



2021 Junior Counselor & CIT Application Letter

Dear Prospective Junior Counselor & Counselor-in-Training (CIT),

Summer Staff Member

Dear Prospective 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 2021. 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 101st summer of ministry. Our Camp Shipshewana 2021 theme will remain: **"UNSHAKEN"** Our theme verse is from Hebrews 12:28

" Therefore, since we are receiving a kingdom that cannot be shaken, let us be thankful, and so worship God acceptably with reverence and awe."

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 5-11, 2021 (Saturday-Friday) provided there still remains an open position (*Please note the new date change as arrival is on Saturday afternoon instead of Sunday this year*). Available summer staff positions after spring break have 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 2021!

Counselor-IN-Training (CIT) applicants are a volunteer position for a session of camp. They are guided by a CIT counselor for the session. The focus of the CIT program is to learn servant leadership characteristics. CIT arrive two hours before registration of campers and are dismissed following the Closing Program.



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 thankful for a kingdom that is unshaken and seek to worship God with reverence and awe this summer at Camp Shipshewana. It's our 101st year of ministry!

with reverence & awe of Him,
Hebrews 12:28

Rick Miller
Executive Director

9095 W 275 N Shishewana, IN 46565 * 260.768.4519 * www.brethrenretreat.org



APPLICATION FOR MINISTRY

JUNIOR COUNSELOR & CIT

Camp Shishewana Programs

9095 W CR 275 N * Shishewana, IN 46565

Phone: 260.768.4519 / Fax: 260.768.4615 / E-mail: brcship@juno.com / www.brethrenretreat.org

BIOGRAPHICAL BACKGROUND

Date: _____ Position Desired: _____
 Name: _____ Sex: M F Age: _____
 Birth Date: _____ SS#: _____ Education Level: _____
 Permanent Address: _____ City/St/Zip: _____
 Phone: _____ Good until: _____ E-Mail: _____
 What size adult T-shirt do you wear? S M L XL XXL

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

How did you learn about The Brethren Retreat/Camp Shishewana?
 I am a former camper/staff From a former camper/staff Brethren Retreat Website
 Other source: _____

List all the members of your immediate family:

	Name	Age	Relation	Occupation/School
1.	_____	N/A	Father	_____
2.	_____	N/A	Mother	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____
6.	_____	_____	_____	_____

My parents are _____ Married _____ Separated _____ Divorced (check one)
 If parents are separated, divorced, or remarried, provide approx. dates of occurrence. _____

Briefly describe yourself. What are your personality traits, strengths, weaknesses, likes, & dislikes?

SPIRITUAL BACKGROUND

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

Please answer the following questions on a separate sheet of paper (hand written or typed)

- Briefly explain how and why you became a Christian. Also illustrate any growth or struggles you have experienced since.
- What do you believe to be the strengths and weaknesses of your relationship with God?
- Describe the current status of your devotional time, servanthood, witnessing, and prayer life.
- What is your involvement with your youth group?
- Describe your involvement as a leader/participant in Christian ministry outside of your local church.

EDUCATION BACKGROUND

High School: _____ Year of Graduation: _____ GPA: _____

Please list any scholastic honors or school related teams/clubs/organizations you were/are involved in, including leadership positions held.

What are you educational/career goals and why?

CAMPING EXPERIENCE/TRAINING

Please list any previous camping experience/training. Include dates as a camper and/or staff member.

Describe any previous experience that you have had working with children between the ages of 6-17.

Brethren Retreat Jr. Counselor & CIT Staff Application

Indicate skill level for all of the following: "1" Can lead "2" Can assist "3" Interest, no experience "4" No Interest

- | | | | |
|-----------------------------------|---|--|--|
| <input type="checkbox"/> Archery | <input type="checkbox"/> Arts & Crafts | <input type="checkbox"/> Basketball | <input type="checkbox"/> Bible Study |
| <input type="checkbox"/> Canoeing | <input type="checkbox"/> Dance | <input type="checkbox"/> Drama | <input type="checkbox"/> Fire Building |
| <input type="checkbox"/> Hiking | <input type="checkbox"/> Nature Study | <input type="checkbox"/> Outdoor Cooking | <input type="checkbox"/> Photography/Video |
| <input type="checkbox"/> Puppets | <input type="checkbox"/> Recreational Games | <input type="checkbox"/> Song Leading | <input type="checkbox"/> Story Telling |
| <input type="checkbox"/> Swimming | <input type="checkbox"/> Team Building | <input type="checkbox"/> Team Sports | <input type="checkbox"/> Tent Camping |

Describe any previous training, certification, or teaching experience below.

List any musical instruments that you play well enough to participate in worship: _____

GENERAL INFORMATION

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

(circle one)

If yes, please explain: _____

Physician: _____ Phone: _____

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**

Why do you desire to serve as a volunteer at the Brethren Retreat?

Complete this sentence: " I think others would describe me as . . ."

What experience have you had in working as a team? What are your strengths and weaknesses as a "team player"

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 inquiries about me with the people listed in this application.

Applicant's Signature: _____ Date: _____

Parent's Signature: _____ Date: _____
(If applicant is under age 18, parent's signature is required before Brethren Retreat can process application and complete a background check.)

