



VOLUNTEERS GUIDE



CONTENTS

From the Vision Team
Vision
About Camp
Who Heads up Central Easter Camp
Easter Camp Contact Details
Organisational Structure
Theme
Prayer
How to Register
Who Can be Camp Crew
Polie Vetting
Volunteer Fees
Important Dates
Venue
During Camp
Camping Onsite
Camping Gear
Hours of Camp
Vehicles and Parking
Checking In
Special Dietary Needs
Wristbands
Responsibilities
Hours of Work
Roles and key duties
Here to Serve
Unacceptable Activities
Health and Safety
Volunteer Lounge
Lost Property
Programme
Promotional Material
First Aid
Feedback
Final Thought



FROM THE VISION TEAM

Kia ora,

We are so grateful that you have said 'yes' to serving at Easter Camp!! Camp cannot run without people like you! You are an absolutely crucial part of who we are and there are not enough words to thank you enough!!

We want camp to be an incredible experience for you as well- so please know we are here for you! Your Area Head is the person to go to if you have any questions, otherwise Penny, our wonderful administrator and Blair our Senior Operations leader are happy to help as well.

Lives will be transformed by God at camp- and you play a significant role in this! I look forward to seeing you at camp - come and say 'hi'!

Blessings and aroha
From the Easter Camp Vision Team

Andy Beales-White, Glen Molloy, Matt Swank, Mike Warring, Penny Stock, Troy Stewart

EASTER CAMP VISION

Our vision is summed up in three words,
yet the significance of them is mighty.

CONNECT

“Central Easter Camp is about helping young people connect with God.” This acknowledges that it is a partnership between youth ministries who bring their young people along, and Easter Camp. That together we may see young people connect and meet with God in a potentially powerful and life changing way.

STRENGTHEN

“Central Easter Camp is about strengthening youth ministries in the lower north island.” We take care of the program, the food, the speakers, the music - everything like that, to ensure youth leaders can spend the whole weekend focusing on building relationships with their young people and nurturing that sense of community within their group. Also, by proactively creating the dynamic of a ‘small camp within the context of the big camp’, it means no matter how big Easter Camp gets, your young people don’t get lost in the crowd.

IMPACT

“Central Easter Camp is about impacting the regions of the Lower North Island.” We draw youth groups from Hawkes Bay, Manawatu, Taranaki, Wairarapa and Wellington. It is our prayer and hope that Easter Camp encourages and inspires youth groups to impact their local, regional, and global communities with a missional understanding of what it is to go and be the hands and feet of Jesus. As the church owns this great commission, the impact will be huge and Easter Camp has the potential to be a fantastic vehicle that helps encourage our young people to reflect Jesus in all that they do.

ABOUT CAMP

WHO HEADS UP CAMP

Central Easter Camp is organised and run by many volunteers with the support of the Lower North Island Baptist Association. We are birthed out of the Baptist church family but firmly believe that Central Easter Camp is a Kingdom resource to be shared regardless of denomination; all are welcome.

EASTER CAMP CONTACT DETAILS

Email: admin@ec.org.nz

Web: www.ec.org.nz

Instagram: [#centralec](https://www.instagram.com/centralec)

Facebook: Central Easter Camp

ORGANISATIONAL STRUCTURE

In terms of the Management of Camp

Vision Team Sets vision, direction and spiritual oversight

Senior Ops Team includes:

Troy Stewart -

- Programme Manager

Penny Stock

- Admin

Blair Macdonald

- Site Security
- Health and Safety
- Facilities Care
- Volunteer Management
- Kitchen
- Medical

James Clark

- Site Setup
- Management of Site Team
 - -Electrical
 - -Plumbing
 - -Kitchen Utilities

EC23 THEME

This year our morning sessions will continue, as always, to unpack the Easter Story leading into small group times within your individual youth groups.

The theme for 2023 is Whakapiripiri Mai (Come Together). With this theme combined with the Easter Story we believe young people will be able to celebrate not only what Jesus did on the cross, but also the freedom that we have together as the body of Christ.



As a vision team, we invite you to join the journey we have taken as we travel towards Easter Camp 2023, and bring our theme Whakapiripiri Mai into the lives of the many young people who will be attending EC23. As a team, we are excited to see Whakapiripiri Mai not just communicate from the main stage and on social media, but felt in all areas of camp, in the interactions campers have with us and our teams.



PRAYER

As we lead up to EC23, let's pray that God would continue to use Easter Camp as an incredible mountain top experience where He crashes in and His Spirit moves. Not only for our young people but all that are involved with making Easter Camp happen in the lead up, during and after camp.

