staff to pray throughout the day, and during the evening campfire messages. Prayer is powerful!

## *Participant Units*

Participants will be divided into units of 6-10 participants with 2 counsellors assigned to each unit. Unit names will be posted on the unit lodgings and listed on the name tags. Each unit has an identifying colour which appears on the name tags and unit signs.

## *Lodgings*

If their parents are not present, participants will stay with their counsellors in their unit room.

## *Name Tags*

All participants and staff will be issued a name tag. Name tags should be placed in plain sight on your outer-most garment, just below the right shoulder. Name tags should be worn at all times.

## *Line Call*

Line calls are held throughout the day to prepare for the next activity and to make sure no one is missing. Counsellors are required to get their unit to Line Call on time.

The first unit dismissed for each meal is responsible for clean-up/dish duty.



# Volunteer Agreement



## A Note from the Eastward Team

As a ministry we aim to inspire, equip and encourage others to know God and share the good news of the gospel. This simple agreement outlines our relationship within the context of volunteer staff at Music Camp.

This agreement is not intended to be a legally binding contract between us and it may be terminated at any time by either us or you.

## Music Camp Staff Role

The position of Staff at Eastward Missions Music Camp is a spiritual appointment on a volunteer basis. This means that, if you accept the role, you perform all duties on a voluntary basis and you will not receive remuneration or payment for your work.

Neither Eastward or you as Camp Staff, intend for any employment or contractual relationship to be created (ie. you acknowledge that you are not an employee, independent contractor or consultant at Eastward Missions). If this changes at any time, and there is a possibility that you might undertake paid work for the organisation or be involved in vocational training, we will discuss this and document the arrangement in a formal employment contract, contract for services or other written agreement.

## What you can expect when volunteering as Staff at Music Camp

Eastward values its volunteers and we will endeavour to provide you with:

- ✓ a full induction, orientation and any training necessary for the volunteer role
- ✓ a safe environment in which to perform your role
- ✓ respect for your privacy, including keeping your private information confidential
- ✓ a supervisor, so that you have the opportunity to ask questions and get feedback
- ✓ reimbursement for your reasonable expenses so you are not out-of-pocket as a result of volunteering for us
- ✓ insurance to cover you for the volunteer duties you are authorised to perform

## What Eastward asks of its volunteers:

We ask that you:

- ✓ support our aims and objectives
- ✓ participate in all relevant induction and training programs
- ✓ only undertake duties you are authorised to

perform and always operate under the direction and supervision of nominated staff and obey reasonable directions and instructions

- ✓ understand and comply with Eastward's code of conduct, risk management strategies, policies and procedures
- ✓ hold a current NSW Working with Children Check, or equivalent inter-state check.
- ✓ notify your supervisor or another member of staff of any health and safety issues or potentially hazardous situations that may pose a risk to you or others and report any accidents or incidents relating to staff, volunteers, or the workplace
- ✓ behave appropriately and courteously to all staff, clients and the public in the course of your role
- ✓ use any property or equipment given to you in your role safely and only for purpose of the role and return it to the organisation when you finish your volunteer role
- ✓ let us know if you wish to change the nature of your contribution (e.g. hours, role) to Eastward at any time
- ✓ comply with the law at all times, and
- ✓ be open and honest in your dealings with us and let us know if we can improve our volunteer program and the support that you receive.

## Contact person

Your contact person at Eastward will be Emmanuel Higgins. If you have any questions or concerns about your role, your health and safety, or if there is any assistance you need to help you undertake your role, please contact us as soon as possible.

Emmanuel

0468 321 559 | [eman@eastward.edu.au](mailto:eman@eastward.edu.au)

By applying to attend Music Camp as staff you are agreeing to the terms of this volunteer agreement. If you have any questions regarding this, please do not hesitate to contact us before you apply.



# Camp Codes and Policies



## *Food*

Camp food (which is delicious!) is vegetarian and dairy-free. However, camp food service is not able to cater to individual dietary requirements. Participants with food allergies or sensitivities must take personal responsibility to avoid such items. Anyone needing to bring specialised food items to accommodate their dietary needs must clear this in advance with camp administration. Such food items must be stored in the camp kitchen. No food items may be stored in your lodgings.

## *Clothing*

### **For Ladies**

- ✓ modest, sturdy skirts or dresses falling well below the knee
- ✓ no low-cut, see-through, tight, or sleeveless tops

### **For Gentlemen**

- ✓ neat casual clothing, such as jeans or long cotton pants, t-shirts or long-sleeve shirts.
- ✓ no low-riding pants/shorts, tank tops or sleeveless tops. Shorts must be knee length.

### **For Both**

Be sure to bring cool clothing! It will be quite hot this time of year. Some days may be cooler so we recommend bringing some warmer clothing too.

During filming sessions you will need a sun hat in case of delays.

