



## Full Staff Application

All program, counseling and service volunteer workers at SCA International locations across Canada must fill out the attached application. Please note that the location requested will supply their individual information regarding orientation and training, camp dates and available positions, as needed. Every worker must provide:

1. Three completed reference forms filled in by adult friends (not relatives), one being from your current Pastor or Children's Ministry Director who have known you for a minimum of two years;
2. A signed Statement of Faith for all programming and counseling staff;
3. Completed Testimony answers for all programming and counseling staff;
4. A signed Service Commitment/Code of Conduct;
5. A Police Check and Vulnerable Sector Screening (if turning 16 this year or older). **The original documents must be provided to the camp BEFORE arrival;**
6. Once this application is approved, complete the required online training at your own expense (\$15).

## PERSONAL INFORMATION:

<b>Name:</b>		<b>Sex:</b> M    F	<b>Age:</b>
<b>Mailing Address: (including Postal Code)</b>		<b>DOB (yyyy/mm/dd)</b> ____/____/____	
<b>Health Care #:</b>	<b>Email:</b>		
<b>Home Phone #:</b>			
<b>Emergency Contact:</b>		<b>Emergency #:</b>	
<b>Name &amp; Denomination of Church:</b>			
<b>Pastor/Elder:</b>		<b>Phone #:</b>	
<b>Youth Pastor/Sponsor:</b>		<b>Phone #:</b>	
<b>Church Attendance (Circle One):</b> Regular    Occasional    Seldom			

## MEDICAL INFORMATION:

Do you have any medical conditions that we should be aware of or that will limit your abilities (Please describe): \_\_\_\_\_

- **List any allergies:** \_\_\_\_\_
- **List any current medication:** \_\_\_\_\_
- **List any additional medical coverage:** \_\_\_\_\_

*EDUCATIONAL INFORMATION:*

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Last school attended: \_\_\_\_\_ Grade: \_\_\_\_\_  
 Year: \_\_\_\_\_ Field of Study: \_\_\_\_\_ Degree?: \_\_\_\_\_  
 Other training (certificates, first aid, licenses, etc.): \_\_\_\_\_

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*WORK EXPERIENCE (Including Volunteer & Camp Work):*

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Position:	Location:	Supervisor:	Date:

*PERSONAL REFERENCES:*

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List the people to whom you have given reference forms.

Name & Phone #:	In What Capacity:
	Pastor or Children's Director

My signature indicates that I: a) authorize SCA International locations to speak to any references that I have named; b) will abide by the Code of Conduct & Service Agreement of said location; c) will complete the required online training at my own expense; d) will provide a Police Check and Vulnerable Sector Screening at my own expense; e) release SCA International and its employees from any liability due to accident or injury.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*This Section to be completed for those under 18 years of Age:*

As legal guardian of the above-mentioned applicant, I hereby authorize SCA International and its staff to obtain emergency medical care for my child, if required. I acknowledge that my child is attending at his/her own risk and release SCA International and its employees from any claims, damages, expenses or actions of any kind resulting from his/her participation.

Parent's Signature (if applicant under 18 yrs): \_\_\_\_\_ Date: \_\_\_\_\_

*CHRISTIAN EXPERIENCE:*

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Please provide answers for the following questions. Use extra paper, if necessary:

1. What does it mean to be a Christian?

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2. Tell us about your own personal salvation experience and your assurance of eternal life (give Scripture references).

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3. What difference has Christ made in your life during the past year?

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4. How would you lead a person to Christ?

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5. What reasons do you have for wanting to be involved in ministry?

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6. Describe your Christian service during the last year (indicate any cross-cultural experience you may have had):

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7. What are your strengths and weaknesses?

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8. How would you describe your current relationship with Jesus Christ?

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9. What questions do you have about this summer ministry opportunity?

