



# High Seas Adventure Camp

## Program Director's Guide

**A 5-day Adventure Camp  
Children 5 to 10**

**You are invited to go on a journey to discover who you really are.**

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# Welcome

## **The Purpose/Vision**

The purpose of this Adventure Camp is to invite the children into exploring the fun and the challenges of undertaking any type of journey. When we are willing to work together and to support each other along the way, we all are lifted up.

## **What Will Be Explored & Experience**

This Adventure Camp provides the opportunity for the children to discover the power of God that resides within them. Connect to this power in a conscious way helps us to move through whatever challenges we might encounter on our journey through life.

## **Key Lesson Intentions**

- We all react differently when we encounter unexpected experiences. Remembering our connect to God and to one another helps move us forward.
- The power of our thoughts and words affects how we experiences the events of our lives.
- When we encounter obstacles on our path, knowing that God is always with us, helps us to overcome the obstacles.
- Love is the most powerful thing in the world and helps to keep us steady.
- We receive the greatest gift when we are willing to move through our fears and reach our goal.

## **Ages**

The children's materials are designed for children 5 year to 10 years old.



# Setting the Stage



## **The Dates**

- Check your church calendar and local community for other summer program dates to avoid conflicts.

## **Choose Your Format & Location**

- How many days will it be?
- Which ones will they be?
- Will you meet in the mornings or afternoons?
- How many hours a day will camp be offered?
- Where will you meet?
- How many rooms do you need?

## **Set a Cost or Love Offering**

The choice to charge a fee for your Adventure Camp is one that varies greatly. It will depend upon whether the Adventure Camp is an item in the general church budget; a part of the youth ministry budget; or is not a designated church fund.

### **If the Adventure Camp has no financing some possible ways to fund it are:**

- Registration fees may be set in advance and collected with registration forms. The amount may be a token amount to confirm registration or it may be calculated based on the estimated costs of the program.
- Amounts may be set on a per child basis; or there may be a maximum per family. Keep in mind that many families have multiple children to pay for.
- One process which has been successful in totally covering costs: On the first day of Adventure Camp provide parents with a letter explaining the costs per child for the week's program. Include with the letter an envelope clearly marked that contents will go to Adventure Camp expenses. Emphasize the voluntary nature of the contribution. Offer parents the opportunity to contribute all or part of the costs and a means for them to return the envelope.

### **Suggestions for minimizing costs:**

- Begin your planning early.
- Watch supermarket sales for drinks & snacks that can be stored.
- Consider crafts which use recyclables & ask congregation members to collect the needed items.
- Ask volunteers to provide the printed materials instead of purchasing them - registration, attendance, publicity, etc. Consider carefully which add the greatest benefit. Where can personally created items save over the purchased materials?

## **Rotation Model**

This curriculum has been created using a model called “The Rotation Model.” This model uses multiple creative experience stations that the participants rotate through in their small groups. This gives them the opportunity to explore the ideas presented in the lessons in various ways. This is particularly effective in honoring the Multiple Intelligences found within every person.

How the “Rotation Model” is different from a site-based model:

- The site-based model is the more commonly found model in our youth ministry programs.
- In a site-based model the groups stay with one leader in the same classroom for the entire day.
- Each classroom leader teaches the entire program to their group of students.
- In the rotation model participants, called Undersea Explorers, are divided by age into smaller groups called, Dive Crews.
- In the rotation model instead of teaching the entire program to one group of children the leaders called, Discovery Zone Leaders, are assigned to a particular station for each day of the program. They teach only their particular activity to all of the children.
- Dive Crews rotate through the Discovery Zones in a staggered order.

## **Pre-registration**

(Requested to determine staffing needed and supplies, but not required.)

- Begin registering the children in your church about one month before camp begins. Simply have the registration forms available in the common areas of the church and also hand them out with the parent letters after youth ministry. Include registration form in newsletter and bulletin inserts if possible.
- Set up a table in your Fellowship Hall and have someone available so parents have a place to turn forms in and gather more information about the program.

