

Harvey Cedars Bible Conference

2012 Summer Staff Application Instructions

Thank you for expressing interest in being a part of the 2012 HCBC Summer Staff!
This packet contains everything you need in order to apply for a position with us.

Please follow the instructions provided carefully!

The deadline for submission of applications is February 29, 2012.

(Applications will be accepted after Feb. 29th, but may not receive full consideration.)

1 Complete Application Form (and Staff Leadership Form if applicable)

Be sure to include all requested information, communicate your dates of availability, and indicate your job preferences clearly. Make sure you read through the 2012 Summer Staff Handbook before signing the application. Some changes have been made that you will need to be aware of and you will need to check off your agreement and adherence.

ALL APPLICANTS MUST PROVIDE A NON-RETURNABLE PICTURE ATTACHED TO THE APPLICATION!!

2 Distribute the Reference Forms

One to your pastor, one to a teacher or employer, and one to your parent or guardian (include a stamped and addressed envelope for their convenience – the address can be found below).

*There will be no action taken on your application until all of the required forms have been received. *

Please mail all forms to:

**Doug and Karen Leeds
41 Cedars Ave.
Harvey Cedars, NJ 08008**

Harvey Cedars Bible Conference
2012 Summer Staff Application

CHECK ONE: Volunteer Full-time paid

Name: _____

Date: _____

Age: _____

Birth date: _____
MONTH DAY YEAR

Home Address: _____

Staffer Cell Phone: _____

City: _____

School/College: _____

State: _____

Grade/Year: _____

Zip: _____

T-Shirt Size: S M L XL XXL (Circle one)

Parent's Phone Number: _____

Parents' E-Mail: _____

Parent (s) Name (s): _____

Have you served on HCBC staff before? _____ # of **full** summers: _____ Most recent: _____

How did you hear about Harvey Cedars Bible Conference? _____

Have you ever been convicted of a crime? (If yes please attach a written explanation.) _____

Do you have any medical or physical limitations that might prevent you from completing the staff requirements? Yes No
If yes, please explain on a separate sheet of paper

PLEASE AFFIX PICTURE HERE 

Availability

The summer ministry at HCBC runs from June 3 through September 3 (Labor Day). It is very important for our ministry to have staff commit for as long as possible. Think through these dates carefully as they are extremely important. Other things being equal, **hiring preference will be given to those who have better dates of availability**. Please plan carefully because we will count on you to keep your entire commitment. All staff will be expected to serve the entire time they have committed. **Staffers will be expected to arrive between 1:00 and 3:00 on the Saturday before the first week you can serve.**

Please check one box

- I am available from June 3 – September 3 (Full Summer)
- I am available these dates: _____

*College Students and Leadership Team Applicants: There may be opportunity to serve at HCBC before the summer begins. If you know you will be available, please check the box below. We will contact you. The need would be starting May 27.

- I am available from May 27

Time Away: Because of difficulties in covering shifts, we are asking all staff (Leadership and General) to consider their time at HCBC as work, vacation, and missions trip. While we understand the other service and play opportunities you have in the summer, the time and work you provide here is very valuable for the work God does at the conference.

Church Life

Do you attend church regularly? _____

Church name and address:

Please list the church activities in which you are involved:

Employment / Ministry

Please list 2 former employers. (If applicable)

Employer: _____ Phone #: _____

Dates of Employment: _____

Supervisor: _____

Job Responsibilities: _____

Employer: _____ Phone #: _____

Dates of Employment: _____

Supervisor: _____

Job Responsibilities: _____

In what area of ministry would you like to be involved? (See descriptions below)

Please review descriptions (included in packet) and then indicate your **top three choices with the numbers 1, 2, and 3**

Kitchen _____ Runner/ Dishroom _____ Housekeeping _____ Guest Services _____ Lifeguard _____

Children's Ministry _____ Baker _____ Server _____ Houseboy _____ Activity Center _____ Maintenance _____

Areas of Ministry:

Leadership: One of our goals is to provide our Summer Staff with the opportunity to develop in the area of leadership. The leader must be a spiritually mature Christian with a strong desire to serve God. He/She should have a compassionate heart with the ability to motivate and disciple those under his/her leadership. The leader must be willing to give extra time and effort to help those who need spiritual guidance or help in their ministry area, and assist the Summer Staff Director with enforcement of the rules and guidelines as laid out in the Staff Handbook. For these positions, please fill out the enclosed Staff Leadership Application Form.

