

# ***Antiochian Village***



## ***CIT Manual 2026***

***We can do all things through Christ Who strengthens us***

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## ***Antiochian Village Mission Statement***

Antiochian Village Camp transforms lives and nurtures faith in Jesus Christ through Orthodox Christian living, worship, education, fellowship, and love.

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## Antiochian Village Non-Discrimination Statement & Policy

The Antiochian Village follows the 2,000 year old teaching of the Orthodox Christian Church that man was created in God's Image. He created all humans in His image and His likeness (Genesis 1:26-27) In Christianity we are united as one body, and as humans, one race. We therefore value all human life and find thoughts and acts of racism, prejudice, and any discrimination unacceptable. Our camp promotes and accepts the diversity of the Kingdom of God, and models the teachings of Jesus Christ, rooted in love and respect for our fellow man.

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# *Anything is Possible*

Author Unknown

If there was ever a time to dare,  
to make a difference,  
to embark on something worth doing,  
IT IS NOW.  
Not for any grand cause, necessarily...  
but for something that tugs at your heart,  
something that's your inspiration,  
something that's your dream.  
You owe it to yourself  
to make your days here count.  
HAVE FUN, DIG DEEP.  
STRETCH, DREAM BIG.  
Know, though, that things worth doing  
seldom come easy.  
There will be good days.  
And there will be bad days.  
There will be times when you want to  
turn around,  
pack it up,  
and call it quits. Those times tell you  
that you are pushing yourself,  
that you are not afraid to learn by trying.  
PERSIST.

Because with an idea,  
determination,  
and the right tools,  
you can do great things.  
Let your instincts,  
your intellect,  
and your heart,  
guide you.  
TRUST.  
Believe in the incredible power of the  
human mind.  
Of doing something that makes a  
difference.  
Of working hard.  
Of laughing and hoping.  
Of lazy afternoons.  
Of lasting friends.  
Of all the things that will cross your  
path this year.  
The start of something new brings the  
hope of something great,  
ANYTHING IS POSSIBLE

## ***Sermons We See***

*I'd rather see a sermon than hear one any day,*

*I'd rather one should walk with me  
than merely show me the way.*

*The eye's a better pupil  
and more willing than the ear;*

*Fine counsel is confusing,  
but example's always clear;  
And the best of all the preachers  
are the men who live their creeds,*

*For to see the good in action  
is what everybody needs.*

*I can soon learn how to do it,  
if you'll let me see it done.*

*I can watch your hands in action,  
but your tongue too fast may run.*

*And the lectures you deliver  
may be very wise and true;*

*But I'd rather get my lesson  
by observing what you do.*

*For I may misunderstand you  
and the high advice you give,  
But there's no misunderstanding  
how you act and how you live.*

*--Edgar A. Guest*

# Daily Schedules

## Arrival Day Schedule

TBD	Orthros & Liturgy Brunch Change for campers!
<b>12:30 PM</b>	Meet in units
<b>12:45</b>	Meet in Staff Lounge
<b>1:00</b>	Get your campers!
<b>5:00</b>	Back to cabins
<b>6:00</b>	Dinner
<b>7:00</b>	Icebreakers
<b>7:30</b>	Evening Program
TBD	PM Med Call (2&3)
TBD	2&3 Dismissal
TBD	PM Med Call (1&4)
TBD	1&4 Dismissal
9:15	2&3 Lights Out (8-10)
9:30	2&3 Lights Out (11-12)
10:00	1&4 Cabin Time Wrapup
10:30	1&4 Lights Out
11:30	CITs Lights Out
12:00	Staff Lights Out

## Daily Schedule

7:20 AM	Morning Med Call	
<b>8:00</b>	Church	45min
8:45	Dismiss Church	15
<b>9:00</b>	Breakfast	50
9:50	Dismiss Breakfast	10
<b>10:00</b>	1 <sup>st</sup> Period MoPro	50
10:50	Switch Periods	10
<b>11:00</b>	2 <sup>nd</sup> Period MoPro	50
11:50	Cabin Time	40
<b>12:30 PM</b>	Lunch	45
1:20	Dismiss Lunch	10
<b>1:30</b>	1 <sup>st</sup> Period AfPro	50
2:20	Switch Periods	10
<b>2:30</b>	2 <sup>nd</sup> Period AfPro	50
<b>3:20</b>	Gimme Shop/Staff Mtg	40
4:00	Cabin Time	90
<b>5:30</b>	Church	45
6:15	Dismiss Church	15
<b>6:30</b>	Dinner	45
<b>7:15</b>	Evening Program	65+
8:15	PM Med Call (2&3)	
8:30	2&3 Dismissal	
8:45	PM Med Call (1&4)	
9:00	1&4 Dismissal	
9:15	2&3 Lights Out (8-10)	
9:30	2&3 Lights Out (11-12)	
10:00	1&4 Cabin Time Wrapup	
10:30	1&4 Lights Out	
11:30	CITs Lights Out	
12:00	Staff Lights Out	