As always, it is a partnership between you and the Easter Camp team. We are in this together with the shared desire to bring all glory to God, seeing young people connected to Him, Youth Ministries strong in Him, and regions impacted for Him.

HOW TO REGISTER

All volunteers must register, this is now crucial for camp to comply with Health and Safety legislation. It's as easy as going to the Central Easter Camp website (www.ec.org.nz), clicking on 'Register' and selecting the 'Camp Crew' tab on the drop-down menu. This takes people to a secure registration online platform and you're good to go! You can pay using online banking straight into the Easter Camp account using your camper ID as a reference. Details will be supplied as a part of the registration process.

WHO CAN BE CAMP CREW

To be a part of Central Easter Camp as Camp Crew:

- You must have filled out a Crew online Registration Form
- You must be at least 18 years of age.
- You must agree to do your best and be prompt for assigned shifts
- You must have Christlike attitude

POLICE VETTING

All our Camp Crew must be Police Checked. This is to ensure that we are doing all we can as Camp Management to provide a safe environment for all those who are a part of Easter Camp. As standard procedure, we complete reference checks with the Church Group that you select in your online registration process.

You can download the Police Vetting form from the Police website via the link here: www.police.govt.nz/advice-services/businesses-and-organisations/nz-police-vetting-service/forms-and-guides. Fill in your information then email it through to admin@ec.org.nz along with two forms of ID, one of which must be photographic.

If you have any questions around this, please email admin@ec.org.nz.

VOLUNTEER FEES

This year of Easter Camp, there is a menu selection approach to volunteer fees. If you are not staying onsite or not eating the camp food there is no charge.

If you are staying onsite for part of the weekend, 1-2 nights, it is \$25 and 3-4 nights the cost is \$40. If you want to have all your meals supplied it is \$40. With meals supplied option, you will get three meals a day, breakfast, lunch and dinner. There will also be stalls where you can purchase extra food or coffee (Eftpos facilities available).

All fees must be paid IN FULL before camp as a part of the registration process.

IMPORTANT DATES

CAMP DATES

Volunteers can set up their tents	9am-2.30pm, 6 April
Site closed for Heath and safety check	2.30-5pm, 6 April
Gates open	5pm, 6 April
Camp finishes	1.30pm, 10 April

REGISTRATION DATES

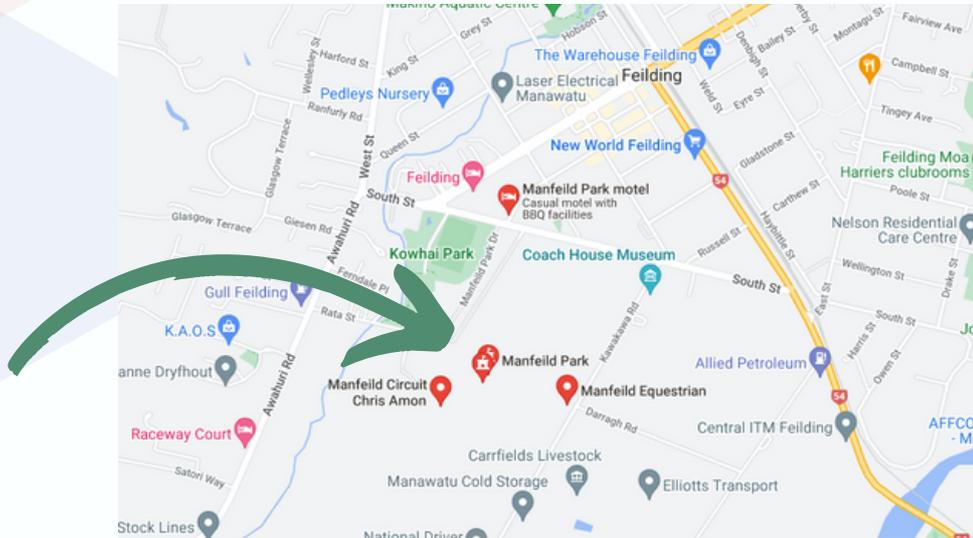
Registration opens	9.00am, 4 December
Registrations close	11.59pm, 26 March

PRE-CAMP LEADERS MEETINGS

Palmerston North	7.30pm, 9th March	Crossroads Church
Taranaki	7:30pm, 10th March	Northpoint Baptist Church
Hawkes Bay	7:30pm, 12th March	Village Baptist
Wellington	7:30pm, 8th March	Hutt City Baptist

VENUE

The home of Central Easter Camp is Manfeild Park, South Street, Feilding.



