

WHITE SULPHUR SPRINGS SENIOR STAFF GUIDELINES

Welcome to the WSS senior staff! We are excited and thankful that you are joining us this summer. You have been selected to be responsible for a major part of the ministry here at White Sulphur Springs this summer. In a real sense, you are a missionary, and the culture here is one which is purposely different from the one from which you have come. Like a missionary, you will be joining God in His work in the lives of people. We pray that you will:

- grow in your walk with our Lord through daily personal Bible study, prayer, and fellowship.
- know your specific responsibilities and set a high example of excellent service.
- maintain a positive witness toward all who are at White Sulphur Springs and a servant's attitude toward both campers and fellow workers on the staff.
- encourage those with whom you work in their spiritual growth.

Above all, remember that you are a servant of Jesus Christ. In every aspect of your life here, strive to model the character of Jesus. To support this purpose we have a few guidelines which we ask and expect you to follow for your own benefit and as a role model to the younger support team and guests.

White Sulphur Springs Program/Culture

1. Senior Staff Members. The senior staff consists of counselors (nursery through high school age), girls' and boys' team supervisors, kitchen managers, special projects, fine arts coordinator, worship coordinator, wrangler, AO! Leaders, Camp Caleb counselors and Camp Caleb chefs.
2. "Support the Program". You are expected to participate fully in ministry events here at WSS. Your presence and participation is a great encouragement to the guests and younger staff members. Please resist the temptation to pull away from Heritage House and get "something else going", whether down at Harrison House, in town or at a home nearby. Rather, during the afternoons and evenings, do your best to interact with guests and their children in informal settings in and around the inn. We recognize that you need time off to rest, relax and recreate so that you may perform your duties properly. This is why we schedule a day off each week (see next paragraph). Except on your day off, we expect you to attend and participate in all meals, special events, puppet team, family hour special numbers, picnic, campfire, talent/skit night, square dance, dress-up and theme suppers. Help guests catch the fun spirit of the occasion by dressing up as appropriate and being enthusiastic about the event. Participate in and lead, when called upon, scheduled staff devotions and volunteer to do a "special number" at the evening family hour (1900-1930). Attend both programs on Sunday morning (worship and SS hours). Senior staff members not involved in specific duties during evening program time should attend the adult teaching session (please do not plan cooking or class preparation times during evening sessions).
3. Rest. A well-rested person will do a better job and have a better attitude. We expect you to be in your rooms by 2300 with lights out by 2330 (observe Quiet Hours in Heritage House at 2200). Please do not conduct personal business after curfew (i.e. laundry, phone calls, etc.). Support team members and assistants are required to be in their rooms and quiet by 2200 with lights out by 2230. They will need your help occasionally to be reminded. Please be a good example in this area.

4. Senior staff get one paid day off per week from after program one day until 2300 the following day. Days off will be assigned upon arrival. Use your day off to rest, do your laundry and run other personal errands. Please return from your day off well rested and refreshed for your main purpose of ministry. WSS ministry team members welcome you to spend time at their homes on your day off--just coordinate ahead of time. Although not on Senior Staff, Camp Caleb assistants and wrangler assistant have a day off each week which runs from 0600 to 2200 (not overnight). Curfew on the night before this day off is extended to 2300.

5. Big Brother and Big Sister. Each senior staff member will be assigned as a 'big brother 'or 'big sister' to one (or more) support team member of the same gender. Big brothers and big sisters should reach out to those under them in love and friendship, spending time to help and encourage them in their Christian walk, personal quiet time, and devotion preparation. The Program Director will make assignments.

6. Other Events:

a. There will be a beach day and cookout for the Support Team every second week. The support team supervisors are responsible for this activity. Other Senior Staff should not attend. The group will depart the Heritage House at about 0915 Wednesday and return by 1530 in the afternoon. This outing is intended to be a fun break from the normal routine for the Support Teams. Supervisors should, however, exert control to maintain a safe, well-ordered environment. Pranks are not to be allowed.

b. On Monday evening of every other week, immediately following Family Hour, the high school counselor and the support team supervisors will take the support team and any high school-aged guests into Bedford for pizza and ice cream. The senior high counselor is responsible for this activity including transportation arrangements, reservations and payment at Best Way Pizza and Sundaes (bring checks for signing to the Center Director or Program Director).