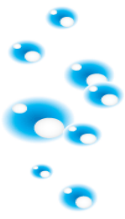
## **Registration:**

Registration is the first opportunity to welcome the children to the program and help them feel at ease. Have all the supplies needed for registration on hand such as:

- Registration Tables with areas for children already registered and new registrations.
- Plenty of volunteers
- Extra flyers
- Registration forms
- Parents Authorization
- Medical/liability release forms
- Pencils and paper

## **After Adventure Camp is Completed:**

- Collect and store supplied
- Mail follow-up postcards
- Report on Adventure Camp to the Church and Board of Trustees
- Leave the presentations on display so they can be shared with the entire congregation
- Meet with the staff afterwards;
  - ◇ Record good ideas
  - ◇ Address problems
  - ◇ What needs to be developed
  - ◇ Keep a record of the people interested in serving again.



# Church Facilities

## Spaces Needed

### **Survey Church Facilities**

A major concern faced by many thriving Adventure Camp programs is where to find the space to provide for all the children! The areas needed to host your Adventure Camp can be adjusted to fit the space you have available. The spaces needed can be set up in individual rooms or can be in a large space that is divided up. Your needs will depend on your total attendance.

- Examine your facilities with an open mind & a clear understanding of the types of activities planned.
- If you are tight on table space, some children enjoy the floor & lapboards for completing projects.
- If you have space outdoors, tables & chairs under a picnic canopy can be an inviting spot.
- Really tight on space -- do you have a narthex or vestibule that can accommodate a story-time activity?
- Space can be used efficiently if using the rotation model concept. Determine which activities can be held in which areas (music but certainly not crafts might work in the sanctuary). Small children need a secure safe area with appropriately sized furniture. Create a schedule which allows the children to move from one activity to another. As one group moves out of an activity, a new group moves in -- thus maximizing space use.
- Be alert to activities which benefit from large groups and be aware of those where small groupings are more beneficial. For example, a combining of groups works great at music time; but working on worksheets or crafts requires smaller groups if space and staff support is to be successful.
- Snack time is one activity that benefits from being moved outside as it takes on a picnic atmosphere the children enjoy. (Just watch out for bees)

### **Spaces Needed for High Seas Adventure Camp**

- **Safeway Harbor** - (Check-In Area) Can be a large hallway or area outside of the main room. This is where registration takes place on the first day.

*Supplies needed:*

- *Registration Tables*
- *Chairs*
- *Colored poster board (one in each Scuba Crew color), tape & markers. Write the appropriate Scuba Crew name on each on and tape them to the wall. Let the children know that this is where they will line up each day. This way attendance can be taken and then the Scuba Crew leaders can take them to the appropriate station.*

*What happens in this space:*

- *This is the spot where everyone gathers before heading to the first event.*
- *Decorate the area to look like a harbor, if desired.*



- **Sand Castle Cove** – (Gathering Space) Open area large enough to hold the entire attendance. This space can be decorated with sand castles, shells and other items from the ocean. As the day begins, the Scuba Crew leaders direct their crews to where they are to sit.
  - Supplies needed:*
    - *Chairs + Open area*
  - What happens in this space:*
    - *Opening Adventure*
    - *Everyone begins together in prayer*
    - *Share a song that sets the tone for the day*
    - *Group Building Activity*
    - *Sacred Circle*
  
- ◇ **Seafarer’s Cafe** - (Snack Area) Can be located within the Sand Castle Cove to save space. This is where the food preparation takes place. The recipes are very simple but some may have ingredients that need to be prepared ahead. The Supply Captains are the people who are responsible for creating the make-ahead supplies. They will be listed within the lesson plans. Some microwaving is needed. One microwave should be sufficient unless you have a huge attendance. It also might to fun to decorate this area with wild looking things that might be from the ocean.
  - Supplies needed:*
    - *Tables & Chairs for seating*
    - *Tables for food preparation*
    - *Microwave*
  
- ◇ **Celebration Circle**
  - What happens here:*
    - Whole group comes back together.
    - Review what we are taking with us.
    - What to expect tomorrow.
    - Closing song
  
- **Dive-In Theater** - (Movie experience) Open space for the children to sit comfortably. You can fill the area with cushions or small chairs. Again the space can be designed to look like a theater or cave that might be found under the sea.
  - What happens in this space:*
    - *Movie showing*
    - *Age appropriate story discussion*
  
- **Discovery Zone Docking Stations** – (Creative experience classroom areas) Areas where Creative Experiences take place. The 3 stations can be located in one room as long as the room can be divided into enough space for the participants to work.



