

Dear Veteran Summer Staff,

The Brethren Retreat is a great place to serve the Lord while being challenged to grow closer in your own relationship with God. I hope that you will prayerfully consider what your role might be on staff for Camp Shipshewana 2018. I am looking forward to seeing how God brings together a team of young men and women who love the Lord and desire to serve Him by sharing their lives with hundreds of children during our 98th summer of ministry. Our Camp Shipshewana 2018 theme is: **"HIDDEN TREASURES"**.



Our theme verse is:

"Christ, in whom are found the hidden treasures of wisdom and knowledge Colossians 2:3

Please fill out and return the enclosed staff application ASAP to begin the process. In the past we have accepted applications up to the date of Staff Training, which is June 10-15, 2018 provided there still remains an open position. This has not been the case in recent years. So... get your application materials submitted promptly. We are expecting an abundance of excellent ministry applicants for Camp Shipshewana 2018!

We are searching for Activity Directors in Crafts, Media, Recreation, Waterfront, Worship, and CIT (Counselor In-Training) along with 5 female and 3 male Sr. Counselors. I encourage you to return your application by **April 30th** to allow time to complete the application process.

Also enclosed are three reference forms. Please give these reference forms, along with a stamped Brethren Retreat-addressed envelope, to adults who know you well, and with whom you have had regular contact in a character developing role (*i.e. a teacher/professor, coach/supervisor, youth/campus pastor, **non-relative** adult who has known you 3+ years, etc.*). **One reference form MUST be from your current Pastor/Youth Leader**. Please ask them to complete and return the reference forms to the Brethren Retreat within the week that you present the reference to them. I look forward to receiving your application.

I pray that you are able to help us unravel the mystery of God as we search for wisdom and knowledge this summer found in Jesus Christ!

Seeking Hidden Treasures

Colossians 2:3

Rick Miller
Executive Director
Winter/Spring 2018

Application for Ministry
THE BRETHERN RETREAT
 at *Shipshewana Lake*
Veteran Summer Staff Application
2018 Camp Shipshewana Programs

9095 W CR 275 N / Shipshewana, IN 46565

Phone: 260.768.4519 / Fax: 260.768.4615 / E-mail: campshipshewana@gmail.com

BIOGRAPHICAL / EMPLOYMENT BACKGROUND

Date: _____ Position Desired: _____
 Name: _____ Sex: M F Age: _____
 Birth Date: _____ SS#: _____ Education Level: _____
 Permanent Address: _____ City/St/Zip: _____
 Phone: _____ Good until: _____ E-Mail: _____
 School/Current Address: _____ City/St/Zip: _____
 Phone: _____ Good until: _____ T-Shirt Size: S M L XL XXL
 Social Network Site: _____ Web Address: _____
 (Facebook, MySpace, YouTube, Bebo, Xanga, Blog, etc)

Driver's License#: _____ Vehicle Year/Model/Color: _____
 The Brethren Retreat needs to have a record of vehicles being parked on the grounds by the staff.

Describe your family and the role that you play in your family.

Home Church: _____ Pastor: _____
 Address: _____ City/St/Zip: _____
 Phone: _____ Fax: _____ E-Mail: _____

Please list your most recent employer:

Company: _____ Phone: _____
 Supervisor: _____ Dates of employment: _____
 Describe your responsibilities: _____

PLEASE ANSWER THE FOLLOWING ON A SEPARATE PIECE OF PAPER (hand written or typed):

- Why do you wish to serve for another summer at the Brethren Retreat?
- What single most skill(s) or experience did you gain as a Brethren Retreat staff member that has benefited you in the past year?
- As a returning staff member, how could you improve on your past service at the Brethren Retreat?
- Name an instance in which you were disappointed with your Camp Shipshewana experience.

- Describe a time in which you were disappointed with your work as a Camp Shipshewana counselor.
- Give specific examples of how your relationship with God has changed (i.e. strengthened, stagnated, or digressed) and how you have applied the Bible to obtain direction in your life in the last 12 months.
- In what capacity are you involved with a local church?
- Please describe your involvement as a leader or participant in Christian ministry since you last served at the Brethren Retreat.

GENERAL INFORMATION / TRAINING

Do you have any physical, medical, or mental health conditions or any special limitations (diet, exercise, stamina, addictions, and prescription medications) **YES** **NO**

(Circle one)

If yes, please explain: _____

Physician: _____ Phone: _____

Are you certified in any of the following areas?

