



Summer Staff Guidelines

Updated: March 14, 2018

Introduction

Welcome to the summer staff of PMBC. This manual is designed to acquaint you with responsibilities, privileges, and standards of your position here at PMBC. Additional information and requirements will be given to you during Staff Training.

These summer staff policies are designed to guard the testimony of PMBC as well as prevent upsetting the convictions of guests and fellow staff members. As a PMBC summer staff member you may be required to conform to guidelines you might not personally agree with for the betterment of the ministry.

PMBC Mission Statement

"We endeavor first to accurately and effectively communicate the Gospel of Jesus Christ through devotional time, Bible Classes, and one-to-one counseling. Secondly, we aim to demonstrate that Christianity is a total life commitment. Our third objective is to show that Christians are able to have a good time without the trappings of present society. Finally, we desire to have those who attend dedicate their lives to Christ and leave better equipped to share their faith. "

Expectations

As a summer staff member at PMBC you have been prayerfully and thoughtfully chosen from a greater number of candidates. Your personal testimony and your pastoral recommendation were the major factors in your selection as a summer staff member. The following things are expected from each summer staff member:

- A consistent Christian testimony, both before guests and other staff
- A strong desire to grow in spiritual and personal maturity
- A demonstration of responsibility to the Lord and to PMBC
- An obedience to the rules and standards in this manual
- A respect for guests, supervisors, and full-time staff

Summer staff should view their employment at PMBC as a summer ministry opportunity to serve the Lord and other Christians. It is an opportunity for you to grow spiritually as well as to gain valuable experience in ministry.

PMBC Rules and Standards

The rules and standards for summer staff members have been designed to preserve the spiritual atmosphere of PMBC as well as to foster harmony among all involved with the ministry. The purpose is for staff not to draw any guest or camper away from the focus of their stay, which is their relationship with the Lord and what He has to say to them.

Summer staff members are expected to follow all of the standards listed in the following pages as well as anything that may need to be added by the administration of PMBC.

Conduct

Devotions:

Summer staff members are encouraged to cultivate the habit of spending time each day with the Lord, and will be expected to meet as a group daily or throughout the week.

Staff Devotions:

Each day, during the morning Bible class, staff devotions will be held. **All staff is required** to attend and give testimony to what the Lord is doing in their lives as well as in the lives of the campers. Full-time staff will lead the devotions.

Integrity:

In keeping with your personal testimony and your relationship with the Lord you are expected to maintain every responsibility and relationship with the highest degree of integrity. If we feel that you are not you will be warned and possibly sent home.

Entertainment:

Because many Christians are divided on the issue of entertainment we at PMBC attempt to conduct ourselves on the conservative end of the scale. We are not attempting to make a judgment on what is or is not acceptable entertainment; we are trying not to offend any of our guests.

We ask you not to bring secular music, movies, video games or video game systems, televisions or any literature that might be considered questionable. The Director will select any video shown at PMBC. Only Videos rated G or PG are permitted (with extremely rare exceptions).

Gambling is not permitted on the camp grounds. This includes card games such as poker, whether actual money is exchanged or not. Gambling can become an addictive behavior and is not appropriate activity for staff members.

Work Responsibility

Full-time Staff will assign summer staff members to various departments based on the need for the position to be filled.

Each department will have a supervisor. Summer staff members will answer directly to their work supervisors on matters that particularly pertain to their job. The work supervisors will meet regularly with Full-time Staff to coordinate summer staff schedules and responsibilities

It is important to note that you are primarily responsible to your direct supervisor. However, there may be times when another full time staff member may ask you to help with some sort of task. It is important for you to remember that you need to have a helpful and flexible attitude when helping someone else.

All posted rules including: snack shop, dining hall, and pool rules are to be followed by all staff. **The pool area is off limits unless there is a lifeguard present and it is a scheduled swim.**

Social Relationships

Campers:

The campers are the people whom we are ministering to. Our goal in being here at the camp is to present the Gospel of Jesus Christ to the campers. We are here to serve the campers.

With this in mind when campers arrive, make every effort to enthusiastically greet them and make them feel welcome. In addition to this make sure they know that you are glad that they have come to camp. Campers are always to be served first at meal times and then staff.

Counselors are primarily responsible for counseling a camper. If a camper discloses something to a support staff member, that staff member should refer the camper to his or her Counselor. **Most important, there will be no “Camper-Staff Relationships” of a dating nature. If we feel you have crossed that line you will be dismissed immediately.**

Friendships:

It is important for the PMBC summer staff to be a unified group of believers and to work together as a team. Because of this summer staff members should be careful that close relationships do not become exclusive cliques.