- ◇ **Splish-Splash Games** – (Movement & Games designed to reinforce the lesson.) The activities here get the children involved with one another and with the lesson focus of the day. They also give the participants the opportunity to move around and feel the lesson in their body.

*Space & equipment needed:*

- Open Space

- ◇ **Aqua Arts** - (Arts & Crafts activities) This is the station where the participants will have the opportunity to use their imaginations. There will be a variety of art supplies so that everyone can use this time to explore what the lesson means to them.

*Space & equipment needed:*

- Tables & Chairs

- ◇ **All Together Now** - (Creativity & Empowerment) This station is where each Scuba Crew will design their own presentation to be perform on the last day.

*Space & equipment needed:*

- Open Space
- Tables & Chairs

- ◇ **Sea Snacks** - (Food activities) This is the station where the participants will work together to create the meal for the day. There will be a variety of food items to create and share.

*Space & equipment needed:*

- Tables & Chairs



Use this space to draw a layout of your classroom space.





# Publicity



## **General Publicity Ideas**

- Create a news release and submit it to your local papers.
- Create flyers and post copies in local businesses (with their permission) around your Church or Center.
- Send the flyers home with parents and church members. Also include the flyer in your monthly mailing and church bulletin.
- Pitch during Sunday morning announcements using skit or other creative idea.
- Take advantage of any newspaper “Religious Notes” column to extend the invitation to community members.
- Take nothing for granted. Do church neighbors really know they are welcome even if not members? So many have been surprised to realize that membership is not a requirement for their children to participate.
- Many supermarkets or other local stores offer bulletin board space. Inexpensive posters can be created by providing youth ministry children graphics that can be colored & mounted on colored paper.
- Word-of-mouth is still the best publicity. Encourage children to invite their friends.

## **Time line**

### **6 months or more before Adventure Camp Week**

- Pray
- Set dates for Adventure Camp - As you are considering dates, you may want to find out about other summer programs offered by other churches and in your community so you can avoid conflicts.
- Publicize dates to congregation

### **4 to 6 Months Before**

- Choose a Format
  - ◇ Morning, afternoon or evening?
  - ◇ When will you meet? (Times)
  - ◇ Children only, or will families be invited?
  - ◇ Where will you meet?
- Choose a Program
  - ◇ Will you be creating your own or adapting one from another group?
- Choose a Director
  - ◇ The director is responsible for planning, recruiting staff and overseeing all details to ensure that the Adventure Camp goes smoothly.

- Set A Budget
  - ◇ Consider all the supplies needed.
  - ◇ What will you charge the participants?
- Start Collecting Supplies
  - ◇ Depending on your theme, hit the early summer sales for your supplies.
- Plan Publicity
  - ◇ Decide how you will promote your program in your church and community.

#### **4 Months Before**

- Recruit your Staff
  - ◇ How many teachers do you need
  - ◇ What is their “job” description
  - ◇ Educate congregation about staffing needs
  - ◇ Publish the job descriptions in your bulletins
  - ◇ Hold open meetings to attract your volunteers
- Order the books and materials you will need
  - ◇ Order or create your teaching materials
- Reserve the space you will need at the church

#### **2 to 3 Months Before**

- Plan and schedule a training for lead volunteers
  - ◇ Who will be responsible for what
- Continue recruiting volunteers
- Continue publicity
- Plan your daily schedule

#### **4 Weeks Before**

- Begin Registration
- Schedule and hold a teacher training

#### **1 to 2 Weeks Before**

- Continue Registration
- Purchase final supplies
- Continue publicity
- Make backup plans for rainy days, absences and procedures for fire or other emergencies
- Decorate the areas to be used

#### **1 Week Before**

- Final adjustment of space use
- Check of student count with materials
- Provide teachers with current info about their classes
- Decorations
- Prepare parent packets

## **1 Day Before**

- Last minute check of supplies
- Final room preparation
- Pray

## **1st Day of Adventure Camp**

- Arrive early – take time for prayer
- Watch for rough spots that need adjustment
- After children leave, brief staff meeting to catch loose ends

