

STAFF APPLICATION PACKET

Summer 2009



Presbytery of Yellowstone

203 B Haggerty Lane

Bozeman, Mt 59715

406-586-7706

1-877-652-1646

406-556-0979(Fax)

susan.seibert@yellowstonepcusa.org (E-mail)

www.yellowstonepcusa.org

February 15, 2009

TO: Churches and Educational Institutions of Yellowstone Presbytery

FROM: Suzanne Bratsky, Moderator of Camping and Youth Ministry Committee of Yellowstone Presbytery

RE: 2009 Summer Camp Staff Opportunities

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Enclosed you will find the Staff Application Packet, which includes summer camp staff position descriptions and an application form.

The **Yellowstone Presbytery Camp, Westminster Spires**, is located eight miles south of Red Lodge, Montana, on Highway 212. The camp is nestled at the foot of mountain peaks unequalled in splendor with miles of near-by trails available for our program use.

The camping season will begin with Staff Training, July 6, 2009 and conclude on July 31, 2009 with Staff Evaluation. Only applicants who are capable of committing to the full camp season will be considered. High school aged staff are not required to attend Senior High Camp (July 26- July 31). Please contact the Presbytery of Yellowstone (877-652-1646) or (406-586-7706) for more detailed information. Compensation for the season includes lodging and meals plus salary less appropriate deductions. Women and men of all racial/ethnic heritages are urged to apply.

Special Note: High School aged staff do not work during Senior High Camp. They do, however, receive free tuition for that week if they would like to attend and we strongly encourage their participation.

Would you please make these summer camp positions known and this information available to any members and friends of your congregations and institutions who might be interested in applying for the 2008 summer staff positions. Additional copies of this packet are available from the Presbytery of Yellowstone, 203 B Haggerty Lane, Bozeman, MT 59715, or call (406) 586-7706 or 1-877-652-1646 or e-mail susan.seibert@yellowstonepcusa.org or by downloading from www.yellowstonepcusa.org.

Deadline for receipt of applications is March 15, 2009. Our Camping and Youth Ministry Committee will be deciding on staff by April 1, 2009 with notification of position assignments within the following week.

Thank you for your assistance.

February 15, 2009

Dear Applicant:

Thank-you for your interest in applying for a position at Yellowstone Presbytery's Westminster Spires Summer Camp. Staffing opportunities for the summer 2009 season include a variety of positions. From Counselors in Training to Lead Counselors and Cooks, we will be considering people of a variety of backgrounds and ages. We desire applicants who have a loving, growing relationship with Jesus Christ, a strong desire to serve others and work hard, and a love for children and youth.

Take a look at the job descriptions and be sure to list all of the relevant skills and experiences you can think of. We need a wide variety of people, so don't sell yourself short! Our summer season runs from July 6 through July 31, 2009. We can only consider applicants who can commit to being there the entire time. Exceptions are very limited.

If you are looking for a summer position that combines the thrill of working with young people in an outdoor setting with the satisfaction of sharing the good news of Jesus Christ, this is for you. Please fill out and send in your application as soon as possible. Deadline for receipt of applications is March 15, 2009. Our Camp and Youth Ministry Committee will be deciding on staff by April 1, 2009 and notifying you of our decision within the following week.

We look forward to your application as you pray and seek God's calling for your summer.

Joyfully yours in Christ,

Suzanne Bratsky
Moderator of Camping and Youth Ministry Committee

YELLOWSTONE PRESBYTERY CAMPS

MISSION AND MINISTRY

We believe The Camping & Youth Ministry Unit of Yellowstone Presbytery is a vital part of the total mission and ministry of the presbytery and an extension of the local church's work.

We believe that God has created humankind to live in relationship with one another and with God, characterized by acceptance, forgiveness, caring and trust, wherever we are--in the home, church, neighborhood or outdoors.

We believe that God is calling us to be involved in a daily process of Christian growth.

To this end, the goal of The Camping & Youth Ministry Unit for Yellowstone Presbytery is:

...To provide opportunities for people to experience God as revealed in Christ through a unique natural environment.

...To foster growth in discipleship through worship, study, recreation, service, reflection, and friendship within the Christian community.