Return completed application to:

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



2021 Service Request Form

Please label your top three choices (#1, #2, #3) for service at Camp Shipshewana as a Junior Counselor or CIT. You will be able to serve a maximum of two nonconsecutive weeks. Also you may serve prior to attending a camp session only. Serving after a camp session adds to the fatigue factor and reduces a staff person's effectiveness. Junior Counselors will also be expected to attend Summer Staff Training June 11-17. CIT's will be required to submit a registration fee of \$111.00 per week with their application for the training and supervision provided in the CIT program.

Position: CIT CIT-Pro Jr. Counselor
(circle one)

NAME: _____

Jr. Counselors Only: How many weeks would you like to work? 1 or 2
(circle one)

BIBLE & SPECIALTY CAMPS

___*	Ignite Camp	(11-14 yr olds)	June 13-19
___	Fuel Camp	(8-11 yr olds)	June 20-26
___	Archery/Nature Discovery	(9-14 yr olds)	June 27 - July 1
___	Sports / Cooking Camp	(9-14 yr olds)	June 4-8
___	Mini Camp	(6-8 yr olds)	July 18-20

ADVENTURE CAMP

___+	Canoe	(13-16 yr olds)	July 4-10
___+	Pioneer	(10-12 yr olds)	July 11-17

*No first year Jr. Counselors

+Jr. Counselors only/ No CITs needed

CIT fee is only \$70.00 for 4-Day Camp Sessions

CIT fee is only \$45.00 for 2-Day Camp Session

Summer Staff 2021 Medical Form and Health Record

Name _____

E-mail Address _____ Age as of September 1, 2019 _____ 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 _____



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

_____ has applied to serve at the Brethren Retreat as a

o Junior Counselor

Counselor-in-Training

Please give careful consideration to the evaluations below.

This applicant has given your name as a reference that has knowledge of his/her life experiences, spiritual maturity and personality characteristics. The applicant may be working with children in a prolonged setting under physically and emotionally stressful conditions.

In checking items listed below, please remember that it would be truly an exceptional person who ranks high in all categories.

OBJECTIVE RATING:

Under each general heading, check the phrase that most accurately describes the applicant's HABITUAL behavior with regard to that specific trait.

1. How well is the applicant able to direct and influence others along definite lines of action?
 - Exceptional leader; inspires others along desirable lines of action
 - Very successful in leading others
 - Normally successful in directing others and controlling them
 - Usually follows leads of others
 - Poor leader; incapable of directing others
2. How does the applicant work with peers and adults for the good of the group?
 - Cooperates willingly and actively regardless of self-benefit; makes things go smoothly
 - Cooperates with others toward accomplishing same goals
 - Gives limited cooperation; neglects common good for own interests
 - Cooperates grudgingly; makes trouble - obstructionist
3. How does this applicant react to suggestions or criticism by others?
 - Asks for criticism and suggestions
 - Follows suggestions willingly
 - Listens to suggestions but may not act without considering them
 - Resists suggestions
 - Takes criticism as a personal insult
4. How responsible is the applicant? Able to completely get things done on their own?
 - Exceptionally able to accomplish work without supervision
 - Carries out routine activity on own responsibility
 - Needs detailed instructions with regular checks for accomplishment
 - With constant supervision will do satisfactory work
 - Irresponsible even under supervision
5. How well does applicant put his/her principles and convictions into action?
 - Carries out principles and convictions constantly and boldly even in face of obstacles
 - Acts according to convictions under normal circumstances
 - Fails to carry out convictions under adverse circumstances
6. How well does this person apply energy and persistence in following through with a task?
 - Unusual perseverance; does more than expected
 - Industrious, energetic, dependable at all times
 - Completes assigned tasks of own accord
 - Rather indifferent; does not finish tasks assigned

___ Needs much prodding and supervision

7. How well does applicant control emotions?

- ___ Unusual balance between responsiveness and control (*extremely mature emotionally*)
- ___ Well balanced (*good control*)
- ___ Usually well balanced (*attempts good control*)
- ___ Tends to be unresponsive (*rather numb to events*)
- ___ Unresponsive; apathetic (*appears to be uncaring*)
- ___ Tends to be over emotional (*seems to feed off others emotions*)
- ___ Easily depressed, irritated or elated (*emotional roller coaster*)

NARRATIVE REPORT

Please state briefly instances in which you have observed the applicant's behavior as it applies to any of these items. If you have no knowledge, please indicate that rather than leaving item blank.

A. Would you be willing to have your children under the applicant's supervision for a period of 24 hours or more in a camp setting? If not - why? _____

B. Maturity of judgment: How well does the applicant react in situations of stress, i.e. making decisions?

C. **YES** **NO** Dependability - Can this applicant be relied upon?
YES **NO** Does the applicant weaken in absence of authority?

D. How long have you known the applicant? _____
In what capacity have you observed this applicant? _____

E. To what extent have you seen the applicant in a leadership role? _____

F. **YES** **NO** To your knowledge, does the applicant use drugs or alcohol?
YES **NO** Is the applicant prone to child or sexual abuse?

G. To your knowledge, has the applicant accepted Jesus Christ as their savior and lived a life that emulates that commitment? Please explain. _____

H. **YES** **NO** Would you, without reservation, recommend this applicant to serve in a Christian camping program with responsibilities that involves serving as a role model who emulates Jesus Christ?

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: _____

Daytime Telephone Number: _____ Email: _____

Please return this form to:

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