

FIRST-TIME STAFF APPLICATION



Bible Camp & Retreat Center

Owned and operated by the Central Conference of Evangelical Covenant Church
358 W. Hagerman Lake Rd, Iron River, Michigan 49935
Phone – 906.265.2117 Fax – 906.265.5123 Email – cpbc@cpbc.com

Dear Summer Staff Applicant:

Thank you for your interest in Covenant Point Bible Camp for the summer of 2014. Our camp is owned by the Central Conference of the Evangelical Covenant Church. Covenant Point is in the Upper Peninsula of Michigan, 130 miles northwest of Green Bay, Wisconsin. Established in 1926, the Point is on Hagerman Lake in a beautiful, Northwoods setting. Besides residential youth camps and family camps, the Point offers a wilderness trip camping program, and a rustic camp for Junior Highers on an eight-acre island.

The dates of staff assignment at camp are **June 1 to August 16**. Some waterfront, trip, and leadership staff will need to be available earlier. Staff needing certification in lifeguarding or wilderness first aid will do this **May 25 – May 31**.

Our camp witnesses to the reality of God's love and salvation through Jesus Christ. If you are excited about sharing your Christian faith, love to help kids grow, as well as work hard, then the Point may be the place for you to serve. If this appeals to you, please proceed as follows:

1. Return your application, completed in full, to Covenant Point.
2. Have **three** personal references filled out by people not related to you and other than peers, and sent directly to Covenant Point. One reference must be from someone who can describe the current state of your spiritual formation.
3. Be prepared for an in-person or telephone interview.

We begin hiring qualified people January 1, as applications arrive. No one will be considered until an application is received in full, including references. If you are selected, we will call you and send an agreement form. If you are not selected, you will also be notified. If you need to hear from us in order to make a decision between two jobs, please call or e-mail and ask about your status at Covenant Point. We know that qualified applicants often have competing opportunities. Also, if you accept another position, we would appreciate being notified.

Again, thank you for pursuing ministry at Covenant Point.
In Christ,

Rev. Erik Strom
Executive Director, Covenant Point
phone: (906) 265-2117 – e-mail: erik@cpbc.com

FIRST-TIME STAFF APPLICATION

To apply to work at Covenant Point, you need to do three things:

- 1) Fill out the attached application form (two pages, front and back).
- 2) Write essay answers to the following questions and send with application.
- 3) Have references fill out forms and send them directly to us.

Please keep this sheet. On the reverse side, the goals of our summer camping programs are listed.

The following questions are designed for us to get to know you as best we can. More than “right answers,” we desire honest responses that reflect where and who you are. Please number and answer the questions on a separate sheet of paper. No answer should be longer than a couple of paragraphs. Former Crew are considered first time applicants.

❖ FIRST-TIME APPLICANT QUESTIONS

1. How would you describe to a camper the way your life has been affected by Jesus Christ?
2. What has been happening in your relationship with Christ in the past year?
3. What role does the Bible have in your life?
4. What gifts would you bring to the camp community?
5. What do you think being a servant means in a camp setting?
6. List experiences in leading or supervising youth. Choose one and explain what you learned.

OUR EXPECTATIONS OF STAFF MEMBERS

Christian leadership is the key to our camping ministry. The commitment, attitude, example, and verbal witness of camp staff contribute more than any other factors to a camper’s openness and responsiveness to the Gospel. It is essential that all applicants be willing to:

1. Share their life in Christ by example and word with campers and other staff.
2. Be flexible and go beyond their job description. At various times throughout the summer, you may be called on to do anything from building program props to cleaning toilets.

Harbor/Point Ministries prohibits the use of tobacco products and/or the drinking of alcoholic beverages by Covenant Point staff members on the camp grounds or at any Camping Ministry program or event. The use of drugs shall be limited to such as prescribed by physician. The abuse of any substance or habit, or inappropriate sexual behavior may be cause for dismissal. Staff 18 years of age or older may bring a car to camp subject to restrictions.

Many things such as dating relationships, high fashion, radical fashion, and burning theological issues can be a distraction from ministry and a clear presentation of the gospel. We ask that you do a thorough inventory of how your faith in Jesus transcends your individuality.

Please keep this page for your reference

GOALS FOR CAMPING MINISTRIES IN THE CENTRAL CONFERENCE

Camp Purpose: To present campers with the claims of Jesus Christ upon their lives, and to encourage them in their next step of faith.

