

---

## Hawaii Pacific District Nazarene Youth International

PO Box 290  
Hanapepe, HI 96716  
(808) 335-5584

# Hawaii NYI Charter

18<sup>th</sup> November 2020

## OVERVIEW

Hawaii is a unique place and the NYI is an important part of the Nazarene Church. This charter is to help clarify procedures and provide regulations for how the NYI should be handled.

Nazarene Youth International or NYI is the youth program for the Nazarene Church. Hawaii Pacific District or HIPAC is a group of churches within the Nazarene Church that include all Nazarene churches in Hawaii.

- Global NYI
- Regional NYI: USA/Canada
- Field NYI: Southwest Field
- District NYI: Hawaii Pacific
- Zone NYI: Island Reps
- Local NYI: Individual churches

Hawaii being a group of islands has an extra step which includes Island Reps (zone NYI). Each Island will have a designated person to help run the NYI on their island under the direction and authority of the NYI Council.

## What NYI Is About

“Don’t let anyone look down on you because you are young, but set an example for the believers in speech, in conduct, in love, in faith, and in purity.” 1 Timothy 4:12

The HIPAC NYI will abide by the manual regulations stated in the following sections:

[810-810.7](#)

## Ministry Plan

810.200 Evangelism

The district NYI develops and implements a variety of ongoing ministries and special events to reach young people for Christ.

### 810.201 Discipleship

The district NYI develops and implements a variety of ongoing ministries and special events to nurture and challenge young people to grow as disciples of Christ in personal devotion, worship, fellowship, ministry, and leading others to Christ.

### 810.202 Leadership Development

The district NYI develops and implements a variety of ongoing ministries and special events to mentor and equip young people to be leaders for Christ and His church.

### Process

1. The District NYI Council establishes and publicizes the process for adapting and revising the district ministry plan, and must approve proposed revisions prior to their being brought to the District NYI Convention.
2. Proposed revisions to the district ministry plan must be distributed in written form to local NYI groups prior to the District NYI Convention.
3. Revisions must be approved by a two-thirds vote of all delegates and members present and voting at the District NYI Convention and are subject to the approval of the district superintendent and District Advisory Board.
4. All changes in the district ministry plan become effective no later than 60 days following the Convention. The revised document must be distributed in written form prior to taking effect.

### Composition and Accountability

1. All local NYI groups and members of NYI within the boundaries of the HIPAC NYI District.
2. The district NYI is accountable to its membership, the district superintendent, and the District Advisory Board.
3. The district NYI reports annually to the District NYI Convention and the District Assembly through the district NYI president.

### Ministry Focus

1. HIPAC NYI is focused on ages 12-35.
2. The age groups will be further focused into the following ranges;
  - a. 12-13
  - b. 14-18
  - c. 19-21

d. 21-35

## Officers

1. The officers of the district NYI are the president, vice president, secretary, and treasurer.
2. District NYI officers must be members of a local Church of the Nazarene within the bounds of the district at the time of their election, be active in local and district youth ministry, and be viewed as leaders in personal example and ministry.
3. District NYI officers serve without salary. Financing for the administrative expenses of district NYI officers is allocated as a part of the district NYI budget.

## Elections

1. District NYI officers are elected by the District NYI Convention to serve for a one-year term, from the close of the convention until their successors are elected and assume their ministry roles. After their first term they will have the option to serve a two-year term.
2. A district NYI Nominating Committee nominates the officers of the district NYI. The nominating committee is appointed by the District NYI Council and consists of at least four district NYI members, and also includes the district superintendent and the district NYI president. All nominees must be approved by the District NYI Council and district superintendent.
3. Officers are then elected by ballot by majority vote at the annual NYI Convention. When there is only one nominee for a position, a “yes” and “no” ballot is used, with approval by two-thirds vote. If recommended by the nominating committee, the convention may vote to allow the District NYI Council to appoint the district NYI secretary and treasurer.
4. An incumbent officer may be reelected by a “yes” or “no” vote when such vote is recommended by the District NYI Council, with the approval of the district superintendent and approved by two-thirds vote of the District NYI Convention.
5. A vacancy occurs when an officer moves his/her membership from the district, resigns, or is removed from office by two-thirds vote of the council due to neglect of duties or inappropriate conduct. Should a vacancy occur in the office of district NYI president, the vice-president assumes the responsibilities of president until the next District NYI Convention. Should a vacancy occur among other officers, the District NYI Council fills the vacancy by two-thirds vote if there is one nominee or by majority vote if two or more nominees.

## Responsibilities

### The responsibilities of the district NYI president include:

- Giving leadership and direction to district NYI, working in cooperation with NYI and district leadership.

- Chairing the District NYI Council to cast a vision for youth ministry on the district.
- Facilitating the development of youth ministry on the district and working with the District NYI Council to define the district NYI ministry focus according to needs.
- Presiding at the District NYI Convention.
- Encouraging the development of NYI ministry in each local church within the district.
- Representing the interests of NYI on all appropriate district boards and committees.
- Submitting an annual report to the District NYI Convention and District Assembly.
- Presenting an annual budget to the District Advisory Board (or appropriate district body) and to the District NYI Convention for approval.
- Serving as an ex officio delegate to the District Assembly.
- Serving as a delegate to the Global NYI Convention. Should the president be unable to attend, a representative elected by the District NYI Council and approved by district superintendent and district advisory board may provide alternate representation.
- Serving as a member of the Regional NYI Council, if so designated by the ministry plan of the region.