...To encourage self-evaluation and understanding through becoming aware of our relationships with Christ, with each other and with the global community.

...To provide an experience in Christian group living and in that experience to make explicit the issues of acceptance, forgiveness, love, mercy and servanthood.

...To create a space where hope for what God is still creating replaces the gloom and doom message of society.

...To learn from nature with its own special harmony, order and beauty and to learn how to be good stewards of this special gift from God.

...To discover and learn from a broader community of Christian friends and witnesses than just our local congregation, in order that we can see and utilize our connectionalism and partnership.

...To train and develop leadership both youth and adults on an on-going basis within the Presbytery for camping and youth ministry.

Adopted March, 1994

2009 SUMMER STAFF OPPORTUNITIES

All applicants will have a personal or telephone interview before being considered. Conditions of employment, compensation, and other details will be discussed at the time of the interview.

POSITION: LEAD COUNSELOR (2 positions open, 1 female & 1 male)

SALARY: \$250.00/per week

TO WHOM RESPONSIBLE: Camping & Youth Ministry Committee, Camp Deans

QUALIFICATIONS:

1. A strong and growing Christian faith.
2. At least 21 years of age.
3. An understanding of the objectives of the camping program and its role in the total program of Christian Education.
4. A love and understanding of children.
5. Skills in group leadership.
6. The ability to relate to children and co-workers and be the staff team leader.
7. The emotional stability to place campers' needs before personal desires.
8. One year of college education or the equivalent in leadership experience significant for camping.
9. Ability to participate in planning, carrying out, and evaluating programs.
10. Good health and stamina, spontaneity and creativity.

RESPONSIBILITIES:

1. Living in an assigned cabin with an assigned group of campers.
2. Participating in all activities with the campers unless otherwise instructed.
3. Assisting the Dean by helping to lead worship, teaching Bible study, and directing activities and events as requested.
4. Leading campers in nightly bed-time devotions.
5. Attending counselor orientation prior to the camp season, and daily staff meetings during camp season.
6. Help with registration.
7. Help to keep camp neat and clean. Supervise daily housekeeping of cabins and care for supplies and equipment assigned to the group.
8. Enforcing discipline within your assigned groups, including the following rules:
 - a) Campers are **not allowed** to climb and play on rock formations.
 - b) Campers are **not allowed** to hike in the woods or in the stream without following safety precautions.
 - c) Campers **may not** do water activities without the presence of a qualified counselor.
 - d) Campers are **not allowed** off the camp's grounds unless participating in an official camp program.
 - e) Campers are **not allowed** to smoke or use alcohol or illegal drugs.
9. Molding the campers into a family grouping. Planning so that each camper's abilities are used and responsibilities are shared among all during the week.
10. Seeing that all campers are present at meal times and arrive on time.
11. Sharing with the other counselors in varied activities planned for the week, with the camper's need as first priority at all times.
12. Assuming the responsibility for the health and safety of campers:
 - a) Reporting accidents promptly to the camp Dean.
 - b) Seeing that all medications are stored in the first-aid room.
13. Knowing the campers in the camp and helping them to respect the rights of others.
14. Serving as an adult friend and helper to the campers and staff.

2009 SUMMER STAFF OPPORTUNITIES

All applicants will have a personal or telephone interview before being considered. Conditions of employment, compensation, and other details will be discussed at the time of the interview.

POSITION: COUNSELOR (2 positions open, 1 female & 1 male)

SALARY/COMPENSATION: \$190.00/per week

FUNCTION: Work closely with Lead Counselor and Deans carrying out camping program.

QUALIFICATIONS:

1. Commitment to the Christian faith.
2. At least 18 years of age.
3. One year of Westminster Spires camp experience preferred.
4. A love and understanding of children.
5. Skills in group leadership.
6. The ability to relate to children and co-workers.
7. The emotional stability to place campers' needs before personal desires.
8. Good health and stamina, spontaneity and creativity.

RESPONSIBLE TO: Camp Deans, Lead Counselors

GENERAL RESPONSIBILITIES:

1. Assisting Lead Counselors in leadership and guidance of three to ten campers in designated programs.
2. Assist Lead Counselors by participating in general planning of camp program.
3. Living in an assigned cabin with an assigned group of campers.
4. Participating in all activities with the campers unless otherwise instructed.

