



# 2010 Leader's Manual

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Manidokan Camp and Retreat Center is a ministry of the Baltimore-Washington Conference of the United Methodist Church. As a part of the connectional ministry of the Conference, we work in partnership with the other two outdoor sites, West River Center and Camp Harmison. For more information about these sites, or for registration and scheduling questions, feel free to contact the Conference Camping Office, located at West River Center:

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Our Mission: To grow Disciples of Jesus Christ by immersion in Christian Community and by building relationships in the midst of God's Creation.

Our Vision: To provide unmatched opportunities to individuals and local churches for spiritual transformation.

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# Welcome!

Welcome to Manidokan Camp and Retreat Center! Manidokan is an Algonquin Indian name meaning “Lodge of the Great Spirit”. The term seems to refer to the place where the people would gather for worship. Manidokan is a beautiful wooded sanctuary created by God and held as a stewardship by the Baltimore-Washington Conference of the United Methodist Church where people of all ages and backgrounds can come and worship our Lord and Savior Jesus Christ. In the beauty of this sanctuary we can grow closer to God, each other, and all of God’s wonderful creation.

This manual is meant to help you become more familiar with the camp and have a deeper understanding of your campers. Coming to Manidokan should afford all who arrive a safe place to get away from the pressures of the outside world and find the courage to be open to the Holy Spirit moving in their lives. Remember that as a Christian ministry, our purpose is to make new disciples and to help disciples grow into his likeness. So as a leader, help your campers to see Jesus through his Word and all that you do with your group.

God’s blessings on your part in our ministry together.

Your Brother in Christ,

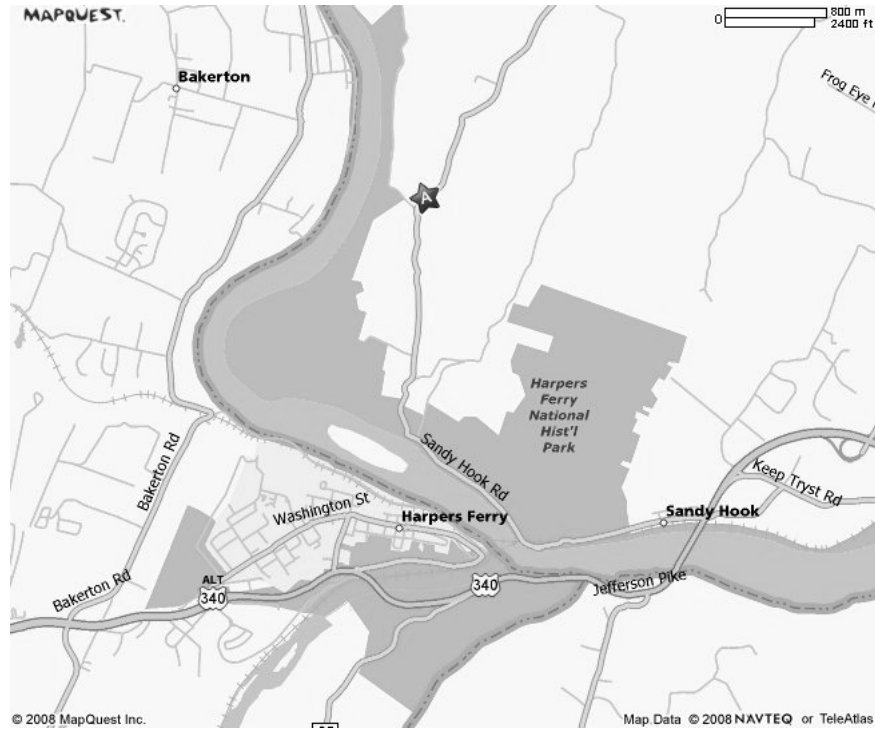
Chris Schlieckert

**Manidokan Year-Round Staff**  
Camp Manager/Director – Chris Schlieckert  
Assistant Director – Steve Lane  
Maintenance Director – Scott Norris

## History of Manidokan

### History of the Area

Manidokan is a magnificent 426-acre Camp and Retreat Center owned and operated by the Baltimore-Washington Conference of the United Methodist Church. The site is located in southern Washington County, Maryland, overlooking the Potomac River. It is bound on the East by Elk Ridge and on the West by the river and the C & O Canal. The center lies on the historic Harpers Ferry Road between Sharpsburg and Sandy Hook.



