

Shiloh Staff Manual Test

(Up-dated April 2008)

Read the *entire question* carefully before answering. This is an open book test, you may refer to your Staff Manual.

Fill in the Blank:

1. At Shiloh, we want you to remember that you are here for the _____, and to impact them for _____.
2. For the Staff member, Camp is NOT a _____, and anyone who uses a cabin leading experience for this purpose shouldn't attend. It's a job and a ministry. Your time is never your own; it belongs to your campers. There will be constant demands placed upon you as cabin leading is very strenuous and requires _____ of your resources.
3. All Shiloh Staff need to understand that we are all part of a _____. Our attitudes, comments, discussions, etc. will have an impact on the _____ and be an example to the campers and others. We should always be striving to treat each other with respect, love, patience, etc. and be an _____ to those around us. As Christ Himself said in Matthew 12:25, "Any kingdom divided against itself is laid waste; and any city or house divided against itself shall not stand." (NASB)
4. Lead by _____! Always remember, you are an _____ no matter what. Either a good one or a bad one. The cabin leader abides by the rules of the camp. Remember, you are the _____.
5. Do not allow yourself to be alone with a camper in a secluded area. If you want or need to talk one on one with a camper, do so in a highly _____, away from hearing range of others.
6. If a Timothy has a question about something going on with the campers in his or her cabin, he/she should talk to their _____. If the Timothy has a problem with another fellow timothy, they should talk to the _____.
7. If a Cabin Leader has a problem with another cabin leader, they should talk to the _____ first, and if the problem continues, then go to the _____.
8. If a Cabin Leader suspects abuse in one of their campers, they should do the following:
 - Do not promise _____. Let them know that in order to help them, you might have to tell someone else who will also be able to help them.
 - Refrain from _____ a child who may have been sexually abused. Any touch could be received by them as a sexual touch.
 - When you are finished talking with the child, immediately report suspected abuse to the _____ or in his absence the Program Director. He has 24 hours to pass the information on to Child Protective Services.
8. One on one discipleship should generally be done by an adult of the same _____ as the camper.
9. Know where your campers are and what they are doing at all times! When possible, _____ with them, particularly with the younger campers.
10. At the Skill Classes, be in control! Make **safety** your _____ concern with all the skills!
11. At Shiloh we want you to understand the difference between being a _____ or a buddy. Being a true _____ means you want the best for them and therefore you will do the right thing and encourage them to do the right thing even when it's hard, or even if you are afraid they may not like you afterwards.
12. At Shiloh, all Staff are here to treat others with _____, live the _____ of Christ, be firm in a loving respectful way and hopefully guide those we contact into Biblical based, Christ likeness. We want to be an example and friend that will hopefully _____ those around us to model themselves after Christ.

13. Shiloh Staff need the understanding and ability to teach on a _____, not an outward obedience level only. (There may be times when it is appropriate to demand outward obedience initially, without explanation, and then go back to them at a more appropriate time to deal with things on a _____.)

True or False: (Circle the T for true or the F for false at the end of each question)

1. All Shiloh staff should wear their camp nametag at all times so they are identifiable in any situation which may arise. T or F
2. Anyone can bring a horse to Shiloh and use it in our program as long as they tell us ahead of time. T or F
3. All Shiloh Head wranglers must be certified through the Certified Horsemanship Association (CHA). T or F
4. All Shiloh Staff need flexibility and a willingness to adjust at a moments notice! Camp circumstances will consistently demand flexibility! We all must be willing to flex in order to survive and maintain unity in all circumstances. T or F
5. It's okay to point and/or shoot a BB Gun at another staff member because they are not a camper, and BB Guns are not really dangerous. T or F
6. Leaders can leave their Skill Class at anytime throughout the class as long as they leave a Timothy or a responsible camper in charge. T or F
7. If you pull off a hilarious prank or practical joke at Shiloh, you may face serious consequences, including the serious possibility of being sent home. T or F
8. Pranks or practical jokes are not allowed at Shiloh as they tend to escalate with each occurrence. T or F
9. Pranks or practical jokes are okay as long as they are funny and no one gets seriously hurt or injured. T or F
10. Campers or staff are allowed to listen to portable music devices such as MP3 players or CD players at night to help them go to sleep. T or F
11. Skill Class Instructors should always arrive ahead of the students and do a safety check of all equipment. If an item of equipment proves to be un-safe, remove that item from use until it can be repaired or replaced. T or F
12. When in a Shiloh canoe, lifejackets must be in the canoe with you, but you do not have to be wearing them. T or F
13. Dating among Staff at Shiloh is allowed, as long as you only hang out together during Free Time or when swimming. T or F
14. Staff are allowed to flirt with campers as long as they are only "having fun." T or F
15. Holding hands, kissing, or other such things are only allowed when on the Shiloh Bus, when swimming together, or when no one but God can see you. T or F
16. Cabin Leaders are expected to be with their campers whenever possible, however, once the campers are all in the Cabin and in bed, Cabin Leaders may leave after "Lights Out" to take showers, talk with other staff, etc. T or F
17. All showers (staff included) should be finished by the end of "Get Ready for Bed" time in the evenings. T or F
18. If you see a friend breaking the rules of Shiloh or acting in an un-Biblical manner, you should pretend like you never saw them because you don't want your friend to get in trouble. T or F
19. All Shiloh Staff should understand that they are an example at all times, no matter what. They are either a good one or a bad one, but they are an example at all times. The campers are looking up to you. We want you to be a good example, not a bad one! T or F
20. At Shiloh, our focus should be to shape and mould hearts, not simply force people to outward conformities. T or F
21. The Shiloh CHA Certified Wranglers have all authority in regards to the horses except when another staff person has had a lot of experience and knows what they are doing. T or F