(circle one)

Exp. Date

Lifeguard:	YES	NO	_____
Water Safety Instructor (WSI):	YES	NO	_____
Archery:	YES	NO	_____
First Aid/CPR:	YES	NO	_____
AED Defib:	YES	NO	_____
Emergency Medical Technician (EMT):	YES	NO	_____
Nursing (LPN or RN):	YES	NO	_____
Chauffeur's License:	YES	NO	_____
Challenge Course Training Certification (CCTC):	YES	NO	_____

Would you be willing or interested in being certified in any of the following areas?

(circle one)

Lifeguarding	YES	NO
Water Safety Instructor (WSI)	YES	NO
Archery	YES	NO

Have you ever been arrested for any violation that resulted in a conviction, a plea of guilty or no contest, probation, community service, summary report, or some other form of adjudication (other than minor traffic violations)? Also, do you have any pending charges or are you under any type of investigation? If yes, explain fully on a separate piece of paper. (Circle) **YES** **NO**

Have you ever been accused of physical or sexual abusive behavior? If yes, explain fully on a separate piece of paper. (Circle) **YES** **NO**

Please indicate your favorite for each of the following items

Candy Bar: _____ Ice Cream Flavor/Item: _____
 Food/M meal: _____ Drink: _____

PERSONAL REFERENCES

Please complete three references utilizing the forms enclosed on the online link.

In addition, please list two adult references that have known you for 3+ years, excluding family , for follow up should the need arise.

Name: _____ Relationship: _____
Address: _____ City: _____
State/Zip: _____ Phone/e-mail: _____

Name: _____ Relationship: _____
Address: _____ City: _____
State/Zip: _____ Phone/e-mail: _____

Will you need time off at any point during the summer? If so, what are the dates?

APPLICANT AGREEMENT AND RELEASE

I understand that the existence of a record of criminal activity or child abuse may, depending on the circumstances, disqualify me from consideration as an applicant to the Brethren Retreat Staff Team. I further understand Criminal and Child Abuse background checks may be conducted if I am accepted as a member of the Brethren Retreat Staff Team. Failure to fully disclose one’s record will typically result in immediate dismissal. To the extent of my knowledge, the information on this application is truthful and accurate. By means of this release, I authorize the Brethren Retreat to make inquires about me with the people listed in this application.

Signature: _____ Date: _____

Do you wish to seek out the potential for scholarship funds via your college?

YES **NO**

(Circle one)

Return completed application to:

The Brethren Retreat *at Shipshewana Lake*
Rick Miller, Executive Director
*9095 W 275 N * Shipshewana, IN 46565*



Following is a copy of the Reference Form. **You will need 3 of these Reference Forms in order for your application to be considered complete.** Please give these reference forms along with a stamped Brethren Retreat - addressed envelop to adults who know you well, and with whom you have had regular contact in a character developing role (*i.e. a teacher/professor, coach/supervisor, youth/campus pastor, non-relative adult who has known you 3+years, etc.*). **One reference form MUST be from your current Pastor/Youth Leader.** Please ask them to complete and return them to the Brethren Retreat within the week that you present the reference to them.

Below is a link you can email to your references for them to fill out and submit the reference form online. Just have them copy and paste it into their web browser. The link is also on the Brethren Retreat website.

Summer Staff Online Reference Link:

<https://docs.google.com/spreadsheet/embeddedform?formkey=dGpscGRlcWt1MVdpRldRQzVwaEV2bUE6MQ>



CONFIDENTIAL REFERENCE FORM CONFIDENTIAL
 The Brethren Retreat * 9095 W 275 N * Shipshewana, IN 46565
 260.768.4519 * brcship@juno.com * www.brethrenretreat.org

Applicant's Name: _____

Address: _____

City, State, Zip: _____

POSITION: __ Activity Director __ Sr Counselor

In order to make an intelligent selection of our summer staff, we are seeking information concerning the above applicant. The information that you give will be treated in the strictest of confidence. Therefore, we would appreciate straightforward answers to help us ensure we are providing responsible staff that exhibit qualities of excellence in their lives to care for the children entrusted to us. Thank You!