SPECIFIC RESPONSIBILITIES:

1. Work with the entire staff to interpret the Christian faith to the campers through living and learning experiences.
2. Lead a small group of campers and help each camper grow and adjust to other campers and camp life.
3. Assist in interpreting safety and health regulations.
4. Lead or assist with all camp program activities and other camp-wide activities as assigned.
5. Act as host (hostess) at a table in the dining hall.
6. Leading campers in nightly bed-time devotions.
7. Attending counselor orientation prior to the camp season, and daily staff meetings during camp season.
8. Help to keep camp neat and clean. Supervise daily housekeeping of cabins and care for supplies and equipment assigned to the group.
9. Enforcing discipline within your assigned groups, including the following rules:
 - a) Campers are **not allowed** to climb and play on rock formations.
 - b) Campers are **not allowed** to hike in the woods or in the stream without following safety precautions.
 - c) Campers **may not** do water activities without the presence of a qualified counselor.
 - d) Campers are **not allowed** off the camp's grounds unless participating in an official camp program.
 - e) Campers are **not allowed** to smoke or use alcohol or illegal drugs.
10. Molding the campers into a family grouping. Planning so that each camper's abilities are used and responsibilities are shared among all during the week.
11. Other duties or responsibilities assigned by the Deans for the good of the camp and the entire program.

2009 SUMMER STAFF OPPORTUNITIES

All applicants will have a personal or telephone interview before being considered. Conditions of employment, compensation, and other details will be discussed at the time of the interview.

POSITION: COUNSELOR IN TRAINING (2 positions open, 1 female & 1 male)

SALARY/COMPENSATION: \$75/per week plus Senior High Camp Registration fee

FUNCTION: Work closely with lead counselors, counselors, and camp Deans in carrying out the camping program as a training ground for future leaders in the church.

QUALIFICATIONS:

1. Commitment to the Christian faith.
2. At least 16 years of age.
3. One year of Westminster Spires camp experience preferred.
4. A love and understanding of children.
5. The ability to relate to children and co-workers.
6. The emotional stability to place campers' needs before personal desires.

RESPONSIBLE TO: Camp Deans, Lead Counselor

GENERAL RESPONSIBILITIES:

1. Assisting Lead Counselors in leadership and guidance of three to ten campers in designated programs.
2. Assist Lead Counselors by participating in general planning of camp program.

SPECIFIC RESPONSIBILITIES:

1. Assist the staff in interpreting the Christian faith to the campers through living and learning experiences.
2. Assist with small groups of campers under the supervision of other staff and help each camper grow and adjust to other campers and camp life.
3. Assist in interpreting safety and health regulations.
4. Assist in guiding the individual camper in participation in group, unit, and all camp activities.
5. Assist with all camp program activities and other camp-wide activities as assigned.
6. Act as host (hostess) at a table in the dining hall.
7. Attend counselor orientation prior to the camp season, and daily staff meetings during camp season.
8. Help to keep camp neat and clean. Supervise daily housekeeping of cabins and care for supplies and equipment assigned to the camp.
9. Or other duties or responsibilities assigned by the Camp Dean or Lead Counselor for the good of the camp and the entire program.

2009 SUMMER STAFF OPPORTUNITIES

All applicants will have a personal or telephone interview before being considered. Conditions of employment, compensation, and other details will be discussed at the time of the interview.

POSITION: COOK

SALARY: \$1,750.00 from July 6 through July 31, 2009

FUNCTION: To supervise and participate in the food operation for summer camp.

QUALIFICATIONS:

1. Knowledge and experience in food preparation, service, and purchasing.
2. Ability to supervise others effectively.
3. Meets necessary health standards including tine tests and other required standards set by public health.

