

PRESBYTERIAN YOUTH VICTORIA

SUMMER CAMP JOB DESCRIPTION

Leaders' Chaplain

Requirements For Role

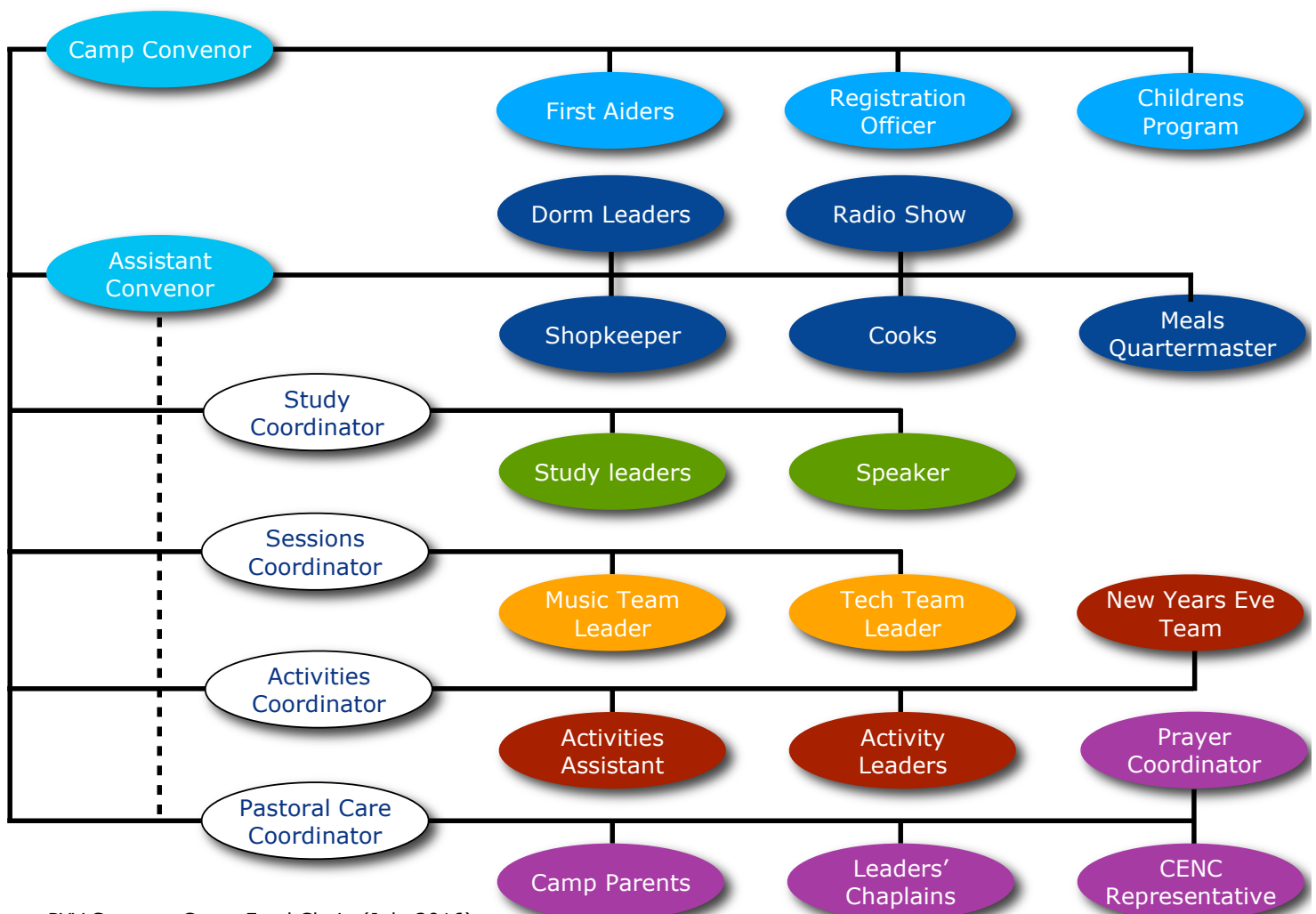
Complete the PYV Leadership Accreditation process.

Aims of Role

- Give pastoral support to the leadership team. You have a key role in PYV's development of leaders.

Reporting Structure

As a Leaders' Chaplain you report and are accountable to the Pastoral Care Coordinator.