The responsibilities of the vice president include:

- Cooperating with the president in every way possible to carry out effective youth ministry on the district.
- Performing the duties of the president in his or her absence.
- Carrying out other duties as assigned by the District NYI Council and Convention.
- In case of a vacancy in the office of district NYI president, fulfilling the functions of president until a successor is elected and installed.

The responsibilities of the secretary include:

- Keeping a correct record of all the proceedings of the District NYI Council, the Executive Committee, and the District NYI Convention.
- Attending to all matters of correspondence for the district NYI.
- Notifying the global NYI Office and regional NYI chair of the names and addresses of the various district NYI officers and ministry directors as soon as possible after election.
- Carrying out other duties as assigned by the District NYI Council and Convention.

The responsibilities of the treasurer include:

- Disbursing, receiving, and keeping record of district NYI funds.
- Compiling an annual financial report of all moneys raised and disbursed to submit to the annual District NYI Convention.
- Working with the president to create an annual budget to present to the appropriate bodies.
- Other responsibilities may be assigned to officers according to district youth ministry needs.

Other responsibilities may be assigned to officers according to district youth ministry needs.

# Hawaii Pacific District Ministry

## Plan

### Age Range

HIPAC NYI's purpose is to reach those 12-35 years of age.

- Teen Camp, Mission Trip, and Youth Fest is for incoming 6th graders to graduating seniors
- Young Adult Retreat is for 18yrs and older

### Goal

HIPAC NYI's main goal is to reach the young people of Hawaii. We wish to equip, disciple, and minister to as many youth as possible. Our hope is that the youth who participate in our program begin to develop an authentic relationship with Jesus.

### Local NYI

Each local church should have their own NYI Convention before the time of the District NYI Convention. During the local convention the church should vote on their local NYI Council as well as their delegation to the District NYI Convention. Each church is allowed a certain number of delegates based on the size of their NYI. These delegation members do not have to be church members, but need to be involved or connected to the local NYI in some way. They must be over the age of 12.

### Council Framework

HIPAC NYI Council will be made up of a president, vice president, secretary, treasurer (also known as the officers), young adult chairperson, youth chairperson, and other council members. However, the council must not exceed 9 voting members, not including the president and district superintendent for a total of 11. This means the executive council (VP, Secretary, Treasurer), the Youth and Young Adult Chair's, and 4 other council members may hold a vote.

The Council will have advisors such as youth reps, young adult reps, event committee chairs, and island reps. When an issue arises that needs to be discussed with the following members they may join the meeting and advise the NYI Council, but it is the NYI Council that will vote.

- The youth reps will be under the supervision of the Youth Committee Chair
- The young adult reps will be under the supervision of the Young Adult Committee Chair
- The Event Chairs and Island Reps will be under the supervision of the NYI President

The president may appoint members to the council however, they may not appoint the vice president. Any appointed member serves a one year term.

- The President, VP, and Treasurer must be over the age of 18.
- If the president is unable to attend a committee meeting or district event the vice president is the only council member who can take their place.
- The Island Reps are under the direct supervision of the president.
- If a council member is not fulfilling their duty the president will talk with them. If they are still not fulfilling their duties the council will take steps to remove them.
- All appointments need approval from the NYI Council and the DS.

### Island Reps (zone NYI)

There will be at least one island rep for each island. They are responsible for getting information out to the local churches on their island as well as putting together a quarterly outing for the NYI on their island. Island Reps can be appointed by the president or elected at NYI convention. If the position is being voted on at the convention they will be voted on by their specific island. The island reps will not hold a vote on the council. The Island Reps will be under the supervision of the NYI President.

### The Executive Council

The executive council is made up of the president, vice president, treasurer, and secretary. This council may make decisions for the NYI, when necessary, without the need for an NYI Council meeting. The vice president cannot be appointed by the president, but the secretary and treasurer can. In this instance (they are appointed by the president) the treasurer and the secretary may not serve on the executive council. The NYI Council may elect two council members to serve instead. The Executive Council is run by the district superintendent.\*

\*all decisions will need approval of the district superintendent

### Council Terms

All terms for newly elected members are one year. All terms for an incumbent member are two years. A NYI Council participant can choose another term length as long as it is less than two years and approved by district superintendent and NYI president before the start of their term. The president and treasurer must be serving offset terms. For example, when serving two year terms the president is elected the first year and the following year the treasurer is elected. So when the president's term ends the treasurer still has one more year.

If, for whatever reason, a council member leaves their position mid-term the president shall appoint someone to fill in until a vote can take place. If the president drops out mid-term the DS shall assume responsibilities until they appoint a new NYI President or a vote can take place to elect a new president.

## Voting

Voting for the council will follow manual regulations. Voting within the council will be a majority vote. If the vote is below 2/3rds the motion can be discussed further until a more uniformed vote can take place. To remove a member from the council the vote must be unanimous and no proxy is allowed.

### NYI Council Voting Structure

The NYI Nominating Committee (NC) will come up with names to present to the NYI Council for approval. The NC will be appointed by the NYI Council.

The NC will bring names to the NYI Council for approval and the list of names will be approved by the DS before being put on the ballot.

When members of the NYI Council are up for re-election the current members may serve on a yes/no ballot. All roles on the council can be voted on with a yes/no ballot.

If a council member steps down or wishes to change their role on the council they must let the nominating committee know ahead of time.

Appointed roles may be suggested by the nominating committee, but the NYI President will decide who to appoint.

The nominating committee must consist of at least four NYI members, the NYI DP and the DS. All voting will be a majority vote of the delegates at the NYI Convention. All Yes/No ballots will need a 2/3rds vote of the delegates at the NYI Convention.

