

# LEADER GUIDE

West Texas District | ACTIVATE - kids camp | July 13-17

## Location:

Arrowhead Camp & Retreat Center

5236 N. FM 199

Cleburne, TX 76033

Arrowhead Camp is located 4.4 miles north on FM 199 off of Hwy. 67, between Cleburne and Glen Rose.

## Arrival & Departure:

### Monday check-in :

East Side of District 2:30pm

West Side of District 3:30pm

### Friday pick up:

West Side of District 8:00am

East Side of District 8:30am

## Travel:

Church leaders and parents are responsible for getting kids to and from camp. WTX camp staff cannot arrange or provide rides for campers. Contact your church leader for details.



## 2026 Theme - Pursue

### Psalm 23

We are so excited to share this truth with our children this summer at ACTIVATE! We invite you to begin praying with us for our children, our volunteers and staff as we prepare for this week together at Arrowhead. We seek to encounter and experience Jesus this week and need your prayer support!

We have lots of fun activities for everyone to experience this week. Our paintball shooting range, archery tag, swimming, crafts, daily challenges, prayer stations, water games and even late nights! It will be an amazing week!





## Safety Highlights

Safety is a priority. Please help us ensure our campers are as safe as possible at all times.

- You are the first line of safety for the children. Please be aware of your surroundings.
- Do not be alone with a child. If you need to take a camper somewhere without the group, please take another camper or leader as well.
- ACTIVATE is a closed camp, the gate will remain locked while we are at camp. Vendors will make deliveries but no others should be on the campus.
- If you see someone who seems out of place or suspicious, please contact the security and leadership team.
- Parents should not just show up. If they do, please contact the security and leadership team.
- Do not leave your campers alone.
- Do not remove any camper from campus.
- Do not transport campers in personal vehicles, except in an evacuation.

## Thank you!

Thank you for volunteering your time to serve this week at ACTIVATE - kids camp. We are grateful for you! We are praying for you and the children you will be serving this week. We are trusting the Lord that He has amazing things in store for all of us as we seek Him.

The role of camp volunteers should not be taken lightly. We assume that as a volunteer you love Jesus and like kids! This week you have been given the high privilege of influencing, leading and impacting the life of a child. When making this commitment, please realize the importance of this role.

We want to partner with you to provide the best experience for our campers. This guide will give you insight into how our camp works, our policies, and our expectations. While at camp we provide activities and instruction to help you along the way. Please don't hesitate to ask questions before and during camp! Remember we are all in this together!

ACTIVATE - kids camp leadership team: Jennifer Sommers, Tracy Ricenbaw and Renae Fowler. Our amazing camp staff is made up of leaders from across our district.

We believe that time at camp can serve as one of the most powerful and life-changing experiences in a child's life.

Our mission: to create a Christ-centered environment where relationships are built and lives are impacted for the kingdom.

Our goals:

- To build relationships and impact lives for Jesus
- To help lead kids into a relationship with Jesus
- To ensure that every camper understands they are loved
- To teach campers to treat others as children of God
- To have fun through safe and exciting activities.

## Overall Job Descriptions

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- Be an example of Christ through your words and actions in every aspect of camp life.
- Counselors & Teen Jr. Counselors:
  - ✦ Keep track of the campers assigned to you at all times.
  - ✦ Be aware of time and get your campers to and from activities on time.
  - ✦ Make sure no camper is left alone at any time.
  - ✦ Read and understand the Counselor Survival Guide at the end of this Volunteer Guide
- Be in good health and good spirits. Kids Camp requires a lot both physically and spiritually. Please be prepared for both.
- Watch all camp training and emergency action plan videos and participate in training meetings with a good attitude.
- Report any accidents to the camp nurse and leadership team.
- Report any damage to the leadership team.
- The state of Texas is a mandatory reporting state. If you learn, during camp, that a camper is being abused, please get in contact with the camp leadership team immediately. More resources will be provided.
- Please remain weather aware and be prepared to follow the emergency action plan, provided during training, in case of any emergency.
- As a result of the emergency action plan 2026, there will be no river access. Please ensure your campers do not go to the river or past the barricades in place to mark that the area is closed.
- Cell Phones: Volunteers may use their cell phone Bible app or camera in site of campers, but we ask you to limit your phone calls/texts during the day around the campers. Please stay focused on the activities and campers. Counselors will keep any camper's personal cell phones with them. Parameters for taking photos will be discussed in more detail in our trainings.
- Photos & Social Media: On our registration form, we ask parents for permission posting their child's photos on social media. If you do not have permission from all of the parents of your group, please refrain from posting pictures or videos of that child. If you are unsure, do not hesitate to reach out to Renae Fowler or one of the leadership team. Leaders are not permitted to take any photos with a single camper or teen volunteers while at camp.