RESPONSIBILITIES:

1. Participates in required aspects of pre-camp training and orientation.
2. Supervises assistant cook.
3. Responsible for food preparation, cooking and serving.
4. Supervises clean up of dining hall, kitchen and other lodge facilities.
5. Determines whether left-overs should be stored or disposed of. (Food should never be stored in metal cans or containers).
6. Works with camp supervisor and Dean in updating or revising menus.
7. Responsible for the purchase of food and essential non-food supplies, in consultation with supervisor and Camp Dean.
8. Oversees receipt and storage of food and supplies; checks incoming orders against invoices and delivers ok'd invoices to office weekly.
9. Keeps a record of all purchases, and a weekly inventory of all food and supplies.
10. Seeks to stay within budgetary limits without sacrificing quality to economy -- does cost accounting for meals.
11. Enforces sanitary regulations: cleanliness of kitchen (cleaning utensils and countertops and sweeping floor after each meal; mopping floor each evening; weekly cleaning of refrigerators, freezers, oven, cabinets, shelves, fan, mixer, etc.; regular dishwashing) and cleanliness of personnel (clean and neat clothing, regular washing of hands, no smoking).
12. Works with program staff in area of cookouts, daily snacks, hikes and trips.
13. Participates in weekly closing evaluations and end-of-summer staff evaluation.
14. Works with appropriate person(s) to coordinate procurement, reporting and dispensing with leftover surplus foods.
15. Evaluate camp kitchen needs at end of camp during staff evaluation and debriefing.

RESPONSIBLE TO: Camping & Youth Ministry Committee and Camp Deans.

JOB POSITION INFORMATION

State **THREE REASONS**, in order of priority, for seeking a staff position at Westminster Spires:

- 1. _____
- 2. _____
- 3. _____

What do you consider to be the **function of a STAFF person** in a Christian camp?

Have you ever been convicted of a felony or misdemeanor? ___ yes ___ no. Did this conviction involve any type of activity relating to youth or children's work? ___ yes ___ no. If yes, please explain:

REFERENCES (Send each reference the attached form and have them mail to us by March 15)

- 1. Pastor - Name and Church _____
Address and Phone _____
- 2. Employer or Teacher - Name and Occupation _____
Address and Phone _____
- 3. Personal Friend - Name and Occupation _____
Address and Phone _____

INTERVIEW INFORMATION: The week of March 26-31 I can be available for a phone interview any night _____ or only these nights: _____.

I give my permission for a background check as needed.

SIGNATURE _____ DATE _____

Making application indicates your willingness to accept the responsibilities and the guidelines of Yellowstone Presbytery Camps for the position desired if you are selected. All information is confidential. It will be made available only to the Selection Committee and will become permanent part of our files.

SKILLS CHECKLIST

Please rate your degree of skill on the check list below. Make comments or details if you have a particularly skilled area. Use the following numbers to describe skill level:

- 1 = experienced, can lead
- 2 = some experience
- 3 = interested, no experience
- 4 = no particular interest

LEADERSHIP

- _____ teaching
- _____ small group leader
- _____ Bible study leader
- _____ planning worship
- _____ organization of special recreation events

COMMUNICATION, DRAMA, MUSIC

- _____ drama
- _____ mime
- _____ clowning
- _____ puppetry
- _____ improv theater
- _____ singing/vocal
- _____ guitar
- _____ piano
- _____ instruments (specify)
- _____ dance
- _____ photography
- _____ sign language
- _____ writing/poetry
- _____ other

ARTS/CRAFTS

- _____ painting
- _____ sketching
- _____ leathercraft
- _____ pottery
- _____ jewelry-making
- _____ silk-screening
- _____ macrame
- _____ nature crafts
- _____ woodburning
- _____ woodcarving
- _____ block printing
- _____ calligraphy
- _____ stained glass
- _____ other

ATHLETIC/SPORTS

- _____ team sports
- _____ children's games
- _____ horseback riding
- _____ archery
- _____ all-camp games
- _____ tournaments
- _____ energizers

OUTDOOR LIVING

- _____ firebuilding
- _____ map and compass
- _____ toolcraft
- _____ ropecraft
- _____ cooking
- _____ fishing
- _____ backpacking
- _____ snow climbing
- _____ rock climbing
- _____ rappelling
- _____ bicycling
- _____ mountaineering
- _____ survival skills
- _____ hiking
- _____ botany/plant identification
- _____ campcraft skills
- _____ carpentry/construction
- _____ other

HEALTH/SAFETY - (check all certifications held)

- _____ First Aid (specify)
- _____ CPR
- _____ EMT
- _____ Life Guard

Describe any skills you have that are not listed on this page:

We ask that you prayerfully consider the following before signing and submitting this application...