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*2011 Camp Dates / Positions*

**I can volunteer at:**

\_\_\_\_\_ July 1 - Canada Day Celebration  
 (I would like to help with: \_\_\_children \_\_\_Youth \_\_\_Kitchen \_\_\_security\_\_\_set-up/clean-up \_\_\_other)

\_\_\_\_\_ July 4-8 Play Days                      \_\_\_\_\_ Aug. 8-12 Play Days

\_\_\_\_\_ July 11-16 Junior Camp #1      \_\_\_\_\_ July 18-23 Junior Camp #2      \_\_\_\_\_ July 25-30 Junior Camp #3

\_\_\_\_\_ July 30-Aug. 1 Family Camp      \_\_\_\_\_ Aug. 3-6 Teen Camp

**Position(s) I volunteer for:**

\_\_\_\_\_ Male Cabin Leader      \_\_\_\_\_ Female Cabin Leader      \_\_\_\_\_ Audio/Video      \_\_\_\_\_ Kitchen

\_\_\_\_\_ Support Crew (includes, but not limited to kitchen, dish crew, cleaning, game/activity set-up & clean-up, sports, maintenance assistance, general support of the program)

\_\_\_\_\_ Speaker                      \_\_\_\_\_ Program Director

**Additional activities**

\_\_\_\_\_ Archery                      \_\_\_\_\_Crafts  
 \_\_\_\_\_Drama                      \_\_\_\_\_ Music (chapel, campfire)  
 \_\_\_\_\_Skits/storytelling      \_\_\_\_\_Other \_\_\_\_\_  
 \_\_\_\_\_ Play an instrument (which one?) \_\_\_\_\_

Application Due: May 15, 2011

\*\*SCA ECMC cannot utilize volunteers who do not submit a completed application form, three reference checks and a current Police Check and Vulnerable Sector Screening. You can provide your Police Check and Vulnerable Sector Screening. separate from your application but it must be received BEFORE you come to the centre (not upon arrival).

**To assist with camp planning, applications need be submitted by the above date\*\***

Staff Leadership training: May 27-28 (GTA), June 17-18 (GTA) & June TBA (@ Eagle's Cove)

It is expected that all program and support staff complete the required online training at their own expense, as well as attend leadership training.

- o If you are coming with a church team, we will be making arrangements for the training with your team leader.
- o If you are coming as an individual, please contact us by May 15<sup>th</sup> to arrange for you to participate in our Staff Training
- o If you cannot attend the scheduled training, please inform us by May 25<sup>th</sup> so we can prepare and train you via other means.

For more information contact:

**SCA Eagle's Cove Ministry Centre**  
**Site 12, Comp 4, RR#14, Thunder Bay, ON, P7B 5E5**  
**Phone: (807) 621-7591**  
 E-mail: eaglescoveinfo@scainternational.org

**STATEMENT OF FAITH**

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**THE BIBLE AND ITS AUTHORITY**

1. We believe in the Scriptures of the Old and New Testaments as verbally inspired by God and without error in the original writings and that they are the supreme and final authority in faith and conduct.

**THE ETERNAL GODHEAD**

2. We believe in one God eternally existing in three persons: The Father, the Son and the Holy Spirit.

**MAN AND HIS NEED**

3. We believe that man was created in the image of God; that through sin man inherited both spiritual and physical death. Consequently, man is marked by corruption, alienated from God, under His righteous anger and in need of the new birth.

**JESUS CHRIST AND HIS WORK**

4. We believe that Jesus Christ was procreated by the Holy Spirit and born of the Virgin Mary and is true God and true man.
5. We believe that the Lord Jesus Christ, as a representative sacrifice in our place, died for our sins according to the Scriptures, and that all who believe in him are treated as righteous and worthy of salvation on the grounds of his shed blood.
6. We believe in the resurrection of the crucified body of our Lord Jesus Christ, in his ascension into heaven, his present life there for us as High Priest and advocate, and in his personal return.

**SALVATION FOR SINNERS**

7. We believe that, by the grace of God, all who in repentance and faith receive the Lord Jesus Christ, are born again by the Holy Spirit and thereby become children of God. Their salvation is secure. Nevertheless, the believer is commanded to be filled with the Spirit, moment by moment.

**THE FUTURE**

8. We believe in the bodily resurrection of all mankind, the eternal blessing of the saved, and in everlasting death to those that rejected Christ.