## **During the Program**

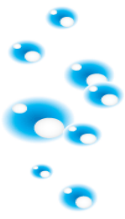
- Meet before and after to pray in and out
- Check and replenish supplies
- Help with discipline problems
- Maintain a first-aid site
- Prepare certificates for the kids and volunteers

## **Week after Adventure Camp**

- Thank yous to staff
- Collect evaluations & suggestions from staff
- Prepare a slide show for congregation
- Financial summary
- Follow up with kids – send them a postcard thank you. Send an evaluation form for them to fill out and return
- Clean up the space and return supplies

## Overview of the Week

Day	Title & Intention	Movie	Discovery Zones
<b>1</b>	<p style="text-align: center;"><b><u>“Life Unexpected”</u></b></p> <p>The intention of this lesson to explore the choices we have when unexpected adventures show up in our lives.</p>	<b>Finding Nemo</b>	<p>Arts: “God is Here”</p> <p>Games: “Focusing on God”</p> <p>Food: “Going Fishing”</p>
<b>2</b>	<p style="text-align: center;"><b><u>“What Was I Thinking”</u></b></p> <p>The intention of this lesson to understand how strongly our lives are influenced by what we are thinking.</p>	<b>Finding Nemo</b>	<p>Arts: “Power Sand”</p> <p>Games: “Ring of Fire”</p> <p>Food: “Free Me”</p>
<b>3</b>	<p style="text-align: center;"><b><u>“Keep On Swimming”</u></b></p> <p>The intention of this lesson to understand that we must “keep on swimming” even when we encounter something difficult because we are never “swimming” alone.</p>	<b>Finding Nemo</b>	<p>Arts: “What Do You See?”</p> <p>Games: “We Can Do It”</p> <p>Food: “Star Treats”</p>
<b>4</b>	<p style="text-align: center;"><b><u>“The Power of Love”</u></b></p> <p>The intention of this lesson to understand that the power of love is greater than anything else in our life.</p>	<b>Finding Nemo</b>	<p>Arts: “To Love and Be Loved”</p> <p>Games: “Giving &amp; Receiving Love”</p> <p>Food: “Sea Stroll”</p>
<b>5</b>	<p style="text-align: center;"><b><u>“A New Way of Being”</u></b></p> <p>The intention of this lesson to understand that as we move past our fears we receive enormous blessings.</p>	<b>Finding Nemo</b>	<p>Arts: “My Journey”</p> <p>Games: “Hey, I’m...”</p> <p>Food: “Going Fishing”</p>



# Staffing

## Volunteers Needed

### **Recruit Your Staff**

Finding adequate volunteers must be one of the greatest challenges facing any Adventure Camp program director -- and also one of the most important. Workers who are enthusiastic, committed and caring are essential for a successful program. Your church is filled with creative people who would love to participate in this program. All they need is to know how they can be of service.

The task can be made easier by considering the following suggestions:

- **Consider carefully the tasks/jobs necessary for Adventure Camp and subdivide them where ever possible.**
  - ◇ A complete list of jobs & tasks makes it clear who is responsible. It is much easier for people to say yes to a specific task.
  - ◇ Division of tasks allows for each person to work using their special skills. (One might not be good at crafts, but great at storytelling.)
  - ◇ Consider which tasks could be done by those whose schedules do not permit them to be present during Adventure Camp hours.
  - ◇ Photocopy the “job descriptions” included with this program and hand them out to the people in your congregation. As you talk to people focus on the job description and what they will gain from the experience of participating in this event.
  
- **Be careful of attitudes as you share the opportunities for volunteering.**
  - ◇ Tones of pleading may scare off those unfamiliar with the program.
  - ◇ Describe the joy and excitement that comes from being a part of sharing with the children.
  - ◇ Display pictures and videos of last year’s success to generate enthusiasm.
  
- **Consider the “helper” job description.**
  - ◇ It is a great place to place those unfamiliar with the program.
  - ◇ With no planning responsibilities, staff in these roles have the important responsibility of sharing the day with the children, keeping them on schedule, getting to know the children & providing support for the activity leader.
  - ◇ It gives new staff an overview of the program & allows them to consider what aspect they would most enjoy.
  