❖ GOALS FOR THE CAMPER

1. Present the Gospel

Challenge each camper with a clear presentation of the Gospel, and provide opportunities to explore the meaning of the Gospel with his/her counselor, camp pastor and peers.

2. Opportunity for Commitment

Provide campers with clear opportunities for decisive responses of life commitment to Christ as well as for growth and discipleship.

3. Faith Laboratory

Provide an environment where campers may increase their knowledge of their faith and be challenged to decide what it means for their immediate behavior and attitudes in every camp activity. Staff and program will encourage and reinforce these new ideas.

4. Community

Provide the camper the powerful learning opportunity to live in a community in which the total staff models dependence upon God, and shows honest dealings with needs, conflicts, reconciliation and mutual commitment of a true covenant community.

5. Spiritual Growth Skills

Provide opportunities for developing skills in the use of scriptural resources, prayer, accountability and worship as resources for daily living.

6. Personal Growth

Provide the opportunity for each camper to grow in personal responsibility and motivation through assuming increasing responsibilities for self and others as appropriate to their age and ability.

7. Unique Experience

Provide an imaginative program offering the camper new challenges, adventure, discovery, fun and learning.

❖ GOALS FOR CAMP STAFF

1. Mission Mindset

Hire staff who demonstrate a desire and ability to share their faith in Christ, who have a concern for and rapport with youth, and who desire to increase their personal skills for the achievement of the above goals.

2. Mission Training

Provide both an intensive pre-camp training for all staff to equip them for their position and daily in-service resource to unite them in prayer and concern for campers as well as for one another.

3. Mission Community

Develop a total staff team united in the purpose and function of their ministry.

Please keep this page as you prepare for the summer

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358 W. Hagerman Lk. Rd.
Iron River, MI 49935
Phone: (906)265-2117 Fax: (906)265-5123
www.cpbc.com | cpbc@cpbc.com

Covenant Point Bible Camp is an equal-opportunity employer, and does not discriminate on the basis of race, color, gender, or national origin.

❖ Personal Data:

Name: _____ Last _____ First _____ Middle Initial _____ Application Date: _____

Birth date: _____ / _____ / _____ Drivers License # and State of issue: _____ Gender: () Male () Female

Social Security #: _____ T-shirt size: _____

Present Address:
If at school, Include school name, dorm, CPO etc. _____

City: _____ State: _____ Zip code: _____ Phone: _____

This mailing address can be used until: _____ E-mail address: _____ Cell: _____

Permanent Address: _____

Parent or Guardian Name (s): _____

City: _____ State: _____ Zip code: _____ Phone: _____

Church Membership: _____ Pastor: _____

❖ Personal Information:

Do you have any dietary restrictions? () Yes () No If yes, please explain: _____

| | |
|--|----------------|
| • Have you ever been convicted of a felony that relates to the job for which you are applying? | () Yes () No |
| • Are there charges pending against you, or have you ever been convicted of any crime related to the mistreatment, abuse, or molestation of children? | () Yes () No |
| • Have you ever been convicted or a felony related to workplace violence or terminated from employment due to being involved in any act of workplace violence? | () Yes () No |

If you answered yes to any of the above questions, please explain. _____

❖ Job Interests: Please number desired positions 1 to 4, in order of preference, 1 being the greatest.

| | |
|--|---|
| <input type="checkbox"/> Counselor | <input type="checkbox"/> Trips Director * |
| <input type="checkbox"/> Target Sports/Counselor | <input type="checkbox"/> Assistant Trips Director * |
| <input type="checkbox"/> Lifeguard/Counselor | <input type="checkbox"/> Island Director * |
| <input type="checkbox"/> Program Director | <input type="checkbox"/> Assistant Island Director |
| <input type="checkbox"/> Assistant Program Director | <input type="checkbox"/> Work Crew Program Director |
| <input type="checkbox"/> Waterfront Director * | <input type="checkbox"/> Grounds Crew Supervisor |
| <input type="checkbox"/> Assistant Waterfront Director * | <input type="checkbox"/> Assistant Cook |
| <input type="checkbox"/> Arts and Crafts | <input type="checkbox"/> Videographer |
| <input type="checkbox"/> Canteen Supervisor | <input type="checkbox"/> Worship Leader |
| <input type="checkbox"/> Photographer & Web Design | * appropriate certification required |

