



Dear Summer Staff Applicant,

Welcome! We are excited about your interest in being a part of our summer staff.

Mount Carmel Ministries is a place where people experience Jesus through rest, renewal, and recreation. The vision of Mount Carmel Ministries is to transform lives through 'Jesus Only'. Mount Carmel is unique from most outdoor ministries in that it is solely for families and adults – we do not have weeks dedicated to youth-only programming. Since 1938 this has created opportunities for families, including extended families to come and grow together in faith.

The primary requirement for all staff at Mount Carmel is a living and growing commitment to Jesus Christ as Savior and Lord. For the weeks you are with us this season, our call is to live together in Christian fellowship, to be a worshipping community, and to minister to one another and to the guests. We do this by participating in Bible study and prayer, and creating an environment of love, trust and acceptance.

Jesus was a servant first. We, too, are servants to the guests and to one another. Because of this mission, flexibility and adaptability are vitally important considering the tasks we will be asked to accomplish. While you may be hired to focus on one particular area of ministry, all staff are expected to be available to help as needed in other support services (for example: grounds crew, kitchen, housekeeping, etc.) from time to time, within your abilities.

We expect all members of the staff to conduct themselves with responsible and appropriate behavior, both on-site and offsite. As an employee of Mount Carmel Ministries, our name and reputation go with you even during your 'time off.' God calls us, sends us and uses us as his hands and feet. What a privilege! Spending a summer of your life in Christian community in the service of others is truly a thrilling call.

Thank you for considering joining us for this special time of learning, laughing, growing and serving our Lord and Savior, Jesus Christ, at Mount Carmel.

In Christ,

David Blackstad

Summer Program Director

(612) 859-1340

david@mountcarmelministries.com



## Steps for application:

Thank you for your interest in the summer ministry at Mount Carmel. We believe that God has a unique plan for you this summer – even if it's not at Mount Carmel! If you are selected, you will find working at Mount Carmel to be much more than a summer job. Our staff members have an opportunity to develop their own gifts, leadership skills, and faith while growing with others in a close Christian community. The follow steps must be taken in order to be considered for a summer staff position at Mount Carmel.

1. Download and save this document.
2. Read, complete, and email application to: [david@mountcarmelministries.com](mailto:david@mountcarmelministries.com)  
We must receive all applications by **January 15<sup>th</sup>**
3. Email a REFERENCE FORM (found at [www.mountcarmelministries.com](http://www.mountcarmelministries.com)) to THREE people who know you well (and who can give an objective assessment of your skills/abilities, strengths and weaknesses). Examples of good references are:
  - Previous Employers
  - Pastors or Youth Directors who know you well
  - Ministry Leaders for whom you have volunteered
  - Teachers/Professors
  - Adults who are involved in a student organization you belong to
  - If you have worked at another outdoor ministry, you must include your former employer or immediate supervisor as a reference

Be sure to tell each person to email the completed reference to:  
[david@mountcarmelministries.com](mailto:david@mountcarmelministries.com) at their earliest convenience.

4. When your application is received, we will review it and decide whether or not to continue with the interview process. If selected, we will invite you to have a Skype or FaceTime interview with David Blackstad. If you aren't familiar with Skype or FaceTime, we will discuss alternative options when you are invited to interview.

These steps must be complete before a decision can be made. Thank you for your interest in Mount Carmel!



## **APPLICATION FOR EMPLOYMENT – NEW STAFF MEMBER**

*Return by email to [david@mountcarmelministries.com](mailto:david@mountcarmelministries.com) by January 15<sup>th</sup>*

### **Availability Dates**

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All staff are required to be at camp from approximately June 7<sup>th</sup>- Aug 9<sup>th</sup> - All staff are expected to be a part of these weeks. We are also looking for some staff to arrive before and remain after these dates as well. Please indicate if you would be available for these additional weeks.

Available before June 9<sup>th</sup>: What is your earliest date available? \_\_\_\_\_

Available after August 4<sup>th</sup>: What date are you available until? \_\_\_\_\_

### **Personal Data**

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Name (last, first, middle):

Date of Birth:

Male or Female

Home Address:

City:

State:

Zip Code:

Country (International):

Primary Phone Number:

Alternate Phone Number:

Email Address:

Can you provide proof of US Citizenship? Yes No

Are you over 18? Yes No

### **Education/Military Service Record**

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Name of school currently attending:

City: State: Major: Grade Level:

Present School Activities (clubs/sports/organizations/ensembles):

Military Service (if applicable) Branch of service:

Dates of service:

Do you have Reserve Duty? Yes No

Duties/special training:



## Church Life

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Home Church:

City:                      State:

How long have you attended this church:

School Church/Organization (if applicable):

City:                      State:

## Physical Condition

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Do you have a physical condition that would create problems in a camp setting?