### Counselor, Teen Jr. counselors, CREW & Staff Requirements:

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- **Counselors** - must be at least 18 years old.
- **Teen Jr. counselors and CREW members** - 16 years old. (exceptions do happen when needed)
- **Paperwork required for each Counselor, Teen Jr. Counselor, CREW & Staff member:**
  - ✦ Completed MinistrySafe training certificate - every two years
  - ✦ Background Check - every year per state of Texas
  - ✦ Pastor recommendation - every year
  - ✦ Signed EAP Forms for any camper or leader under 18
  - ✦ Documentation for every leader that they have watched and completed the EAP training video and quiz.
  - ✦ All counselors, Teen Jr. counselors, CREW & Staff members must be physically strong enough to participate in all outside activities such as hiking, climbing, swimming, etc.
- **Costs for Counselors, Teen Jr. Counselors, CREW & Staff members:**
  - ✦ Counselor, teen Jr. counselor & staff member fees are \$150 for the week.

- ✦ CREW member fees are \$100 for the week.
- ✦ If a church sends more than 1 counselor per 5-7 children they will be charged full price for that counselor
- All CREW members must complete an application process that includes a church leader reference, before being invited to join this year's CREW. A limited number of teens/young adults will be used as CREW members.

## Safety & Emergencies

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We will have a safety and emergency response team serving during our week at camp. We will give you more details and information about their role and responsibilities during the video training and at our counselor training Monday night. The SafetyTeam is at camp to serve as security, not to help with other camp related activities. Please refrain from disturbing them as they serve unless for a safety issue or medical emergency.

The emergency response team consisted of an EPC/IC (Emergency Preparedness Coordinator/ Incident Commander). The EPC will be responsible for the testing, maintenance and activation of the Arrowhead Emergency Action Plan in case of emergency. Chriss Burke is Arrowhead's current EPC and will provide timely communication in the event of an emergency.

During the unlikely event of an emergency Arrowhead staff will activate the Emergency Action Plan. Outdoor sirens and PA announcements will be used to alert everyone in camp what actions to take.

Group staff will be expected to:

- Follow Instructions
- Account for your group
- Supervise campers at all times
- Communicate with group leader and camp staff as needed

Please keep campers calm and follow the expectations above. Emergency response will be discussed more in our trainings.

# Counselor Survival Guide

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## **When you Arrive:**

1. All campers and adults must be checked for lice and have their temperatures taken when they arrive on the campgrounds.
2. Turn in all medications in their original packaging with prescription labels attached and the Medication Form, to the camp nurse at the check-in area. We suggest bringing a shoe box sized tub for all of your church's medications - make sure it is labeled with your church name.
3. Meet your campers, unpack, set up the room, enjoy a sno-cone, take a camp walk or go and cool off in the Activity Center and play some games with your campers.
4. Review your counselor list that you picked up at check-in
5. Attend the all camp briefing at 5:00pm in the tabernacle.

## **Tabernacle Expectations:**

1. Bell will be rung for chapel services
2. Line up at the doors to be invited inside
3. Sit in your assigned section
4. Bathroom breaks BEFORE the service not during the service please!
5. Campers and counselors sit together - counselors at the end of the rows please.

## **Dining Hall Expectations:**

1. Bell will be rung for meals
2. WATER first at every meal except breakfast
3. Boys / Girls line up in different lines and are invited in
4. Sit in your assigned section
5. Campers will take turns cleaning up after meals - then they will be first in line for the next meal

## **Other Helpful Info**

1. **Pack** - Packing list is included on page 4 and the full packing list for campers is on the webpage at [www.westexnaz.org/childrensministries](http://www.westexnaz.org/childrensministries) ALL counselors and campers need to pack their own bedding and towels.
2. **Gold Coins** - reward system. 1 per day per kid = \$1 at the snack shack
3. **Group Pictures** - Monday between 2:30-4:30pm, please take your campers into the tabernacle for their group picture. Cabin pictures will be emailed to church leaders after camp.
4. **River** - campers get to go to the river with their counselor during the daytime only. We will close the river if any campers are found without their counselor.
5. **Camper Mail** - a table will be set up in the hospitality room where you'll need to pick up all your camper's emails and snail mails. Please make sure you check daily.
6. **Snack Shack & Gift Shop** - They will be open each day, check schedule for times.
7. **Refillable Water Bottle** - Bring a refillable water bottle for the week and use the water bottle filling station, "The Oasis" right outside the dining hall.
8. **R & R Time** - each day the schedule includes a time for the campers to rest. Expectation is for kids to be on their bed and quiet.
9. **Daily Dress** - The kids will play water games during the day so swimming suits with shorts and t-shirts are suggested. Swimsuits for girls must cover their stomachs or they need to wear a t-shirt while they swim and participate. Please make sure all campers travel the campgrounds with shirts