This area surrounding the Potomac and Shenandoah Rivers served as a buffer between various tribes of the Algonquian-speaking Native Americans. One of the local tribes (we do not know which) used part of the site as a resting place for its braves who awaited the entrance into the world of the “Great Spirit,” creator of the earth and ruler of the sky. Burials were made in the mounds and a few of them may be found on the property. It is from this use that the name “Manidokan”, presumably in the Algonquian language meaning “Lodge of the Great Spirit,” has been adopted.

The first English settlers, soon followed by greater numbers of Germans, started to arrive in the late 1600s and the colonies of Maryland and Virginia were soon established. In the 1770s one of the earliest Methodist circuits was begun in the nearby town of Brunswick. Its first three itinerants were John Wade, Isaac Rollins and Samuel Spragg. This area saw growth with the population of many independent farmers and tradesmen who preferred the frontier life and pioneer spirit.

The year 1828 saw the beginning of the Great Race. The Chesapeake and Ohio Canal was begun and the Baltimore and Ohio (B&O) Railroad was laying track. The Canal (185 miles in length from Georgetown to Cumberland), originally cheaper but slower paced, lost business and closed after the flood of 1924. Remains of many locks and bridges may still be seen along the canal towpath. The B&O made it to Cumberland eight years ahead of the Canal and continues in regular service today, crossing the Potomac River to Harpers Ferry via the impressive tunnel under Maryland Heights.



John Brown

In the summer of 1859 a group of prospectors appeared in Sandy Hook, a village across the river from Harpers Ferry. These men led by Isaac Smith later moved into the Kennedy farmhouse a short distance north of Manidokan. On the night of October 16, this strange band rode down Harpers Ferry Road to the Federal Armory and Rifle Works in Harpers Ferry. Smith, the group leader, proved to be the abolitionist John Brown. After the raid he was tried and convicted of treason and hanged in Charles Town. People all across the North who rallied to his defense kept his memory and ideals alive in a song, "John Brown's body lies a moulderin' in the grave but his soul is marching on". Within two years of his death, his prediction of great bloodletting over the slavery issue would come to reality with the American Civil War.

In the fall of 1862, General Robert E. Lee began his first invasion of the north. His army met the Union troops on the fields near Sharpsburg which lay along the Antietam Creek. Union casualties of 12,400 and the Confederate killed or wounded number 10,700 marked September 17 as the single bloodiest day of the Civil War. Thousands of fallen soldiers were afterward carted through now-Manidokan land on their way to makeshift hospitals in Harpers Ferry and Brunswick. One of the notables who worked the hardest on that fateful day was a nurse by the name of Clara Barton, who later became the founder of the Red Cross.

### **Camp Beginnings**

The first plans for a camp on the site were laid out in the 1920s by a group of local business and religious leaders. The original 30 acres of land was the generous gift of Mr. Charles Utterback, superintendent of the church school of First Methodist Church in Brunswick. The camp began with a log cabin lodge, six small log cabins, a concrete stream-fed swimming pool on Saw Mill Creek, and was surrounded by the Utterback farm. After some years as an independent facility which operated Camp Po-Wa-Ma for the Brunswick Boy Scouts, the 30 acres of land and the buildings on the site were then purchased by the Baltimore Conference of the Methodist Episcopal Church.

Within just a few months of the purchase, tragedy struck. The old lodge, through faulty wiring, caught fire and burned to the ground. Soon, however, funds were obtained and a new lodge built at the other end of the cabin circle. A new swimming pool was constructed on the site of the former lodge, fed by a nearby well. Accommodations for summer camping were provided in big old Conestoga-type wagons parked in the woods, the remains of which could still be seen in the early 70s. Later, three-sided adirondacks and platform tents were added, and the lodge enlarged. Following the loss of the old farm house to fire, work proceeded on a new Program Activities and Staff building (Covenant House) which was completed in 1983.

When Charles Utterback retired from farming, he ceded his remaining property to the Conference for continued use as a place for outdoor Christian education. The stone marker that graces the entrance to Manidokan was placed in his honor.

### **Our focus as a form of ministry**

The focus of outdoor ministry is Christian community and our dependence upon God. It provides for reflection and the reordering of values, encourages use of the Bible and personal devotions, makes full use of natural resources and the stewardship of those resources, and creates real fellowship and a chance to celebrate life in all its glory. It is a time to share the joy of Jesus Christ.