Personal Conduct

1. Personal Relationships. Please use good judgment in this area. You were selected for senior staff in order to serve Jesus Christ in the realm of your specific responsibility. It is discouraging to other staffers and detrimental to this purpose if individual male-female relationships begin to form. The focus becomes a singular relationship with one person and distraction from your primary ministry occurs. On your days off and during your free time we encourage you to spend time with other senior staffers in a group setting and at a time that does not interfere with duty performance. So we ask you not to pair off with or demonstrate singular affection for any member of the summer staff. Regarding relationships, our desire is that you remain totally above reproach. Refrain from inappropriate physical contact with members of the opposite sex.

2. Propriety. Men may not enter the women's living areas and vice versa. This includes the hallways immediately outside rooms, the Cottage porch and the interior of Harrison House other than workspaces. The interior of Harrison House is not to be used as a venue for socializing. The front porch of Harrison House is authorized for group visitation. Because of the responsibility you carry as a representative of WSS, we expect you to totally abstain from alcohol, tobacco, and non-prescription drugs during the course of the summer, even while off the premises.

3. Dress. Modest sports or casual attire is fine or swimwear when appropriate. Women may wear shorts of modest length (minimum of five inch inseam) but no tank tops, spaghetti straps or bare midriffs (front or back). Ensure shirts cover waistbands. Suggestive or tight clothing is not permitted nor are those with questionable slogans. Shoes and shirts are required in the dining room. Please do not wear hats in the dining room. Note: for support team supervisors, Sunday Special Dinner is a nice dress-up occasion, not a costume event. Please ensure your teams dress up – no shorts or T-shirts, boys wear long pants and ties, and girls wear dresses or skirts & blouses. Both should act with decorum and serve the guests in style.

4. Rooms. For safety and emergency accountability, all staff members are required to sleep in their assigned rooms. As a courtesy to other staffers and guests, keep your living area neat and clean. Keep all clothing and towels picked up off the floor since your room is usually observable by guests. Your room will be inspected once a week by a ministry team member. Refer to room cleaning checklist for details. Please do not tape anything to the walls because it damages the paint. Instead use "poster putty".

5. Practical Jokes and Pranks. We desire this summer to be one of spiritual encouragement, growth and challenge. Pranks and practical jokes, while intended for fun, do not lend to an environment of encouragement but rather one of revenge and thus are not allowed at White Sulphur Springs.

Facilities/Equipment

1. Vehicles. Camp vehicles are for business use only with permission of your supervisor. Use the Sign Out log at the front desk for each trip using a camp vehicle. Staff members may not use camp vehicles for personal errands. Please use your own vehicle (if you have one) for personal errands and then only on your day off. Personal vehicles will normally be parked in the Harrison House parking area. If another senior staff member asks to use your vehicle, you may lend it, at your own discretion.

2. Travel Between Heritage House and Harrison House. Attention must be paid to travel times by staff who are lodging in Harrison House, the Cottage and Bowling Alley to Heritage House. You are encouraged to leave in sufficient time to walk or bike and arrive on time for morning devotions and other scheduled events. A camp mini-van will leave Harrison House each morning at 7:15AM to Heritage House and is available to seating capacity. In the event of inclement weather, a larger vehicle will be substituted or multiple runs will be made. The mini-van will return from Heritage House to Harrison House at 10:30 PM (Senior Staff Desk Duty person responsibility).

3. SAFETY. Please find the closest exit plus an alternate exit from your room to the ground so, in case of fire, you will know where to go. In the Harrison House there are numerous alarm pull boxes located on all floors of the hotel; know where they are in case of a fire. False alarms are dangerous and must be avoided. Harrison House and the cottage are equipped with smoke alarms; if you hear one beeping, that means the battery is dying and the Facility Director should be notified so it can be repaired.