❖ Education Information:

Are you currently in school? () Yes () No Circle year completed by June: High School 11 12 College 1 2 3 4 5 Graduate 1 2 3

Current or last school year attended: _____ City: _____ State: _____

Are you a graduate? () Yes () No Degree earned/pursuing: _____ Field of Study: _____

Extra Curricular activities: _____

To the best of my knowledge, the above information is correct. Signature: _____

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❖ Previous Employment:

1. Company Name: _____ Address: _____

City: _____ State: _____ Zip Code: _____ Phone: _____

Job Title: _____ Work Preformed: _____ Reason for leaving: _____

Dates employed from: _____ to _____

2. Company Name: _____ Address: _____

City: _____ State: _____ Zip Code: _____ Phone: _____

Job Title: _____ Work Preformed: _____ Reason for leaving: _____

Dates employed from: _____ to _____

3. Company Name: _____ Address: _____

City: _____ State: _____ Zip Code: _____ Phone: _____

Job Title: _____ Work Preformed: _____ Reason for leaving: _____

Dates employed from: _____ to _____

Please explain reasons for any gaps in employment: _____

❖ Reference Information:

Please arrange to have three written references sent directly to camp, from a pastor, teachers or co-workers, excluding relatives and peers. Reference form is attached to this application. Applicant must complete the box on the reference form and sign it before sending it to the person who will be writing the reference.

1. Pastor/Christian Mentor: _____ Daytime Phone: _____

2. Name: _____ Daytime Phone: _____

3. Name: _____ Daytime Phone: _____

❖ Camp Experience:

Have you ever been a camper? Yes No If yes, what camp(s): _____

Have you ever worked at a camp? Yes, Covenant Point I worked the following years: _____

Yes, another camp if yes, fill out lines below.

Camp Name: _____ Your Position: _____

Employed from: _____ to _____ Supervisor: _____ Phone: _____

❖ Camp Certifications: Please note expiration dates, and certifying organization if not American Red Cross.

Waterfront

Lifeguard*: _____

Small Craft: _____

Water Skiing: _____

WSI (water safety instructor): _____

Other (ropes, boats, target sports, etc...) _____

Medical

CPR**: _____

CPR Pro Rescue*: _____

First Aid: _____

Responding To Emergencies: _____

Wilderness Fire Responder: _____

Nursing: RN _____ GN _____ LPN _____

EMT (emergency medical technician): _____

*Waterfront staff must complete Lifeguarding and CPR Pro Rescue certification before 6/19/09.

**CPR is required of all program staff, call Covenant Point if you need assistance attaining CPR.

To the best of my knowledge, the above information is correct. Signature: _____

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❖ Camp Skills: Rate the following by: 1 = no experience; 2 = some experience; 3 = skilled; 4 = can teach