The purposes upon which Manidokan was founded are much alive today:

- Living close to the beauty, harmony and wonders of nature, we become aware of the majesty, wisdom, purpose and creativity of God.
- Living away from the mechanized and artificial way of modern life, with ample opportunity for prayer, meditation and discussion of basic issues, we develop our knowledge of life's meaning and sacramental significance of simple things.
- Living together in a situation where many ordinary tasks must be cooperatively performed, we learn to accept responsibility and develop concern for others.
- Sharing the work, play, study and worship, we learn the meaning and the joy of true Christian fellowship which the church is called to demonstrate.

## **We are One in the Spirit**

We, along with those we serve, are many different kinds of people. We include young, old, rural, urban. We include those with special needs and those in transitional life stages. We speak different languages, have different ethnic and racial backgrounds. Some of us are rich and some are poor. We bring with us many different gifts and talents, some discovered and some waiting to be.

Working in small age-level camp programs, we have a wonderful opportunity in building relationships with each other and with all of Creation. Whether we are paid or volunteer staff, whether we are here for a day, a week or an entire summer, we are one community in ministry and service to those who come through our gate, as well as to each other. Each group working together will exchange ideas, information, experiences, and when our time comes to leave, we will come away with love and respect for each other.

We will share many good times together but we will have our moments of frustration and letdowns. We will experience tears of laughter and joy, while some tears will run down our cheeks because of a bruised knee, bee sting, burnout, or falling out of the top bunk. We will have our share of sunny days and maybe a cloud or two. Some days we'll be dining on roast beef, while other days we are trying to light a campfire with wet wood to roast hotdogs. And just when it doesn't seem to be your day, someone will come along and say, "I'm glad you're here this week."

Each of us has a task to perform this summer, some of us even get to wear two or three different hats. Whether our task is washing dishes, directing, cooking, mowing the grass, counselor or lifeguard, we all have the opportunity to share our faith and to sow seeds for the Kingdom. Each of us is at a different stage of our spiritual journey and yet we find ourselves gathering together at this "Lodge of the Great Spirit". Manidokan is a land rich in history and development. A land that was sacred to the Native American, land that felt the heels and hearts of a nation's people caught in the battle of Civil War, land that became the foundation for cabins and lodges, a land that produced for the farmer, land that shelters many of God's creations (trees, birds, insects, flowers, animals, and creepy crawly things), and land that continues to produce beauty, harmony and wonder while we work, sing, play, study and worship.



## **Manidokan Volunteer Job Description**

You are the heart and soul of Manidokan. What you do during your week of camp will make or break our ministry. There has been some confusion in the past regarding what your responsibilities are and what are the resource staff's responsibilities. This job description should clarify what is expected of you. The vast majority of this job description lists things you have already been doing.

### **AT ALL TIMES**

You are responsible for the general safety and supervision of your campers at all times. When camp staff members are with your group they are there to lead an activity and they need your help to keep the campers on task. A big part of your responsibility during activities is disciplining campers when they misbehave. Make sure all discipline is done in a fair manner and in accordance with Manidokan's discipline guidelines. You will receive a copy of the Manidokan disciplinary policies prior to camp.

### **Low Ropes**

Camp staff members are specially trained to lead the low ropes. They need your help to keep the campers together and focused on the element they are working on. The staff may need you to help spot on certain elements if you are physically able. You can also help make the connection between the ropes elements and the other things they are doing throughout their week at camp during the element debriefing.

### **High Ropes**

High ropes are dangerous. We need your help to make sure campers are paying attention to camp staff. We also need some volunteers to help with certain high activities. The most common request for help are: at the zip landing, anchoring the flying squirrel, and helping with hands-on checks at bridges. If you are asked to help, the staff will make sure you know and are comfortable with your role in the activity.

### **Hikes**

Most hikes will be led by one of the resource staff. On these hikes we ask you to keep the campers together and listening to the staff person who is leading the hike. We may also ask you to lead a hike without resource staff. We will make sure you know where you are going and how to keep the group safe.

### **Pool**

During pool time you are expected to, along with our non-lifeguard camp staff, serve as look outs and help control the pool deck area during swim times so the lifeguards can watch the water. Water activities are the most dangerous ones at camp so we need your help to keep everyone safe. We will create a rotation with other volunteers and staff so you can enjoy the pool as well.