## Event Committees

HIPAC NYI will work on creating teams or committees dedicated to specific events. Such as a Teen Camp Committee, Young Adult Retreat Committee, Elevate, etc. These committees will be in charge of planning each event.

- Each event committee will have a chairperson. This chairperson will be on the NYI Council and will not hold a vote.

## Non-voting members

1. Appointed members will not hold a vote on the council. This rule is enforced because of the president's ability to appoint council members.
2. Event Committee Chairpersons\*
3. Island Reps\*

\*If any of these are filled by someone who is on the council they may hold a vote because they are also on the council.

## Quorum

50% of the voting members on the council

## President

The president answers to the district superintendent and must be in constant communication with the superintendent about NYI events and council decisions. The president is responsible for all events and matters concerning the NYI.

## Vice President

The vice president must be able to do everything the president does. They are also responsible for filling in whenever necessary. If the president leaves for a sabbatical all responsibilities fall to the VP during their sabbatical.

## Secretary

The NYI Secretary is responsible for:

- all NYI communication on the district as well as the NYI Council
- recording the minutes during council meetings
- working with the president to plan all major NYI events

## Treasurer

The NYI Treasurer is responsible for:

- collecting all registration payments
- turning in quarterly reports to the district
- keeping accurate financial records throughout the year and reconcile records with amount in the NYI bank account
- writing and signing checks to those who need them
- making sure all district and regional dues are paid in full
- creating an annual budget to present before the district finance committee
- \$2,000 must be put into a savings account for General Assembly **every year**
- \$1,000 must be put into a savings account for NYC **every year**
- 5% of the annual budget is to be paid to the Field

## NYI Convention

The HIPAC NYI Convention will happen the evening before the start of the District Assembly or any time within 90 days before the start of the District Assembly. All voting will take place at the NYI Convention. The convention will be open to all, but only the delegates will be allowed to vote. The delegation regulations are as follows:

- All local NYI delegates to the District NYI Convention must be active participants of the Church of the Nazarene that they represent.
- They must be over the age of 12.
- The number of local NYI delegates for each church is determined by the membership figures on the most recent local Pastor's Report prior to the District Assembly. District NYI



leadership encourages local churches to make suitable arrangements for the expenses of delegates attending the District NYI Convention.

- The local NYI delegation to the District NYI Convention for churches with 30 or fewer NYI members consists of:
  - The pastor and youth pastor or any full time paid pastoral staff who participate in NYI ministry;
  - The newly-elected local NYI president;
  - Up to four elected delegates, with at least half being within the district-established NYI ministry focus.
  - Local churches may add an additional delegate for each successive 30 local NYI members and/or final major part of those 30 members (i.e., 16-29 members). At least half of any additional delegates must be also within the district-established NYI ministry focus.
- The pastor of any local church or director of an approved Nazarene Compassionate Ministries Center not having an organized NYI may appoint one delegate.

Number of members	Number of delegates	Number of members	Number of delegates
5-45	4	136-165	8
46-76	5	166-195	9
76-705	6	196-225	10
106-135	7	226-255	11

\*Number of elected delegates from a local NYI does not include ex officio delegates (NYI president, pastor, youth pastor, District NYI Council members from a local church, etc.)

## Conduct Safety Coordinator

The NYI Conduct Safety Coordinator will handle all procedure and training oversight for the district.

There are two different structures for the adults working with the NYI Youth. Both require an ID as proof that you have completed the training.

### Red ID

For those who just want clearance to work with the youth during teen camp they will need to get the Red ID. This is an hour long class needed to be taken with our district trainer as

well as completed the NazSafe program. They will need to have a background check done either through the NYI or through their local church.

### Blue ID

For those wanting a more comprehensive training they need to complete the course to receive the Blue ID. This will be multiple classes with our district trainer as well as completing the NazSafe program and at least a level 5 background check through that program. If you are a youth leader interested in attending any of our field events you will need to have this ID.

The ID's will need to be renewed every two years.

Our Conduct Policy will be enforced at all NYI Events.

### Teen Camp Conduct Policy



Dear Camp Staff Member or Volunteer,

Welcome to the Hawai'i-Pacific District NYI Teen Camp!

At Teen Camp, we take our responsibility to care for campers very seriously.

These guidelines are intended to facilitate an excellent camp experience for all those who spend time at HI-Pac NYI Teen Camp.

The pages of this handbook provide a general overview of procedures and guidelines for Teen Camp staff members and volunteers designed to prevent sexual abuse, physical abuse and neglect of campers. Our policies are intended to create a safe environment for campers, protecting campers, you, and the mission of Teen Camp. The following procedures have been adopted and will be strictly enforced.

After you have carefully read this policy manual, please sign and return the agreement form located on the last page.

Sincerely,

***NYI Council & HI-Pac NYI Teen Camp Team***

# **NYI Teen Camp Policies: Preventing Abuse and Neglect**

## Contents:

● Overview of the Teen Camp Safety System	3
● Camper Safety Policy	4
● Reporting Abuse or Suspicions of Abuse	5
● Teen Camp Safety Committee	6
● Camp Culture – Staff Members & Volunteers	7
● Camp Culture – Campers	8
● Supervision of Campers	10
● Rules for Camper Safety	12
● Camper Contact Policy for Current and Former Staff	15
● Acknowledgement and Agreement	16

## **Overview of the Teen Camp Safety System**

Because we care for and desire to protect campers, NYI Teen Camp requires all staff members and volunteers to complete **4 SAFETY STEPS** before placement.