| <u>Spiritual Life</u> | | <u>Sports</u> | | <u>Nature</u> | |
|-----------------------|---------------|--------------------------|---------------|-------------------------|---------------|
| Sharing Testimony | 1...2...3...4 | Archery | 1...2...3...4 | Astronomy | 1...2...3...4 |
| Planning Worship | 1...2...3...4 | Basketball | 1...2...3...4 | Animal Life | 1...2...3...4 |
| Leading Worship | 1...2...3...4 | Soccer | 1...2...3...4 | Botany | 1...2...3...4 |
| Group Bible Study | 1...2...3...4 | Softball | 1...2...3...4 | Geology | 1...2...3...4 |
| Leading Devotions | 1...2...3...4 | Volleyball | 1...2...3...4 | Pond Life | 1...2...3...4 |
| Praying in a Group | 1...2...3...4 | BB Riflery | 1...2...3...4 | Tracking | 1...2...3...4 |
| Other: _____ | 1...2...3...4 | .22 Riflery | 1...2...3...4 | Other: _____ | 1...2...3...4 |
| | | Other: _____ | | | |
| <u>Trips Camping</u> | | <u>Music</u> | | <u>Group Activities</u> | |
| Backpacking | 1...2...3...4 | Leading Singing | 1...2...3...4 | High Ropes | 1...2...3...4 |
| Cooking | 1...2...3...4 | Lead Guitar | 1...2...3...4 | Low Ropes | 1...2...3...4 |
| Fishing | 1...2...3...4 | Second Guitar | 1...2...3...4 | Drama | 1...2...3...4 |
| Hiking | 1...2...3...4 | Piano | 1...2...3...4 | Puppetry | 1...2...3...4 |
| Orienteering | 1...2...3...4 | Solo Instrument | 1...2...3...4 | Dance _____ | 1...2...3...4 |
| Rock Climbing | 1...2...3...4 | _____ | | Other: _____ | 1...2...3...4 |
| Survival Camping | 1...2...3...4 | Other: _____ | 1...2...3...4 | | |
| Tenting | 1...2...3...4 | | | | |
| Other: _____ | 1...2...3...4 | | | | |
| <u>Tech</u> | | <u>Arts & Crafts</u> | | <u>Waterfront</u> | |
| Photography | 1...2...3...4 | Drawing | 1...2...3...4 | Driving Power | 1...2...3...4 |
| Videography | 1...2...3...4 | Painting | 1...2...3...4 | Sailing Sunfish | 1...2...3...4 |
| Web Design | 1...2...3...4 | Woodworking | 1...2...3...4 | Sailing Large Boats | 1...2...3...4 |
| Other: _____ | 1...2...3...4 | Nature Crafts | 1...2...3...4 | Wind Surfing | 1...2...3...4 |
| | | Ceramics | 1...2...3...4 | Water Skiing | 1...2...3...4 |
| | | Leather Work | 1...2...3...4 | Wake Boarding | 1...2...3...4 |
| | | Other: _____ | 1...2...3...4 | Swimming | 1...2...3...4 |
| | | | | Crew Rowing | 1...2...3...4 |
| | | | | Other: _____ | 1...2...3...4 |

To the best of my knowledge, the above information is correct. Signature: _____

❖ Applicants Agreement with Covenant Point Bible Camp: Please read this agreement carefully. Your signature indicates assent to these conditions.

The information given on this application is true and complete to the best of my knowledge. I understand that false or misleading information given in my application will be sufficient cause for rejection of this application and if I am employed, my employment may be terminated at any time. I understand that my application will be kept confidential by the camp administration. I accept that the information received about me by my references is not mine to see. I understand that investigation of all statements and references contained in this application may be necessary in arriving at an employment decision. I authorize Covenant Point to do a background check using Screen Now or similar resource. I understand that Covenant Point is an 'at will' employer,

therefore employment can be terminated at will by the camp or myself with or without cause. I understand that no representative of Covenant Point has the authority to make any assurances to the contrary.

If I am employed by Covenant Point, I agree to read and comply with the rules, regulations, and policies of the camp and Harbor Point Ministries, including standards of ethics, conduct, and dress. Further, I will accept my proper responsibility as a member of the camp community.

I understand that any photographs or recordings taken of me during the summer may be used in camp promotional materials.

Signature of applicant: _____

Printed Name: _____ Date: _____

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The person named below has applied for work at a camp operated by the Central Conference of the Evangelical Covenant Church and has given your name as a reference. We appreciate your help in evaluating the applicant. The information written here will be kept confidential and will not be shown to the applicant. A representative from the camp may call you to confirm the reference. Do not complete this form until the applicant has signed the box below.

Due to the time sensitive nature of the application process this reference is short by design. If you wish to tell us more please attach further comments on a separate page.

APPLICANT: Please complete the information in this box before giving this form to the individual from whom you are requesting a reference.

Name of Applicant: _____

Position(s) applied for: _____

I release Covenant Point Bible Camp, and the individual completing this reference form from any legal liability that may be derived from its contents.

Applicant's Signature: _____ Date: _____

1. How long have you known the applicant? _____
2. What is your relationship to the applicant? _____
3. Please rate the applicant in the following areas, relative to other people his or her age. Please skip the qualities if you don't know enough information to rate the applicant.