## Weekday Liturgy Schedule

8:20 AM	Morning Med Call	
<b>9:00</b>	Liturgy	90min
10:30	Dismiss Church	15
<b>10:45</b>	Brunch	45
11:45	Dismiss Brunch	10
<b>11:45</b>	Cabin Photos / Thankfulness	
<b>12:15</b>	Cabin Time	
<b>1:30 PM</b>	1 <sup>st</sup> Period AfPro	50
2:20	Switch Periods	10
<b>2:30</b>	2 <sup>nd</sup> Period AfPro	50
<b>3:20</b>	Gimme Shop/ Staff Mtg	40
4:00	Cabin Time	90
<b>5:30</b>	Church	45
6:15	Dismiss Dinner	15
<b>6:30</b>	Dinner	45
<b>7:15</b>	Evening Program	65+
8:15	PM Med Call (2&3)	
8:30	2&3 Dismissal	
8:45	PM Med Call (1&4)	
9:00	1&4 Dismissal	
9:15	2&3 Lights Out (8-10)	
9:30	2&3 Lights Out (11-12)	
10:00	1&4 Cabin Time Wrapup	
10:30	1&4 Lights Out	
11:30	CITs Lights Out	
12:00	Staff Lights Out	

## Sunday Liturgy Schedule

8:30 AM	AM Med Call (2&3)	
8:40	AM Med Call (1&4)	
<b>9:00</b>	Orthros & Liturgy	
11:30	Dismiss Church	15min
<b>11:45</b>	Brunch	45
<b>12:30</b>	Cabin Time	
<b>1:30 PM</b>	1 <sup>st</sup> Period AfPro	50
2:20	Switch Periods	10
<b>2:30</b>	2 <sup>nd</sup> Period AfPro	50
<b>3:20</b>	Gimme Shop/ Staff Mtg	40
4:00	Cabin Time	90
<b>5:30</b>	Dinner	45
<b>6:15</b>	Evening Program	
8:15	PM Med Call (2&3)	
8:30	2&3 Dismissal	
8:45	PM Med Call (1&4)	
9:00	1&4 Dismissal	
9:15	2&3 Lights Out (8-10)	
9:30	2&3 Lights Out (11-12)	
10:00	1&4 Cabin Time Wrapup	
10:30	1&4 Lights Out	
11:30	CITs Lights Out	
12:00	Staff Lights Out	



## ***Responsibilities Throughout the Day***

### **7:00 AM RISE AND SHINE!!**

Wake up and get moving! Help your counselor wake up the campers and help all campers get ready (i.e. dressed, showered, etc). Help explain cleaning duties if needed and make sure your campers are moving so you can get to church on time. Remember: *Early is on time and on time is late!*

### **8:00 AM—Daily Matins**

Stand amongst your cabin and make sure you are fully participating in the service. Make sure your campers are following the service in the service book.

### **9:00 AM—Breakfast**

Meals are great for bonding time. ☺ Also, remember, your campers will follow your example, so make sure you are eating the food and drinking water, even if it's not your favorite food in the world! Encourage your campers to eat their food, but don't force them!

### **10:00 – 11:50 AM—Morning Program**

You will be assigned to one Christian Ed group or Morning Activity every day, so check your location on the Master Schedule (which your counselor should have). You will also follow your Christian Ed group to their activities each morning. During Morning Program, your role involves helping with crowd control and observing the teaching methods of the different counselors. You will also be given the opportunity to teach parts of the lessons. Feel free to borrow your counselor's Staff Manual to take a look at the lessons beforehand.

### **11:50 AM—Cabin Time**

Be on time! Change into the appropriate wear for Afternoon Program and help your counselor make sure that all campers are wearing what they need for their assigned activities for that day.

### **12:30 PM—Lunch**

See breakfast.

### **1:30– 2:30 PM—Afternoon Program**

Your afternoon program assignments will be posted in the dining hall on the cork board. During Afternoon Program, you are expected to assist or lead in any coaching of skills, to participate fully with the campers, and to help in crowd control. GET THEM PUMPED!! Please remember that if any campers ask to be taken to the bathroom, you may take them, but inform a counselor.

### **2:30 – 3:20PM—CIT Meeting**

Everyday, CITs will meet with the Head Counselors in the Gathering Place for daily training sessions and debriefing. This is a great time to ask questions about what you've

experienced throughout the day, good or bad. Remember that these training sessions are extremely important so come ready to learn and, always, be excited!! 😊

### **3:20 PM— Gimme Shop**

During the Staff Meeting, **CITs are responsible for supervising the campers**. Since there are no counselors present, it is extremely important that campers stay in the area just around the Gimme Shop and Bookstore so they can be seen. This is a time when you will be tempted to hang out with friends, but remember that your primary role is to ensure the safety of the 250 campers in your care at the time.

### **4:00 PM—Cabin Time**

FINALLY!! Many times, your counselor will have a specific plan for the cabin time each day so follow their lead.

### **5:30 PM—Vespers**

See Matins.

### **6:30 PM— Dinner**

See breakfast. You may want to try your hand at Afternoon Program signups for your cabin!

### **7:15 PM—Evening Program**

Good times! Evening Program is another time to have fun with your cabin. Sometimes it's good to let the campers have their own time, but, for the most part, you are expected to stay with your cabin. At all times, you are expected to interact with campers and help them have fun. This is another time when it is extremely tempting to stick with your own friends, but remember that your campers should be your focus throughout the night!

### **8:15 PM—Dismissal/Infirmary Call/Cabin Time**

Help round up your campers in the Pavilion and head down to your cabin. Sometimes your counselor may have a cabin time planned, so follow their lead and see if they need any help. In terms of getting ready for bed, help your counselor get your campers calmed down and into bed by lights out.