Participants should bring sturdy clothing and shoes for hiking to filming locations or participating in other outdoor activities.

Please avoid any questionable lettering or pictures on clothing.

Please note: Participants who breach the dress code will be asked to change and dress accordingly.

## *Laundry Facilities*

Laundry facilities are available, but please bring enough clothes for one week.

## *Thank you*

We wish to thank you in advance for your cooperation with our camp codes and policies. You will find that your happy, positive attitude toward any camp rules will indeed enhance your experience whilst at camp.

# Our Vision & Mission

## *Our Vision*

Every church member connected with Christ, active in evangelism, experiencing and proclaiming the gospel, and preparing the world for Christ's return.

## *Our Mission*

Creating opportunities for education and evangelism.





# Code of Conduct

It is our policy at Music Camp to create and sustain a friendly, safe environment for children, physically and spiritually, where they will feel comfortable and secure. The following is a summary of the Risk Management Strategy that we have in place which we expect all staff members to abide by at all times during the camp.

- ✓ The values and principles of this Code of Conduct are the standards of conduct expected of all staff and volunteers toward young children and adults alike.
- ✓ All staff and volunteers will obtain a Working With Children Check and agree to comply with the Risk Management Strategy document.
- ✓ Any child, age 10 or 11, attending camp as a participant will have a parent present at the camp, unless prior arrangements have been made and agreed to by the parent or guardian.
- ✓ This same Code of Conduct will apply to ALL children at the camp facilities, regardless of whether they are a participant or not.
- ✓ Language used by staff and volunteers should be elevating at all times and will never be:
  - sexually suggestive or coarse
  - abusive or intimidating
  - derogatory or insulting or
  - racist.
- ✓ Behaviour by staff must always be of the highest standard. There should never be:
  - unwelcome or unwarranted touching of any nature;
  - encouragement given to any form of precocious sexual behaviour; or
  - the administration of physical discipline.
- ✓ Staff or volunteers will avoid being alone with individual children or young people or conveying them alone in their vehicles.
- ✓ Professional staff such as teachers, nurses etc should uphold their professional codes of conduct at all times in relation to working with young people and children.
- ✓ Staff and volunteers will be alert to bullying, abuse or exploitation and will report these forms of behaviour through the appropriate channels as outlined in detail in the Risk Management Strategy.
- ✓ Senior staff will be available to counsel with young people or children with the appointed personnel being made known to all camp staff, volunteers and children.
- ✓ If staff and volunteers are faced with an ethical dilemma and there is no specific direction available there are certain guidelines to follow in the Risk Management Strategy.
- ✓ Emergency contact details of participants will be available through the camp office.
- ✓ A nurse or qualified first-aid personnel will be available throughout the entire camp and will be made known to all present at camp.
- ✓ The camp environment will be scanned for potential dangers and the appropriate actions taken or warnings given.
- ✓ All physical activities will be age appropriate and suited to the skill levels of the participants with no-one being pressured to participate if they do not wish to do so.
- ✓ Where activities are conducted off site, appropriate records, reporting structure and supervision will be in place.
- ✓ Any breach of this Code of Conduct will be viewed seriously and may result in exclusion from Eastward activities and camps.

For full details contact us for the Risk Management Strategy document.



# What to Bring

- ☐ KJV Bible
- ☐ Study material for personal devotions
- ☐ Everyday clothes (see previous pages for the camp dress codes)
- ☐ Sabbath clothes
- ☐ Sturdy, but comfortable walking shoes
- ☐ Daily changes of socks and underwear
- ☐ Laundry bag
- ☐ Pyjamas
- ☐ Bedding: sleeping bag, pillow, sheet
- ☐ Shower shoes (eg. thongs)
- ☐ Towel and washcloth
- ☐ Toiletries: toothbrush, toothpaste, soap, hairbrush, comb, shampoo, deodorant
- ☐ Sunscreen and hat
- ☐ Insect repellent
- ☐ Torch and batteries
- ☐ Money for church offering
- ☐ Notebook or note pad
- ☐ Pens and pencils
- ☐ Prescription medications you must take or may need (eg: asthma medication)
- ☐ Small Backpack - to carry around water bottles, hats, class materials etc

# What Not to Bring

- ☐ Portable electronic gaming devices, and such things
- ☐ Portable audio devices
- ☐ Card games
- ☐ Secular reading material
- ☐ Food, gum, drinks
- ☐ Jewellery (including rings)
- ☐ Wrist or Ankle Bands
- ☐ Make-up, nail polish
- ☐ Tobacco, alcohol, drugs
- ☐ Weapons, fireworks
- ☐ Pets
- ☐ Any other item that may detract from the goals of camp



# Thank You

Again, thank you for being willing to serve as a staff member at Music Camp. Please keep us in your prayers while we plan and organise the camp between now and December. We will be praying for you too!



## Questions? Comments?



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