### **Shower Time**

Shower time at the bathhouse is consistently a time that presents many challenges. This summer we will have one resource staff member at the bathhouse during shower times. We need you to send at least one of your volunteers to the bathhouse when your group is using it.

### **Free time**

We want the campers to have some time to choose what they would like to do. It may be sitting around and talking or playing a board game or it might be a pickup game of basketball or volleyball. During free time you must know where every camper in your group is and ensure there is proper supervision of each activity. Proper supervision includes having an adult who can hear or at least see everyone in the group they are supervising. If you would like your free time to have more structure, we can help you plan some options.

### **Bible study**

Your job is to lead Bible study and ensure the messages for the day and week are presented to campers in a way they can understand and bring home with them when they leave camp. Aside from camper safety, this is your most important task at camp. This is why we are all at camp for the week. If you need help please contact the camp and the director, chaplain, and program director will help you however they can.

### **Chapel**

This is an opportunity for your camp to help lead worship. You will work with the chaplain before and during camp to create a worship experience for the entire camp. The chaplain will be in charge of the chapel service but will incorporate one camp into the service each day. As a result, camper involvement may not necessarily entail a skit. I am very excited about having a chaplain on staff and I am expecting awesome worship throughout the summer.

### **On the River**

River trips are led by resource staff. During these trips we need your help keeping the campers focused and safe. Please also use your own skills to enhance the trip by teaching campers what you know. Depending on the size and skill of your group, you may be asked to steer a canoe or raft.

### **Meal Times**

Please make sure there is at least one counselor at each of your groups' tables. Try to have the campers use good manners and correct them when they do not. Make sure no one from your table leaves until everyone is finished and that everyone helps if your table is chosen to sweep the floor. Keep track of campers going to the bathhouse and make sure they have a buddy.

### **Camp-wide Activities**

Each evening during the week we will be having a camp-wide activity before chapel. This time is intended to promote camper interaction with other age groups, volunteers, and staff. It should be a fun time led by resource staff. Please participate in these camp-wide activities as you are able and help keep campers under control.

### **Night/Sleeping**

Volunteers are the only adults with the campers during sleeping times. Nighttime supervision of campers is not part of the resource staff's normal duties. If you feel your group of volunteers is not able to provide adequate supervision of the campers throughout the night please speak with the program director.

Please let us know if you are unable to perform one of the functions above so we can ensure the need is met. If you have any questions regarding your responsibilities at camp please contact the Camp Director.

## Get To Know Your Campers!

Listed below are some good questions to ask as campers arrive. Hopefully, by the end of the week, you can answer the majority of these questions about each camper!

1. Where is their home?
2. How many brothers and sisters do they have?
3. Is there a reason for a discipline problem?
4. Do they attend church regularly?
5. Are they familiar with the Bible?
6. Have they ever been to camp before this week?
7. What is their favorite activity at home?
8. Do they have any pets at home?
9. Do they feel safe at camp? On the trails? In the rafts or canoes?
10. Are they accepted by the group? Why or why not?
11. Are they a swimmer or a sinker?
12. Are they prepared for camp with the things they brought?
13. How quickly do they fall asleep at lights out?
14. What is their favorite camp food?
15. Are they leaders or followers?
16. What do they know about Jesus?
17. Can they sing and/or dance?
18. Are they artistic?
19. Can they speak comfortably in front of others?
20. What color are their shoes?
21. What is their favorite subject at school?
22. Did they make any new friends at camp?
23. What are their favorite camp activities?
24. Did they feel the presence of God during the week?
25. Do you think they'll come back next year?
26. Are these campers potential summer staffers?
27. NOW, how well do they know you? Were you able to share how God has worked in your life?

## Manidokan Discipline Policy

At times, even our best efforts to promote a peacemaking environment at camp will be unsuccessful. Our campers come from a range of backgrounds, and their own behavior patterns and expectations may not only clash with their counselors but also with other campers.

Our most important responsibility at all times is the safety of our campers. Our campers cannot grow spiritually, experience new things, or form meaningful relationships when their basic needs for safety and care are neglected. As staff and counselors it is your responsibility to the camp and your campers to follow the discipline procedures listed below.