Yes No

If yes, please explain:

Do you have any medical concerns requiring assistance? Are you on any medication that needs to be managed? Yes No If yes, please explain:

## Certification

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Please list any current certifications you have along with the expiration date and state issued. (Life Guard, EMT, Registered Nurse, CPR, Specific Driving License, etc):

## Camp Skills

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Please rank your familiarity, experience, and willingness to lead each of the following activities/skills

	Willing to Lead	Willing to Assist	Willing to Learn
Canoeing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sailing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Boat Operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Puppetry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clowning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Drama/Acting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Story telling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leading Bible Study	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Playing Board Games	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tie Dye	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Arts and Crafts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Astronomy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Naturalist	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leading Worship	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ultimate Frisbee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Soccer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Swimming	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Volleyball	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Middle School Curriculum	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
High School Curriculum	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Working with babies/toddlers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Elementary Curriculum	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Photography	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Marketing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Photo Editing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Video Editing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



## Primary Roles

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Along with all-staff responsibilities, you will spend several hours per day in your primary area of ministry. **Please rank your top three roles you would find most desirable with the numbers 1 (first choice), 2(second choice) and 3 (3<sup>rd</sup> choice). Roles will be assigned based on the needs of the camp and the gifts/talents of summer staff.**

- ☐ **Hospitality-** *Lodge upkeep: Cleaning guest rooms and public spaces, dishwashing, dining room setup for meals, etc.*
- ☐ **Kitchen-** *Assisting in the preparation of food, serving meals, and of course, washing dishes!*
- ☐ **Maintenance** – *Running the sound and visual systems, audio taping of morning and evening speakers, duplication of CDs, packaging, preparing and mailing recordings for guests, etc.*
- ☐ **Public Relations** – *Taking photos and video of activities, posting on website, updating social media, creating promotional materials.*
- ☐ **Chapel** – *Maintaining cleanliness of chapel, restocking supplies, setting up/preparing for evening and Sunday worship services.*
- ☐ **Youth and Children** – *Leading bible studies, games, music, and activities for those 18 and under. Please specify age preference (Nursery, Preschool, Elementary, Middle School, or High School)*
- ☐ **Office** – *Assisting with data entry, mailings, guest relations, answering the phone and other office responsibilities.*
- ☐ **Activities**– *organizing afternoon activities down by the beach (games, ropes course, soccer, field games, water carnival, checking out boats, etc) and cleaning up the beach area. Also, help organize other group activities throughout the week including orientation, evening games etc.*

## Additional Roles

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We are also looking for staff with particular talents and experience. These positions are specialized, but may not require as much time as your primary role(s). **Please check the box by any role you have experience in.**

**Lifeguard** – *Lifeguards must be certified. Duties include oversight of the beachfront and supervising the swimming area.*

**Musicians (Vocalists/Instrumentalists)** – *Musicians are needed for Morning Praise, outdoor worship, campfires, evening worship services and Sunday morning worship.*

**Instrument:**

**Skill Level:**

Beginner Intermediate Advanced (College level)

**Voice Part:**

**Skill Level:**

Beginner Intermediate Advanced (College level)



**Do you have experience leading worship (singing or instrumental)? If so, please explain:**

**Actors/Actresses** – *Actors and actresses may be needed for evening worship services and youth programming.*

**Please briefly describe your experience/training:**

**Dancers** – *Dancers may be needed for worship services and youth programming.*

**Please briefly describe your experience/training:**





## Background Information

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Have you ever been convicted of a crime? If yes, please explain:

## References

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Three references are needed. Please make sure at least one of your references is your pastor or other Christian leader. Forms can be found in the employment section of Mt. Carmel's website. Please list the three references you will be asking to fill out reference forms.

Name:

Phone:

Name:

Phone:

Name:

Phone:



## Short Answer Section

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Why do you want to work at Mount Carmel?

What is your Christian faith like today? Please briefly share a bit of your faith story.

Describe your leadership style

What will be your greatest gift to Mount Carmel?

In what areas do you feel you could grow?

Is there any other information we need to know or questions you may have?