### **9:15 PM—Units 2 & 3 Lights Out**

### **10:30 PM—Units 1 & 4 Lights Out**

### **11:30 PM—CIT Lights Out**

After your campers fall asleep, you may go outside of your cabin to hang out with other CITs and counselors. At all times, you must be within eyesight and earshot of your cabin, preferably right on the porch. *11:30 PM is the "Lights Out" time for all CITs.*

# The Good Counselor

*I am the good shepherd; and I know My sheep, and am known by My own  
As the Father knows Me, even so I know the Father; and I lay down My life for the sheep.  
And other sheep I have which are not of this fold; them also I must bring, and they will hear  
My voice; and there will be one flock and one shepherd.  
Therefore My Father loves Me, because I lay down My life that I may take it again.  
No one takes it from Me, but I lay it down of Myself. I have power to lay it down, and I have  
power to take it again. This command I have received from My Father.  
—John 10:14-18*

Though there can be no complete list of attributes of the “Good Counselor”, the following guidelines have been set forth for all Antiochian Village Staff members.

## The Golden Rule

### **EXPECT THE CAMPERS TO DO ANYTHING AND EVERYTHING THAT WE DO.**

This includes the way we act, our attitude, and our time management skills.

- If counselors are on time for meals or church, then campers will be as well.
- If counselors have a positive attitude toward an activity or enjoy the food that we have been given or say nice things about another counselor, then the campers will have the exact same attitude and say the exact same things.

## Abuse

Any accusation or talk of any type of abuse at home or at camp must be reported to the Camp Director immediately. This includes parent to camper, staff to camper, or camper to camper cases of abuse. All comments regarding abuse should be taken with the utmost seriousness, and addressed immediately. Warning signs that one should look out for are unusual bruising or scarring, inappropriate social interactions such as excessive physical contact or aversion to physical contact, unusual comments about parental authority.

## Cabin Atmosphere

Camp is an opportunity to escape the everyday distractions of life at home. Counselors are to maintain a Christian atmosphere in their cabins. This atmosphere should be free of foul language (English and any other language), put-downs, and all distracting electronic devices, (radios, walkmans, CD players, Gameboys, etc). Don't try to be their friend or to be popular with the campers but be what they really need: their counselor. Give the campers the best experience possible, free from these worldly distractions. If you make an exception and let “your” cabin use their radios, then other campers will complain to their campers that they aren't allowed to listen to the radio. We must work as a team and all commit to the rules of the camp.

## Cabin Safety

Prior to campers arriving each session, counselors should make a thorough safety check of their cabins, ensuring the following:

- ❖ Clean, disinfected and dry floors
- ❖ Disinfected bathrooms
- ❖ Disinfected mattresses and pillow covers
- ❖ Operational Fire Extinguishers and Smoke Detectors
- ❖ All primary and secondary exits are accessible
- ❖ No safety hazards present (broken glass, poisonous or hazardous materials, unauthorized cleaning materials, etc.)

Throughout the session, a continuous awareness should be kept to keep the above safe environment. This includes making sure campers are sleeping in appropriate arrangements (nose to toes) so that no heads are within 3 feet of each other, and that exits are not blocked by luggage or other obstacles.

## Idle Talk and Community Life

*O Lord and Master of my life,  
Take from the spirit of sloth, faint-heartedness, lust of power, and idle talk.  
But give rather the spirit of chastity, humility, patience, and love to Thy servant.  
Yea O Lord and King, grant me to see my own sins, and not to judge my brother.  
For though art holy, always now and ever and unto ages of ages. Amen.*

The prayer of St. Ephraim the Syrian is such a powerful prayer, and unfortunately, it is usually only heard during the Lenten season. During your stay here at the Village, you will be living in a very tight community, where everyone knows everyone else and sees each other every single day for nine weeks. We will live our lives “as fish in a fish bowl.” The campers and everyone around will always be watching everything we do. Living in this type of atmosphere, it is very easy to begin talking about other people and things that they do. The campers will talk about the staff because we are seen as glorified figures to them. In addition, staff members will also talk. Soon, the idle talk gets exaggerated, and stories are blown way out of proportion. Do your best to stop idle talk, not only this summer, but throughout the year as well. Let gossip stop when it reaches you. Spreading hurtful rumors is considered to be a gross violation of camp policy.

## Job Performance Feedback

Each CIT member will be in daily communication with his/her supervisor for informal review of job performance. Twice during each session, a formal review of job performance will be conducted with the staff members’ job description as the basis for the evaluation. CITs will conduct these evaluations with the counselor he/she has

been assigned to. CITs are encouraged to inquire regarding any concerns or questions about job performance at any time. At the end of the session, the Head Counselors will complete a final review of each CIT.

## Lights Out

Just before it is time for Lights Out, each cabin should say their Evening Prayers. Some nights, you may say Evening Prayers with another cabin that you had cabin time with, or as a Unit. After the lights are out, all campers should be in their beds, and the counselor should be in the cabin with them until most are asleep. Sometimes, you might continue a cabin discussion as they fall asleep. After most if not all campers are asleep, you can spend time just outside of your cabin, as long as you are within eyeshot and earshot of your cabin. Counselors are only allowed to leave their units at night for emergencies if they have the permission of their head counselor.



## Meals

This is an often-missed time for cabin group building. Cabins should always walk to meals together (except the waiter). When in the Dining Hall, keep focused on your campers, not your friends on staff. Make sure waiters know their jobs before sending them up.