and shorts, boys included, especially after the pool and water games. Please make sure the campers never wear their tie-dyed camp shirts during the day, only at night.

10. **Weather Issues** - thunder / lightning: no pool for 30 minutes. We'll open the tabernacle and upstairs conference room if needed. If the temperature gets above 110 degrees we will move activities indoors. Locations will be shared at the counselor meeting Monday night.

11. **Altar Training** - will be covered on the video training and at our counselor meeting Monday night

12. **Group Devotions** - each day you have a time to meet with your cabin of campers and lead devotions for that day. Our suggestion is to take the scripture the speaker will be sharing in the evening and unpack it together as a group during this time. Also lift up any prayer requests you might have and things you've learned during the Missions chapel in the morning and at prayer stations during the day. All of these activities should give you plenty to discuss during your devotion time. If possible we will provide a chapel journal for the campers that you can use during devotions too.

13. **Church Chat Time** - time after the evening service to debrief with your whole church group. We want ALL campers to be in a group each night to talk about what God has done for them and how He spoke to them during the day. Campers in your group NOT from your church?

Suggestions: Get campers to their church leader if they are at camp / include those campers in your church group and add any others from their church. Talk with other counselors after Monday to work out locations and transitions for this.

14. **Discipline and MinistrySafe** items will be discussed on our video training and at our counselor meeting Monday night. Texas is a mandatory reporting state

15. **Late Nights** - we will host 4 late night events from 9:00-9:30pm. Schedule below...

- **Monday - Counselor Training / CREW night** - ALL campers - girls start at basketball court / boys at Activity Center after 30 minutes they switch. Camp staff and CREW will chaperone them while you are at the Counselor Training.
- **Tuesday - TBA** - Junior campers in teams
- **Wednesday - TBA** - Junior campers in teams **Lip Sync Party** - Junior campers in groups - tabernacle. We suggest churches prepare something for all their kids to do, split up boys & girls or counselors can prep something and share with their campers when they arrive. Groups will sign up on Tuesday morning after Missions Chapel. ALL songs must be appropriate for a children's Christian camp. No one is required to participate. We encourage all Jr campers to come and cheer each other on. Please make sure music is saved on your device to share.
- **Thursday - ACTIVATE Finale** - ALL campers - tabernacle

(This list is subject to change.)

## Packing List - Volunteers

There is a complete packing list for campers and volunteers available on our district website - [www.westexnaz.org/childrensministries](http://www.westexnaz.org/childrensministries)

- BIBLE and journal
- Sleeping bag or bedding with pillow for a twin sized bed - **Leaders:** you may have a queen-sized bed in your room - it is not guaranteed, but come prepared. Many leaders bring egg foams for their beds as well.

- Tennis shoes (especially for hiking, game times and daily challenges)
- Bath items: shampoo, soap, toothpaste/toothbrush, deodorant etc. Suggested: Please put ALL items for the bathroom in a separate bag to carry between luggage and the sink counter, a gallon sized Ziploc works great.
- Bath towel, washcloth & hand towel
- Swimsuit, towel, and sunscreen - no 2-piece swimsuits or make sure you bring a cover up. Tankini's work well.
- Play clothes: shorts, t-shirts, etc. (Please remember that this is a church camp and we ask that all leaders dress modestly - no spaghetti straps, make sure all shorts are the proper length, etc.)
- Snack Shack money - The snack shack will be open each day. There is also a gift shop with t-shirts, small toys, etc. Please send smaller bills for the snack shack and gift shop
- Refillable Water Bottle - labeled with your name on it. We have a water station that we will be using and will have fewer water coolers around the campgrounds.
- Extra items suggested by counselors over the years: Clock, bug spray, cup, night light, extra towel for bath mat, fan for the room, backpack to carry everything around during the day. 5 gal. (or smaller) Water cooler dispenser to keep water in your room for your campers - especially if you are staying in a dorm that has completely separate bathrooms.