### **STEP ONE: Sexual Abuse Awareness Training**

NYI Teen Camp policies and procedures require that staff members and volunteers avoid abusive or neglectful behavior of any kind. Staff members and volunteers are required to report any policy violations to a supervisor or a member of the NYI Teen Camp Safety Committee. Staff members and volunteers should have a basic understanding of the characteristics of sexual abusers, as well as “grooming behaviors” used by abusers to select and prepare a camper for sexual abuse. Grooming is the process used by an abuser to select a child, win the child’s trust (and the trust of the child’s care-giver or ‘gatekeeper’), manipulate the child into sexual activity and keep the child from disclosing the abuse.

To equip NYI Teen Camp staff members and volunteers with information necessary to recognize abuser characteristics and grooming behavior, Teen Camp requires all staff members and volunteers to complete MinistrySafe sexual abuse awareness training (live, or online at [www.MinistrySafe.com](http://www.MinistrySafe.com) or [www.AbusePreventionSystems.com](http://www.AbusePreventionSystems.com)). This training will be renewed every two years.

### **STEP TWO: Screening Process**

Staff members and volunteers are required to complete the NYI Teen Camp Screening Process, which requires a staff member or volunteer to:

- complete an Employment Application (employees only)
- complete the Safety Application, including a signed release (employees and volunteers)
- complete a face-to-face or telephone interview (employees and volunteers)
- provide references to be checked (employees and volunteers)

### **STEP THREE: Review Policies & Procedures**

Staff members and volunteers are required to review the policies contained in this manual and sign the last page, indicating that he or she has read and understood the material, and agrees to comply with policy requirements.

### **STEP FOUR: Criminal Background Check**

NYI Teen Camp requires that all staff members and volunteers undergo a criminal background check. Depending upon position, differing levels or intensity of criminal background check may be required.

## **Camper Safety Policy**

### **ABUSE TOLERANCE**

NYI Teen Camp has a **zero tolerance for abuse**. It is the responsibility of every NYI Teen Camp staff member and volunteer to act in the best interest of campers in every program.

In the event any staff member or volunteer observes any inappropriate behaviors (i.e. policy violations, neglectful supervision, poor role-modeling, etc.) or suspected abuse (physical, emotional, or sexual) it is the personal responsibility of each such staff member or volunteer to immediately report their observations to an immediate supervisor, NYI Teen Camp Administration, or a member of the NYI Teen Camp Safety Committee.

### **REPORTING SUSPICIOUS OR INAPPROPRIATE BEHAVIORS**

NYI Teen Camp is committed to providing a safe, secure environment for campers. To this end, any report of inappropriate behaviors or suspicions of abuse will be taken seriously and will be reported, in accordance with this policy and state law, to the NYI Teen Camp Safety Committee and the Police Department, Child Welfare Services, or other appropriate agency.

NYI Teen Camp intends to create and foster a culture of communication, reporting safety concerns or policy violations. Because sexual abusers 'groom' children for abuse, it is possible a staff member or volunteer may witness behavior intended to 'groom' a child for sexual abuse. Staff members and volunteers are asked to report possible 'grooming' behaviors, any policy violations, or any suspicious behaviors to a supervisor or a member of the NYI Teen Camp Safety Committee.

### **ENFORCEMENT OF POLICIES**

NYI Teen Camp staff members and volunteers who supervise other employees or volunteers are charged with the diligent enforcement of all NYI Teen Camp policies. Violations of these policies are grounds for immediate dismissal, disciplinary action, or reassignment for both volunteers and staff members.

## **Reporting Abuse or Suspicions of Abuse**

### **REPORTING VIOLATION OF POLICY**

In order to maintain a safe environment for campers, NYI Teen Camp staff members and volunteers must be aware of each individual's responsibility to report any questionable circumstance, observation, act, omission, or situation that is a violation of these policies. All questions or concerns related to inappropriate, suspicious, or suspected grooming behavior should be directed to an immediate supervisor, NYI Teen Camp Coordinator, or a member of the NYI Teen Camp Safety Committee.

### **CONSEQUENCES OF PROHIBITED OR HARMFUL ACT**

Any person accused of committing a prohibited act, or any act considered to be harmful to a child, will be immediately suspended from participation at NYI Teen Camp. This suspension will continue during any investigation by law enforcement or Child Welfare agencies.

Any person found to have committed a prohibited act will be removed from future participation as a staff member or volunteer in all activities and programming that involve campers at NYI Teen Camp. If the person is a staff member or employee, such conduct may also result in termination of employment from NYI Teen Camp.

Failure to report a prohibited act to one of the individuals identified above is a violation of this policy and grounds for termination of a staff member or dismissal of a volunteer.

### **REPORTING SUSPICIONS OF ABUSE TO LAW ENFORCEMENT AGENCIES**

*If a camper is in immediate danger, please call 911.*

To report disclosed physical or sexual abuse, please call the *Child Abuse and Neglect reporting line*:

**Oahu – [808-832-5300](tel:808-832-5300)**

**Toll Free Neighbor Islands – [1-888-380-3088](tel:1-888-380-3088)**

If you have any suspicion of labor or sex trafficking, please call the *Human Trafficking reporting line*:

**Oahu – [808-832-1999](tel:808-832-1999)**

**Toll Free Neighbor Islands – [1-888-398-1188](tel:1-888-398-1188)**

1. The police or child welfare services will walk you through the process of how to make a report.
2. The Safety Committee, discussed on the next page, will need to be made aware of the report in order to plan for the camper's safety and anonymity during the initial phase of interviewing done by the Police Department.
3. The NYI Teen Camp Safety Program Coordinator will also be available to accompany any staff or volunteer making a report if requested.