## Mornings

The best way to get cooperation is to model good behavior. Waking up to a yelling counselor or CIT is the last thing that will help. Start the day positive and with enthusiasm—that will REALLY drive them crazy. CITs should be awake once the first camper is awake. The wake-up bell will ring at 7:00, but it is up to the counselor to determine when his/her cabin will need to wake up. Be sure to leave enough time to wake up, get dressed, shower, clean the cabin, and be at breakfast or Divine Liturgy on time. **Remember, early is on time, and on time is late!**

## Staff Dress

All staff should model Christian modesty in their choice of attire. Overly revealing clothes or very tight clothing should be avoided. In addition, staff should not have any tattoos that would be visible when wearing shorts, T-shirt, socks & shoes. Male staff members should not wear any earrings or have any type of piercing on their body. Female staff members should have no more than two earrings in each ear. No other body parts should be pierced. Staff are reminded that Divine Liturgy is held twice a week, and appropriate clothes should be worn for Divine Liturgy (shirt and tie for males, dress or skirt for females). At all times, footwear must have a backstrap and be closed toed.



## Supervision of Campers

- Campers are never to be left alone at any time. If you see a camper by him/herself, go up to them and see what is wrong or direct them to the proper place to be.
- If a camper is missing from a session that you are supervising, be sure to alert another staff member who can locate the camper. If the camper is not found within a few minutes, the Camp Director or Assistant Director should be immediately notified.
- Counselors should remain in their cabin with their campers after lights out until most of them are asleep. Only then are counselors allowed to step outside their cabin. They must remain within eyesight and earshot of their cabin.
- Counselors may eat food in the units as long as there is no trace of food in the unit in the morning.
- Counselors may only leave their unit with the permission of the head counselor.
- CIT's may be outside the cabin, in their unit, until 11:30 PM and must remain within eyeshot and earshot of their cabin at all times. Counselors must be in their cabin by the midnight all-camp curfew.
- When campers are brought off of camp, all safety regulations and behavior guidelines apply just as they do while on camp.
- CIT's may not supervise campers (i.e. take a camper to the bathroom) without a counselor. Also, CITs must also be supervised by a counselor when leaving an activity or program.
- **The only time that CITs supervise campers directly without counselors present is every day during the 4:00pm Gimme Shop time. At this time, CITs are responsible for making sure that all campers stay in a supervised area.**

## ***Counselors-In-Training (CIT's)***

The goal of the CIT program is to give those who are between the ages of 17 and 18 the opportunity to learn and experience the responsibilities of being a counselor at the Antiochian Village, and to work along with each program director to see what is directly involved with each program.

The CITs will have the opportunity to work with a host counselor, living in the cabin with that counselor and his/her campers for one session. The CIT will have the chance to observe the day-to-day responsibilities of being a counselor. The counselor will help to instruct and guide the CIT through this experience by allowing the CIT to lead cabin time discussions, lead evening prayers, and assist with the every day responsibilities of being a camp counselor. Counselors are responsible for their CITs, just as they are responsible for their campers. A good model for training your CIT is to use the following:

***I do, you watch.  
We do together.  
You do, I watch.***

This will help the CITs learn the skills needed and allow for their evaluation as they try out their new role. By the end of this program, a CIT should have a good understanding of what is involved in being a competent camp counselor. At the end of the session, the head counselors will evaluate the CIT. The CIT will do a self-evaluation with his or her host counselor.

### CIT Meeting

Each day, all the CITs will meet with the Head Counselors. Through these daily meetings the CIT will learn the practical skills necessary to carry out the duties of a counselor, camp policies and procedures, the CIT's role in camp, communication skills, and other counselor skills. We will also have daily reviews and discussion. These tools will give the foundation for further learning through the most important lesson of all---ACTUAL EXPERIENCE.

# ***Antiochian Village Rules***

(These rules are posted in the cabins, but are printed here for you to become familiar with them.)

1. All Staff, Counselors and Campers will respect each other with Christian respect at all times; therefore fighting, put-downs or other behavior harmful to others is not allowed at camp.
2. Campers are to stay with their assigned counselors at all times and remain at their scheduled events.
3. No food of any kind is permitted in the cabins. All food brought or received while at camp will be distributed at meals and shared with others in the cabin.
4. There are to be no girls in boys' units or boys in girls' units.
5. All property must be respected: no graffiti and no destructive raiding.
6. Campers will not tamper with heating, water, or electrical controls or remove pillows, blankets, mattresses, cleaning supplies, etc. from the cabins.
7. No "horse-play" in the cabins (i.e. jumping on or from bed to bed).
8. The swimming pool will be opened at specified times only. No one is allowed in the pool area except during those specified hours.
9. No chewing gum is allowed on camp.
10. The following are forbidden from camp grounds, possession of which can result in immediate dismissal: alcohol, drugs, tobacco and any flammable substances including aerosol spray cans.



# Emergency Procedures

## General Emergency Plan

In the event of any emergency, a staff member will inform the Camp Director or Camp Nurse directly, or via two-way radio or camp phone. In the event the Camp Director is not available, the Assistant Director will assume the responsibility for contacting emergency personnel. No other camp staff should contact emergency personnel unless reaching the Camp Director, Assistant Director and Camp Nurse proves impossible.



When deemed necessary by the Camp Director, parents can be contacted using the information collected on the Camper Registration Form. No parents should be contacted without the prior approval of the Camp Director.