22. Girls can wear a Bikini at the beach as long as they have a white tank top covering it. T or F
23. Girls can wear a low cut shirt as long as they have a good bra on. T or F
24. Boys clothes are always modest. T or F
25. Free Time is the time when Cabin Leaders get to do their own thing and hang out with the other Staff. They don't need to worry about the campers during free time. T or F
26. All Shiloh Staff need to be loyal to the camp program, the Directors and other camp Staff. T or F
27. When canoeing at Shiloh, other than in the Skills Class, there must be a leader present in every canoe. T or F
28. Canoes should always be carried to the water and launched without ever dragging them on the sand, dirt or rocks. We ask that you please not drag the canoes for any reason as dragging creates leaks. T or F
29. Whenever possible, it is our request that all staff participate in the chapel times. T or F
30. If for some reason you are prevented from being in chapel, you should make sure you walk through the campers in chapel at least once, pass in view outside the windows as much as possible and talk in the back with other staff as this helps the campers know how important the chapel times are. T or F
31. The Shiloh Night Watchman has authority to quiet or send to bed other Shiloh Staff during the night hours. T or F

Multiple Choice: (Circle the correct choice—read all options before choosing!)

1. If a camper shares an instance with you where they were physically abused at home, you should:
 - a. Tell the other Cabin Leaders.
 - b. Not tell anyone, as that is personal information.
 - c. Tell the Executive Director immediately, or in his absence, the Program Director.
 - d. Share this with the other campers in your cabin.
2. To ride in a canoe at Shiloh, the following people must wear a properly fastened life jacket at all times:
 - a. Campers, but not Staff.
 - b. Anyone under the age of 18.
 - c. Anyone period!
 - d. Anyone under the age of 21.
3. A properly fastened lifejacket means that it is:
 - a. Simply hanging around your neck or over your arms.
 - b. Fastened properly and adjusted tight enough that when pulled on from the bottom it does not reveal any slack or come up and choke or cover the face of the one wearing it.
 - c. Fastened securely around the seat bar or center bar of the canoe.
 - d. Fastened properly and adjusted to a comfortable, loose fit.
4. While on Staff at Shiloh, one should do the following for personal devotions:
 - a. Personal devotions are not necessary as you are in Chapel and Staff Meeting every day.
 - b. Wait until the weekend and then read a whole book of the Bible.
 - c. Choose a time that works for you personally and make them a priority as they are of vital importance. One cannot expect to be in a Spiritual Leadership position if one is not keeping up on their own personal walk with God.
 - d. Cabin devotions count for personal devotions.