1. **NEVER BE THE LAST TO KNOW.** If there are ANY disciplinary concerns or other safety related issues involving your campers or other staff and volunteers, let your fellow counselors know immediately. If your attempts to resolve the situation are unsuccessful—or if the situation quickly becomes severe—let the Camp Director know immediately. No concern is too small, and it is the Director’s responsibility to be your resource and to help you address needs and concerns. Always share information, and never be “the last to know.”
2. **SET CLEAR BOUNDARIES EARLY.** It is much easier to give campers greater flexibility later in the week once you have established clear and solid boundaries and behavior expectations. It is very difficult to give little guidance at first then try to be stricter later. Your group’s conduct covenant should be developed Sunday evening and will provide an opportunity to outline expectations and consequences.
3. **PHYSICAL VIOLENCE IS NEVER APPROPRIATE.** Campers should be made very aware of the total prohibition against physical violence at Manidokan, as well as reminded that they can come to any adult (counselor or staff) to report both threats (against themselves or other campers) and actual incidents. Counselors, of course, can never use physical violence (or threats of it) with campers. Incidents of violence and threats will be taken very seriously and may be grounds of immediate dismissal from camp. Physical restraint of campers is inappropriate except in the most extreme (and thus extraordinarily rare) situations—this would be when camper safety is at immediate risk.
4. **USE POSITIVE AFFIRMATION.** When possible, try to prevent behavior issues from reaching the level of disciplining campers by giving them positive affirmation for good behavior and understanding the needs of each camper (some need help focusing, others may become overwhelmed by too much time in a large group, others may need clear and frequent reminders about what the task at hand is).
5. **GIVE A VERBAL WARNING.** When possible, this should be done outside of the hearing of other campers. Make sure that you let other counselors in your group know when you have given a camper a warning (to avoid a camper receiving multiple warnings with no consequences).
6. **OUTLINE CONSEQUENCES AND GIVE SECOND VERBAL WARNING.** If one verbal warning does not end the disciplinary problem, outline a clear consequence that is proportional to the offense. You should always discuss consequences with at least one other adult counselor before issuing them. In fact, you may want to make these consequences clear and outline them to the entire group at the start of the week. You **DO NOT** have the authority to threaten that a camper be sent home. Only the Camp

Director is authorized to do so. A second verbal warning should accompany outlining the consequences.

7. **FOLLOW THROUGH ON CONSEQUENCES.** Appropriate consequences include time out or reduction in pool time. Basic needs (food, rest, etc.) can never be withheld as a form of punishment. In addition, physical exercise is not appropriate punishment (laps, push-ups, etc.). Physical activity would only be appropriate when related to the disciplinary issue (i.e. cleaning up a spill).
8. **DISCUSS ISSUE WITH THE CAMP DIRECTOR.** If you have not yet told the camp director of the behavior issue yet, once a punishment has been carried out but has failed to completely stop the bad behavior, speak with our camp director. He will discuss further options, including continued restrictions, or in rare cases, the possibility of a camper being dismissed from camp. You should NEVER use the threat of being sent home with campers.
9. **FOLLOW THROUGH ON ANY FURTHER STEPS AS DETERMINED BY THE CAMP DIRECTOR.** Consistency is important both for the camper who faces consequences as well as the other campers in the group. Be sure to follow through on consequences and restrictions.

## Trails

### **SAW MILL CREEK TRAIL (White)**

Starts on the path past Cabin 3. Marked in white, this 90-minute hike is probably one of our most beautiful trails. The name comes from the old sawmill which received its source of power from the creek. The stone framework can be discovered near the end of the trail. The walls of the original swimming pool will be seen down the steep trail when you begin your hike. This trail allows you to enjoy a cool refreshing hike on a hot summer afternoon, especially when you take a dip in one of the “water holes” in the creek.

### **POTOMAC VIEW TRAIL (Orange)**

Starts by Cabin 6 and travels past the Chapel in the Woods. It then goes through the southwest woods and circles the Forest Glen site. This is a wide trail which overlooks the Potomac River is perfect for morning walks or meditation hikes. This trail is marked in ORANGE.

### **FOX RIDGE TRAIL (Red)**

This three-mile path follows the route that a fox might take on its daily hunt. It begins on the north side of the field at Sun Moon Hill. As you follow the Red trail markers, you will see and hear the Saw Mill Creek before you turn south through a forest of pine, oak and hickory. From the Trail-side Chapel, the path leads you along another stream. Allow about two hours for the hike.