**WHEN IN DOUBT, REPORT!**

## **NYI Teen Camp Safety Committee**

### **SAFETY COMMITTEE**

Recognizing the importance of providing and maintaining a safe environment for children, NYI Teen Camp will appoint and maintain a Safety Committee, which will meet once each month during camp season. At the end of the camping season, the NYI Teen Camp Safety Committee will meet to discuss what, if any, changes are necessary to NYI Teen Camp's policies or programming to ensure camper safety.

### **MISSION STATEMENT**

The purpose of the Safety Committee is to enable NYI Teen Camp to carry out appropriate camp activities while safeguarding campers against emotional, physical, or sexual abuse.

### **COMPOSITION**

The Safety Committee will be comprised of the following members:

1. District Superintendent
2. NYI President
3. NYI Teen Camp Coordinator
4. Safety Program Coordinator
5. Camp Nurse

### **MEETINGS**

The Safety Committee will meet on a monthly basis during camp season to discuss risk management practices and updates. The Safety Committee may also meet, when necessary, to address a circumstance or respond to the report of any incident or allegation. At the end of the camping season, the NYI Teen Camp Safety Committee will meet to discuss what, if any, changes are necessary to Teen Camp's policies or programming to ensure camper safety.

### **RESPONSIBILITIES**

The Safety Committee will be charged with the following duties:

1. Applying existing NYI Teen Camp policies and procedures related to camper safety and risk management issues.
2. Monitoring all NYI Teen Camp programs for ongoing compliance with safety policies.
3. Making recommendations regarding safety issues to the NYI Teen Camp Administration.

## **Camp Culture – Staff Members & Volunteers**

### **PHYSICAL APPEARANCE**



Your physical grooming makes a statement to campers, parents and other staff members and volunteers. While serving at NYI Teen Camp, we ask that you limit your freedom concerning hairstyle, clothing, tattoos, and other outward physical accessories and fashions. If you have questions about your personal choices in these matters, and whether an article of clothing or style is appropriate for wear at NYI Teen Camp, please consult the Teen Camp Coordinator or the Safety Program Coordinator.

### **MODESTY**

Your choice of clothing makes a statement. While serving at NYI Teen Camp, we ask that our female staff members and volunteers help us create an atmosphere of modesty by wearing one-piece bathing suits, covering swimwear with t-shirts and shorts while not participating in water activities. We ask our male staff members to show similar respect to women by wearing t-shirts when not participating in water activities, and to avoid Speedo-style swimsuits.

### **DATING**

Public displays of affection between dating couples are not permitted under any circumstances. We expect professional behavior at all times.

### **MODELING BEHAVIOR**

What we do in moderation, campers will do in excess. Campers will look to you to set the boundaries they will test. This is a dilemma with which every staff member or volunteer will wrestle. The way you dress, what you say, how you respond to the smallest circumstance – our campers are watching. If you communicate that it is OK to move an inch, they *will* go a mile. Please read and understand the guidelines below regarding appropriate “touch and talk”, and follow them closely.

The following rules are to be followed at all times:

- **No Verbal Abuse**
- **Never touch a child in an aggressive manner**
- **Absolutely No Profanity**
- **No Displays of Public Nudity at Any Time**
- **No Mooning, “Pantsing,” Wedgies or Swirlies**
- **No Descriptive Stories Regarding Drinking or Sexual Behaviors**
- **No Urinating Off Porches at Any Time By Anyone**
- **No Sleeping or Napping With Campers for Any Reason**
- **Never Compare a Camper’s Body With Another Camper or Staff/Volunteer**
- **No Racial Put-Downs or Racial Jokes**
- **No Ear or Body Piercing or Tattooing of Any Camper**
- **No Tickling Campers**
- **No Wrestling**

### **APPROPRIATE PHYSICAL TOUCH**

All staff members and volunteers should exercise good judgment when expressing one's self through physical touch. Appropriate physical touch may include the following:

1. An arm around the shoulder (side hug)
2. Short, congratulatory, or greeting hugs
3. A brief, assuring pat on the back or shoulder, but NOT to those kids who feel that such touch is offensive to have their body patted.
4. A few **NEVERS**:
  - a. We don't touch campers in anger or disgust.
  - b. We don't touch campers in any sexually connotative manner.
  - c. No staff member will ever (day or night) be on or in a camper's bed.
  - d. Never touch a camper's private parts (to remove ticks or for any other reason).
  - e. Never tickle a camper; this can be misconstrued as sexual contact.
  - f. Never ignore a camper's request not to be touched.
  - g. Never express or require physical affection or touching in any form from a camper who shows or expresses discomfort with physical touch.

If a question ever arises, consult a Program Supervisor or the NYI Teen Camp Coordinator. Any infraction of the above policy involving even the slightest form of sexual connotation will result in immediate dismissal from the camp with no chance of rehire.

## **Camp Culture – Campers**

### **BULLYING**

Verbal, physical or emotional bullying will not be tolerated.

The majority of camper-on-camper verbal, physical and emotional harassment occurs at night when the lights are out and you are in bed. In order to avoid this we ask that you maintain a presence in the camper cabin area at all times until everyone is asleep.

It should be made clear from the first minute of every session that verbal, physical or emotional harassment of any kind will not be tolerated. At the first sign of verbal or other attacks, act decisively. There is no "harmless putdown" when dealing with kids.

