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# SUMMER STAFF COMMUNITY LIFE GUIDEBOOK

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*community guidelines and other  
summer staff related information to  
help us all live and work well together*

UPDATED 2025



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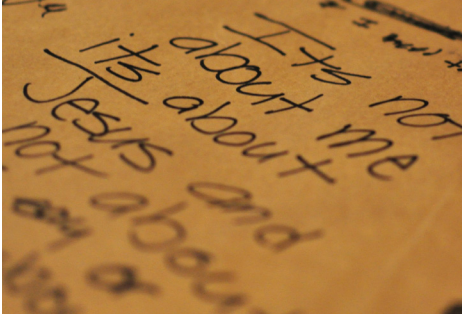
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*“God has decided, for His own good reasons, that people are not transformed outside of community...In community we discover who we really are and how much transformation we require.”*

*—Pastor John Ortberg*

# THE SUMMER CAMP LIFE

## YEAR-ROUND & SUMMER MISSION



Phantom Ranch Bible Camp has been **helping people draw closer to God through great camp experiences** year-round since 1954!

During our summer camp sessions, we help campers become **better lifelong Jesus followers through fun camp experiences, a relentless pursuit of camper delight, teaching the Gospel, and role modeling how to follow the ways of Jesus.** [Acts 5:17-21]

## PHILOSOPHY & GOALS

### **Relentless Pursuit of Camper Delight:**

Campers are here for one week and we need to make the most of the unique environment camp provides. We put aside our own desires and selflessly serve campers.

### **We want campers to have fun, be safe, feel welcomed, respected, listened to and experience God's love.**

We are willing to stay up late, get up early, play another round of carpetball, be buried in the sand (and the list goes on!) so campers can have a unique and memorable encounter with Jesus. We rely on God's His Holy Spirit to enable us to overflow Jesus onto campers.

**Teaching the Gospel:** We want every camper to have a chance to gain a better understanding of the Gospel through direct and indirect teaching.

We share the Gospel through chapel sessions, cabin discussions, and the life experiences and daily choices of our staff.

### **Role modeling the Ways of Jesus:**

We want campers to clearly see what life should and can look like for those who believe the Gospel and are committed to following Jesus. We use our personal stories to help connect God's story to the camper's story.

# PHANTOM RANCH DISTINCTIVES

Phantom Ranch uses nature and the close relationship of a Cabin Leader to point campers to Jesus Christ. Away from the noise of screens and the fast pace of life, campers have a unique opportunity to make deep friendships with peers and staff, develop independence, conquer homesickness, increase social and self awareness, and connect with their Maker in a lasting way.

## PHANTOM RANCH CORE VALUES: *the phantom four*

**1 FUN** – we believe if *campers* are having fun then they will be more responsive to the Gospel and Biblical teaching. We believe if the *staff* are having fun then they will be more willing to serve campers and each other. **We encourage our staff to make camp fun for everyone.**

**2 GRATEFULNESS** – we believe there's a difference between *thankfulness* and *gratefulness*. Being thankful is what you think. Being grateful is what you do. Both are vital. When we have a thankful thought and feeling, we need to show it. The Bible teaches us to be thankful in all circumstances. As Jesus Followers, indwelt with the Holy Spirit, we have nothing to complain about. **There is always a reason to be thankful then grateful, even when frustrated.**

**3 GENEROSITY** – we believe being generous is about more than money. We believe in being generous with our time, forgiveness, grace, praise, encouragement, availability, and the blessings God has given us. **We encourage our staff to have a relentless pursuit of camper delight.**

**4 TEAMMATES** – we believe in viewing our staff members as teammates. We believe in catching people doing something good. We believe in bringing out the best in each other. We believe in gently calling attention to the areas of life and work where improvement or course correcting are needed. **Teammates CLAP, CARRY, and CARE for each other.**

# DOCTRINAL STATEMENTS

**BIBLE** – we believe the scriptures we have are the scriptures God wants us to have and are of supreme and final authority in faith and life.

2 Timothy 3:16; 2 Peter 1:21

**TRINITY** – we believe in one God, eternally existing in three distinct Persons: God the Father, God the Son, and God the Holy Spirit. 1 John 5:7; Genesis 3:22; Psalm 2:7-8; Psalm 110:1

**JESUS** – we believe Jesus is the Christ, begotten by the Holy Spirit, not made, born of a virgin, Mary, fully God and fully man. John 1:1-2,14; John 8:58; Isaiah 7:14

**MAN** – we believe man is born in sin and can only be reconciled to God by God. Romans 5:12; Genesis 1:27, 31; 3:6-24; Psalm 51:5; Isaiah 53:6; Romans 5:13-19; Galatians 3:22

**ATONEMENT** – we believe Jesus Christ died for our sins as a representative and substitutionary sacrifice and all who believe in Him are justified on the grounds of His shed blood and resurrection. Romans 4:25; 2 Corinthians 5:21; 1 John 1:7; Acts 13:39; 1 Peter 2:24

**JESUS' RESURRECTION** – we believe in the resurrection of the crucified body of Jesus, in His ascension into heaven, and in His present life there for us, as High Priest and Advocate.