### **DEER TRAIL (Blue)**

Finding hoof prints and other signs of wildlife is common along this two-mile trail. The Blue trail markers begin on the south side of the field. Along the way, you will pass the Eagle’s Nest campsite and soon you will be overlooking a spring-fed stream next to fern-covered hillsides. The Chapel alongside the trail is perfect to rest and reflect on the wonders around us. Your course will finally turn west and head back into the field. Allow about one-and-a-half hours for the hike.

### **WOODVIEW TRAIL (Yellow)**

This wider pathway has a notorious history as being used by moonshiners going to their stills. The two-and-a-half miles are now used for more passive and sober endeavors. Start your hike at the end of the upper property road. The Yellow markers take you eastward and, just before Hoffmaster Road, the trail heads you toward the south. Before long you will cross both Fox Ridge and the Deer Trail for the second time. Allow about three hours for the hike.

### **REMOTE CAMPSITE TRAIL (Green)**

This trail begins where the other trails on the upper property all merge together and leads to the remote campsite on the south end of the property.

## **Emergency Procedures** (Constant ringing of bell)

A. FIRE: All those in tents, shelters, or lodges will gather at the PAVILION at the top of the hill for a head count and further instructions. Those in cabins, Covenant House or Friendship Hall will gather by the pool fence and then proceed to the Pavilion at the top of the hill. Those that are on the trails or fields will proceed to the same Pavilion.

B. STORM: Campers in shelter or tent sites will report to Friendship Hall. Campers in the cabins or the lodges will remain there. If out of the main camp, go to a low point and wait for the wind to stop.

C. RAIN: Light rain, put on your rain gear and pretend it's a sunny day. If it is a heavy rain, report to Friendship Hall.

### OTHER IMPORTANT RULES

1. Check with the Camp Director before inviting any guest or visitor.
2. All guests and visitors need to check in with the office.
3. All vehicles are to be parked in designated areas.
4. Hazardous condition such as loose wires, broken beds, fallen trees, broken doors/windows, torn canvas, etc. should be reported right away.
5. No food in the sleeping areas.
6. A good exercise at Manidokan: If you see litter, instead of stepping over it or passing it by, would you please bend, stretch out, pick it up, and drop it in a garbage bin.
7. Enjoy and have fun!

## **CAMP RULES**

### RESPECT NATURE

- We are visitors here – this place is a home to animals, insects, etc.
- Gently remove unharmed, any unwanted critters such as spiders and crickets from tent, or have a staff person remove for you.
- If you see a snake, tell your counselor immediately! Snake is to be removed by staff personnel only! Campers stay clear of area.
- Flowers & plants are for everyone's enjoyment. Look, smell and feel but please do not pick.
- No writing on walls, trees, tents, etc.
- No food is allowed in tents or around tent site. Food attracts animals who also like to eat, especially sweets!
- Pick up trash on trails, at tent sites, etc.
- We recycle! (Inform campers of trash cans by camp store.)

### SAFETY RULES

- Shoes must be on at all times.
- Use buddy system when traveling about the camp.
- Flashlights are used to illuminate the trail for night walking and as a light in your tent. (Discourage shining the light in someone's face or lighting the sky.)
- No throwing of stones, sticks, etc.
- Use trails to commute from campsites to main compound (road is for vehicles only!)
- No running on trails or down hills.
- Stay on trails! (Poison Ivy, snakes, etc. live off of the trail.)

### BATHROOMS

- No horse play!
- Take your shower, brush your teeth, etc.

- Clean up after yourself. (Stress this point!) It's your bathroom to keep clean and orderly!

### HEALTH AIDE

- Identify health aide for the week.
- Location of the infirmary.
- Campers on medication are to report to infirmary at the designated time per prescription order. (Health Aide is to keep track of, and take medication to camper if necessary.)
- Drink lots of Water! Prevent dehydration!
- Take showers daily!
- Remove shoes and socks at bedtime. Prevents foot fungus!
- Check yourself daily for ticks. If you find any attached to you, come to the infirmary for removal.

### CONDUCT

- Use proper language.
- Be kind and considerate to others.

### CAMPFIRES AT TENT SITES

- Campfires must be attended at all times.
- Gather firewood (downed tree branches only) which lay around the edges of the campsite or trails. Use caution when picking up larger pieces of wood; critters such as snakes, mice, bees, and wasps may live there.
- Use water jug by campfire to extinguish fire.
- Water jug is to be maintained by campsite personnel.
- Refill just at dining hall outside of faucet located by the men's bathroom door (behind the mailbox).