5. On the weekends between camps, Shiloh Staff should do the following:
 - a. Go home and PARTY!
 - b. Stay up late as this is your time to have fun.
 - c. Go home and REST!
 - d. Drive to your girlfriend/boyfriend's house and watch movies until 4:00a.m.
6. If you want or need to talk one on one with a camper, you should:
 - a. Find a private place where no one else can see or hear you.
 - b. Take them in your cabin and lock the door. Don't let anyone else in until you are finished.
 - c. Talking one on one with campers is not necessary. Always talk in a group situation.
 - d. Talk with them in a highly visible area away from the hearing range of others.
7. If you see a friend or someone you like breaking the rules or acting in an un-Biblical manner, you should:
 - a. Pretend like you never saw them because you don't want them to get in trouble.
 - b. Tell them you saw them, but tell them you won't tell as long as they promise not to do it again.
 - c. Call them a mean name and then tell the other Cabin Leaders and campers about it.
 - d. Report them to the Program Director no matter how hard it may be for you.
8. At Shiloh, we want you to be a friend, not a buddy. This means:
 - a. Doing the right thing, even if you are afraid the other people involved may not like you or want to hang out with you anymore.
 - b. Turning in your friend when you see them breaking a rule or acting in an un-Biblical manner, because you want the best for them, and they need to learn to do what's right, even if it hurts to learn the lesson.
 - c. Not "going along" with the group when they want to do something you know is not right. Instead, you should encourage them to stop, and if they won't, then get help from the Program Director.
 - d. A true friend cares about what is best for the other person. A buddy only cares about whether the others will like them or not.
 - e. All of the above.
9. At Shiloh, we want you to understand that you are here for:
 - a. Vacation. Have as much fun as you can and don't worry too much about your campers. They will be alright.
 - b. To find your mate. Flirting is number one, campers come second.
 - c. The Campers and to impact them for Jesus Christ.
 - d. To grow Spiritually and to help others grow Spiritually.
 - e. Both a and b
 - f. Both c and d.
10. Timothy's need to understand that they are:
 - a. Learning how to be a Cabin Leader. This is their main objective.
 - b. Simply here to do dishes, clean bathrooms and have fun when they are not working.
 - c. Learning how to be a Servant. This is an important part of learning to be a Cabin Leader.
 - d. Since they are not the "real" Cabin Leader, they are not to worry about the campers or about impacting them for Jesus Christ.
 - e. Both a and c.
 - f. All of the above.

11. Timothy's also need to realize:
 - a. The campers are looking up to them as much or more as they look up to the Cabin Leaders.
 - b. They are an example at all times. Either a good one or a bad one. We want you to be a good example.
 - c. Since you are a Timothy, you get special privileges, and some of the camp rules do not apply to you.
 - d. Now that you are at camp, you no longer have to do your personal devotions.
 - e. All of the above.
 - f. Both a and b.
12. Cabin Leaders are expected to be with their campers at the following times:
 - a. Meal times.
 - b. Free time.
 - c. Chapel.
 - d. At the beach.
 - e. In the cabin.
 - f. As much as possible.
 - g. All of the above.
13. During Game Time Cabin Leaders and Timothy's are expected to:
 - a. Participate with the campers unless hindered by physical capabilities.
 - b. Have an enthusiastic attitude and lead by example.
 - c. Talk about how you don't like this game and you wish they wouldn't play it.
 - d. Be disrespectful to the authority of the Game Leader.
 - e. Sit on the sidelines and watch.
 - f. Cheer your team on and build up those who are struggling.
 - g. C, d and e.
 - h. A, b, and f.
14. The following situations would be a good time to talk to a camper about their relationship with Jesus Christ:
 - a. During Skills Class.
 - b. After Chapel.
 - c. During a meal.
 - d. During free time or at the beach.
 - e. During Cabin Devotions.
 - f. On a horseback ride.
 - g. All of the above.
15. When a horse owned by person "X" is being leased by Shiloh and used in our Camp Program, the following are true:
 - a. Person "X" can ride or play with their horse whenever they want.
 - b. In the Skills Class, person "X" can choose who rides their horse.
 - c. The Shiloh CHA Certified Wranglers have all authority over that horse even though it is owned by person "X".
 - d. Person "X" can cross the fence and pet their horse whenever they want.