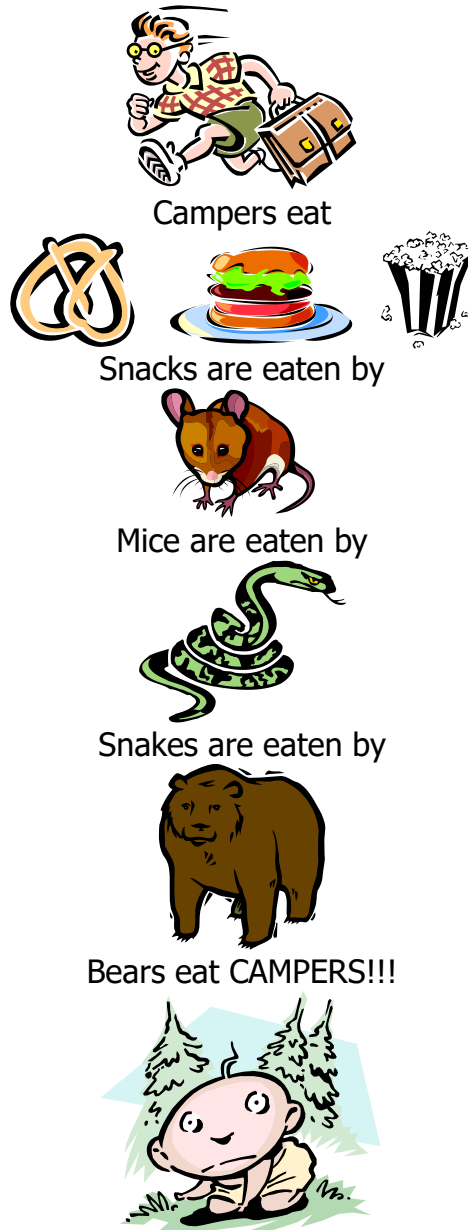
If emergency merits gathering of the entire camp, one of the following bells will ring:

- ❖ **Fire Bell** (3 rings, pause, 3 rings, pause and repeating). This would occur during fire or any emergency requiring gathering of entire camp when no hazards exist for doing so. Proceed to the basketball courts for safety!
- ❖ **Lock Down** (2 rings, pause, 2 rings, pause, and repeating OR "LOCK DOWN" being repeated over camp loudspeaker). This would be used if any dangerous individuals or animals were found on camp. All campers and staff should immediately proceed to closest indoor location, with doors locked if possible.
- ❖ **Take Shelter** (4 rings, pause, 4 rings, pause, and repeating). This would be rung in case of tornado or other severe weather. All campers proceed to either the Dining Hall Basement, Church Basement, the basement of Cabins 1 and 2 or the Staff Lounge.

In any emergency situation, it is critical to take attendance of the group you are responsible for supervising immediately to ensure that all campers are accounted for.

# ***The Food Chain***

The Antiochian Village, located in the mountains of Western PA, is the home to many skunks, cats, deer, bears, the Western Pennsylvanian White Striped Mountain Tiger, and other animals. For the summer, we will learn to live with them in a symbiotic atmosphere. The food chain below demonstrates how these creatures eat while we are here.



The moral of this story is do not allow food in your cabins!

## ***Cabin Times***

Cabin Times are certain parts of the daily schedule that are set aside for cabin unity, bonding and preparation for upcoming activities. It is, as the name suggests, time spent in the cabin. Cabin times are the following:

- ❖ Morning: Wake-up, showers, and cleaning cabin. Ambitious counselors can even fit in Morning Prayers as a cabin.
- ❖ 11:50 am-12:30 pm: Change out of long pants, get clothing for afternoon activities, review afternoon schedules, and few minutes rest are always good to squeeze in.
- ❖ 4:00-5:30 PM: This Cabin Time is especially designated for REST! It's a great time to wind down after a busy afternoon and rest before all the evening's activities. Campers often don't realize how much rest they need. Utilize this time to relax, change, shower, and prepare for the evening activities. For younger campers, a nap is very advisable (not a bad idea for older campers—and even counselors! Just be sure to set an alarm!).
- ❖ Evening (following Evening Program) The Cabin Time after Evening Program is a great time for discussion as a cabin. The topic can be simply what was learned or experienced that day, or may center on a moral issue or learning more about our faith in a relaxed cabin atmosphere.
  - Cabins in Units 1 & 4, can request an evening cabin time that is held outside their cabin or with another cabin. Requests can be made to the Assistant Director during meals. Counselors should make sure their requests have been approved before telling the cabin that they have an outside cabin time. These should be limited to a maximum of 3 per session. A priest, seminarian, or Head Counselor must be present at all cabin times outside of the cabin. Other moderators may be requested.
  - Cabins in Units 2 & 3 may request someone to lead the discussion but may only have cabin time within their cabin.
  - Discussions should be ended by 9:45 for Units 2 & 3 and 10:30 for Units 1 & 4.

# *Prayer*

*The Lord is far from the wicked, but He hears the prayer of the righteous. – Proverbs 15:29*

Prayer is one of the most powerful tools we have as Orthodox Christians. We can pray as individuals, or together for communal prayer. We can pray to Christ our Lord, or to Saints to intercede on our behalf. Often times we pray only when we need something, or when we think we have no other option. While these are important times to pray, it is even more important to pray all the time, even when we don't need something.

Every person is different, and at a different level spiritually, so choosing the appropriate prayers for your cabin is very important. Prayer is more than just reading the words that are on the paper. It is our personal conversation with God, so the words have to mean something to the people praying. Below are a few prayers that might be helpful for you personally, and also for leading your cabin in prayers. Feel free to use other prayers, or to seek help from the Camp Director for other prayers that might be appropriate.

## Trisagion Prayers

✙ In the Name of the Father, and of the Son, and of the Holy Spirit. Amen

Glory to Thee, our God, glory to Thee

O Heavenly King, O Comforter, the Spirit of Truth, who art in all places and fillest all things; Treasury of good things and Giver of Life: come and dwell in us and cleanse us from every stain, and save our souls, o Gracious Lord.