1 John 2:1; Hebrews 4:14;  
1 Corinthians 15:4

**JESUS' RETURN** – we believe in the return of Jesus Christ, who upon return will judge the living and the dead. Titus 2:13; Philippians 3:30

**SALVATION** – we believe all who receive Jesus Christ by faith are born again of the Holy Spirit and thereby become children of God. John 1:12; Acts 20:21

**BODILY RESURRECTION** – we believe in the bodily resurrection of all men, the believer to the everlasting presence of Jesus Christ and the unbeliever to judgement and punishment. John 5:28-29; 6:39; Romans 8:10-11; 2 Corinthians 4:14; Revelation 20:13-15

**BAPTISM** – we believe Christian baptism is the use of water (typically through immersion) of a believer “in the name of the Father and of the Son and of the Holy Spirit,” to display faith in the crucified, buried and risen Jesus, and our death to sin, and resurrection to a new life in Christ.

Matthew 28:18-20; Romans 6:1-14

*\*Phantom Ranch does not promote or encourage baptism for a minor without the involvement of the minor's family.*

**COMMUNION** – we believe the Lord's Supper, Communion, is a memorial service and the setting is a sacred and symbolic manner of the death of Jesus on our behalf. We do not believe the elements of Communion are either literally or spiritually the body and blood of Jesus, but simply symbols of His broken body and shed blood.

1 Corinthians 11:23-26;

1 Corinthians 11:27-34

*\*Phantom Ranch does not host Communion Services during our fully-programmed sessions.*

**MARRIAGE** – we believe the term “marriage” has only one meaning, which is marriage sanctioned by God, which joins one man and one woman in a single, exclusive covenantal union, as delineated in Scripture. Marriage ceremonies performed in any facility owned, leased or rented by Midwest Bible Church, which includes Phantom Ranch Bible Camp, will only be those ceremonies sanctioned by God, joining one man with one woman as that sex was determined at birth.

Genesis 2:24; 1 Corinthians 7:10;

Romans 7:2; Ephesians 5:22-33

**SEXUALITY** – we believe any form of sexual immorality, such as adultery, fornication, orgies, homosexual conduct, bisexual conduct, bestiality, incest, pedophilia, any use of pornography, any attempt to change one's sex, or disagreement with one's biological sex, is sinful and offensive to God. Though sexual sin is egregious, as is all sin, we believe God offers forgiveness and restoration to all who confess and repent their sin, seeking His mercy and forgiveness through Jesus Christ. Genesis 1:27; Romans 1:26-32; Titus 3:3-7; Ephesians 2:1-10

# TERMS OF EMPLOYMENT

**The following terms apply specifically to salaried staff:**

Pay checks are distributed through direct deposit bi-weekly on Friday. Printed checks must be requested.

Workmen's Compensation covers work related accidents while in the employment of Phantom Ranch.

Phantom Ranch has secondary insurance coverage for non-work related accidents, while on the campgrounds for staff members. Medical bills must first be submitted to the parents'/the individual's insurance company. The remaining balance will then be submitted to our insurance company for review. Maximum coverage is \$10,000/person per accident.

Illnesses are covered under the staff member's personal insurance.

**Summer Staff Opportunities and Requirements:**

All non-Cabin Leader staff are strongly encouraged to attend a pre-breakfast *Staff Gathering*. This gathering may include urgent announcements, prayer and more!

All non-Cabin Leader staff are strongly encouraged to attend evening Intercessory Prayer during the 4 weeks of our programmed sessions. The prayer time includes praying over the Chapel Speaker and every camper by name. We believe this prayer time is vital to campers encountering Jesus in a memorable way.

All non-Cabin Leader staff are strongly encouraged to get to know a handful of campers by name, to commit to pray for these campers and encourage them.

All non-Cabin Leader staff are strongly encouraged to attend evening Bible Studies and/or staff-led worship services throughout the summer.

All staff are encouraged to use meal times to interact with a variety of staff and learn about their day and experiences instead of being on phones.

During meals, non-Cabin Leader staff eat in the Small Dining Room (left after entering); counseling staff eat in the Main Dining Room. In the case of medium to large sized staff groups going out to eat, the Head Cook must be notified 2 hours in advance.