- e. Person "X" must respect the leadership of Shiloh, and of the Shiloh CHA Certified Wranglers, even in regards to their own horse. They are expected to abide by any and all Shiloh regulations and policies regarding horses or otherwise.
 - f. C and e.
 - g. A, b and d.
16. Which of the following are part of Shiloh's policy regarding modesty?
- a. Bikinis are not allowed.
 - b. Clothing must be modest by our judgment! If we judge something as immodest, you will be asked to change or wear additional covering. Use common sense-dress in a modest manner and logos or phrases should be appropriate.
 - c. If a girl only has a bikini swimsuit, then she needs to wear a dark colored large shirt over it.
 - d. Some girls one-piece swimsuits are just as immodest as a bikini when they are high cut around the hips and low cut around the chest.
 - e. Some swimsuits require a girl to wear shorts to add further covering.
 - f. Some tankinis actually provide better covering around the hips and chest than some one piece suits.
 - g. We believe girls and boys should learn to be more concerned with their inward beauty than their outward beauty. This doesn't mean its wrong to look nice on the outside, but the inward person is what God is really concerned with and what ultimately really matters. The focus needs to be on *who we are*, not what we look like. In the end, boys and girls both will respect someone for who they are much more when they dress modestly.
 - h. All of the above.
17. Which of the following are part of Shiloh's policy regarding horses?
- a. Do not run, jump, scream, etc. around the horses. Be calm gentle and respectable.
 - b. Do not lean, climb or sit on any fences or approach the horses in any way without Wrangler supervision.
 - c. Do not feed the horses.
 - d. When riding horses, one needs to wear appropriate clothing including long pants and riding boots with at least a one inch heel. Loose or hanging items such as necklaces, open coats, or anything that may get caught on something are not allowed.
 - e. Chewing gum or eating while on the horses is also not allowed.
 - f. Campers or Staff other than the designated Wranglers may not ride the horses at any time other than those designated by the Camp Leadership (Skills Classes and afternoon trail rides). Wranglers do not have the authority to lead or offer any other rides other than those at the designated times and places.
 - g. During any Shiloh Camp, horses being leased by Shiloh may not be ridden anywhere except in the Shiloh arena or on the designated Shiloh horse trail.
 - h. Any horse that does not have a signed and completed Shiloh Lease Agreement form will not be allowed on Camp property, or around our program activities.
 - i. All of the above.
 - j. A, c and f.

18. Which of the following are appropriate methods of discipline for a Cabin Leader, Skill Teacher or other Camp Staff to use?
- Make a threat you know you can't keep, such as, "I will make you clean the toilets with your tongue," or "I will beat you to a pulp and hang you from a tree."
 - Make a promise you can keep, such as, "I will take you to the Program Director."
 - Hit the campers, throw them against the wall, trip them and make them fall or use other appropriate physical discipline.
 - With the Program Director's approval, withhold privileges such as their candy for the day or make them sit out during game time.
 - Take them to the Program Director and let him decide what discipline is appropriate.
 - Lose your temper and yell, scream or try to intimidate the campers.
 - Remain calm at all times, and talk firmly but in a gentle manner.
 - All of the above.
 - A, c and f.
 - B, d, e and g.
19. Which of the following are appropriate ways to handle trash at Shiloh?
- Put it in the appropriate trash receptacle.
 - If you are out walking, just throw it in the trees where it cannot be seen.
 - If you see some trash on the ground, leave it there if you did not put it there.
 - If you see some trash on the ground, pick it up and throw it away, no matter if you put it there or not.
 - Hide it behind your suitcase until the end of the camp, and then just leave it for the Janitor to clean up.
 - A and d.
 - B, c and e.
20. It's important that all Shiloh Staff are loyal to our camp program, Executive Director, Program Director and other Camp Staff. This involves:
- Gossiping about other Staff with the campers.
 - Having an enthusiastic attitude towards our games or events, even if you don't think they are so great.
 - Stick up for the Program Director or Executive Director when it comes to enforcing any or all rules.
 - Only enforce rules that you agree with.
 - Have a bad attitude about rules, games, or other events you don't like, and get the other campers and staff to support you in your fight against the camp.
 - Realize that camp requires a team effort, and we all must work together and be supportive and encouraging of one another at all times.
 - B, c and f.
 - A, d and e.
21. Which of the following are part of Shiloh's policy regarding Skills Classes?
- Be in control! Make safety your number one concern with all the skills.
 - Implement a set of safety guidelines (see safety guidelines policy) in the first minutes of your first session and see that they are followed from then on. Review them at the start of every session, every day.