Holy God, Holy Mighty, Holy Immortal: have mercy on us. (three times)

Glory to the Father, and to the Son, and to the Holy Spirit: now and ever and unto ages of ages. Amen.

All Holy Trinity have mercy on us. Lord cleanse us from our sins. Master, pardon our iniquities. Holy God visit and heal our infirmities for thy name's sake.

Lord, have mercy. Lord, have mercy. Lord, have mercy.

Glory to the Father, and to the Son, and to the Holy Spirit: now and ever, and unto ages of ages. Amen.

Our Father, who art in heaven, hallowed be thy name; thy kingdom come; thy will be done on earth, as it is in heaven. Give us this day our daily bread; and forgive us our

trespasses, as we forgive those who trespass against us; and lead us not into temptation, but deliver us from evil.

For Thine is the kingdom, and the power, and the glory, of the Father, and of the Son, and of the Holy Spirit: now and ever, and unto ages of ages. Amen.

*The following prayers may then be said, depending on the occasion or time of day.*

### **Morning Prayer**

Arising from sleep, I thank You, O Holy Trinity, that for the sake of Your great kindness and long-suffering, You have not had indignation against me, for I am slothful and sinful. Neither have You destroyed me in my transgressions, but you have shown Your customary love towards man, and have raised me up as I lay in heedlessness, that I may sing my morning hymn and glorify Your Sovereignty. Enlighten the eyes of my understanding, open my ears to receive Your words, and teach me your commandments. Help me to do Your will, to hymn You, to confess you from my heart, to extol Your All-Holy Name, of Father, son and Holy Spirit, now and ever, and unto ages of ages. AMEN

### **Evening Prayers**

#### *Troparia of Thanksgiving*

Now that the day has come to a close, I thank thee, O Lord, and I ask that the evening with the night may be sinless; grant this to me, O Saviour, and save me.

Glory to the Father, and to the Son, and to the Holy Spirit.

Now that the day hath passed, I glorify thee, O Master, and I ask that the evening with the night may be without offence; grant this to me, O Saviour, and save me.

Both now and ever and unto ages of ages, Amen.

Now that the day hath run its course, I praise thee, O Holy One, and I ask that the evening with the night may be undisturbed; grant this to me, O Saviour, and save me.

Lord, have mercy. (12 times)

#### *A Prayer for Forgiveness*

O Lord our God, if during this day I have sinned, whether in word or deed or thought, forgive me all, for thou art good and lovest mankind. Grant me peaceful and undisturbed sleep and deliver me from all influence and temptation of the evil one. Raise me up again in proper time that I may glorify thee; for Thou art blessed: with

thine Only-begotten Son and thine All-holy Spirit: now and ever, and unto ages of ages. Amen.

*The Creed*

I believe in one God, the Father Almighty, Maker of heaven and earth, and of all things visible and invisible;

And in one Lord Jesus Christ, the Son of God, the Only-begotten, Begotten of the Father before all worlds, Light of Light, Very God of Very God, Begotten, not made; of one essence with the Father, by whom all things were made:

Who for us men and for our salvation came down from heaven, and was incarnate of the Holy Spirit and the Virgin Mary, and was made man;

And was crucified also for us under Pontius Pilate, and suffered and was buried;

And the third day He rose again, according to the Scriptures;

And ascended into heaven, and sits at the right hand of the Father;

And He shall come again with glory to judge the living and the dead, Whose kingdom shall have no end.

And I believe in the Holy Spirit, the Lord, and Giver of Life, Who proceedeth from the Father, Who with the Father and the Son together is worshipped and glorified, Who spake by the Prophets;

And I believe in One Holy Catholic and Apostolic Church.

I acknowledge one Baptism for the remission of sins.

I look for the Resurrection of the dead,

And the Life of the world to come. Amen.

O Christ our God, who at all times and in every hour, in heaven and on earth, art worshipped and glorified; who art long-suffering, merciful and compassionate; who loves the just and showest mercy upon the sinners; who callest all to salvation through the promise of blessings to come; O Lord, in this hour, receive our supplications, and direct our lives according to thy commandments. Sanctify our souls, hallow our bodies, correct our thoughts, cleanse our minds; deliver us from all tribulation, evil, and distress. Encompass us with thy holy Angels, that guided and guarded by them, we may attain to the unity of the faith and to the knowledge of thine unapproachable glory, for Thou art blessed unto ages of ages. Amen.

# *Church Etiquette*

❖ **Talk softly and carry a big Cross**

Remember we're here because Christ died for us, so be reverent and respectful. We should also cross ourselves and say a prayer as we enter or leave the Church so that we can orient our thoughts on God.

❖ **Standing, Sitting, and Leaning**

If you or your campers get tired, it is okay to quietly sit down for a little bit. It is disrespectful to lean up against the wall, cross your arms, etc in church. While in Church we are having a conversation with God (prayer), so our body language must demonstrate that we are interested and focused on that prayer.

❖ **Let us pray to the Lord**

Make sure all of your campers (especially the younger ones or those that don't know the service) have a service book so that they can follow the service. Everyone should also be encouraged to sing, even 300 tone-deaf people can sound good if they just give it a try. We are all called to participate in the service.

❖ **Stayin' and Swayin'**

As your campers leave the church, you should leave church with them. Walk with them to their next activity or to your next activity so that we will all be on time.