- **Supporting & Training the Staff**
  - ◇ As much as possible delegate responsibilities. Let each teacher know you value their skills and abilities and allow them flexibility in their areas.
  - ◇ Provide training and support for those moving into new areas. Provide connections with new teachers & your veterans to benefit from brainstorming.

- ◇ During Adventure Camp week watch for skills being revealed by staff and make notes for the next year. Staffing is a building process; success one year makes recruitment the next year easier. If staff have a good time, they will want to return the next year.
- ◇ When members indicate that they are unavailable for tasks, ask them to be a prayer partner for a staff member.
- ◇ Remind staff that prayer support will deepen their abilities and stretch the possibilities
- ◇ Let them know that there will be a training meeting for them to attend so that everyone will have an overview of the program.
- ◇ It is important to meet with your staff for 15 to 20 minutes before the program begins each day. Use this time for announcements, questions or concerns and to pray together. This helps to give the staff a sense of support and helps everyone work together.

## **Behind the Scenes Staff**

### **Harbor Captain**

Responsible for the leadership of the program, planning, recruiting staff and overseeing all details.

### **Navigation Specialists**

Handle all aspects of the registration.

### **Launch Coordinators**

Responsible for coordinating publicity before and during the program. Can also create the design and scenery to help the rooms look like the sea or the interior of a ship.

### **Shipmate Helpers**

Shop for supplies, sort and assemble materials, provide pre-event assistance to the Harbor Captain and help decorate the rooms.

## **High Seas Team Leaders**

*One person can have more than one position.*

### **Scuba Crew Leaders**

Adult or teen – responsible for moving Sea Voyagers from station to station. While moving the kids from station to station the leaders are to stay close, keep the kids in line and on task. When moving from large group into the Scuba crews, dismiss them one group at a time to avoid chaos. If possible have each Scuba Crew Leader carry a basket or tote bag around with them to carry the things the children create. The leader also could entertain the participants with fun sea facts as they transition from one area to another.

### **Discovery Zone Leaders**

Are responsible for leading the creative experience stations. This includes making sure that all supplies are in the classroom and that the Scuba Crews stick to the time-line.

### **Sea Snack Chefs**

Are responsible for organizing and overseeing all food that needs to be prepared ahead and also assist with the completion of the snacks during the program.

### **Siren Singers**

Responsible for leading the opening & closing songs/movement.

### **Sand Castle Cove Leaders**

Responsible for leading the opening & closing gatherings. Need to be very enthusiastic.



# Behind the Scenes Personnel Chart

## **Harbor Captains**

Leader \_\_\_\_\_

Co-leader \_\_\_\_\_

## **Navigation Specialists**

Leader \_\_\_\_\_

Assistant \_\_\_\_\_

Assistant \_\_\_\_\_

Assistant \_\_\_\_\_

Assistant \_\_\_\_\_

## **Launch Coordinators**

Publicity Leader \_\_\_\_\_

Publicity Assistant \_\_\_\_\_

Set Designer \_\_\_\_\_

Scenery Crew \_\_\_\_\_

Scenery Crew \_\_\_\_\_

## **Shipmate Helpers**

Supply Coordinator \_\_\_\_\_

Supply Buyer \_\_\_\_\_

Supply Assembly \_\_\_\_\_

Supply Assembly \_\_\_\_\_

Miscellaneous Helper \_\_\_\_\_

Miscellaneous Helper \_\_\_\_\_

# Team Leaders Personnel Chart

## **Opening Adventure**

Sand Castle Cove Leaders (1 to 3)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Siren Singers (1 to 3)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

## **Seafarer's Cafe**

Sea Snack Chef (1 to 5)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

## **Dive-In Cinema**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

## **Discovery Zone Leaders**

All Together Now (1 to 5)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

Aqua Arts (1 to 5)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

Splish-Splash Games (1 to 5)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

## **Shuttle Crew Leaders**

Green Turtles

\_\_\_\_\_

Yellow Jellies

\_\_\_\_\_

Blue Sharks

\_\_\_\_\_

# Training Staff

Training your staff is an important aspect of Adventure Camp. Since the program is on a time schedule and can be fast moving, it is important that everyone be familiar with the materials. Group building activities will assist the staff in feeling comfortable with one another and work together as a team. Training will also help them to be clear about their particular responsibilities.