Coming from the North West:

Take SH3 through Sanson, following the signs for Feilding. Turn left at Awahuri Feilding Road, turn right onto South St, at the roundabout continue straight to stay on South St., Manfeild Park will be on your right.

Coming from Palmerston North:

Take SH3 north out of the city turning right at Newbury onto SH54 and follow the signs to Feilding. As you come in to Feilding turn left off Waughs Rd onto South St and the Manfeild park entry is just before the big black gates on your left opposite Fergusson St.

Coming from Wellington:

Take SH1 all the way to Sanson and turn right onto SH3. Following signs to Feilding turn left onto Awahuri Feilding Rd. You will then come to a roundabout, turn right onto South Street and the Manfeild park entrance is on your right just after the big black gates opposite Fergusson Street.

DURING CAMP

CAMPING ONSITE



If you are one of the lucky ones staying onsite with us, you have a couple of options:

- Join your church youth group at their site. We really want to encourage you to hang out with your young people and link into their community. There is no easier way to get the vibe of camp and get to know your young people than by staying with them.
- If your church is not at camp or you would rather have a bit more 'peace and quiet' that's OK too. We have set up a dedicated volunteers camping area which is located at the far edge of camp out of everyone's way and includes a shower block (Camp Reception will guide you to where this is located).
- If you have a caravan or motorhome, these are welcome too and we have a special location set aside.

You can either setup your site from 5pm on the Thursday night of camp or if you wish to set up before camp starts, you can do so as follows;

- 1.30pm and 9pm Wednesday 5 April
- 9am -and 2.30pm Thursday 6 April

Suggested gear list

For those volunteers staying on-site at camp you will need to provide your own camping equipment. The suggested items you may need are:

- Tent or caravan (let us know if you are bringing a caravan)
- Stretcher, airbed or mattress
- Sleeping bag, blankets or duvet (it is winter and can get very cold)
- Torch
- Usual toiletries, medication etc
- A towel (showers are available at several locations around camp)
- Drinking container
- Warm clothing
- Pen and paper

DURING CAMP

HOURS OF CAMP



Central Easter Camp has their gates open at 5pm Thursday 6 April. The Camp finishes on Monday 10 April, at approx. 1.30pm. Breakfast is at 8am each morning, lunch is 12.30pm and dinner 5.45pm each night. The Village shuts down 11.45pm each night with Camp shutting down at 12am.

VEHICLES AND PARKING



Vehicles/transport for volunteers to camp is not provided, all volunteers will need to arrange their own way to and from camp. A good start is to talk to your church Pastor as they may be able to assist. Parking of private vehicles is within a car park situated within the camp grounds (adjacent to Manfeild Park Stadium and Reception). This is a secure area which is monitored by our Site Safety Team.

CHECKING IN



On arrival at Manfeild Park, Site Security crew (who control all people entering and exiting camp), will direct you to Camp Reception.

SPECIAL DIETARY NEEDS



Central Easter Camp caters for Vegetarian and Gluten Free options outside of the main camp menu. If you have other dietary requirements, camp will be providing chiller and freezer space, and a separate area for meals to be heated with microwaves available. You will need to bring your own named meals which can be stored in the allocated chiller and freezer space. When you arrive at camp, ask at reception to direct you to the chiller and freezer space.

If you have special dietary need outside of Vegetarian and Gluten Free, then please email the Admin Team by 24 March to admin@ec.org.nz for our records.

WRISTBANDS



Wristbands are a vital part of ensuring the safety of legitimate campers. Every camper and volunteer must wear a wristband at all times.

Always check the armband of a person you are speaking with as this will help you to know if they are a young person or a leader.

Spot checks for wristbands may be made at any time – particularly at mealtimes. People not wearing their wristband may be escorted from the site until the youth leader can be located to identify the person. If there is any reasonable doubt, the person will be sent home at his or her own expense. It's certainly a zero- tolerance policy for unregistered campers and late night 'visitors'.

RESPONSIBILITIES

All crew are directly responsible to their Area Head and ultimately to the Camp Vision Team. If crew have any problems or questions, they should talk to their Area Head immediately. It is very important that all crew respect those in areas of responsibility. Each Area Head is directly responsible to the leadership of Easter Camp.