❖ **We all gotta go sometime**

Using the restroom is a natural thing; we all do it. So plan ahead. Little kids, and big ones for that matter, should go to the bathroom before Church. Remember we're trying to be respectful, and popping in and out of Church doesn't help us, or those around us. Also remember that there are restrooms in the Dining Hall, Gathering Place and Pavilion. Don't wait for the long lines in the basement; visit a restroom near you. Many kids will ask to leave church to go to the bathroom. As you get to know your campers, you will be able to tell when they just want to leave, and when they really need to go. Usually if you tell them that there are only a few minutes left in church, and that they can go as soon as church is done, it will be fine.

❖ **Dress for Success**

When in church, we want to look our best because we want to present the best we have to offer to God. However, we must remember Christian modesty when we dress. Open shoulders, open backs, short skirts, tight clothing, etc. are not appropriate. We want to focus on God while in church, and we don't need to be distracted by what someone in front of us is wearing.

## ***Tips to be a Successful CIT***

The goal of the CIT program is for you to learn and experience the responsibilities of an Antiochian Village Staff Member. Our goal, and we hope it is yours as well, is to successfully train all of the CIT's to be future staff members. Remember... you are the future! When applying for staff, one of the most beneficial assets an applicant can have is a successful completion of the CIT program. So, if you have dreams of one day working on AV Staff, here are a few simple tips to ensure a great CIT experience.

1. As CITs you will need to adjust from being a camper and putting yourself second. It is time for you to seek opportunities to make camp the best it can be for these kids. Camp is for the campers! Everything you do should be to better their experience or serve them.
2. Communicate with your assigned counselor early and often. Ask them for their expectations of you, and do not be afraid to share your expectations for them. Communication is key!
3. As a CIT, always ask two questions: How can I help, and what is next? By actively offering your help to staff members, you will shine above the rest, and certainly be noticed.
4. Interact and form relationships with your kids as much as possible. It is easy to be distracted and hang out with your friends. However, the most successful CITs are able to focus the majority of their attention on their campers, not their friends. Camp is for the camper!
5. Remember, actions speak louder than words. As a CIT, you are now the example. If CITs or staff members break the rules, how can we correct the campers for doing the same? Being on staff at Antiochian Village is about teamwork. Everyone follows the rules! If you do not understand why certain rules exist, ask your Head Counselors... don't go around them.
6. During each session, CITs will have two formal evaluations with their host counselor. Aside from that, successful CITs will engage in daily feedback with their supervisors so they can continuously improve throughout the session.
7. Despite what anyone says, campers love CITs. To campers, a CIT is an older role model, just like the counselor. While you will need to be authoritative at times, take advantage of the position you are in. Being a CIT is one of the easiest ways to form strong relationships with campers.
8. Always remember, Antiochian Village is a summer camp. SUMMER CAMPS ARE FUN! In all cases, your campers will be younger than you. With that said, do not be shy about acting silly with younger campers.



## ***Checkpoint!***

Here is a chance for you to self-evaluate your performance as a counselor. The list below is just a small number of the many things you should be doing during the day. Go through the list and check off the things you have done within the last 24 hours. Also, take a minute to think over the past week and see how many more or less lines would be checked off. There is no reason to not be honest. The more accurate you are at evaluating yourself, the better job you will be able to do.

### **7:00 am - Wake-up**

- ☐ Did you... pray in the morning?
- ☐ Did you... encourage your campers to get up or do you yell at them while you stay sleeping?
- ☐ Did you... keep track of timely showering?
- ☐ Did you... oversee and help with the cleaning of the cabin?
- ☐ Did you... stay motivated throughout the morning?
- ☐ Did you... review their daily schedule and sign the campers up for afternoon activities?
- ☐ Did you... check what the campers are wearing and make sure that it is appropriate dress?
- ☐ Did you... leave the cabin on time placing appropriate priority to promptness?

### **8:00 am – Matins**

- ☐ Did you... walk to church with your cabin?
- ☐ Did you... get them in the proper mindset for church?
- ☐ Did you... participate in the service?
- ☐ Did you... stand with your campers at all times?
- ☐ Did you... encourage proper church etiquette at all times?

### **9:00 am – Breakfast**

- ☐ Did you... walk to the meal all as ONE cabin?
- ☐ Did you... monitor your campers and keep them at your table?
- ☐ Did you... control YOURSELF and stay at the table with your campers?
- ☐ Did you... talk to your campers and keep them motivated about what they were doing?
- ☐ Did you... watch what they were eating and drinking?
- ☐ Did you... YOURSELF eat appropriately?
- ☐ Did you... keep YOU and your campers quiet when announcements were being made?
- ☐ Did you... assist and encourage the waiter to clean the table as quickly as possible?
- ☐ Did you... pray during the meals and be sure that you were a good example for those around you?
- ☐ Did you... make sure your campers went to the bathroom?

### **10:00 am – Morning Program**

- ☐ Did you... help to direct campers to their assigned activities?
- ☐ Did you... make sure your campers know/go where they're assigned?
- ☐ Did you... rethink each lesson you teach to help make it fun for your campers?
- ☐ Did you... make sure all of the campers who are supposed to be with you are accounted for?
- ☐ Did you... arrive at your scheduled activities before the campers?
- ☐ Did you... wait for the bell to ring before you allowed your campers to leave?

## ***The Programs***

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- ☐ Did you... involve your campers in the lessons or is it a lecture?