- a. First instance comes with a warning to the camper and a general reminder to the group that this kind of interaction is inappropriate. Make sure not to embarrass or chastise them.
- b. Second instance requires that you pull the offending camper(s) from the group and discuss the inappropriateness of bullying behavior. Set some clear parameters and behavioral goals for them to achieve. However, let them know that the next step is a visit to the NYI Teen Camp Coordinator. Notify the NYI Teen Camp Coordinator of ANY signs of bullying or verbal abuse.
- c. Make sure that any camper who is the brunt of bullying attacks is handling the situation well. Have a private dialogue with him or her to assess the situation. **DO NOT SINGLE CAMPERS OUT IN FRONT OF THE GROUP!** Be discreet and protect their dignity.
- d. Third instance results in a trip to the NYI Teen Camp Coordinator and a phone call to the parents.

## **RESPECTING CAMPER PRIVACY**

Make sure campers understand the importance of respecting each other's privacy. A camper's bed is his/her home and the camper's cabin trunk/suitcase is off-limits to anyone but the camper. In addition, shower time is a very private time. During showers, only those who are taking showers should be in the bathroom or shower stall.

## **DISCIPLINE**

It is the policy of NYI Teen Camp that staff members and volunteers are prohibited from using physical discipline in any way for behavior management of campers. **No form of physical discipline is acceptable.** This prohibition includes spanking, slapping, pinching, hitting, or any other physical force as retaliation or correction for inappropriate behaviors by campers. If a camper is unruly or fails to comply with verbal warnings or instructions from a staff member/volunteer, the NYI Teen Camp Coordinator will contact the camper's parent. If the behavior persists, the camper's parents will be contacted to pick up the camper. In the event of a fight or physical altercation, a staff member or volunteer will verbally redirect campers involved, trying to avoid physical intervention. Uncontrollable or unusual behavior should be reported immediately to the NYI Teen Camp Director and/or the Safety Program Coordinator.

## **VERBAL INTERACTIONS**

Verbal interactions between staff members or volunteers and campers should be positive and uplifting. NYI Teen Camp employees and volunteers should strive to keep verbal interactions encouraging and constructive.

To this end, staff members and volunteers should not talk to campers in a way that is or could be construed by any reasonable observer as harsh, threatening, intimidating, shaming, derogatory, demeaning, or humiliating. In addition, employees and volunteers are expected to refrain from swearing or using profanity in the presence of campers.

## **ACCESS TO CAMP COORDINATOR**

All camp areas are equipped with slotted, locked boxes which are checked daily by a NYI Teen Camp Coordinator. If any camper has any like, dislike, suggestion, complaint, discomfort, or desire to communicate directly to a NYI Teen Camp Coordinator ALONE, he or she is encouraged to do so by means of these secure boxes. Anonymous communications are OKAY.

The existence and location of these boxes will be communicated at the beginning of each camp term and repeated several times during each camp term.

## **Supervision of Campers**

### **STAFF MEMBER/VOLUNTEER TO CAMPER RATIO**

NYI Teen Camp is committed to providing adequate employer member and volunteer supervision in all camp activities and programs. Accordingly, the following ratios will be observed for camp activities and programs:

For groups up to and including 10 campers, there will be at least 1 staff member or volunteer supervising. For groups ranging from 11 to 29 campers, there will be at least 2 staff members or volunteers supervising. For groups larger than 30 campers, there will be at least 3 staff members or volunteers supervising. This ratio may change depending on the activity (i.e., swimming, archery etc.).

If a worker is out of ratio, it is their responsibility to immediately notify the responsible Coordinator. The NYI Teen Camp Coordinator will make diligent efforts to immediately bring staff member/volunteer to camper ratios into compliance with this policy.

### **OFF-LIMIT AREAS**

All NYI Teen Camp staff members and volunteers will be responsible for ensuring that their campers are not in areas deemed off-limits.

### **MONITORING HIGH-RISK AREAS**

**The purpose of this section is to become aware of *high-risk* areas at camp, and methods to effectively lower that risk.** Any area on camp property where campers are not directly supervised is a high-risk area. In these areas, campers can more easily bully and abuse (verbally, physically, and even sexually) each other. It is the responsibility of all staff members and volunteers to be aware of the potential for bullying and abuse, and to monitor camp locations where campers can be alone.

For activities involving large numbers of campers, staff members and volunteers will be assigned to monitor high risk areas for the duration of the activity. Monitoring of high-risk areas will be built into the programming and planning for these events.

High-Risk Areas include:

- all bathrooms on camp property
- night activities
- water activities
- changing areas (during day and night)

### **UNOBSERVED ONE-ON-ONE INTERACTION WITH CAMPERS**

No camper will ever be left unattended or unsupervised during camp ministry programming or activities. NYI Teen Camp staff members and volunteers are prohibited from being alone with an individual camper in any room or building. In the event a staff member or volunteer finds themselves alone with a single camper, that staff member or volunteer will take the camper to a room or building occupied by others, or to a location easily observed by others. (Example: If a camper desires conversation or counsel with a staff member or volunteer after regular programming has concluded, the staff member or volunteer relocates the discussion to a place where other staff members are present, or which is easily observed.)

After every programming event, staff members and volunteers must ensure every room and restroom is checked prior to leaving to ensure that there is no camper left unsupervised.

Any two campers together in an unseen or less easily viewed area should be redirected to another (more open) area.

### **APPROPRIATE ONE-TO-ONE INTERACTIONS WITH CAMPERS**

NYI Teen Camp recognizes that meeting the emotional needs of campers may occasionally require staff members and volunteers to meet with them on an individual basis. Staff Members and volunteers should observe the following guidelines when interacting with campers.

Staff members and volunteers should conduct one-to-one meetings with an individual camper at a time when others are present and where interactions can be easily observed, unless prior approval is obtained from the NYI Teen Camp Coordinator.