# GUIDELINES AND PROTOCOLS

The following guidelines and protocols are in place with an earnest desire for Phantom Ranch to be a positive living and working experience for every staff member, to protect Phantom Ranch's reputation, to meet insurance and legal regulations, and to uphold the Biblical concept of Christian interaction with the world.

We understand all individuals may not agree with each of these rules and guidelines, but please understand

by agreeing to be a Phantom Ranch Staff Member you are stating your agreement to uphold these regulations despite your personal feelings. These guidelines and protocols should not be construed as being all of the guidelines and protocols by which Phantom Ranch Summer Staff will need to abide. Failure to adhere to these guidelines and protocols may be grounds for dismissal.

## COMMUNITY STANDARDS

Because of the questionable nature of the following activities, Phantom Ranch staff are required to refrain from attending gentlemen or night clubs and the use of alcoholic beverages, tobacco in all forms, vaping, illegal drugs, marijuana, unprescribed prescription drugs, and gambling. This applies to the entire time a person is employed by Phantom Ranch, whether on or off grounds, including days off.

Phantom Ranch is a special place. Please help us keep it special. What you may think or see as innocent, campers and/or parents may see as inappropriate.

Guidelines like these are not about restriction. Their purpose is to help parents and campers maintain an image of Phantom Ranch as being safe, having integrity and a high commitment to God's Word.

# CLOTHING AND FOOTWEAR

In all of our dress and appearance guidelines, we are looking for professionalism. Clothing fits everyone differently. Please be aware of how your clothing sits, hangs and moves on your body. Phantom Ranch reserves the right to deem any clothing as inappropriate. The following are guidelines for the explanation of appropriate attire. When in doubt, ask a Supervisor.

## **Everyone:**

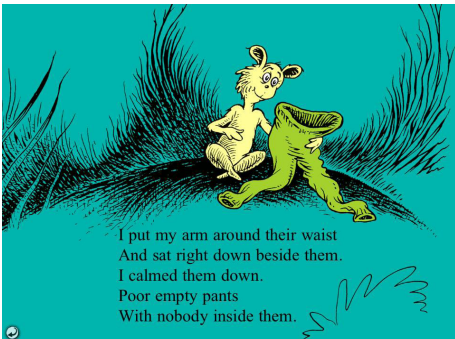
- 1** Summer staff may not wear clothing advertising inappropriate material (*see Community Standards on previous page*) while representing camp or while employed by Phantom Ranch.
- 2** Shirts and footwear are to be worn at all times while on camp grounds, except at the beach. The beach extends to the lower grass game field, sand volleyball court and Canteen.
- 3** Body piercing approval tends to be case by case, but please consider a clear retainer for nontraditional piercings. Gauges must be solid plugs.
- 4** Wear dry clothing to meals.
- 5** Shirts with cut-off sleeves should not have sleeve openings longer than half of the torso.
- 6** Wear shirts and shorts which keep underwear and the buttocks area from being exposed. Take appropriate action to ensure pants/shorts stay around the waist when bending down.
- 7** The waist of pants and shorts may not hang below the hips.
- 8** All clothing must be in decent condition. Moderate wear and tear is acceptable.

## **Females:**

- 1** Choose active/athletic clothes and swimwear that allows playing with children, speedboat tube rides, active games without needing adjustment.
- 2** All clothing must avoid emphasizing the figure, paying attention to cleavage, hips, and length.
- 3** Bra straps should be covered with the exception of some sport bra styles; avoid tops requiring cleavage adjustments.
- 4** All tops should be and remain full length to the waist while running, jumping, playing etc.
- 5** Shorts need to be long enough to not be hidden by a shirt or top and completely covering the buttocks area.
- 6** Rips in shorts and pants should be near mid thigh or lower.
- 7** Swimsuits need to be fully lined; avoid leisure swimwear, again paying attention to emphasizing the figure.
- 8** Avoid drawing unwanted sexual attraction for all camper ages and staff.

**Males:**

- 1 Choose active/athletic clothes and swimwear that allows playing with children, speedboat tube rides, active games without needing adjustment.
- 2 Underwear above the waistline of pants or shorts needs to be kept to a minimum.
- 3 Pay extra attention to keeping the buttocks area from being exposed when bending down, running, jumping, etc.
- 4 Shorts should be long enough to not be considered “short shorts;” running shorts are not acceptable as everyday apparel.
- 5 Brief/boxer brief style swimsuits, racing suits, or shorts that are see-through when wet are not acceptable for swimming. Pants and compression shorts are not swimwear.
- 6 Avoid drawing unwanted sexual attraction for all camper ages and staff.