### **11:50 am – Cabin Time**

- ☐ Did you... arrive at your cabin before your campers?
- ☐ Did you... talk to your campers about morning program?
- ☐ Did you... remind your campers of their assignments?
- ☐ Did you... make sure your campers have what they need for their specific afternoon activities (sneakers, shorts, swimsuit/towel, pants for horseback)?
- ☐ Did you... supervise them at all times or did you allow them to run around the unit unsupervised?
- ☐ Did you... arrive at the dining hall before the lunch bell?

### **12:30 pm – Lunch**

- ☐ Did you... walk up to the meal all as ONE cabin?
- ☐ Did you... control your campers and keep them at your table?
- ☐ Did you... control YOURSELF and stay at the table with your campers unless it is an emergency?
- ☐ Did you... talk to your campers and keep them motivated about what they are doing?
- ☐ Did you... watch what they are eating and drinking every day?
- ☐ Did you... YOURSELF eat appropriately?
- ☐ Did you... keep YOU and your campers quiet when announcements are being made?
- ☐ Did you... assist and encourage the waiter to clean the table as quickly as possible?
- ☐ Did you... pray during the meals and be sure that you are a good example for those around you?
- ☐ Did you... make sure your campers went to the bathroom?

### **1:30 pm – Afternoon Program**

- ☐ Did you... help the lining up process to get the campers to the activities as soon as possible?
- ☐ Did you... focus on your job and not let distractions get in the way of ensuring the camper's fun?
- ☐ Did you... make sure the campers are having fun?
- ☐ Did you... participate actively?
- ☐ Did you... look for ways of helping campers develop their skills?
- ☐ Did you... notice any campers being left out?
- ☐ Did you... use this time to reinforce Christian ideals and the mission of the Antiochian Village?
- ☐ Did you... keep all your campers at their assigned activity?
- ☐ Did you... inform the Afternoon Program director of any problems?
- ☐ Did you... encourage sportsmanship?
- ☐ Did you... put the campers' enjoyment before your own?

### **3:20 pm – Staff Meeting**

- ☐ Did you... arrive on time?
- ☐ Did you... listen attentively (like you would want your campers to do)?
- ☐ Did you... Talk with Fr. Anthony or Marek before the meeting if you would like to discuss something or have something placed on the meeting agenda?

### **4:00 pm – Cabin Time**

- ☐ Did you... prepare your campers for the evening?
- ☐ Did you... arrive to the cabin as soon as you can?
- ☐ Did you... have some campers shower after the afternoon program?
- ☐ Did you... play games/have a discussion with the campers?
- ☐ Did you... possibly have nap time (especially younger campers)?
- ☐ Did you... supervise your campers at all times?

### **5:30 pm – Vespers**

- ☐ Did you... walk to church with your cabin?
- ☐ Did you... get them in the proper mindset for church?
- ☐ Did you... participate in the service?
- ☐ Did you... stand with your campers at all times?
- ☐ Did you... encourage proper church etiquette at all times?

### **6:30 pm – Dinner**

- ☐ Did you... walk to the meal all as ONE cabin?
- ☐ Did you... control your campers and keep them at your table?
- ☐ Did you... control YOURSELF and stay at the table with your campers unless it is an emergency?
- ☐ Did you... talk to your campers and keep them motivated about what they are doing?
- ☐ Did you... watch what they are eating and drinking every day?
- ☐ Did you... YOURSELF eat appropriately?
- ☐ Did you... keep YOU and your campers quiet when announcements are being made?
- ☐ Did you... assist and encourage the waiter to clean the table as quickly as possible?
- ☐ Did you... pray during the meals and be sure that you are a good example for those around you?
- ☐ Did you... make sure your campers went to the bathroom?

### **7:15 pm – Evening Program**

- ☐ Did you... sit with your campers?
- ☐ Did you... keep those around you quiet when necessary?
- ☐ Did you... give the program your full attention?
- ☐ Did you... make sure everyone is having fun?
- ☐ Did you... prepare for the appropriate evening (i.e. serenade, skit night) so your kids can enjoy the evening?
- ☐ Did you... actively participate with your campers (as opposed to hanging with the staff)?
- ☐ Did you... offer your full cooperation with the Evening Program Director?
- ☐ Did you... help settle the crowd and assist at dismissal time?

### **8:30 pm – Cabin Time**

- ☐ Did you... develop good discussions and activities so your campers can learn and grow with each other?
- ☐ Did you... discuss appropriate topics and teach them in a Christian manner?

## ***The Programs***

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- ☐ Did you... help your campers review their day, helping them remember the important things they learned?
- ☐ Did you... ensure that outside cabin times end by 10:30 pm?
- ☐ Did you... encourage the campers to sign up for a variety of afternoon program activities?
- ☐ Did you... supervise your campers at all times?
- ☐ Did you... pray at night with your campers?

### **9:15/10:30 pm – Lights Out**

- ☐ Did you... shut your lights off at the appropriate time?
- ☐ Did you... use discernment in deciding how late the campers can stay up and talk after the lights are out?
- ☐ Did you... use this time to get to know your campers better or do you immediately go outside your cabin?
- ☐ Did you... maintain authority over your campers so they know that what you say goes?

### **11:30 pm – CIT Curfew/Lights Out**

- ☐ Did you... go to bed on time?
- ☐ Did you... ensure you are getting enough rest?

### **OVERALL –**

- ☐ Do you get angry with your campers when they break the rules?
- ☐ Do you follow all the rules that you make your campers follow?
- ☐ Did you talk/check-in with everyone of your campers at some point throughout the day?
- ☐ Do you live up to the mission statement of the Antiochian Village in every action you do every day?