HOURS OF WORK

In coming to Central Easter Camp as Camp Crew with the reduced camp fee rate, there is an expectation that you will be rostered on for duties across 8 hours each day. If you feel you are working too hard, please speak immediately to your Area Head or Supervisor.

We recognize that fatigue from the activities undertaken will occur and work should be completed within the following guidelines:

- Make sure there are sufficient breaks after periods of intense physical and mental activity
- Ensure you take sufficient time off work to recover
- Use your recovery time wisely i.e. sleep
- Know your limitations and do not exceed them
- Maintain your fluid levels (water is best)

ROLLS AND KEY DUTIES

Thinking about applying to be part of the Easter Camp Crew but want to know a bit more info? Keep reading and hopefully we can help answer some questions you might have! If you have any other specific questions please email admin@ec.org.nz

Kitchen Crew

Hours – Full time over the weekend based in the onsite EC Kitchen, with breaks in between meals.

Role/Key Duties – Preparing the meals for everyone! Anything from lifting/cutting /chopping/unpacking food etc. The food is served by us and camp parents!

Facilities Care Crew

Hours – Two/Three small shifts throughout the day (this Crew does the least hours – yay).

Role/Key Duties – Cleaning the toilets, showers, water blasting, stocking loo paper, replenishing hand sanitiser etc. This happens while the Main Stage Sessions are on.

Site Safety Crew (Security)

Hours – This Crew works in one of three shifts (either morning, afternoon or overnight) each being 8 hours.

Role/Key Duties – Patrolling the site in pairs, stationed at the front gate or active around the site, keeping an eye on wristbands, behaviour, site boundaries etc. Also helping with traffic or people management where needed.

Site Set up and General Crew

Hours – This Crew works in one of two shifts (either morning/afternoon or afternoon/evening).

Role/Key Duties – Setting up/packing down, running and manning the daily afternoon activities programme. Completing multiple rubbish and recycling runs daily. Helping with the Village Stage/evening programme. Being available for odd jobs.

Admin Crew

Hours – Two x4 hour shifts per day, which vary over the weekend of mornings/afternoons/evenings.

Role/Key Duties – Stationed in the onsite EC office dealing with general enquiries e.g. lost & found, where things are around site, programme questions, wristband replacements, selling merchandise etc.

Specialised Crews

We also have a bunch of specialised Crews that we need help with over the weekend. That includes Media, Medical, Tech Crews, Prayer Team, Counsellors etc. These all have different shift times and responsibilities that usually require previous experience or qualifications. If you have any questions about these roles, or if you feel you fit the description get in touch with admin@ec.org.nz

"WE ARE HERE TO SERVE"

The attitude of the Easter Camp Crew is immensely important. Each crew person should interact with Easter Camp Campers in a courteous and professional manner, regardless of the circumstances. And remember Easter Camp is all about helping young people Connect with God, Strengthening local Youth Ministries and Impacting regions for the Kingdom. You are a part of that through the role you play over the Easter Weekend in making it all happen.

To assist you in your duties here are some guidelines of how to deal with people. These were written for the Site Security Team, however apply to all of us. We know most of this will come naturally, but it is good to have a friendly reminder.

- Treat people the way you would expect to be treated yourself in the same circumstances. This is our # 1 rule.
- Love one another. A simple instruction from the bible, but on occasion can be really hard to do (but we must try).
- Where ever possible, females deal with females and males deal with males. Save yourself from allegations at a later date. It is also easier for the youth to be honest with their peers. For this reason we will also be working in pairs whilst on duty, never alone.
- A great place to start when dealing with a young person is to locate their key leader and get them involved.
- If unsure call your Area Head. If they are not available, the Site Safety Area Head, Blair Macdonald, is available 24/7 and reception or one of his team can contact him for you.
- Never enter one of the campers tents, again if there is an issue, locate the key leader responsible for the young person.
- Don't touch other people's property. Instead of searching someone's property, ask them to show you. We have no legal authority to search people's property.

UNACCEPTABLE ACTIVITIES

- Smoking: No smoking is permitted while working on shifts as a crew member. Smoking is also prohibited at all times in indoor venues and tents. There will be a designated smoking area at camp.
- Use or possession of illegal drugs, alcohol, party pills
- Any illegal behaviour
- Discrimination/Harassment: The Easter Camp Team will not tolerate discrimination based on race, religion, or gender.
- Swearing or profane language
- Unauthorised persons on site
- Campers leaving site without permission
- Mixed gender in same tent (apart from married couples)

HEALTH & SAFETY



As you would expect, Health and Safety is a major focus within something like Easter Camp. Each area of camp has its own H&S procedures and operational documentation specific to the potential hazards of that area. Again, your Area Head is your first point of contact with anything to do with H&S.