How long have you known this applicant? _____

- YES NO** Do you know the applicant to have a personal relationship with Jesus Christ?
YES NO To your knowledge, does the applicant's lifestyle and personality provide a positive Christian role model for young people to emulate?
YES NO Does the applicant relate to the non-Christian world in a warm, positive, and secure manner?

How well does the applicant get along with others of the *same* sex? _____

How well does the applicant get along with others of the *opposite* sex? _____

Has the applicant been convicted of any crime that has not been annulled by a court, including but not limited to child abuse, sexual abuse, assault, or child pornography? If yes, please specify the nature of the crime, date of the conviction, and city and state of conviction.

Based upon your observations, please list below the 3 strongest and 3 weakest characteristics concerning the life and service of the applicant:

Three Strongest Characteristics

Three Weakest Characteristics

Listed below are some tendencies that, if present, although not disqualifying, may reduce the effectiveness of the applicant's service and about which the applicant could be counseled.

Underline any traits that you have observed:

- Impatient, Intolerant, Argumentative, Domineering, Sullen, Cocky, Very critical, Jokingly critical*
- Easily -- embarrassed, offended, discouraged, depressed, or irritated*
- Frequently -- worried, nervous, or tense*
- Prejudices -- towards stereotyped groups, races, or nationalities*
- Given to exclusive or absorbing friendships*
- Lacking in humor or inability to take a joke*

If you have noted any of these limitations in this applicant, please comment, describing the form and intensity of such behavior. _____

How do you rate this applicant's overall fitness for working with children in a prolonged setting under physically and emotionally stressful conditions?

Superior Average Below Average Should be Discouraged

YES **NO** Do you believe that this applicant has the spiritual, physical, social, and emotional maturity to serve the Lord in a Christian camp setting, and do you recommend this applicant's participation as a staff member?

Are there any characteristics, behaviors, or life experiences that we should be aware of or cautioned of concerning this applicant, so as to help ensure a good team relationship and help the applicant grow in both character and ministry skills?

Please list two other persons qualified to give sound appraisal of this applicant

Name _____ Address/Phone/E-Mail _____ Relationship to Applicant _____

SUMMARY

Is this person mature enough socially, spiritually, physically, and emotionally to have a good experience working closely within a group?

Mature Enough Marginal Allow God to work more first

Do you have any hesitations or reservations about this applicant's qualifications for working with children as a Christian role model? If yes, Please explain: _____

OVERALL RECOMMENDATION

- Recommended without reservation
- Marginal acceptance; have some reservations
- Definitely NOT recommended at this time

I have reviewed this reference form to the best of my knowledge; it is an accurate reflection of the applicant, as observed by my interaction in his/her life.

Signature: _____ Date: _____

Name: _____ Relationship to Applicant: _____

Address: _____

City, State, Zip: _____

Daytime Phone Number: _____ E-mail: _____

Return this form to:

Executive Director/Confidential
The Brethren Retreat
9095 W 275N
Shipshewana, IN 46565



Summer Staff 2018 Medical Form and Health Record

Name _____

E-mail Address _____ Age as of September 1, 2017 _____ Birthdate _____

Permanent Address _____

City/State/Zip _____ Home Phone _____

Parent/Guardian _____ Work Phone _____

If Parent/Guardian is not available in an emergency, notify:

Name/Relationship _____ Phone _____

Health History (Check if applies, explain below if necessary):

- | | | | |
|--|---|--|--|
| <input type="checkbox"/> Allergies | <input type="checkbox"/> Convulsions | <input type="checkbox"/> Hay Fever | <input type="checkbox"/> Ivy Poisoning |
| <input type="checkbox"/> Asthma | <input type="checkbox"/> Diabetes | <input type="checkbox"/> Headaches | <input type="checkbox"/> Medications |
| <input type="checkbox"/> Bladder Control | <input type="checkbox"/> Ear Infections | <input type="checkbox"/> Insect Stings | <input type="checkbox"/> Special Diet |

Date of last Tetanus Booster _____ Immunizations Complete (circle): Yes No

Operations in last 12 months _____

Medications/Restrictions _____

Insurance Carrier _____ Policy # _____

Authorization:

This health history is correct so far as I know. In the event that I cannot be reached in an EMERGENCY, I hereby give permission to the Physician selected by the Brethren Retreat to hospitalize, secure proper treatment for, and to order injection, anesthesia, or surgery.

Signature _____ Date _____

Parent/Guardian Signature (if under 18) _____ Date _____