I affirm that I am in agreement with this Statement of Faith.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**CODE OF CONDUCT**

- ◆ This facility is a “non-smoking” facility.
- ◆ The consumption of alcohol or non-pharmaceutical drugs on Ministry Centre property or during any Ministry Centre activity (including off-property) is prohibited.
- ◆ The use of MP3/ipods, etc. is prohibited in camper accommodations. Their use is limited to the playing of Christian artists during staff breaks or days off.
- ◆ No one may leave the Ministry Centre property while the program is in session, unless prior approval is granted by the Camp Director.
- ◆ All videos and movies shown to campers must be rated “General” or “Family” and be approved by the Camp Director and/or Program Coordinator. Video playing devices are also prohibited in camper accommodations without consent from the Camp Director, and must abide by the rating restriction as noted.
- ◆ Use of cell phones, including texting, should be limited to emergencies or during breaks.
- ◆ There are to be no cabin raids and staff must respect posted “Lights Out” schedules. There are to be no after-hours “liaisons” with other staff members and two staff members of the opposite sex must not be alone together.
- ◆ Destruction or vandalism of Ministry Centre property is unacceptable.
- ◆ The following areas are off-limits unless authorized by a Senior Staff member: kitchen, workshop, office, fenced pastures, horse shelter & riding ring, first aid room, and personal residences. Accommodations for boys are off limits to all girls and vice versa.
- ◆ All money, valuables and personal medications are to be left with the Office Administrator for safe-keeping.
- ◆ Personal visitors are not allowed for staff while the camp is in session.
- ◆ Modest dress is expected – lengthy shorts and loose fitting T-shirts, no tank tops.
- ◆ No inter-personal relationships (boyfriend/girlfriend) are allowed while camp is on
- ◆ All staff is expected to act appropriately and in a manner above reproach, with the opposite gender. This includes but is not limited to abstaining from any sexual relationship outside the limits of the Biblical evangelical definition of marriage (only heterosexual marriage) on or off camp property.

**Dress Code**

The goal of a dress code is to help create an atmosphere that models Christian principles and values to the campers and parents. Modest clothing does not call attention to oneself. There are to be no extremes in clothing, such as see-through clothing, skimpy bathing suits or clothing that depicts violence or advertises alcohol or tobacco products. Girls are to wear modest bathing suits. Guys must wear shirts at all times.

- ◆ Shorts – no shorter than mid-thigh
- ◆ Tube tops, bare midriffs are not permitted
- ◆ Muscle shirts and the like are not suitable
- ◆ Necklines – no lower than 3 finger widths below collarbone
- ◆ Pants fit properly so under garments are not evident
- ◆ Tops must be long enough to cover waistband of pants/shorts at all times or be tucked in

*LIFESTYLE EXPECTATIONS*

In order to exemplify godly characteristics, we must always be mindful of our lifestyle. We are admonished in Scripture to “put to death whatever belongs to your earthly nature” (Col 3:5) and to “be very careful, then, how you live—not as unwise, but as wise, making the most of every opportunity, because the days are evil” (Eph 5:15). Lifestyle is not something that we turn on and off—it is **ongoing choices** that determine our actions, thoughts and speech.

Children watch us carefully to see if we really mean the things that we say. It is for this reason that **SCA Eagle’s Cove Ministry Centre expects their volunteer staff to live a lifestyle consistent with the Camp regulations and Scriptural exhortations**—not just while Camp is in session, but the whole year through. Our credibility is in question if we do not demonstrate maturity and consistency in our everyday life. This lifestyle is demonstrated through the following attitudes:

- ◆ A desire to be Christ-like in attitude and conduct
- ◆ An agreement with SCA International’s Statement of Faith
- ◆ A willingness to follow all policies and guidelines of the Ministry Centre
- ◆ Consistently joining in with the activities of a Bible-believing church
- ◆ A willingness to maintain honest and responsible relationships
- ◆ A willingness to set aside personal freedoms on debatable issues and follow Camp guidelines (e.g. social drinking, etc.)
- ◆ A desire to model respect and godly behaviour to campers at all times
- ◆ A willingness to accept the non-denominational make-up of the Camp, concentrating on the theological issues that unite believers and avoiding divisive or contentious issues.