- If the fire alarm goes off, **DO NOT ASSUME IT IS A FALSE ALARM!** You should take action to exit the building immediately. In leaving your room, first feel the door to see if it is hot. If it is, take another route from the building. If there is smoke in the building, place a damp towel or wash cloth over your nose and mouth and leave the building, keeping low. Also, if your clothing catches on fire, remember your old school fire safety lecture to **STOP - DROP - and ROLL!**

4. Tool and Equipment Use. WSS has numerous tools and equipment in various locations that are essential to maintaining the camp and are costly and potentially dangerous. All tools and equipment are primarily for the use of permanent staff and for specifically authorized Senior Staff and support staff and should not be used by others unless specific permission is given by a permanent staff member, the Boys' Staff Supervisor or Special Projects. Clean and return all tools you use to their proper storage place. If you find tools "adrift" (left out and apparently forgotten), please report this to a facility or maintenance staff member.

5. Maintenance Procedures. The first step in keeping WSS in good repair is to identify maintenance and repair needs. Senior Staff are critically needed to help in this process by reporting, ideally in writing, any maintenance problems that occur. Please report maintenance needs (in as much detail as needed to complete the request) to Facility/Maintenance staff and it will be addressed according to its priority.

General Procedures for all Summer Staff

1. The new weekly schedule will be posted on the bulletin board by noon on Friday.
2. On Friday and Sunday afternoon, the boys' team 'Grin Gang' (2 or 3 boys) will meet arriving guests at the entrance to the Heritage House. (Boys' team supervisor responsibility).
3. At meals, staff members should sit with guests rather than form staff tables. Guests often comment how much they appreciate this courtesy.
4. Please stay out of the kitchen cooking area and pantry unless you are working there. Taking food for personal snacks from the kitchen pantry or refrigerator is unacceptable. If you regularly need snacks, purchase some on your day off. Do not use the kitchen door as a general entrance to Heritage House. The kitchen will not be used for cooking by any summer staff member. If cookies are needed for a class snack, speak to the Food Service Director who will provide them. Please don't bring children into the kitchen.
5. Support and senior staffs will meet together for morning devotions in small groups assigned by the Program Director. This schedule will contain "Big Brother-Little Brother" teams and a devotional leader schedule. A Ministry Team member will visit morning devotions occasionally.
6. Summer Staff members should not enter the office except on business and should not leave personal belongings in the office. The Green Room closet will contain the Senior Staff and Support Team mailboxes. Please keep your mailbox slot cleaned out, not using it as a stash place. Important information may need to reach you there. Mail will be distributed after lunch; don't ask to retrieve your mail before lunch.
7. All office telephones, including youth program office, are to be used for business only. No personal calls are to be made on these phones. The Youth Programs Office is intended for official business and may not be used for social gathering. AO! leaders and the Camp Caleb chef may use the computers only for Youth Programs business.
8. Summer Staff members who are not internationals may not use WSS computers for email except in the event of an emergency or to conduct essential business (with permission). Only internationals may

use the computer in the Guest Office and only once a day (in the evening after 10PM) only for email to their parents or immediate family members. Email is a privilege for internationals and on-line time should be held to an absolute minimum (10 minute limit). Skype or video chat/conferencing is not allowed except in event of emergency.

9. Do your part to keep utility bills down by turning off lights when not in use. Also, turn off fans when leaving your room. Assist us by being alert for running toilets, lack of water pressure, and general cleanliness of the hotel.

10. Help cut down on everyone's workload by cleaning up your own mess, picking up trash wherever you see it, and putting everything back where you found it. Please make your bed every morning.

11. All summer staff members must sign out when leaving the vicinity of the Heritage House and sign back in when returning. This includes leaving in the evening for lodging at the Harrison House. The sign-out log will be near the front door. Leaving the conference center grounds requires permission from your supervisor, in addition to "signing out". "Day off" sign outs may be done at the desk in the Harrison House lobby or in the Heritage House sign out log.

12. Traveling to anywhere beyond Bedford, Cumberland or Altoona requires documented permission from a parent/guardian for staffers under 21.