The positions available are **Dorm Head and Group Leader**

Kitchen: This is the ministry of food preparation. You will be responsible to ensure that our guests receive well-prepared meals. You will be asked to arrive early in the morning. You report directly to the Dining Hall supervisor. **All kitchen workers MUST purchase and wear black non-slip shoes.**

Baker: The baker is part of the kitchen staff and will report to the Food Services Supervisor. This position requires an ability to compute measurements for baking cookies, cakes, and cobblers for up to 500 people. There will also be the need to carry heavy objects.

Server: In this area of ministry, you would be graciously serving breakfast, lunch, and dinner to our guests in the Dining Hall. You will be expected to show up 5 minutes early with uniform and apron on. You will be assigned 4-5 tables on which to wait. You report to the Dining Hall Host(ess) and to the Dining Hall supervisor. **You must wear black pants but shirts and aprons are provided by HCBC. All servers MUST purchase and wear black, non-slip shoes.**

Runner: You will be required to show up 5 minutes early with uniform and apron on. You will be responsible for "running" between the Dining Hall and the kitchen to ensure the waiters and waitresses have everything they need to serve our guests well. Another part of running is to help bus tables and remove trash. You will report to the Dining Hall supervisor. **All runners MUST purchase and wear black non-slip shoes.**

Dishroom: This ministry ensures the sanitary cleaning of all used dishes and kitchenware. You will be expected to show up 5 minutes early with uniform and apron on. You report directly to the Dining Hall supervisor. **All dishroom workers MUST purchase and wear black non-slip shoes.**

Guest Services: This ministry opportunity would require strong people, phone and organizational skills. This person is expected to give a very high level of customer service. Prior office experience would be beneficial for this position. Some bookstore hours may be included with this position. You will be expected to show up 5 minutes early with Guest Services Polo on. You report to the Guest Services supervisor.

Lifeguard: You will be required to hold current lifeguard, CPR and first aid certifications. This position will be responsible for guarding the guests and for maintenance and cleaning of the pool and pool facility. You report to the Head Lifeguard.

Housekeeping: As a member of the housekeeping ministry, you will be responsible for the daily cleaning and weekly changeover of the conference facilities. You report to the Housekeeping supervisor.

Houseboy: The houseboy is part of the Housekeeping department. This position requires good fitness and strength. It includes the carrying of bags of clean and unclean sheets, scrubbing of walkways, and any other odd jobs needed by the Housekeeping Supervisor.

Maintenance: One summer staffer is chosen to be part of the Maintenance Department. This person must be 18 years of age or older. Jobs may include: painting, weeding, construction, or demolition.

Please consider this: We are serious about our Summer Staff program. . . not just as a means to serve our guests, but as an opportunity for a group of college and high school students to come together to build lasting friendships with one another, grow in their knowledge and understanding of God's Word, and develop a deeper relationship with Jesus Christ. In order for this to happen effectively, each of our staff members must be committed to their own spiritual growth and to genuinely loving those around them. **Before signing and sending this application, please carefully consider your willingness to be an active part of this program and spend time in prayer asking God to guide you through this process.**

Are you willing to: (Please check all that apply)

Commit this summer to Jesus Christ, understanding that you are **serving Him**? _____

Fulfill your commitment and work the **entire length of time** that you have indicated? _____

Respect and adhere to **all guidelines**, without complaint, as laid out in the Staff Handbook? _____

Actively participate in our summer staff program and **strive for unity**? _____

Applicant's Signature

Date

PARENTAL AUTHORIZATION

Must be signed by a parent/guardian of an applicant under 18 as of June 3.

I approve of _____ (staffer name) being at Harvey Cedars Bible Conference as a staff member and I commit to being supportive of all management decisions pertaining directly or indirectly to my child. I will endeavor to see that he/she fulfills the responsibility of a staff member and I **guarantee that he/she will fulfill the length of commitment as stated above.**

Parent's Signature

Date

What experiences, skills, or abilities do you have that might be a benefit to your ministry at Harvey Cedars? Here are our needs. Please check any that apply...

_____ Sound Ministry

_____ Artistry

_____ Music What instrument? _____

_____ Leading worship

_____ Singer

_____ Photography

_____ Video maker

_____ Activities Coordinator

Personal Statement

Each applicant must answer the following questions on a separate piece of paper and include with application.

New Staff Applicants Only:

1. Describe how your relationship with Jesus Christ began. What has your relationship with Him been like since?
2. What steps do you take to continue to grow in your faith?
3. What strengths do you possess that would equip you for summer ministry at Harvey Cedars?
4. What weaknesses do you have that might cause you to struggle during your summer ministry?