Dating Relationships:

Although dating relationships between summer staff members are not forbidden they are discouraged during the summer. Each summer staff member is supposed to keep his or her focus on their ministry at PMBC. Above all, if there is a relationship between two summer staff members there is to be **no physical display of affection**. If we feel you have crossed the “line” you will be dismissed.

Appearance & Dress Guidelines

Personal appearance is another issue that can easily offend others. Summer staff members should attempt to dress neatly and appropriately, avoiding extreme fashions or clothes you know are going to offend others.

Work Clothes

Summer staff members are expected to dress appropriately for your particular department.

Swim Suits

No bikini, two-piece, open front, or heavily exposed suits for girls. No bikini type swim suits for guys. Swimsuits are only to be worn at the pool. If you are walking to or from the pool you need to have your shirt, shoes and shorts on.

Pants & Shorts

Well-fitting jeans and shorts are permitted at all times. Shorts must be modest. If we feel that you need to change we will tell you.

Dresses & Skirts

Sunday dresses should be neat and modestly styled. Dresses and skirts must extend down several inches past your fingertips when standing straight up.

Shirts & Tops

Shirts are required at all times. Guys are not permitted to walk around without a shirt. Girls are not permitted to wear halter-tops, low cut shirts or any kind of half shirt that leaves the stomach exposed, or any tank tops that might be considered questionable. There are to be no shirts with drugs, alcohol, profanity, sex, or anything else offensive on them.

Shoes

Shoes are to be worn at all times by all staff in or out of buildings.

Miscellaneous Guidelines

Technology & Electronics

Summer staff members are NOT to have access or use technology during the camp week; these items would include – any cellphones, smartwatches, tablets, e-readers, ipods, stereos, cd players, laptops, computers. The only electronics permitted are alarm clocks, digital cameras, watches (not smart watches). Technology has proven to be a distraction to not just our staff, but campers. Our staff will set

the precedent for connecting with others by respecting this policy. Any technology brought to camp will be kept in safe keeping by full-time staff, and in a locked area. If technology must be used during the camp week, there must be a request placed more than 48 hours in advance and for legitimate reason (i.e. completion of assignments for college courses). Using technology to show a video or play a song for devotions is not a valid excuse. Communication with parents and family is highly encouraged- *through writing letters*. If parents must contact their children, they can call the camp phone or staff can schedule time to utilize the camp phone. Staff who do not abide by these standards will suffer consequences that may result in dismissal. Staff are permitted to sign out their electronics on the weekend once job duties are completed, and electronics will be signed in prior to the start of the workweek on Sunday afternoon. There are limited situations that call for electronics due to the nature of a position, those positions include, but are not limited to, Program Director, First Aid Consultant, Media Staff.

Evening Worship Services

Summer staff members have the unique opportunity to attend the same evening worship services that the campers are attending. Summer staff members are **required to attend each evening** unless their work responsibilities prohibit it.

Saturday Debrief Meetings

At the conclusion of the week, all staff are expected to be present at the debrief meeting.

Wages:

After room and board summer staff members receive a weekly wage, minus Social Security and Income tax deductions. **Paychecks are distributed every Saturday after clean up assignments are completed.**

Days Off:

Summer staff members will get Saturday off each week of the summer. Additionally, we now provide a Summer Recess week to give the staff a much-needed break at the camping season's mid-point. If possible, we encourage staff to do their best to coordinate family vacations to coincide with the Summer Recess. Future hiring preference will be given to staff who demonstrate the ability to stay for the full camping season. Summer staff members 18 years or older may leave the grounds for their day off provided they sign out. Summer staff members under the age of 18 can leave only with a vehicle/leave consent form signed by a parent or guardian. Summer staff members under the age of 18 will not be allowed to go off campus with summer staff members who are 18 or older unless written permission is received by the summer staff member's parents. No one can leave the grounds unless permitted by Full-time Staff. We must know when you are leaving and when you will be back.

Rooms:

Rooms are to be kept neat and clean at all times. Full-time Staff will make regular inspections.

No furniture should be moved in or out of rooms unless authorized by the Full-time Staff. No candles, pets, ironing, or cooking of any kind will be allowed in rooms. No leftovers from the dining room should be brought into rooms. Only prepackaged snacks or soda that you could buy from a local convenience store will be allowed.

All electrical appliance, fans, curling irons, etc., must be turned off when you leave your room.