PYV Summer Camp Food Chain (July 2016)

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Responsibilities of your Role

- Praying for all aspects of the camp, especially the leaders.
- Modeling Christian leadership for campers and leaders.
- Developing relationships with leaders so as to encourage them to grow in their love and knowledge of God.
- Listening carefully to the leaders, so that you are able to act as first port-of-call when they have problems.
- Participating in some camp activities.
- Coming to the pre-camp training day.
- Providing pastoral care and encouragement to all leaders of the camp, and where appropriate, to discuss issues such as personal growth, mentoring and support in the local church and training opportunities with PYV.
- Participating in the running of on-camp leaders' meetings.
- Giving post-camp feedback to the Camp Convenor regarding improvements to PYV's camping ministry.
- Evaluating this job description with modifications and suggestions.
- It is **not** your job to:
 - Replace the local church in its ongoing discipleship role.
 - Act as a Counsellor in the professional sense.

For Your Information

Regional camp ages range from 12 to 21. Most leaders will be aged 16 to 30.

You will be a great source of practical support to the leaders on camp.

You will be free to fill some of "holes" on the running of camp, and an extra pair of eyes to watch out for little things that have been forgotten.

You will be there to help young leaders with the task of crowd control and discipline over people not much younger than some of them.

You should watch out for time when they are overtired and need someone to fill the breach.

For some you will be a listening ear, someone with whom they can share their struggles in the Christian walk.

You will be there to encourage them as they work faithfully, and to lovingly rebuke them when they step out of line (but make sure you listen twice as much as you speak).

And of course you will wage the spiritual battle of camp with them in prayer.

Please make sure you are familiar with PYV's policies, which are available at pyv.org.au/resources/pyv-policies.

What to do if a child discloses something to you:

PYV Camps are places where it is always possible that we will hear something from a camper that will require us to act. Here are some basic guidelines for you to follow.

- Never promise to keep something a secret. You can, however, assure a camper you will not pass anything on unless necessary.
- Listen non-judgementally to what is being said. Assume that what you are hearing is true.

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- Make sure the camper is safe before making a report. This might mean asking other leaders to sit with the camper, or making sure they are with a group of campers. Or, if necessary, taking them to first aid.
- As soon as possible, find either the CENC Rep (often YMD Brian Harvey) or Camp Convener. You will be handed either a paper-form or a laptop. Please complete the appropriate forms as carefully and completely as possible.
- From there, the CENC Rep will discuss with the Safe Church Unit the appropriate course of action.

We would also remind you that such a disclosure should be kept confidential. The only person you might discuss this with is the CENC Representative and the Camp Convener. Where appropriate, you might inform a study leader or dorm leader that something has been disclosed. No details need to be given, but this can help those leaders understand why that camper might seem a little withdrawn.

Training For Camp

Leading on a PYV camp requires a leader to attend that camp's relevant training day. Training occurs in local churches throughout Victoria. The training day will be a full day of camp specific training and team building, and as such all leaders are required to attend.

Leaders who will be unable to make training day will be informed that they will be placed on an emergency leader list, and will be leading if someone pulls out or if camper numbers are higher than planned. It is at the Camp Convener's discretion only for someone to lead on a camp without attending the relevant training day. Camp Convenors will be required to inform the PYV Council of the reasoning behind this should it occur.

Timeline of tasks

Due Date	Jobs
One Month Before Camp	<ul style="list-style-type: none"> • Attend training day, and ensure you meet your leaders, particularly first time leaders. Follow up those not in attendance in the week following the training day. Attend training session with other Leaders' Chaplains and Camp Parents on pastoral care techniques.
One Week Before Camp	Contact any leaders who have asked for prayer to pray with them, and generally check in how their camp preparations are going.
Day One Of Camp	<ul style="list-style-type: none"> • Arrive at camp up to two hours before registration start time. • Greet campers and parents. Be available for any questions / problems. • Make contact with leaders, whilst ensuring you aren't taking them away from campers. • Participate in leaders' meetings (and prepare small devotion if it is your turn).
During Camp	<ul style="list-style-type: none"> • Attend leader meetings as needed, and prepare small devotion (if asked). • Attend prayer meeting for Leaders' Chaplains and Camp Parents. • Assist with Pastoral Care issues as they arise.

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Due Date	Jobs
Final Day Of Camp	<ul style="list-style-type: none"> Attend leader meetings as needed, and prepare small devotion (if asked). Attend prayer meeting for Leaders' Chaplains and Camp Parents. Assist with Pastoral Care issues as they arise. Farewell campers, leaders and parents.
One Month After Camp	<ul style="list-style-type: none"> Make phone call to debrief camp with any of the leaders who had concerns at camp. Encourage them to continue with healthy patterns of discipleship in their local church. Discuss how their PYV experiences can be used to assist the ministry of their local church. Make recommendations to the PYV Leadership Accreditation Committee about performance of leaders, and any prospective or unsuitable leaders. Review this job description and recommend any modifications to the YMD. All confidential information about leaders and campers contained in emails or hard copies, must be deleted.

Last Updated - 06/07/16 by YMD Brian Harvey