COMMITMENT OF APPLICANT:

I hereby affirm that I am committed to making choices that are a model for campers to follow. I have considered areas of personal integrity – relationships, sexual decisions, substance abuse, entertainment choices, etc – and am committed to striving to live a life that imitates Christ.

I understand that staff members at Westminster Spires are required to conduct themselves in ways that will have a positive influence on other members of the camp community. If hired, I will comply with all personnel & camp policies outlined for me at staff training.

I understand that if I am employed and if any statement herein is not true, I may be released immediately. If I am released, I will be paid only through the day of release.

I understand that if employed, I will be required to abide by all company policies, standards, and regulations, as they are promulgated from time to time. I further understand that if employed, when my employment is terminated, I must return all the employer's property in my custody before entitled to payment of any amounts due me on separation.

I hereby authorize Employer to contact all prior employers and any references listed herein to verify all information provided and to obtain any and all information related to my character and past work performance. I further hereby release all references and prior employers from any liability for information provided in good faith.

I hereby affirm that I have carefully read and agree with the Presbyterian Church (U.S.A.) Brief Statement of Faith attached. I understand that, if at anytime subsequent to employment I no longer agree with this Statement of Faith or I exhibit conduct which is contrary to the Statement of Faith, or I fail to meet the minimum requirements of the position, I may be disqualified from employment.

I affirm that I have neither been convicted of, nor am the subject of pending charges for, any offense involving actual or attempted child abuse or sexual molestation in any jurisdiction.

I understand that this is an application for employment and that no employment contract is being offered.

I hereby affirm and acknowledge, by signing immediately below, that all of the information provided and all of my answers are true and complete, and that any misrepresentation or omission may be grounds for rejection or, if later employed, dismissal.

Applicants signature

Date

Please return completed application and Sexual Misconduct Self Certification by March 15, 2009
to: Presbytery of Yellowstone, 203 B Haggerty Lane, Bozeman, MT 59715

A BRIEF STATEMENT OF FAITH

Presbyterian Church (U.S.A.)

1 In life and in death we belong to God.
2 Through the grace of our Lord Jesus Christ,
3 the love of God,
4 and the communion of the Holy Spirit,
5 we trust in the one triune God, the Holy One of Israel,
6 whom alone we worship and serve.
7 We trust in Jesus Christ,
8 fully human, fully God.
9 Jesus proclaimed the reign of God:
10 preaching good news to the poor
11 and release to the captives,
12 teaching by word and deed
13 and blessing the children,
14 healing the sick
15 and binding up the brokenhearted,
16 eating with outcasts,
17 forgiving sinners,
18 and calling all to repent and believe the gospel.
19 Unjustly condemned for blasphemy and sedition,
20 Jesus was crucified,
21 suffering the depths of human pain
22 and giving his life for the sins of the world.
23 God raised this Jesus from the dead,
24 vindicating his sinless life,
25 breaking the power of sin and evil,
26 delivering us from death to life eternal.
27 We trust in God,
28 whom Jesus called Abba, Father.
29 In sovereign love God created the world good
30 and makes everyone equally in God's image,
31 male and female, of every race and people,
32 to live as one community.
33 But we rebel against God; we hide from our Creator.
34 Ignoring God's commandments.
35 we violate the image of God in others and ourselves,
36 accept lies as truth,
37 exploit neighbor and nature,
38 and threaten death to the planet entrusted to our care.
39 We deserve God's condemnation.
40 Yet God acts with justice and mercy to redeem
creation.
41 In everlasting love,
42 the God of Abraham and Sarah chose a covenant
people
43 to bless all families of the earth.
44 Hearing their cry,
45 God delivered the children of Israel
46 from the house of bondage.
47 Loving us still,
48 God makes us heirs with Christ of the covenant.
49 Like a mother who will not forsake her nursing child,
50 like a father who runs to welcome the prodigal home,
51 God is faithful still.
52 We trust in God the Holy Spirit,
53 everywhere the giver and renewer of life.