Separate to policy and procedure, there is an understanding that health and safety at Central Easter Camp is everyone's responsibility. If you have any H&S concerns, the first port of call is your Area Head for resolution.

Before 5pm Thursday 6 April, the site is considered a worksite. As such anyone onsite while Manfeild is deemed a worksite, needs to comply with basic H&S. This would include:

- All Camp Crew will take part in an Induction on site organised and led by Easter Camp Management. The standards covered in the induction should be relayed to all late-comers and teams. Team leaders are responsible for making sure this happens after the induction.
- All Camp Crew will be clearly identifiable by wearing high visibility vests and then hard hats where required.
- All Camp Crew will wear enclosed shoes, or safety shoes if required.
- There will be a hazard board that identifies all restricted areas during worksite timeframes. Pay attention and adhere to all warning signs and barriers around site.
- Driving on site should be limited and restricted to only what's necessary.
- Site speed limit is 15km/h.
- Users of the golf cart must be trained and hold a current car/bike licenced.
- Trailers will not be used for moving people.
- All site traffic and people will enter through one gate.
- No children are permitted on site during worksite timeframes or inside the restricted zones.
- All lifting, shifting and hoisting machinery will be used only by competent users and according to contractor's standards.
- Where a harness is required it must be worn and needs to be within its lifespan.
- The grandstand buildings are off limits.
- Pedestrians have right of way at all times on the Manfeild Site.
- Dogs are not permitted onsite.
- Abide by any instructions given out by Manfeild staff.

Camp will revert back to a worksite on the Monday in a staggered format. Starting with Mainstage area at 12pm, Village at 1.30pm, Campsite at 2pm. Above rules will then apply.

VOLUNTEER LOUNGE



Easter Camp has a dedicated Volunteer's Lounge. This is somewhere you can go to hang out and have some quiet time. The area is open during the day and evenings and has pastoral care services if needed. There is also free tea/coffee/milo and often some yummy baking.

The Volunteer's Lounge is located upstairs in the Main Stadium building.

LOST PROPERTY



A lost property box is kept at Camp Reception in the main stadium. After camp, all lost property will be donated to a local charity if not collected. Name everything!

PROGRAMME



Copies of the programme will be posted around the campsite. Due to the nature of the event, all programme elements are subject to change. Back again, we have Top Team, Talent Quest (of course!) and great nightlife lined up throughout the weekend as well as the sports comps and other day time activities.

PROMOTIONAL MATERIAL



Under no circumstances is anyone allowed to hand out material, promote or advertise material in any way at Central Easter Camp without written permission from the Easter Camp Vision Team. If anyone is seen doing this (including Artists & Bands), they should be stopped and reported to Camp Site Safety or Reception. There is an exception for Key Strategic Partners of the Camp but only within their allotted area within Village and only with permission from the Easter Camp Director.

The same applies to any request for comment to the media. All requests must be referred to the Camp Director in the first instance.

FIRST AID



First Aid will be available for the duration of Camp. We have a great team of doctors and nurses and other health professionals on site located in the main stadium by camp reception. Prepare for your shifts by drinking plenty of fluids and taking a water bottle with you. Apply suntan lotion when needed.



There are no longer restrictions on events however we still hope that Covid-19 will stay away and to do our part in this we'll;

- Practice good hygiene by washing and sanitising hands regularly.
- Sneeze or cough into your elbow.
- Do not attend Easter Camp if you are feeling unwell.
- If you begin to experience Covid-19 symptoms, don't worry, our medical centre at Easter Camp will have health professionals available 24/7 to assess.

FEEDBACK

Easter camp is around 60 individual youth groups getting together this year and we just organise it! We'd like to encourage all Volunteers to give us feedback on Easter Camp - write to us at admin@ec.org.nz

FINAL THOUGHT

Have fun out there, get to enjoy camp and all it has to offer our young people. Mix and mingle with the youth and leaders. Take the opportunity to build relationships with the young people from your church community.

The whole Easter Camp team thanks you for being willing to give up some (or all) of your Easter Holiday to help make camp happen. Trust us when we say your efforts hugely contribute to the success of camp and allow God to do amazing things in the lives of our young people.

We are so much looking forward to having you at camp!

Manaakitia Koe
The Easter Camp Vision Team



NOTES

A series of 20 horizontal dotted lines for writing notes.