Returning Staff Applicants:

1. What has been your biggest spiritual struggle and greatest area of spiritual growth since last summer?
2. What do you hope to accomplish this summer at Harvey Cedars Bible Conference?

HARVEY CEDARS BIBLE CONFERENCE

Parent/Guardian Reference Form
(For Summer Staff Ministry)

Applicant's Name: _____

Referent's Name: _____

What is your relationship to the applicant? _____

ABOUT OUR STAFF PROGRAM:

The HCBC Summer Staff Program has two purposes. First, our staff will be ministering to the guests who come and visit with us each summer. They will be responsible to accomplish tasks such as cleaning rooms, serving or preparing food, or providing quality children's ministry with a cheerful welcome. They will be living in a dorm with other Christian young people and be a part of a family atmosphere. We will be going on regular staff outings as well as participating in numerous chapels and Bible studies. We are not seeking "perfect" people. Rather, we seek young people who want to deepen their relationship with Jesus Christ by ministering to others. A Servants Heart and a willingness to be flexible are very important.

With this in mind, please answer the following questions:

What strengths does the applicant possess that would equip him/her for summer ministry?

What weaknesses does the applicant possess that might cause difficulty for him/her (or their supervisor) throughout the summer?

Would you foresee this applicant having any problems that might arise from being away from home for an extended period of time?

PLEASE RATE THIS APPLICANT IN THE FOLLOWING AREAS:

(If you have not observed the applicant in one or more of the categories, please leave it blank)

	<i>Poor</i>	<i>Fair</i>		<i>Good</i>	<i>Excellent</i>
Social choices	1	2	3	4	5
Ability to co-exist with others	1	2	3	4	5
Servant's spirit (Humility)	1	2	3	4	5
Respect for authority	1	2	3	4	5
Relationship with family	1	2	3	4	5
Dependability	1	2	3	4	5
Responsibility	1	2	3	4	5
Spiritual maturity	1	2	3	4	5

Is there anything you would like to add about the applicant that may help us evaluate him/her?

Signature

Date

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Phone

Please Mail To:

**Doug and Karen Leeds
41 Cedars Avenue
Harvey Cedars, NJ 08008**

Thank you for your willingness to help in this process!

HARVEY CEDARS BIBLE CONFERENCE
Pastor/Spiritual Leader Reference Form
(For Summer Staff Ministry)

Applicant's Name: _____

Referent's Name: _____

How long have you known the applicant? _____

In what capacity have you known the applicant? _____

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With this in mind, please answer the following questions:

What strengths does the applicant possess that would equip him/her for summer ministry?

What weaknesses does the applicant possess that might cause difficulty for him/her (or their supervisor) throughout the summer?

Is there any reason this applicant would require a higher level of supervision than other students his/her age?

PLEASE RATE THIS APPLICANT IN THE FOLLOWING AREAS:

(If you have not observed the applicant in one or more of the categories, please leave it blank)

	<i>Poor</i>	<i>Fair</i>		<i>Good</i>	<i>Excellent</i>
Social choices	1	2	3	4	5
Ability to co-exist with others	1	2	3	4	5
Willingness to serve	1	2	3	4	5
Respect for authority	1	2	3	4	5
Relationship with family	1	2	3	4	5
Dependability	1	2	3	4	5
Responsibility	1	2	3	4	5
Spiritual maturity	1	2	3	4	5

Is there anything you would like to add about the applicant that may help us evaluate him/her?

Signature

Date

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Phone

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HARVEY CEDARS BIBLE CONFERENCE

Teacher/Employer Reference Form

(For Summer Staff Ministry)

Applicant's Name: _____

Referent's Name: _____

How long have you known the applicant? _____

In what capacity have you known the applicant? _____

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With this in mind, please answer the following questions:

What strengths does the applicant possess that would equip him/her for summer ministry?

What weaknesses does the applicant possess that might cause difficulty for him/her (or their supervisor) throughout the summer?

Would you foresee this applicant having any problems in an environment where there is limited supervision? _____

PLEASE RATE THIS APPLICANT IN THE FOLLOWING AREAS:

(If you have not observed the applicant in one or more of the categories, please leave it blank)

	<i>Poor</i>	<i>Fair</i>		<i>Good</i>	<i>Excellent</i>
Social choices	1	2	3	4	5
Ability to co-exist with others	1	2	3	4	5
Willingness to serve	1	2	3	4	5
Respect for authority	1	2	3	4	5
Relationship with family	1	2	3	4	5
Dependability	1	2	3	4	5
Responsibility	1	2	3	4	5
Spiritual maturity	1	2	3	4	5

Is there anything you would like to add about the applicant that may help us evaluate him/her?

Signature

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