

White Sulphur Springs

2018

Senior Staff Guidelines

WHITE SULPHUR SPRINGS SENIOR STAFF GUIDELINES

(as of 27 May 2017, minor revisions may be made before summer 2018)

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. 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. 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 below).

Except on your day off, we expect you to attend and participate in all meals, special events, 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 Sunday School hours). Senior staff members not involved in specific duties during evening program time should attend the adult teaching session (if you must use evening sessions for activity preparation, it needs to be approved by your Ministry Team supervisor).

2. Rest. A well-rested person will do a better job and have a better attitude. We expect you to be in your rooms by 11pm with lights out by 11:30pm (observe Quiet Hours in Heritage House at 2200). Please do not conduct personal business after curfew (i.e. laundry, phone calls, etc.). Assistants have the same curfew as Senior Staff. Support team members are required to be in their rooms and quiet by 10pm with lights out by 10:30pm. They will need your help occasionally to be reminded. Please be a good example in this area. Quiet hours for both hotels are 10pm.

3. Senior staff get one paid day off per week from after program one day until 11pm 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 6am to 10pm (not overnight).

4. 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 and personal quiet time. One of your main responsibilities will be to demonstrate how to have a quiet time by doing a quiet time with your little brother/sister. The Program Director will make these assignments.

5. Other Special Events:

a. There will be a beach day 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 Heritage House at 9:15am Wednesday and return by 3:30pm 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.

b. On Monday evening of every other week, immediately following Family Hour, the high school teacher and the support team supervisors will take the support team and any high school-aged guests to Sundaes. The senior high teacher is responsible for transportation arrangements, and payment to Sundaes (bring checks for signing to the Center Director or Program Director).

Personal Conduct

1. Personal Relationships. There are two main principles that govern how personal relationships will be conducted at White Sulphur Springs. First and foremost, as Christians and as senior staff filling leadership roles and representing this ministry, your conduct should be above reproach. This means that your actions should not bring disgrace on our Lord Jesus and OCF and should not cause someone else, whether that's a guest, camper or ministry team member, to question your conduct.

The second principle governing relationships is team unity. You have come here to serve the Lord at WSS as part of the senior staff team. The stronger the team unity amongst the senior staff, the more effective your ministry will be. Romantic/dating relationships between staffers can have a detrimental and distracting effect on team unity and a focus on serving/ministry. They create an exclusive focus between the couple involved that can distract from your ability to serve the Lord with your whole heart, and they can be disruptive to other members of the team. Therefore, we ask you to not "pair off" or begin a romantic/dating relationship with another member of senior staff this summer.

To help you remain above reproach and to foster team unity, we expect you to follow these guidelines:

a. Rule of three (or more). Two members of the opposite sex will not be alone together in a private place. When one-on-one conversations need to happen, they should be conducted in a public area where there is no temptation and no potential for someone to assume the worst. We ask you all to be vigilant in watching out for each other and taking necessary measures to help one another remain accountable in this area...and totally above reproach.

b. Senior Staff men may not enter the women's living areas and vice versa. This includes the hallways immediately outside rooms. Only the house parents can be on opposite sex floors. 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.

c. As stated above, we ask that you do not "pair off" or begin any other form of a romantic/dating relationship this summer. It's natural that in some cases an interest will develop. There are appropriate ways to talk and get to know a member of the opposite sex without allowing that interest to become a distraction to ministry or a disruption to the unity of the senior staff. If an interest develops, honor the rule of three (see above) and look for appropriate times and places to talk in public places (e.g. front porch of Harrison, lobby or porch of Heritage House). Honor your other team members by not neglecting to build and maintain relationships with them. Honor the Lord by keeping any interest in another person that develops this summer as a lower priority than the reason you came to WSS...to serve Jesus Christ.

d. Public displays of affection and physical contact. We ask you to remain above reproach in this area by limiting your physical contact with members of the opposite sex. Specifically, we ask you to refrain from: kissing, hand-holding, lingering hugs, sitting on laps/slouching on one-another in a chair or couch, and putting your arm around each other. While none of the above actions are sinful, they can create temptation, interject distractions within the senior staff team or cause someone to question your conduct.

e. Pre-existing relationships. We understand some senior staffers come to WSS with existing relationships, often with a boyfriend/girlfriend outside of WSS and occasionally with another currently serving senior staffer. In either case, we ask that you abide by the guidelines set forth above governing personal conduct while you are here at WSS. We recognize this can be a form of sacrifice on your part, and trust you understand the importance and reasoning behind the guidelines we've laid out. During your day off and other free time *while away from WSS*, we expect you to exercise good judgement in this area as Christian young adults to remain above reproach, but since team unity isn't impacted while you are away, you have some liberty to conduct yourselves within your own guidelines. On your days off and during your free time we encourage you to spend time with other senior staffers in a group setting, so this acknowledgement of your liberty while away from WSS should not be misunderstood as encouraging you to spend the majority of your free-time away from WSS "paired off".