You might schedule a meeting early on with the key “Behind the Scenes” staff. They are crucial to the development and promotion of the event. Attempt to keep the meeting less than 2 hours.

## **Behind the Scenes Staff meeting**

Things to include on the agenda:

- Welcome prayer & Introductions
- Team building Activity
- Discuss the key roles of each staff person
- Review Adventure Camp planning, publicity & recruiting
- Explore how registration will be handled
- Set a schedule for behind the scenes activities such as: purchasing supplies & decorating the spaces.
- Review safety procedures
- Discuss the logistics of the program

You will also want to have at least one Team Leader meeting. This can happen in the weeks before the Adventure Camp. The purpose is to make sure everyone is clear on their responsibilities.

## **Team Leader Meeting**

Things to include on the agenda:

- Welcome prayer & Introductions
- Team Building Activity
- Review all Adventure Camp materials
- Discuss each Team Leaders role and responsibility - Stress the importance of keeping to the time schedule so all participants have an opportunity to experience all activities in the camp
- Explore ages & stages of development and teaching to different age levels since each Team Leader will be working with multiple age groups.
- Allow time for questions & answers

If you are using Teens as some of the Scuba Crew Leaders you can include them in the above meeting or have a special Teen Leader meeting. Be sure to include the above information, plus:

- The responsibility of staying with their crew at all times
- Which adults will be around to assist them if they have questions
- Help the younger children with bathroom breaks, hand washing, etc...
- Encourage the reluctant children
- Make sure the children leave with all of their creations and possessions

# Team Building

Helping your volunteers get to know one another helps to create a supportive team that works well together.

## Characteristics of a Team

- There must be an awareness of unity on the part of all its members.
- There must be interpersonal relationships. Members must have a chance to contribute, learn from and work with others.
- The members must have the ability to act together toward a common goal.

## Ten characteristics of well-functioning teams

- Purpose: Members proudly share a sense of why the team exists and are invested in accomplishing its mission and goals.
- Priorities: Members know what needs to be done next, by whom, and by when to achieve team goals.
- Roles: Members know their roles in getting tasks done and when to allow a more skillful member to do a certain task.
- Decisions: Authority and decision-making lines are clearly understood.
- Conflict: Conflict is dealt with openly and is considered important to decision-making and personal growth.
- Personal traits: members feel their unique personalities are appreciated and well utilized.
- Norms: Group norms for working together are set and seen as standards for every one in the group.
- Effectiveness: Members find team meetings efficient and productive and look forward to this time together.
- Success: Members know clearly when the team has met with success and share in this equally and proudly.
- Training: Opportunities for feedback and updating skills are provided and taken advantage of by team members.

## Characteristics of a high-performance team

- Participative leadership - creating interdependence by empowering, freeing up and serving others.
- Shared responsibility - establishing an environment in which all team members feel responsibility as the manager for the performance team.
- Aligned on purpose - having a sense of common purpose about why the team exists and the function it serves.
- High communication - creating a climate of trust and open, honest communication.
- Future focused - seeing change as an opportunity for growth.
- Focused on task - keeping meetings and interactions focused on results.
- Creative talents - applying individual talents and creativity.
- Rapid response - identifying and acting on opportunities.



# Registration



## **Advance Registration**

This program is designed for children to be registered in advance (no on-site registration). This is important, especially if this is the first time you have hosted an Adventure Camp. This gives you a better idea of the number of volunteers needed; you will have enough classrooms and spaces reserved; sufficient supplies; and a chance to divide the children into their groups ahead of time.

## **First-Day Registration**

Even if all children were registered in advance, it would still be important to confirm information & share plans with parents on the first day. To speed the process and minimize lines have several people stationed at the registration desk. If necessary subdivide by segments of the alphabet with clear signs so people don't waste time in the wrong line.

The location for registration is ideally a large area positioned near the most likely entrance. Tables set up outside can work well.