Any posters or pictures put on walls must not have drug, alcohol, profanity, sex, and **secular rock group logos** on them. Posters and pictures must be put up in a way not to cause any damage to the walls in the rooms. **This means no thumb tacks, nails or tape. The only acceptable adhesive is "sticky tack" or 3M command strips. This insures that everyone is using an adhesive that will not damage the walls.**

No member of the opposite sex is allowed in a room, hallway, stairway, bathroom that is designated for

the opposite gender (except for the express purpose of cleaning, providing medical attention or leadership staff conducting checks) Violation of this rule may result in immediate dismissal.

Note: It may be necessary to change summer staff rooms to accommodate guest, camper, or staff needs.

Discipline

There is a warning system in place for rule violations and may include any of the following disciplinary actions as Full-time Staff deems necessary.

- Verbal or Written warning
- Verbal or Written warning and deduction of 1 day's pay Temporary dismissal (less than one week)
- Dismissal for one or more weeks
- Final written warning and full dismissal including loss of pay

Some violations warranting immediate dismissal

- Leaving grounds without permission
- Violation of the Relationship Standard with another staff member, camper, or outside person as described in the Summer Staff Manual.
- The use or possession of alcohol, drugs, cigarettes, or pornographic materials
- Destruction of someone else's property or PMBC property
- Violating evening curfew
- Any action that is clearly in violation of any state or federal laws such as theft, violence, drug possession, etc.

Visitors:

Anyone visiting summer staff that wishes to stay overnight must **obtain permission from the Full-time Staff one week in advance**. Permission is *not guaranteed*, this is largely based upon room availability.

PMBC is an enjoyable place to spend time, but for many reasons, we cannot allow it to become merely a "hangout" for guests and former staff members. Any visitor that does not honor this policy will be asked to leave (even if they claim to be volunteering their services).

Summer staff members under the age of 18 will not be allowed to be taken off campus by a visiting girlfriend or boyfriend unless their parents designate in writing that they are allowed to take them.

Curfew:

Summer staff members must be in their dorms by 11:30 PM (or Midnight as Full-time Staff deems appropriate) unless they have a work responsibility, or are participating in devotions or an activity led by Full-time Staff.

Curfew will be strictly enforced. If you are not getting enough sleep, your testimony and your job will reflect that fact. Violations of curfew will get you sent home.

Vehicles

Summer staff members may have vehicles on campus. These vehicles are not to be used to shuttle back and forth on campus but should only be used to go off campus. All Summer Staff members must sign out before they leave campus and inform the Director of their plans.

Sick Leave

The maximum amount of paid sick time is one day. A summer staff member must actually be sick to take this day. If a summer staff member is sick or injured for an extended period of time, they will be required to recuperate at home. There will be no paid excused time for family functions, weddings, funerals, etc. Prior approval to attend family functions must be obtained if possible.

Phone

Summer staff members may schedule time to make outside calls, but the camp telephone cannot be used without prior permission unless it is an emergency.

Laundry

Summer staff members may use the laundry facilities in the Dining Hall (after 7:00pm) and in the Woodside laundry room. Laundry facilities will be open 7:30 AM to 9:00 PM.

Summer Staff Lounge:

The Loft is provided as the summer staff lounge. It will be open from 11:00 AM until curfew and may be used when you are not working. Staff members are not to be alone with the opposite gender in the loft at There must be more than two summer staff members of the opposite sex in the lounge at any time. All staff members are required to keep the loft clean. If the loft becomes messy the privilege of having the lounge may be taken away.

Meals:

Summer staff members are required to attend all meals. Left-over food is provided on Saturday for anyone staying overnight. The food will be located in the staff refrigerator in the Dining Hall. Staff is to use the “staff refrigerator” only, all other kitchen freezers & refrigerators are off limits at all times.

Out of Bounds:

After dark, summer staff members are restricted to public well-lit areas. Boundaries that apply to campers also apply to staff. Do not go into the woods, on the road, etc.

Please sign Agreement on next page.



Agreement To PMBC Guidelines

Please check:

_____ I have read the entire Summer Staff Manual

_____ My parents have read the manual (If under 18)

_____ I agree to abide by all PMBC rules and guidelines

My parents and I understand:

If I knowingly disobey any rule or disregard any guideline as described in this manual I will be written up and possibly dismissed. I also understand that if my behavior or attitude becomes a negative influence at PMBC I may, at the discretion of the Full-time Staff, be dismissed. My desire is to serve the Lord at PMBC.

Applicant's Printed Name: _____

Applicant's Signature: _____

Date: _____

Parent/Guardian Printed Name: _____

Relationship to Applicant: _____

Parent/Guardian Signature: _____

Date: _____