**SCA Eagle’s Cove Ministry Centre will not accept or condone behaviour that is contrary to the teaching of Scripture.** This would include, but is not limited to the following:

- ◆ Criminal activity
- ◆ Substance abuse
- ◆ The use of pornographic material
- ◆ Theft or vandalism
- ◆ Abusive behaviour
- ◆ Sexual assault or harassment
- ◆ Lying, deceitfulness or breach of trust
- ◆ Sexual relationships outside of marriage
- ◆ Crude or profane language

Violation of the above expectations could necessitate disciplinary action.

*SERVICE AGREEMENT*

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AS A VOLUNTEER STAFF MEMBER OF **SCA Eagle's Cove Ministry Centre**, I AGREE TO THE FOLLOWING CONDITIONS OF SERVICE:

I will function within the bounds of all Ministry Centre Lifestyle Expectations, Code of Conduct and the Scriptural principles represented.

I will maintain high standards of performance in my job as detailed in the staff manual.

I will strive to maintain a "team effort" as I go about performing my duties.

I will govern my personal conduct and set a positive community example as a representative of SCA Eagle's Cove Ministry Centre.

I understand the importance and necessity of contributing to the reputation of SCA Eagle's Cove Ministry Centre and providing excellent role models for those given into our care while on the camp property, in the local community, and the community at large. Therefore, while volunteering for or employed by SCA Eagle's Cove Ministry Centre, I will refrain from the use of alcoholic beverages, non-prescription drugs and tobacco.

I will not leave the Ministry Centre property during a camp session without permission from the Camp Director.

I will not participate in or encourage any racially-motivated comments or actions.

I understand that there may be times when a staff member must be released from employment. When a dismissal occurs to someone other than me, I accept that I may not know the reasons for this action. I accept that any dismissal is in the best interest of the individual and of SCA Eagle's Cove Ministry Centre.

If I encounter a problem with another staff member, I will approach them personally and privately, without any other previous mention of the matter to anyone else, and seek to resolve the problem. If the problem is not resolved, I will then go directly to a senior staff person (Camp Director, Program Director, etc.) to seek help in solving the problem. Only the person involved and the senior staff person will ever be approached. In this way, I will prevent gossip and encourage team spirit and ministry.

I will perform my duties with integrity and respect for the property and people.

**I am in full agreement with the SCA Eagle's Cove Ministry Centre Service Agreement and I have read the *Code of Conduct and Lifestyle Expectations***

SIGNED: \_\_\_\_\_

DATE: \_\_\_\_\_

*SCA Eagle's Cove Ministry Centre Reference Form*

Name of applicant: \_\_\_\_\_

Form filled out by: \_\_\_\_\_

Phone # (home): \_\_\_\_\_

How long have you known the Applicant? \_\_\_\_\_ Relationship? \_\_\_\_\_

SCA International Ministry Centres are committed to providing a safe, fun camp experience through programs that balance spiritual training, skill development, physical activity and fun. Your honest evaluation of the applicant's character and capabilities is greatly appreciated. Please give an explanation where possible.

Character Trait:	Weak	Satisfactory	Good	Excellent
Attitude toward Authority				
Ability to get along/work with others				
Leadership Ability				
Dependability (completes tasks)				
Ability to follow instructions				
Emotional Stability				
Demonstrates good judgment				
Mature relationships with opposite sex				
Cheerfulness				
Communication Skills				

Please circle one of the following: I would

**Recommend            Recommend with reservations            Not recommend**

. Please give explanation for any reservations you may have:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Would this applicant work best in a highly structured or loosely-structured program? Please explain

\_\_\_\_\_

\_\_\_\_\_

If applicable, is the applicant the kind of person to whom you would entrust the care of a minor child on a 24-hour basis? **YES / NO** If no, please explain:

\_\_\_\_\_

\_\_\_\_\_

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