54 The Spirit justifies us by grace through faith,
55 sets us free to accept ourselves and to love God and
neighbor,
56 and binds us together with all believers
57 in the one body of Christ, the Church.
58 The same Spirit
59 who inspired the prophets and apostles
60 rules our faith and life in Christ through Scripture,
61 engages us through the Word proclaimed,
62 claims us in the waters of baptism,
63 feeds us with the bread of life and the cup of salvation,
64 and calls women and men to all ministries of the
Church.
65 In a broken and fearful world
66 the Spirit gives us courage
67 to pray without ceasing,
68 to witness among all peoples to Christ as Lord and
Savior,
69 to unmask idolatries in Church and culture,
70 to hear the voices of peoples long silenced,
71 and to work with others for justice, freedom, and
peace.
72 In gratitude to God, empowered by the Spirit,
73 we strive to serve Christ in our daily tasks
74 and to live holy and joyful lives,
75 even as we watch for God's new heaven and new
earth,
76 praying, "Come, Lord Jesus!"
77 With believers in every time and place,
78 we rejoice that nothing in life or in death
79 can separate us from the love of God in Christ Jesus
our Lord.
80 Glory be to the Father, and to the Son, and to the Holy
Spirit. Amen.

Sexual Misconduct Self-Certification and Information Form

The following information related to sexual misconduct was mandated by the Sexual Misconduct Policy and its Procedures adopted by the 203rd General Assembly (1991), and was revised by the 205th General Assembly (1993).

Please check one of the following:

____ I certify by the signature below that no civil, criminal, ecclesiastical complaint has ever been sustained* or is pending** against me for sexual misconduct; and that I have never resigned or been terminated from a position for reasons related to sexual misconduct.

____ I am unable to make the above certification. I offer, instead, the following description of the complaint, termination, or the outcome of the situation with explanatory comments.

The information in this application form is accurate to the best of my knowledge and may be verified by the General Presbyter for Yellowstone Presbytery Camping Program. I hereby authorize the General Presbyter to inquire concerning any civil or criminal records, or any judicial or ecclesiastical proceedings involving me as a defendant, related to sexual misconduct. By means of this release I also authorize any previous employer, and any law enforcement agencies or judicial authorities or ecclesiastical governing bodies to release any and all requested relevant information related to sexual misconduct to Yellowstone Presbytery.

____ I have read this certification and release form and fully understand that information obtained may be used to deny me appointment as a Camp/Conference Program Staff member or volunteer. I also agree that I will hold harmless the employing or judicial authority or any other entity from any and all claims, liabilities, and causes of action for the legitimate release of any information related to sexual misconduct.

Signature

Printed/Typed Name

Date

*Sustained

- 1.) In a criminal court, "sustained" means that there has been a guilty plea, a guilty verdict or a plea bargain.
- 2.) In a civil court, "sustained" means that there has been a judgment against the defendant.
- 3.) In an ecclesiastical case, "sustained" means that there has been a guilt plea and censure imposed, or finding of guilty with censure imposed, by a permanent judicial commission in the Presbyterian Church (U.S.A.) or an equivalent body of another church.

**Pending

- 1.) In a criminal court, "pending" means a criminal charge before a grand jury, in the process of being prosecuted, or in a case in which there is not yet a verdict.
- 2.) In a civil court, "pending" means a case in which there has not been a decision or judgment.
- 3.) In an ecclesiastical case, "pending" means an accusation is being investigated by a special disciplinary committee or charges have been filed but have not yet been decided by a permanent judicial commission, or an accusation or charges are in an equivalent state or process in a church other than the C(USA).