**Work Related:**

- 1 To reduce foot and ankle injuries, staff are required to wear shoes, strapped sandals, or Crocs with heel strap during work hours.
- 2 Flip Flops and slides may only be worn to and from and while at the beach.
- 3 When working on the Waterfront, red, navy or “Guard” swimsuits are required. Phantom Ranch provides some work related attire. *See Waterfront Manual for details.*
- 4 When working in the Dining Hall, aprons, closed toe shoes, and head coverings must be worn in compliance with ServSafe standards.
- 5 When working on Maintenance, closed toe shoes and pants are required unless stated otherwise by Facilities Director.
- 6 When working as a Wrangler, western boots, jeans or other appropriate riding pants are required; western style shirts are recommended.



*“The finest clothing made is a person’s skin,  
but, of course, society demands something more than this.”*

*– Mark Twain*

# DATING RELATIONSHIPS

Phantom Ranch Administration wants all relationships, not just dating ones, to be built on communication, connection, and commitment to God, not just physical attraction. We highly value the purity of our staff as taught by Jesus in Matthew 5:8 – *the pure in heart will see God*. We want our staff's interactions, mindsets, choices and words to result in others being able to see God. Phantom Ranch expects the actions of all staff to be honoring to both God and other staff members.

**1** An adult (18+) staff member may not have a dating relationship with a minor (17 and under) without written approval from the parent of the minor.

**2** An adult (18+) staff member may not have a dating relationship with a 15 year old or younger, even with parental permission.

**3** A minor (17 and under) staff member may not have a dating relationship with a 15 year old or younger without written approval from all parents.

**4** Summer staff of any age may not pursue or engage in a dating relationship with a camper or a High School Mission Team member.

**5** Dating staff members should not intentionally allow a camper to be aware of their relationship. If it is evident to a camper, it is too evident. The primary reason behind this is to

aid in removing distractions from the Cabin Leader-camper relationship. Anyone can role model good manners toward the opposite sex without being in a dating relationship. Campers should see every staff member treating everyone with kindness and respect.

**6** Coed shoulder, back, and/ or foot rubs, embracing, and kissing, or any other display of affection, public or private, are not allowed among unmarried staff. When camp is closed (no campers on grounds) please limit physical touch to hand holding.

**7** Unmarried couples must be accompanied by other staff or in plain view of other staff while together on grounds. Be careful with how much time, in general, is spent with a member of the opposite sex. Please aim to be present and available for all summer staff.

*“I went on a date recently and the guy took me horseback riding. That was kind of fun, until we ran out of quarters.”*

–Susie Loucks

# BEHAVIOR OF A PERSONAL NATURE

**1** Any behavior that can be construed as bullying or sexual harassment including language, physical contact, and/or body language is unacceptable and is grounds for dismissal.

Physical contact includes, but is not limited to, nipple twisting or pinching, groin/butt contact, neck grabbing/locking, shaking, and tickling.

This applies to all people on grounds, especially summer staff while under Phantom Ranch employment.

**2** During the normal course of changing and showering, exposure to others in the cabin may occur and is considered acceptable as long as it is accidental and not purposeful, lewd or joking in nature.

**3** Skinny dipping is not allowed on or off grounds.

**4** Purposeful nudity between adults and minors will be construed as a violation of local child laws.

**5** If a camper sees a staff member naked, the staff member needs to let an appropriate Administration staff know immediately. This is to ensure the safety, image, and reputation of the staff and Phantom Ranch.



# SOCIAL MEDIA USE

## **Introduction:**

As a staff member of Phantom Ranch, you are seen by our campers, their parents, donors, former staff, and outside parties as a representative of our ministry. This means that while you may view your online presence as a personal project, many readers will associate you and the views you express with Phantom Ranch. In light of that, we ask you to observe the guidelines outlined below.

## **Get Permission:**

When posting pictures of others (staff and/or campers) to your personal online spaces, you must first have their permission. In order to post a picture of a camper, you need their parent's permission. A good time to ask, is during camper check out at the end of the week. Some parents have requested no pictures or video be taken of their child for personal or legal reasons. Asking permission to post includes, but is not limited to, Snapchat and going LIVE on Facebook, and Instagram.

## **Be Smart:**

From a legal perspective, you are responsible for what's on your personal web space. What you write is public and is archived forever, even if you delete it from your timeline. You should always assume your posts will be viewed by your boss, your co-workers, camp volunteers and attendees, your parents, your children, your spouse, and the attorney for the person who doesn't like you. Ask yourself if you are comfortable with all these people reading what you plan to post. Refrain from posting, sharing, liking content conflicting with Phantom Ranch's community standards.

## **Write as yourself:**

Use your real name. If you choose to identify yourself as an employee of Phantom Ranch or to discuss anything related to the organization, be clear about your role. If you decide to list Phantom Ranch as your employer as a part of your bio, please update your employment status after you have finished working for Phantom Ranch.