In the event a closed-door meeting must occur, the staff member must inform another staff member and ensure the door remains unlocked.

Staff members and volunteers should conduct one-to-one meetings with an individual camper at a time when others are present and where interactions can be easily observed.

## **Rules for Camper Safety**

### **PHYSICAL CONTACT**

NYI Teen Camp is committed to protecting campers in its care. To this end, NYI Teen Camp has implemented a 'physical contact policy' which promotes a positive, nurturing environment for our camp programs. The following guidelines are to be carefully followed by anyone working or volunteering at NYI Teen Camp:

1. Hugging, pats on the back and other forms of appropriate physical affection between staff members or volunteers and campers are important for campers' development and are generally suitable in the camp setting.
2. Inappropriate touching and inappropriate displays of affection are forbidden. Any inappropriate physical contact, touching or displays of affection should be immediately reported to an immediate supervisor, a NYI Teen Camp Coordinator, or a member of the NYI Teen Camp Safety Committee.
3. Physical contact should be for the benefit of the camper, never based upon the emotional needs of a staff member or volunteer.
4. Physical contact and affection should be given only in observable places or when in the presence of other campers or staff members or volunteers. It is much less likely that touch will be inappropriate or interpreted as such when physical contact is open to observation.
5. Staff members and volunteers are responsible for protecting campers under their supervision from inappropriate or unwanted touch by other adults and campers.
6. Any inappropriate behavior or suspected abuse by any staff member, volunteer or camper must be reported immediately to an immediate supervisor, the NYI Teen Camp Coordinator or a member of a NYI Teen Camp Safety Committee.

### **TRANSPORTATION**

Staff members and volunteers may from time to time be in a position to provide transportation for campers. The following guidelines should be strictly observed when workers are involved in the transportation of campers:

1. Campers should be transported directly to their destination. Unauthorized stops in a non-public place should be avoided. Staff members and volunteers should avoid transportation circumstances that leave only one camper in transport. The presence of at least two staff members or volunteers is encouraged.
2. Staff members and volunteers should avoid physical contact with campers while in vehicles.
3. The use of cell phones while driving NYI Teen Camp vehicles (owned or rented) is prohibited, unless in an emergency. In other non-emergency circumstances, staff members and volunteers are to stop the vehicle before using a cell phone.
4. Absolutely NO TEXTING is allowed by the driver of a moving NYI Teen Camp vehicle.
5. No drivers under age 21 may drive NYI Teen Camp owned or rented vehicles.

### **SLEEPING ARRANGEMENTS**

Staff members and volunteers will strictly observe the following rules:

1. At least one staff member or volunteer is required to be in the sleeping area with campers at all times. Notwithstanding the appearance that all campers are sleeping, the staff member or volunteer will not leave the cabin or sleeping area.
2. Appropriately modest sleeping attire must be worn to bed.
3. During bed checks, staff members and volunteers should never physically touch a camper.
4. Campers will not share a bed, bunk or sleeping bag with another camper or staff member/volunteer. Each staff member, volunteer, and camper will use single sleeping bags or blankets. In these instances a “one-person-to-one bag or blanket” rule will be observed.

### **SEXUALLY ORIENTED CONVERSATIONS**

Staff members and volunteers are prohibited from engaging in any sexually oriented conversations with campers and are not permitted to discuss any inappropriate or explicit information about their own personal relationships, dating or sexual activities with any camper in the program. If it is necessary to address issues related to purity, dating, sex and human sexuality, clear such discussions with the NYI Teen Camp Safety Committee personnel.

### **SEXUALLY ORIENTED MATERIALS**

Staff members and volunteers at NYI Teen Camp are prohibited from possessing any sexually oriented materials or images (magazines, cards, phone pics, videos, etc.) at NYI Teen Camp or in the presence of campers.

### **NUDITY**

Staff members and volunteers at NYI Teen Camp should never be nude in the presence of campers in their care. In the event any a situation calls for or contemplates the possibility of nudity (i.e. changing clothes before or after a water activity, overnight activity, etc.), the staff member or volunteer will submit a plan to the Program Supervisor concerning arrangements for showering or changing clothes that is consistent with this policy statement.

## **TOBACCO**

NYI Teen Camp requires staff members and volunteers to abstain from the use or possession of tobacco products while on NYI Teen Camp property, and while in the presence of campers or their family members. NYI Teen Camp is a tobacco-free facility.

## **INTOXICANTS**

Staff members and volunteers are prohibited from the use, possession, or being under the influence of alcohol or any illegal drug while in any NYI Teen Camp facility, while traveling with campers, or while working with or supervising campers.

## **CAMP CURFEW**

For security and rest purposes, the NYI Teen Camp curfew is **11:00 p.m.**. At NYI Teen Camp, we take camp security very seriously. All staff members and volunteers are expected to cooperate in the security process. At least one staff member or volunteer must remain in each cabin after “lights out” in order to maintain the highest level of security. When off duty, staff members and volunteers should feel free to stay out past “lights out”. However, at **11:00 p.m.**, camp will shut down, and the only authorized persons outside their cabin will be security staff. Repeated disregard of curfew will be considered a safety risk, and may result in termination.

## **Camper Contact Policy for Current and Former Staff**

### **COMMUNICATIONS WITH CAMPERS OUTSIDE OF CAMP**

The TEEN CAMP safety standards established to protect campers and ensure healthy relationships during camp should be respected outside of camp as well. In addition to camp safety standards, the following policies should be respected in all interactions with campers occurring outside of camp.