(The following is taken from definitions in the General Assembly Sexual Misconduct Policy and its Procedures, p. 13)

“Sexual Misconduct is the comprehensive term used in this policy and its procedures to include: 1) Child sexual abuse, as defined above [refer to Policy]; 2) Sexual harassment, as defined above [refer to Policy]; 3) Rape or sexual contact by force, threat, or intimidation; 4) Sexual conduct (such as offensive, obscene or suggestive language or behavior, unacceptable visual contact, unwelcome touching or fondling) that is injurious to the physical or emotional health of another; 5) Sexual Malfeasance defined as sexual conduct within a ministerial (e.g. clergy with a member of the congregation) or professional relationship (e.g. counselor with a client, lay employee with a church member, presbytery executive with a committee member who may be a layperson, a minister or and elder). Sexual conduct includes unwelcome sexual advance, request for sexual favors, and verbal or physical conduct of a sexual nature. This definition is not meant to cover relationships between spouses, nor is it meant to restrict church professionals from having normal, social, intimate, or marital relationships; 6) Sexual Abuse as found in Book of Order D-10.0401b (see Accuser/Victim)”

Return by March 15 To:
 Yellowstone Presbytery – Camp Committee
 203 B Haggerty Ln, Bozeman, MT. 59715

RECOMMENDATIONS FOR SUMMER STAFF

Westminster Spires Camp

To be completed by a Pastor

This section to be completed by applicant:
 Applicants Name _____ Phone Number _____
 Address _____ City/State _____ Zip _____
 Position Applying for: 1. _____ 2. _____

The above named person is applying for summer staff at Westminster Spires Camp. The personal information requested below will supplement that provided by personal interview. It is helpful to us to obtain personal references who have some knowledge of the applicant's ability and characteristics. Any information, which you may give us, will be regarded as strictly confidential. Please send this form directly to us at the address above. Thank you for your assistance!

- How long have you known the applicant? _____ In what capacity? _____
- Does the applicant appear to be growing in his/her Christian experience & does the applicant take an active interest in Christian service? _____ Please explain _____

3. Please indicate which statement best describes the applicant in relation to each characteristic listed below.

	Most of the time	Sometimes	Not Often	Hardly Ever
Able to follow instructions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Loyal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outgoing and friendly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
An able leader of others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consistent in Christian testimony	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disciplined in personal habits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Enthusiastic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Able to adjust to different situations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Able to cope with other's problems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Easily offended	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inclined to criticize others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Moody	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Able to work without close supervision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Able to work in a team situation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4. Please grade the applicant on the following characteristics and traits. Use "1" to indicate superior, "2" if above average, "3" if average, and "4" if weak in that area. Please evaluate applicant in relation to his/Her own age group.

Personal Grooming ____	Sense of Humor ____	Willingness ____
Tact ____	Initiative ____	Attitude toward Authority ____
Dependability ____	Courtesy ____	Attitude toward hard work ____
Judgment ____	Initial Impression ____	Public Speaking Ability ____
Punctuality ____	Ability to make friends ____	Honesty & personal integrity ____

5. There is the possibility that the applicant would be employed as a camp counselor. Would you consider the applicant qualified to counsel your child or teenager? Yes No

6. Please check your choice of recommendation:
 Strongly recommend Recommend Recommend with reservations Do not recommend

7. Please use the reverse side of this form to share anything else you think would be helpful as we evaluate this candidate...

Your Name (please print) _____ Date _____
 Address _____
 Position /Organization _____
 Signature _____ Phone _____

Return by March 15 To:
 Yellowstone Presbytery – Camp Committee
 203 B Haggerty Ln, Bozeman, MT. 59715

RECOMMENDATIONS FOR SUMMER STAFF

Westminster Spires Camp

To be completed by an Employer or Teacher

This section to be completed by applicant:
 Applicants Name _____ Phone Number _____
 Address _____ City/State _____ Zip _____
 Position Applying for: 1. _____ 2. _____

The above named person is applying for summer staff at Westminster Spires Camp. The personal information requested below will supplement that provided by personal interview. It is helpful to us to obtain personal references who have some knowledge of the applicant's ability and characteristics. Any information, which you may give us, will be regarded as strictly confidential. Please send this form directly to us at the address above. Thank you for your assistance!