Make sure your posts are accurate and have all the facts about your subject. If you make a mistake, admit it and be quick to correct it. This includes sharing, re-posting, and linking to other posts.

**Spread News; Don't Break It:**

It's great (and helpful!) when we can use our personal web spaces to share the awesome things God is doing at Phantom Ranch. But it is not helpful to get the news out there before the time or in a different place than Phantom Ranch has strategically planned. Make sure what you talk about is ready for public consumption. For example, if there is a injured camper at the game field, do not post about the injury until Phantom Ranch has contacted the camper's parents, or just don't post about this type of news. Another example would be if campers and staff are taking cover from a storm. Post an update for your friends and family once Phantom Ranch has control of the situation.

**Avoid Fire Storms:**

Choose your topics wisely. There are ideas better discussed in a personal conversation rather than a public forum. These topics may include political views, sexuality, your and/or Phantom Ranch's stance on apologetics, theology and other topics. Phantom Ranch is apolitical. We have customers who come from all sides/ends of the political spectrum. We do not endorse candidates or issues. Don't allow your posts to be a hindrance to your role as an ambassador of Phantom Ranch and Christianity.

**Be Respectful:**

Whether responding to a snarky comment, expressing frustration with a vendor, or trying to decide if you should write about something bothering you, you'll never regret taking the high road (and sometimes that road is not saying anything at all). When in doubt, go positive. Promote what you love instead of bashing what you hate.

The use of ethnic slurs, personal insults, obscenity, or engaging in any conversation you would not have out loud at Phantom Ranch may result in termination of employment. What you write could impair your ability to work at or be a part of Phantom Ranch's ministry. Remember, frustrations are best expressed in person, and sarcasm can easily be missed or disliked. Please use appropriate humor.

**News Outlet Inquiries:**

If your posts generate media coverage, contact Phantom Ranch Administration for direction on how to respond.

*“Pray twice and post once.  
Or maybe consider praying  
50 times and posting 0 times.”*

*– Pastor Larry Osborne*

## INTERNET USE

- 1 By accessing the internet through Phantom Ranch, you are agreeing to have your internet traffic tracked and logged.
- 2 Viewing of pornography through your own phone service or through the Ranch's service is prohibited.
- 3 Phantom Ranch employs a online content filtering system in a variety of categories which will notify you and Administration Staff of the offensive site.
- 4 Staff are not permitted to post photos or information of any minor that contains the minor's contact information or name.

- 5 Personal internet use during work hours is not acceptable.
- 6 Streaming websites and services are unavailable between 6pm and 9pm and again between midnight and 5am. This is to ensure high bandwidth during evening chapel and to encourage community instead of retreating to headphones after work.
- 7 Excessive use of bandwidth may be limited at Administration Staff's discretion.

## MOBILE PHONE USE

- 1 All staff are allowed to carry their phone during work hours, but may not use their phone for non-work related communication, internet browsing, entertainment, or social media during their shift.
- 2 If a personal communication is received, either send the call to voicemail or politely let the caller know you are working and you will contact them later. Please do not carry on a conversation via messaging apps.
- 3 Phones are not to be used during scheduled Phantom Ranch meals.

- 4 Mobile phone usage during work and non-work hours should be limited when in view of campers.
- 5 Phantom Ranch is not responsible for loss or damage to personal phones, even if being used for camp business.



am I being tested again? is this one of your hardest battles?



You literally just need to put your phone down and go outside

## RECREATIONAL MUSIC

- 1 Staff are allowed to listen to appropriate music during non-working hours and in their staff cabin. Staff Supervisors and Administration Staff reserve the right to deem any music as inappropriate. *Music being played in public spaces is one way we can help campers and staff draw closer to God.*
- 2 Please use headphones to listen to music if asked.
- 3 Playing devices must be turned off at lights out, unless being used with headphones.

- 4 Music, talk radio and podcasts are allowed to be played during work hours at the discretion of the each area's Supervisor.
- 5 Headphones may be worn during work hours at the discretion of the area's Supervisor. If someone needs to talk to you, please completely remove your headphones.

## ENTERTAINMENT

- 1 Movies may be watched on personal viewing devices. Please use headphones while watching. Meeting room projectors are not personal viewing devices.
- 2 Meeting room projectors may be used with permission from Administration Staff.
- 3 Refrain from watching R-rated movies while on grounds.

- 4 Please support Phantom Ranch's summer programs and cabin counselors by refraining from entertainment events, excursions and attending theaters, etc. of which cabin counselors would wish to be a part of during our programmed sessions. Feel free to attend the theater or other forms of entertainment when all summer staff are available. Some exceptions apply.