➤ Work Habits

Self Starter 1 2 3 4 5 6 7 8 9 10 Procrastinates

Industrious 1 2 3 4 5 6 7 8 9 10 Lazy

Independent Thinker 1 2 3 4 5 6 7 8 9 10 Needs Instruction

➤ Leadership Ability/Style

Natural 1 2 3 4 5 6 7 8 9 10 Not a leader

Takes Charge 1 2 3 4 5 6 7 8 9 10 Usually follows

Aggressive 1 2 3 4 5 6 7 8 9 10 Passive

➤ Social Interaction with adults or peers

Sought out by others 1 2 3 4 5 6 7 8 9 10 Avoided by others

Talkative 1 2 3 4 5 6 7 8 9 10 Quiet

Socially awkward 1 2 3 4 5 6 7 8 9 10 Socially adept

Inconsiderate 1 2 3 4 5 6 7 8 9 10 Respectful

Brings unity 1 2 3 4 5 6 7 8 9 10 Divisive

➤ Personality

Cold 1 2 3 4 5 6 7 8 9 10 Warm

Extrovert 1 2 3 4 5 6 7 8 9 10 Introvert

Fun Loving 1 2 3 4 5 6 7 8 9 10 Serious

Continued on next page

Reference Continued

4. Please rate the applicant in the following areas, comparing the applicant to other people his or her age. Please skip the qualities if you don't know enough information to rate the applicant.

Flexibility
 Excellent
 Good
 Average
 Poor

Judgment
 Excellent
 Good
 Average
 Poor

Dependability
 Excellent
 Good
 Average
 Poor

Rapport with youth
 Excellent
 Good
 Average
 Poor

Integrity
 Excellent
 Good
 Average
 Poor

Decision Making
 Excellent
 Good
 Average
 Poor

Health/Stamina
 Excellent
 Good
 Average
 Poor

Team Participation
 Excellent
 Good
 Average
 Poor

Humility
 Excellent
 Good
 Average
 Poor

Cooperation
 Excellent
 Good
 Average
 Poor

First Impression
 Excellent
 Good
 Average
 Poor

Creative
 Excellent
 Good
 Average
 Poor

Servant Heart
 Excellent
 Good
 Average
 Poor

Spiritual Maturity
 Excellent
 Good
 Average
 Poor

Christian Values
 Excellent
 Good
 Average
 Poor

Rebelliousness
 Never Apparent
 Rarely Apparent
 Sometimes Apparent
 Often Apparent

Argumentativeness
 Never Apparent
 Rarely Apparent
 Sometimes Apparent
 Often Apparent

Rudeness
 Never Apparent
 Rarely Apparent
 Sometimes Apparent
 Often Apparent

Critical Attitude
 Never Apparent
 Rarely Apparent
 Sometimes Apparent
 Often Apparent

Anxiety
 Never Apparent
 Rarely Apparent
 Sometimes Apparent
 Often Apparent

5. Who would benefit more from the applicant's time at Covenant Point, the applicant or campers? Why?

6. Would you recommend we hire this person? Yes, Highly Yes, with reservation No

7. Is there anything you would prefer to discuss over the phone? Yes No

• Please assess the person's readiness, stamina, and ability to work with children and peers in an intense Christian camping experience. What are the personal qualities and attitudes that would help or hinder the applicant's performance?

• Do you have any reason to believe the applicant is not fit to work in close contact or individual supervision of children?
 Yes No

Your printed name: _____ Daytime Phone: _____

Signature: _____ Date: _____ Evening Phone: _____

Email: _____

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Creative
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 Good
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 Poor

Servant Heart
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Spiritual Maturity
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Christian Values
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 Average
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Rebelliousness
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 Rarely Apparent
 Sometimes Apparent
 Often Apparent

Argumentativeness
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 Rarely Apparent
 Sometimes Apparent
 Often Apparent

Rudeness
 Never Apparent
 Rarely Apparent
 Sometimes Apparent
 Often Apparent

Critical Attitude
 Never Apparent
 Rarely Apparent
 Sometimes Apparent
 Often Apparent

Anxiety
 Never Apparent
 Rarely Apparent
 Sometimes Apparent
 Often Apparent

5. Who would benefit more from the applicant's time at Covenant Point, the applicant or campers? Why?

6. Would you recommend we hire this person? Yes, Highly Yes, with reservation No

7. Is there anything you would prefer to discuss over the phone? Yes No

• Please assess the person's readiness, stamina, and ability to work with children and peers in an intense Christian camping experience. What are the personal qualities and attitudes that would help or hinder the applicant's performance?

• Do you have any reason to believe the applicant is not fit to work in close contact or individual supervision of children?
 Yes No

Your printed name: _____ Daytime Phone: _____

Signature: _____ Date: _____ Evening Phone: _____

Email: _____