- For each family who has registered, provide a packet prepared in advance containing:
  1. A letter explaining the week's activities
  2. Special instructions concerning dismissal of the children, especially safety procedures
  3. A special invitation to upcoming church functions
- Ask the adult bringing the children to confirm that address & phone information is accurate. Be certain that you have a phone number where a responsible adult may be reached in an emergency. (Having a home phone number is often not enough.)
- If you plan a snack it is good to have a blank space asking for special diets (allergies, diabetic restrictions, etc.)
- If there are outdoor activities, are any children allergic to bee stings?
- Before the children leave the registration desk, provide them with a name tag. Mailing labels prepared with names & age group assignments in large type work well. Identification can be a great aid to the teacher meeting new children and for the child who is uncertain where they belong.
- Have the Scuba Crew Leaders in different sections of the Sand Castle Harbor area. As the children check in have an assistant escort them to the correct leader.

## **On-site Registration**

If you feel you really need to offer on-site registration, have this done at a separate table. You will need all of the registration forms and packet information. You may have to shift some of your Scuba Crew groupings in order to accommodate the new arrivals. Make sure the Scuba crews remain less than 15.

## **Grouping the Children**

- All participants in the program are called Sea Voyagers.
- In order for the children (Sea Voyagers) to have enough time to complete all of the activities they are divided into small groups called Scuba Crews. The crews can be divided by age if you program has enough children in it or the crews can be multi-age.
- Putting the children into their Scuba Crew groupings is most efficiently done immediately following the close of your advance registration.
- Some of the activities bring all of the Scuba Crews together and some of the activities are offered numerous times so the small Scuba Crews can rotate through them.
- How many groups you need depend upon your total registration. The Scuba Crews should have between 6 and 15 participants in each group.

## **The Sea Voyagers can be divided into the following Scuba Crews**

- **Green Turtles** – Kindergarten & 1st Grade
- **Yellow Jellies** – 2nd & 3rd Grade
- **Blue Sharks** – 4th & 5th Grade

If you have a large number of participants and would need, say, more than one 1st grade class, then you can shift the groupings around or create additional Scuba Crews with appropriate names.

## **Organizing the Scuba Crews**

It is fun to assign each Scuba Crew a color that can be used through out the program. The colors are already a part of the Scuba Crew names. This makes it easier to see who belongs in what group. This can easily done through the use of T-shirts that can be ordered ahead and can then serve as an advertisement of your church or you can use colored plastic bracelets.

# Sample Time & Rotation Schedule - 3 Hour Schedule

Time Schedule	High Seas Adventure Camp		
3 Hr.			
15 Min.	<b>OPENING ADVENTURE</b>		
	<b>Location: Sand Castle Cove</b>		
	All Scuba Crews		
1. Welcome - Intention/Theme, Prayer and Song 2. Whole Group Connecting Activity 3. Divide into Scuba Crews			
35 Min.	<b>Location: Dive-In Theater</b>		
	All Scuba Crews		
	1. Show Movie Clip 2. Divide into Scuba Crews and have a brief discussion		
25 Min.	<b>DISCOVERY ZONE DOCKING STATIONS, 1st Rotation</b>		
	<b>Aqua Arts</b>	<b>Splish-Splash Games</b>	<b>Song of the Sea</b>
	<i>Green Turtles</i>	<i>Yellow Jellies</i>	<i>Blue Sharks</i>
25 Min.	<b>DISCOVERY ZONE DOCKING STATIONS, 2nd Rotation</b>		
	<b>Aqua Arts</b>	<b>Splish-Splash Games</b>	<b>Song of the Sea</b>
	<i>Blue Sharks</i>	<i>Green Turtles</i>	<i>Yellow Jellies</i>
40 Min.	<b>LUNCH</b>		
	<b>Location: Seafarer's Cafe</b>		
	All Scuba Crews		
1. Lunch 2. Free Time			
25 Min.	<b>DISCOVERY ZONE DOCKING STATIONS, 3rd Rotation</b>		
	<b>Aqua Arts</b>	<b>Splish-Splash Games</b>	<b>Song of the Sea</b>
	<i>Yellow Jellies</i>	<i>Blue Sharks</i>	<i>Green Turtles</i>
15 Min.	<b>CELEBRATION CIRCLE</b>		
	<b>Location: Sand Castle Cove</b>		
	All Scuba Crews		
1. What are we taking with us? 2. What to expect for tomorrow? 3. Create something together 4. Closing prayer and/or song			