*"Distracted from distraction by distraction."*

— T.S. Eliot

# CAMERA USE

- 1 Ask permission and state when taking photos or videos of campers and other staff.
- 2 Phantom Ranch is not responsible for loss or damage to personal equipment even if being used for Phantom Ranch purposes.
- 3 In order to protect minors, campers and staff from photos which could be embarrassing or used for harassment and in order to follow No Picture laws and parental requests, Phantom

Ranch staff must have either parent or Administration Staff consent to post pictures online of campers. Please ask permission of other staff members to post pictures of them.

- 4 Staff are strictly responsible to adhere to the Phantom Ranch Privacy Policy, which in part states Phantom Ranch staff must take down online photos upon request.

**Note:** It is illegal to take or possess photos or videos of a minor (17 or under) or a non-consenting adult undressing or undressed. Discovery of illegal photos or videos will result in the notification of law enforcement. It is a violation of Phantom Ranch policy to take or possess photos or videos of a person undressing or undressed. This violation is grounds for immediate dismissal and notification of law enforcement when appropriate.



## WEEKENDS & TIME OFF

**1** Camper Check-Out is Friday from 1:30-3:00pm. During this time and after, non-Cabin Leader staff clean and reset meeting rooms, cabins, outdoor spaces and the dining hall; Cabin Leaders help their campers leave well and have a debrief meeting with the Program Managers.

**2 There is an All-Staff "God Did It!" Meeting on Friday around 4:30pm** where we celebrate all the amazing ways we saw God work during the week followed by a staff dinner.

**3 All staff are OFF after Friday dinner until Sunday's 1:50pm "New Week" Meeting.** Cabin Leader's meet at the Hill Chapel; all other staff meet at the Dining Hall. Some exceptions may apply for different departments such as horsemanship, waterfront and programming.

*Sometimes there are planned, optional activities for staff on Friday/Saturday.*

**4** Weekend time off should be used to rest and recover from the week as well as prepare for the upcoming week. Please be considerate of the variety of ways different people rest and recover.

**5** Most non-Cabin Leader staff are off, unless needed, after dinner time on Sunday through Thursday.

**6** Saturday Meals:

- breakfast self-serve options are provided in the Longhorn.
- lunch is provided around noon in the Dining Hall.
- dinner is the responsibility of individual summer staff; leftovers are stocked in the Longhorn.

**7** Time off requests, including missing trainings and the start and end of week meetings must be cleared by Phantom Ranch Administration. The sooner the request is made the more likely the request will be granted.

## LOCAL CHURCH OPTIONS

**1** Phantom Ranch will provide transportation to some local churches in the area. Local Church options, service times, and camp departure times will be communicated by Friday.

**2** Staff are permitted to attend a church on their own; attending a church service more than 30 minutes away from camp will need approval from Phantom Ranch Administration.

**3 There are three Sunday's Phantom Ranch considers required training days:** 1) *Prayer and Fasting Day* [Sunday following Orientaiton Training], 2) *Commisioning of Staff at Midwest Bible Church* [Sunday following Father's Day], 3) *Power of Camp Service* [Sunday before the first Phantom Ranch programmed session].

# LEAVING GROUNDS

- 1 Phantom Ranch insured vehicles may only be driven with special permission from Phantom Ranch Administration.
  - 2 Summer staff must submit a Leaving Grounds and a Returned to Grounds form. This helps in the case of not being able to contact a staff member.
  - 3 Minors (17 and under), excluding HSMT'ers\*, must have the Parents' Consent to Leave Grounds section of their agreement filled out and signed if they want to leave grounds on a non-staff activity driven by an adult (18+).
  - 4 Minors need to have consent from the appropriate Staff Supervisor in order to leave grounds for any non-staff activity.
  - 5 Minors wishing to drive or ride with other minors **MUST** submit written consent forms from the parents of all involved minors. If consent is given by the parents verbally, it must be given over the phone directly to Phantom Ranch Administration.
- \*HSMT'ers are not permitted to leave grounds unless with Phantom Ranch Administrative Staff oversight.*

# PERSONAL VEHICLES ON GROUNDS

- 1 Minors must turn in their vehicle keys to their appropriate Staff Supervisor while on grounds.
- 2 All staff vehicles must be parked in the field above the Office.
- 3 The speed limit coming into camp is 15 mph and decreases to 5 mph as the road approaches the Office and where it turns left at the Hill Chapel. Five mph is a fast paced walking speed.
- 4 Staff driving in excess of posted speed limits will be warned to drive slower. A second warning will result in the driver losing on-ground driving privileges until notice from the Executive Director. A \$100 fine may be incurred as well. When asked to drive slower, the proper and expected response is, *"Sorry. It won't happen again."*
- 5 Do not drive past the main parking lot except for loading and unloading.
- 6 Do not drive on the service roads between the Hill Chapel and The Hollow. Be extra careful when rounding the corners of Longhorn and entering/exiting camp.