- How long have you known the applicant? _____ In what capacity? _____
- Does the applicant appear to be growing in his/her Christian experience & does the applicant take an active interest in Christian service? _____ Please explain _____

3. Please indicate which statement best describes the applicant in relation to each characteristic listed below.

	Most of the time	Sometimes	Not Often	Hardly Ever
Able to follow instructions	C	C	C	C
Loyal	C	C	C	C
Outgoing and friendly	C	C	C	C
An able leader of others	C	C	C	C
Consistent in Christian testimony	C	C	C	C
Disciplined in personal habits	C	C	C	C
Enthusiastic	C	C	C	C
Able to adjust to different situations	C	C	C	C
Able to cope with other's problems	C	C	C	C
Easily offended	C	C	C	C
Inclined to criticize others	C	C	C	C
Moody	C	C	C	C
Able to work without close supervision	C	C	C	C
Able to work in a team situation	C	C	C	C

4. Please grade the applicant on the following characteristics and traits. Use "1" to indicate superior, "2" if above average, "3" if average, and "4" if weak in that area. Please evaluate applicant in relation to his/Her own age group.

Personal Grooming ____	Sense of Humor ____	Willingness ____
Tact ____	Initiative ____	Attitude toward Authority ____
Dependability ____	Courtesy ____	Attitude toward hard work ____
Judgment ____	Initial Impression ____	Public Speaking Ability ____
Punctuality ____	Ability to make friends ____	Honesty & personal integrity ____

5. There is the possibility that the applicant would be employed as a camp counselor. Would you consider the applicant qualified to counsel your child or teenager? Yes No

6. Please check your choice of recommendation:
 Strongly recommend Recommend Recommend with reservations Do not recommend

7. Please use the reverse side of this form to share anything else you think would be helpful as we evaluate this candidate...

Your Name (please print) _____ Date _____
 Address _____
 Position /Organization _____
 Signature _____ Phone _____

Return by March 15 To:
 Yellowstone Presbytery – Camp Committee
 203 B Haggerty Ln, Bozeman, MT. 59715

RECOMMENDATIONS FOR SUMMER STAFF

Westminster Spires Camp

To be completed by a Personal Friend

This section to be completed by applicant:
 Applicants Name _____ Phone Number _____
 Address _____ City/State _____ Zip _____
 Position Applying for: 1. _____ 2. _____

The above named person is applying for summer staff at Westminster Spires Camp. The personal information requested below will supplement that provided by personal interview. It is helpful to us to obtain personal references who have some knowledge of the applicant's ability and characteristics. Any information, which you may give us, will be regarded as strictly confidential. Please send this form directly to us at the address above. Thank you for your assistance!

- How long have you known the applicant? _____ In what capacity? _____
- Does the applicant appear to be growing in his/her Christian experience & does the applicant take an active interest in Christian service? _____ Please explain _____

3. Please indicate which statement best describes the applicant in relation to each characteristic listed below.

	Most of the time	Sometimes	Not Often	Hardly Ever
Able to follow instructions	C	C	C	C
Loyal	C	C	C	C
Outgoing and friendly	C	C	C	C
An able leader of others	C	C	C	C
Consistent in Christian testimony	C	C	C	C
Disciplined in personal habits	C	C	C	C
Enthusiastic	C	C	C	C
Able to adjust to different situations	C	C	C	C
Able to cope with other's problems	C	C	C	C
Easily offended	C	C	C	C
Inclined to criticize others	C	C	C	C
Moody	C	C	C	C
Able to work without close supervision	C	C	C	C
Able to work in a team situation	C	C	C	C

4. Please grade the applicant on the following characteristics and traits. Use "1" to indicate superior, "2" if above average, "3" if average, and "4" if weak in that area. Please evaluate applicant in relation to his/Her own age group.

Personal Grooming ____	Sense of Humor ____	Willingness ____
Tact ____	Initiative ____	Attitude toward Authority ____
Dependability ____	Courtesy ____	Attitude toward hard work ____
Judgment ____	Initial Impression ____	Public Speaking Ability ____
Punctuality ____	Ability to make friends ____	Honesty & personal integrity ____

5. There is the possibility that the applicant would be employed as a camp counselor. Would you consider the applicant qualified to counsel your child or teenager? C Yes C No

6. Please check your choice of recommendation:

- C Strongly recommend C Recommend C Recommend with reservations C Do not recommend

7. Please use the reverse side of this form to share anything else you think would be helpful as we evaluate this candidate...

Your Name (please print) _____ Date _____
 Address _____
 Position /Organization _____
 Signature _____ Phone _____