2. Propriety. 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. The principle is modesty, conservatively defined to avoid offending a broad spectrum of Christian traditions represented by our paying guests. We seek to be a blessing to all that come here and want to ensure that our dress does not offend or tempt another brother or sister in the Lord. While there will always be some that have stricter/higher standards, we do want to strive for a reasonable standard of modesty here at WSS in order to avoid this area becoming a problem for someone. Please follow these general guidelines:

a. Men. Modest athletic or casual attire is acceptable. No tank tops, no ripped/torn shirts/shorts/pants. Shirts are required in and around the main campus area where guests are likely to be.

b. Women may wear shorts of modest length (should cover most of the thigh area) but no tank tops, spaghetti straps or bare midriffs (front or back). Ensure shirts cover waistbands. Suggestive or tight clothing is not permitted.

c. General. Bottom line: if in doubt...you probably shouldn't wear it. Shoes and shirts are required in the dining room. Please do not wear hats in the dining room. Ensure any logos or phrases on shirts are appropriate for a Christian, family environment (i.e. no shirts that promote alcohol, have suggestive words or pictures, etc.) 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.

d. In addition, in the spirit of looking professional and of not offending guests with a wide variety of convictions and sensitivities, we ask no earrings for guys, no industrial or trendy earrings for girls, replace nose rings with a stud, and tattoos covered by clothing.

e. If your clothing is deemed not appropriate you may be asked to change and/or purchase appropriate clothing.

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 the houseparents. Refer to room cleaning checklist for details. Please do not tape anything to the walls because it damages the paint. Instead use "poster putty". Bottom line: you need to be a good steward of the resources entrusted to you in your room---the bedding, the bathroom, the furniture, etc. If there is damage in the room that is deemed to be due to negligence on your part, you may be held responsible for reimbursing the ministry the cost to repair or replace the items damaged.

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 the 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 vehicle 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 vehicle 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 is 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. Always keep in mind that you are representing Jesus Christ, OCF, and WSS in all of your interactions—with guests, campers, support teamers, and each other.

2. The new weekly schedule will be posted on the bulletin board by noon on Friday.

3. 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).

4. At meals, staff members should sit with guests rather than form staff tables. Guests often comment how much they appreciate this courtesy.

5. 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, coordinate with the Food Service Director. Please don't bring children into the kitchen.

6. The summer staff will meet together for devotions every day at 7:30am. This is an important time to collectively commit the day in service to Christ Jesus, and we expect Senior Staffers to lead by example by being on time and by participating actively.

7. Summer Staff members should not enter the office except on business and should not leave personal belongings in the office. The Green Room closet contains Senior Staff and Support Team mailboxes. Please keep your mailbox slot cleaned out so that there is space to distribute schedules, forms and your mail. Articles left in your box for more than a week may be removed and discarded.

8. 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.
9. 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 10 PM) 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.
10. Do your part to keep utility bills down by turning off lights and fans when not in use. Assist us by being alert for running toilets, lack of water pressure, and general cleanliness of the hotel.
11. 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. Don't walk by a mess or a problem. If you see it, help by taking the initiative and fixing the problem on the spot. Please make your bed every morning.
12. 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.
13. Traveling beyond Bedford, Cumberland or Altoona requires documented permission from a parent/guardian for staffers under 21.

SUMMER STAFF TECHNOLOGY POLICY

(for your review only -- this will be mailed to you for signature along with your Selection Letter.)

As you approach the time to join our team this summer we would like to take this opportunity to encourage you to prepare yourself, your mind, and your spirit for service. We encourage you while here to set some time aside in order to be quiet before God and listen for what He has for you during this summer of service. This could be a couple of hours one day, a time once a week or just a few minutes each day. We want you to reflect on what it will mean for you to come and give of your summer to the Lord in ministry here at White Sulphur Springs.

As you know it is a sacrifice of your time, energy and talent. There are many things that you will be giving up this summer, some of which could be a chance to continue your education, take a resume-improving job, or doing something you have always wanted to do. Giving up these things is a great sacrifice and honors the Lord, and He will bless that sacrifice. In giving up things for the Lord, we allow Him opportunity to work in our lives and let Him speak to us in ways we may not otherwise hear.

In a similar vein we also ask that, as you consider what to bring this summer, you give thought to leaving behind technology such as a laptop, iPad, MP3 player, smart phone or other such items. We believe doing so will help facilitate your devoted service for this summer by minimizing distraction to your assigned responsibilities. We do not require you to leave these conveniences behind, but we do still encourage you to exercise a time of fasting in order to be more fully devoted in your time of service to the Lord at White Sulphur Springs this summer.

If you must bring such items, we want you to know that you will be permitted to use them only after 10:00pm until lights out and during your day off.

Thank you,

WSS Ministry Team