- Parents of all campers must approve any and all interactions with students, including but not limited to: email, social network interactions, phone calls, personal visits. No interaction should ever take place without the knowledge and approval of the camper's parents or guardian.
- If a camper requests to be a “friend” on Facebook or similar social networking sites, permission from parents should be granted before accepting these offers.
- Current or former staff members should never be alone with a camper in an unobserved context or location. This is a policy which takes on even more importance outside of camp.
- Current or former staff members should limit connections by gender. Current or former male staff members should not initiate or maintain contact with female campers. Current or former female staff members should not initiate or maintain contact with male campers. Dating relationships of any kind between staff members or volunteers and a camper are strictly prohibited.
- If a family invites a current or former staff member to visit, these visits should never involve spending the night at the camper’s home.
- Current or former staff members should never have campers spend the night at their homes for any reason.
- Just like in camp, if a camper shares information that puts them or anyone else in danger, the parents of that child should be notified immediately. When in doubt, err on the side of caution, and contact the NYI Teen Camp Coordinator for counsel.



**Policies and Procedures**  
**Statement of Acknowledgment and Agreement**

I have received and read a copy of HI-Pac NYI Teen Camp’s policies and procedures manual for preventing abuse and neglect, and understand the importance of the matters set forth within the manual. I agree to follow and abide by these guidelines during my service at NYI Teen Camp.

Further, I understand that the manual may be modified at any time, and that any guidelines may be amended, revised, or eliminated at any time by NYI Teen Camp.

I also acknowledge that I have reviewed and agree to fulfill the duties listed in my employment or volunteer position description. While, ideally, I will serve for the full term specified in the position description, I understand that my service or employment is voluntary and that I may choose to end this relationship at any time (if possible, by providing two weeks’ notice to my supervisor).

I further acknowledge and understand that the materials and guidelines contained in this handbook in no way express or imply a contractual employment relationship between NYI Teen Camp and me. If I am applying as a volunteer, I acknowledge and agree that I will receive no compensation for hours that I have worked.

Finally, I understand that it is my responsibility to review new guidelines that are created and distributed as well as manual guidelines that are changed or deleted.

I hereby acknowledge receipt of the HI-Pac NYI Teen Camp policies and procedures manual for preventing abuse and neglect.

\_\_\_\_\_  
Staff Member or Volunteer’s name (please print)

\_\_\_\_\_  
Staff Member or Volunteer’s signature

Date: \_\_\_\_\_

[This page to remain attached to the HI-Pac NYI Teen Camp Policies]





**Policies and Procedures**  
**Statement of Acknowledgment and Agreement**

I have received and read a copy of HI-Pac NYI Teen Camp’s policies and procedures manual for preventing abuse and neglect, and understand the importance of the matters set forth within the manual. I agree to follow and abide by these guidelines during my service at NYI Teen Camp.

Further, I understand that the manual may be modified at any time, and that any guidelines may be amended, revised, or eliminated at any time by NYI Teen Camp.

I also acknowledge that I have reviewed and agree to fulfill the duties listed in my employment or volunteer position description. While, ideally, I will serve for the full term specified in the position description, I understand that my service or employment is voluntary and that I may choose to end this relationship at any time (if possible, by providing two weeks’ notice to my supervisor).

I further acknowledge and understand that the materials and guidelines contained in this handbook in no way express or imply a contractual employment relationship between NYI Teen Camp and me. If I am applying as a volunteer, I acknowledge and agree that I will receive no compensation for hours that I have worked.

Finally, I understand that it is my responsibility to review new guidelines that are created and distributed as well as manual guidelines that are changed or deleted.

I hereby acknowledge receipt of the HI-Pac NYI Teen Camp policies and procedures manual for preventing abuse and neglect.

\_\_\_\_\_  
Staff Member or Volunteer’s name (please print)

\_\_\_\_\_  
Staff Member or Volunteer’s signature

Date: \_\_\_\_\_

[This page to be signed, detached and delivered to the HI-Pac NYI Teen Camp Coordinator]

## Reporting Structure

If an issue arises at any NYI Event that needs to be reported the following shall be observed.

The youth leader making the report must notify the event director. The event director will notify the conduct safety coordinator, who will talk with their council as stated in the Teen Camp Conduct Policy. The event director will notify the District Superintendent and the HIPAC NYI will follow the state regulations on reporting abuse disclosures.

If an issue arises that is not covered in the Nazarene Church Manual and/or the HIPAC NYI Ministry Plan the NYI Council along with the district superintendent will decide the best course of action for the young people in the district.

## Events

The NYI events that usually take place in the HIPAC District are:

1. Teen Camp (normally in June)
2. Mission Trip (normally over Thanksgiving weekend)
3. Young Adult Retreat (normally in September)
4. NYI Convention (normally in April)
5. Couples Retreat (optional)
6. Family Camp (optional)
7. NYI Council Retreat (optional)

The Field NYI Events are:

1. PK Retreat
2. Elevate
3. The Call

The Regional NYI Events are:

1. NYC (every three years)
2. PALCON

The General NYI Events are:

1. General Convention (every four years)
2. 3rd Wave (every four years)

## HIPAC NYI Charter Amendments

Not everything included is covered in the Nazarene manual and is specific to HIPAC NYI. Charter may be amended by the NYI Council and must be reviewed annually. If an issue arises where council members are in disagreement on how to handle a situation, the Nazarene Manual shall supersede the HIPAC NYI Charter; only if necessary due to congruency not being achieved by the council. In all other instances the HIPAC NYI Charter will be the authority on all HIPAC NYI matters.

Amended

June 20th, 2023