# Sample Time & Rotation Schedule - 4 Hour Schedule

Time Schedule	High Seas Adventure Camp		
4 Hr.			
20 Min.	<b>OPENING ADVENTURE</b>		
	<b>Location: Sand Castle Cove</b>		
	All Scuba Crews		
1. Welcome - Intention/Theme, Prayer and Song 2. Whole Group Connecting Activity 3. Divide into Scuba Crews			
45 Min.	<b>Location: Dive-In Theater</b>		
	All Scuba Crews		
	1. Show Movie Clip 2. Divide into Scuba Crews and have a brief discussion		
30 Min.	<b>DISCOVERY ZONE DOCKING STATIONS, 1st Rotation</b>		
	<b>Aqua Arts</b>	<b>Splish-Splash Games</b>	<b>Song of the Sea</b>
	<i>Green Turtles</i>	<i>Yellow Jellies</i>	<i>Blue Sharks</i>
30 Min.	<b>DISCOVERY ZONE DOCKING STATIONS, 2nd Rotation</b>		
	<b>Aqua Arts</b>	<b>Splish-Splash Games</b>	<b>Song of the Sea</b>
	<i>Blue Sharks</i>	<i>Green Turtles</i>	<i>Yellow Jellies</i>
50 Min.	<b>LUNCH</b>		
	<b>Location: Seafarer's Cafe</b>		
	All Scuba Crews		
1. Lunch 2. Free Time			
30 Min.	<b>DISCOVERY ZONE DOCKING STATIONS, 3rd Rotation</b>		
	<b>Aqua Arts</b>	<b>Splish-Splash Games</b>	<b>Song of the Sea</b>
	<i>Yellow Jellies</i>	<i>Blue Sharks</i>	<i>Green Turtles</i>
35 Min.	<b>CELEBRATION CIRCLE</b>		
	<b>Location: Sand Castle Cove</b>		
	All Scuba Crews		
1. What are we taking with us? 2. What to expect for tomorrow? 3. Create something together 4. Closing prayer and/or song			



# Customizing

This Adventure Camp program is designed to be 3 or 4 hours a day for 5 days. The participants are children ages 5 to 10. Since each church or ministry is unique, the schedules and programs described here may not fit your particular situation. There are many ways that the materials can be used. Here are some ideas on how to adapt the program for your church or ministry.

## **5-Consecutive Saturdays**

Saturday Adventure Camp may be a better option for you. Instead of offering the camp during the week, schedule it for 5 consecutive Saturdays.

## **5-Consecutive Sundays**

This material can be adapted to be offered as your Sunday morning program for 5 consecutive weeks. The time schedules will need to be adjusted. The Discovery Zones Docking Stations will change from rotating through each one to being offered at the same time with the children choosing which activity they want to do.

Each classroom will be a Scuba Crew and the activities will take place in their regular space. The regular teaching staff will facilitate the lesson all aspects of the lesson.

<b>Time Schedule</b>	<b>High Seas Adventure Camp</b>
<b>1 Hour</b>	
<b>10 Minutes</b>	<p style="text-align: center;"><b>OPENING CIRCLE</b></p> <ol style="list-style-type: none"> <li>1. Welcome - Intention, Prayer and/or Song</li> <li>2. Whole Group Connecting Activity</li> <li>3. Sacred Circle Activities: Love offering, birthday celebration, etc...</li> </ol>
<b>15 Minutes</b>	<p style="text-align: center;"><b>DRAMA/STORY TELLING</b></p> <p>Choose the story experience that is appropriate for your age group and present it as described in the materials or as is your normal practice.</p>
<b>30 Minutes</b>	<p style="text-align: center;"><b>DISCOVERY ZONE DOCKING STATIONS</b></p> <p>Instead of rotating the children through the different stations, set all three experiences up in your room and allow the children to choose which activities they want to do. You will need enough staff to oversee each activity. Another option would be to just choose to offer only 1 or 2 experiences.</p> <p>Snack can also be served during this time. It needs to be prepared ahead and just offered to the children. Or, if you would like the children to prepare the snack, the snack activity can be offered in place of the other experiences.</p>
<b>5 Minutes</b>	<p style="text-align: center;"><b>CELEBRATION CIRCLE</b></p> <ol style="list-style-type: none"> <li>1. Opportunity to share</li> <li>2. Close with song &amp; prayer</li> </ol>