# LAUNDRY OPTIONS

**1** Camp will provide transportation to the Mukwonago Express Coin Laundry on Friday evening and Saturday morning. Staff Supervisors will communicate departure times.

**2** Staff may go on their own during their time off; the Mukwonago laundromat is the cheapest and cleanest in our area open everyday from 5am - 11pm.

**3** You are responsible for personal laundry soap.

**4** The washers/dryers require coins which can be exchanged for cash at the laundrymat; cash can be obtained from Phantom Ranch Administration.

**5** Attractions near the laundromat:

- Dollar General, Food Truck
- Free Wifi @ laundromat

**6** All staff should have all the clothes they need laundered at the start of the week, Sunday. *Staff are required to wear their STAFF shirt during Sunday Check-In and Friday Check-Out.*

**7** Phantom Ranch's washers and dryers are to be used by Year-Round staff and Housekeeping. Phantom Ranch Administration may make exceptions as needed.

# TRANSPORTATION

**1** Transportation to local stores will be available during time-off for those who do not have a car.

**2** Staff Supervisors will communicate scheduled trips to local stores.

**3** Staff are expected to use their time-off to complete personal errands.

**4** Staff trips and activities will be planned on a semi-regular basis and communicated by Staff Supervisors.

**5** Transportation to local churches on Sunday mornings will be made available by Staff Supervisors and Camp Directors.

# PROGRAM AREAS

- 1 The Waterfront Manager will communicate the availability of the waterfront for swimming and boating.
- 2 The Barn Manager will communicate the availability of horseback trail rides.
- 3 The Craft Manager will communicate the availability of the Craft Corral.
- 4 A Program Lead will communicate the availability of the recreational areas/equipment (i.e. archery, tomahawks, Climbing Center).
- 5 Disc Golf is always available.
- 6 Free and/or cheap group activities are highly encouraged.
- 7 Staff are welcome to gather, play games and hangout in the meeting rooms when not being used by camp programs, the Dining Hall (not in the kitchen) and other designated areas. These areas close at 10pm. Please be courteous to housekeeping staff and leave gathering areas clean and ready for the next day's use.
- 8 The Office is not to be used as a gathering space.

I believe you should live each day as if it is your last, which is why I don't have any clean laundry because, come on, who wants to wash clothes on the last day of their life?

*— Jack Handey*





# HELPING PEOPLE DRAW CLOSER TO GOD SINCE 1954

Phantom Ranch is owned and operated by Midwest Bible Church of Chicago. Its open year-round with traditional summer camps, rental groups, horsemanship programs, outdoor education for schools, and off-site adventure camping.

The campground was originally owned by the Hot Point Corporation for use by their employees. It was later a Jewish girls' camp. In 1954, Midwest Bible Church purchased the original 25-acre campsite. Phantom Ranch presently owns 111 acres of land. Phantom Ranch is located 30 miles southwest of Milwaukee and 45 minutes from the Illinois border.

Since 1954, there have been eight people who have been faithful in directing the ever-growing ministry at Phantom Ranch.

Richard Wager	1954-1960
Charles Nichols	1961
Russell Keller	1962-1967
David McKinley	1968
Brian Hayes	1969-1970
Peter Yeh	1971-1976
Roy Tanner	1977-2015
<b>Olen Johnsen</b>	<b>2016 - Present</b>

# SUMMER CAMP PROGRAM

The summer camp capacity is approximately 120 campers per week. This allows a max camper to counselor ratio of 12:2; 12 campers and 2 counselors per cabin.

Phantom Ranch's sleep-away, summer camp program is prefaced by staff training for the purpose of equipping all summer staff with the necessary skills to be effective Christ-like role models. Training is followed by partner camps in June, programmed sessions in July, and ends with more partner camps in August.

These sessions include:

**High School Mission Team**  
(coed 10th-11th)

**Adventurers** (girls 3rd - 5th)

**Roughriders** (boys 3rd - 5th)

**Discoverers** (girls 6th - 8th)

**Pathfinders** (boys 6th - 8th)

**Youngteen** (coed 7th - 9th)

**Superteen** (coed 9th - 12th)

**Horsemanship Camps**

*referred to as Triple W*  
(6th - 8th and 9th - 12th)