- c. Don't allow even one bending of the rules. One slip of an arrow or conk on a canoe could mean death!
Take safety very seriously!
 - d. If someone does not cooperate, don't play their game. If they break the rules, they sit out. We cannot afford to be a softy in this area!
 - e. Between classes, weapons need to be returned to their assigned safe storage areas and properly locked up to avoid un-wanted handling or using of the weapons.
 - f. Our skills are not really dangerous. Just have fun and don't worry too much.
 - g. It's okay to shoot people with BB guns because they are not a "real" gun.
 - h. Racing the horses is okay as long as you know what you are doing.
 - i. A, b, c, d and e.
 - j. F, g, and h.
22. Which of the following are part of Shiloh's policy for swimming?
- a. The Lifeguard only has authority over the campers. Staff are free to do as they like.
 - b. The Lifeguard has **all** authority at the beach!
 - c. Swimmers are required to have a buddy and know where he/she is at all times. We will run regular buddy checks.
 - d. Depending on where we are swimming, appropriate canoe boundaries will be given. Do not take the canoes beyond any boundary given by the Lifeguard or Program Director.
 - e. Swimming is only allowed at the designated time and place and only when the lifeguard is present.
 - f. Younger campers must be accompanied by a leader when going to the bathrooms at the beach.
 - g. Three sharp blows on the whistle means everyone out of the water immediately.
 - h. When campers ask you to take them canoeing, you don't have to go if you have a valid reason such as "I'm working on my tan," or "I'm trying to sleep."
 - i. A and h.
 - j. B, c, d, e, f and g.
23. Which of the following are part of Shiloh's Visitor Policy?
- a. Visitors are required to check in at the office, obtain a visitor nametag and clarify their visit with the appropriate Shiloh staff.
 - b. Visitors need to wear their visitor nametag at all times so that other Shiloh staff and campers can identify them and understand their presence.
 - c. If any Shiloh staff see someone wandering around camp without a visitor nametag, they should immediately confront the person (unless they are in fear of personal danger) and/or bring them to the attention of the Shiloh director/s.
 - d. If Shiloh staff see a visitor without a proper nametag, they should get one of the camp BB guns and shoot them repeatedly until they learn to cooperate with our policies.
 - e. All of the above.
 - f. A, b & c.
24. At Shiloh, all Camp Staff need to realize that they are here for the Campers. This means:
- a. The campers are to be the main focus of the Staff at all times.

- b. When a camper asks for your time (i.e. Can you play basketball with me, or go canoeing, etc.) you should always go whenever possible, because that is an important part of why you are here.
 - c. When a camper asks for your time (i.e. Can you play basketball with me, or go canoeing etc.) you should tell them to go find someone else because you are busy talking with the other Staff.
 - d. While at camp, your time is not your own, it belongs to your campers.
 - e. Cabin Leaders are to be with their campers at all times as much as is possible.
 - f. Cabin Leaders are to be with their campers until Free Time, then they can relax and hang out with the other Staff.
 - g. Cabin Leaders and Timothy's are on duty 24 hours a day unless they obtain special permission from the Program Director to be off duty for a special reason.
 - h. All Camp Staff should be focused on impacting the campers for Jesus Christ at all times and in every situation. Look for opportunities and take advantage of them when they come.
 - i. All Camp Staff should be familiar with how to share the Gospel with a camper at any time.
 - j. A, b, d, e, g, h and i.
 - k. C and f.
25. Which of the following are important things to consider about your personal example:
- a. Attitude effects everyone and everything!
 - b. Arguing and complaining is good for the soul! We should all want to help the campers see how this works.
 - c. Enthusiasm is contagious! (And so is negativism!)
 - d. Complaining or grumbling will **always** cause much harm! It will hurt you, those who hear and observe you, and those people or circumstances mentioned (directly or indirectly) in the complaint.
 - e. If we display an attitude of respectfulness, the campers will see that as a weakness and seek to overpower us with an attitude of rebellion.
 - f. Little things you do, say or display may have tremendous effect on those around you.
 - g. The camp situation has a way of putting one on display. What do you want people to see when they look at you?
 - h. Even the little rules matter. If you don't follow them, what does that portray to the campers?
 - i. Your attitude towards the authority over you will greatly impact those under your authority! (And the peers around you as well.)
 - j. A, c, d, f, g, h & i.
 - k. All of the above!
26. All program staff (Cabin Leaders, Timothy's, Wranglers, Skill Teachers, Game Leaders, Timothy Coordinators, etc.) are under the authority of the Program Director. This means:
- a. They should feel free to come to him with any problems or concerns.
 - b. They should keep their concerns to themselves and harbor bitterness.
 - c. Anything out of the ordinary needs to be cleared by the Program Director. Other staff do not have the right to organize or do something that is not a part of the regular camp program.
 - d. If one encounters a discipline problem or an uncomfortable situation they should by all means talk to the Program Director.

- e. Even when one does not agree with something the Program Director or Shiloh policies require, they still need to submit to these items, and in addition, have a good attitude and be supportive in order to maintain camp unity.
- f. Sneaking out at night is okay as long as the Program Director never finds out.
- g. B and f.
- h. A, c, d, and e.

Printed Name: _____ **Date:** _____

I promise to do my best to understand and abide by the requirements and principles given in this test and the entire Shiloh Staff Training Manual. Signature: _____



“Study, Do and Teach the Word” from Ezra 7:10

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