# SAMPLE DAILY SCHEDULE

TIME	CAMPER	SUMMER STAFF
7:00am	Wake Up + Clean Cabin	Wake Up + Solitude Time w/ God + Morning Staff Gathering
8:00am	Gather at Flagpole	Breakfast @ 8:30am
8:15am	Breakfast	
9:00am	Clean Cabin	Meet @ Work Area (Devotional time & prayer)
9:30am	Morning Gathering	(FUN) Work
10:00am	Cabin Discussions	
11:15am	Cabin / Large Group Activity	
12:15pm	Lunch	Lunch @ 12:30pm
12:45pm	Cabin Leader Meeting	
1:00pm	Relax Time in Cabins	(More FUN) Work!
2:00pm	Skill Builders / Cabin Activity	
3:00pm	Camper Choice	
5:20pm	Meet at Flagpole	
5:30pm	Dinner	Dinner
6:30pm	Evening Activity	Off Unless Scheduled
8:15pm	Chapel	Intercessory Prayer
9:15pm	Night Activity / Snack	Off Unless Scheduled
10:00pm	In Cabins (earlier for younger campers)	Public Areas Locked; Head to Staff Cabin
11:00pm	Lights Out	In Staff Cabin (latest)
12:00am	zzZzz	Lights Out (latest)

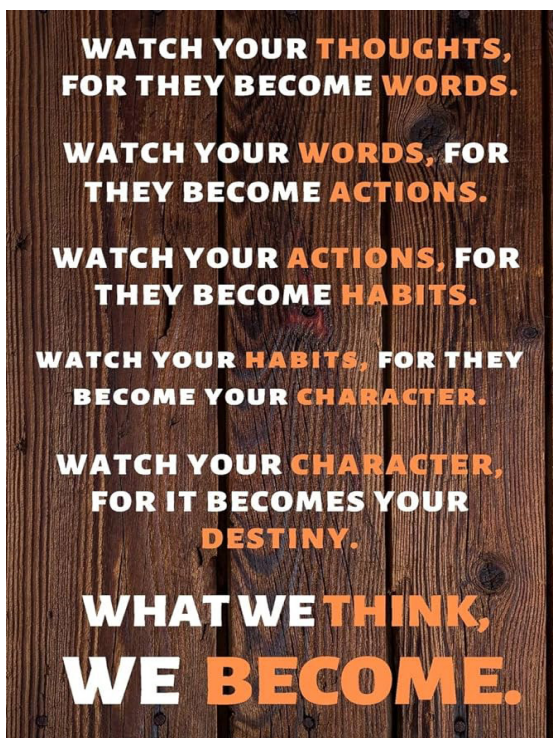
## DRAWING CLOSER TO GOD

We encourage and expect our staff to have regular times of Bible reading, prayer and solitude with God. This is accomplished by scheduling morning time for staff to be with God. In addition, we will have group prayer and Bible study times.

Staff Supervisors, primarily, and other staff, are available to help, encourage and mentor as you draw closer to God.

## PROVERBS 3:5-8

*Trust in the LORD with all your heart, and do not lean on your own understanding. In all your ways acknowledge him, and he will make straight your paths. Be not wise in your own eyes; fear the LORD, and turn away from evil. It will be healing to your flesh and refreshment to your bones.*



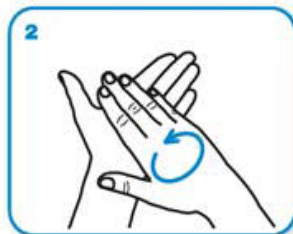




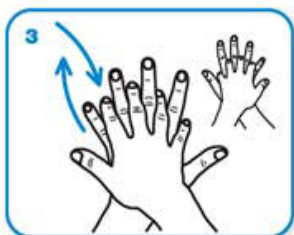
Wet hands with water



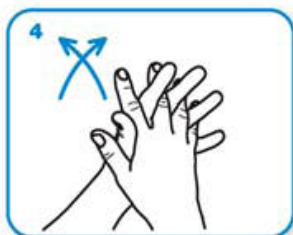
apply enough soap to cover all hand surfaces.



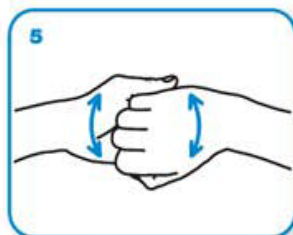
Rub hands palm to palm



right palm over left dorsum  
with interlaced fingers  
and vice versa



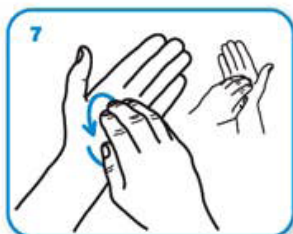
palm to palm with fingers  
interlaced



backs of fingers to opposing  
palms with fingers interlocked



rotational rubbing of left thumb  
clasped in right palm  
and vice versa



rotational rubbing, backwards  
and forwards with clasped  
fingers of right hand in left  
palm and vice versa.



Rinse hands with water

# CONTACT INFO

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[phantomranch.org](http://phantomranch.org)