## Work and Volunteer History

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Your Name \_\_\_\_\_ Phone \_\_\_\_\_  
Business / Organization \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Name of supervisor \_\_\_\_\_  
Were you a(n): Employee Intern Volunteer?  
Job or Internship Title \_\_\_\_\_  
Dates worked/volunteered: \_\_\_\_\_  
If a volunteer, how much time and how often did you spend volunteering? \_\_\_\_\_

Describe your responsibilities in the job, internship, or volunteer setting

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Business / Organization \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Name of supervisor \_\_\_\_\_  
Were you a(n): Employee Intern Volunteer  
Job or Internship Title \_\_\_\_\_  
Dates worked/volunteered: \_\_\_\_\_  
If a volunteer, how much time and how often did you spend volunteering? \_\_\_\_\_

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Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Name of supervisor \_\_\_\_\_  
Were you a(n): Employee Intern Volunteer  
Job or Internship Title \_\_\_\_\_  
Dates worked/volunteered: \_\_\_\_\_  
If a volunteer, how much time and how often did you spend volunteering? \_\_\_\_\_

Describe your responsibilities in the job, internship, or volunteer setting.



## **Summer Staff Personnel Policies**

### **General Staff Responsibilities**

Staff are expected to function at all times in a Christian and professional manner, conducting themselves accordingly. It is the staff's responsibility to maintain an environment of Christian love and understanding. Staff are expected to give of themselves completely to the program so that harmony may exist between individual staff members and between staff and guests.

### **Housing**

Staff will be assigned a roommate with whom they will share a room for the summer. If this is problematic, please alert the Staffing Coordinator. It is important that staff recognize this part of living in community, and exhibit respect in sleeping habits, honoring personal space and determining a shared level of cleanliness in order for your room to be a haven and place of restoration.

### **Staff Training**

All new staff members are expected to participate in the staff training prior to the opening of the summer season. Staff training is a time when you will be challenged to grow spiritually, educationally, practically and personally. In addition to the training session, all staff members will participate in on-going, in-service training throughout the summer season. Normally this training will take place in staff meetings or in personal consultation with the Directors and Staff Coordinator.

### **Salaries**

Summer salaries are based on experience and responsibilities. The salary for first year staff during the 2015 summer season is \$200 per week. All counselors with a current American Red Cross Lifeguarding Certification will receive a \$200 check at the end of the summer.

### **Time Off**

The primary purpose of time off is to allow the staff rest and relaxation between sessions. Staff members will have **1 day each week off** (normally some will have Saturday off; others will have Friday). It is expected that staff members use this time wisely. Staff members who are planning to spend the night onsite during their time off are expected back on the property by 11 pm. This reduces the amount of late night traffic and disruptions to campers, guests and other staff trying to sleep. All other days, staff is expected to stay on site unless special arrangements are made with the staff coordinator.

In addition, each staff member will be **allowed 1 additional paid day off during the summer**. This allows for 1 two-day weekend for the summer. Staff are discouraged from taking this day on a Sunday. Any other time off will be at the discretion of the staff supervisor, and will be unpaid (deducted from next pay-check). On weeks with a smaller number of guests, staff may be offered the opportunity to take some additional unpaid time off.



### **Benefits**

In addition to the salary, summer employees receive lodging, all meals and workers compensation accident insurance coverage. This insurance will cover all accidents incurred on the site while employed. This policy does not provide health insurance for staff, losses of equipment, clothing, eyeglasses, contact lenses or personal belongings. Medical prescriptions and personal doctor appointments are the responsibility of the staff member.

### **Salary Deductions**

Mount Carmel is required by law to make the following deductions:

Federal Income tax (when applicable), State Income tax, FICA (Social Security) and Medicare. Staff members will complete the appropriate forms prior to the beginning of the summer.

### **Transportation**

Mount Carmel cannot assume responsibility for transportation of staff members to or from the site for the summer. Staff members who do drive to Mount Carmel are invited to park their vehicles in the Westside of the chapel parking lot. These vehicles may be used during the staff member's time off.

### **Laundry**

Staff members are responsible for their own laundry during time off. Staff washers and dryers are available on site for your use at no charge.

### **Sleep and Rest**

Responsibility to the camp, yourself and other staff makes it mandatory that all people get sufficient rest and sleep to insure good health and enthusiasm for their daily work and ministry.

### **Smoking**

Because of the danger from fire and individual health concerns, smoking is restricted to outdoor, designated areas on the site. Under no circumstances are staff members to smoke while with guests, hiking in the woods, while participating in other routine program activities or at any time while they are in view of guests.

### **Cell Phones and Laptops**

As Mount Carmel is a place set apart from the pace of everyday life, we honor guests by requesting that staff use good judgment in the timing of cell phone use. They will get used to stay in contact with other staff and leaders...but lengthy conversations with friends or family should be postponed to other times when not engaged with the guests. The public computer is not to be used by staff. WiFi is available in the lodge and chapel for those who bring laptops. There will be a designated space onsite for staff to meet, relax, and take care of personal matters using the internet.



### **Termination of Employment**

Dismissal of staff may be based on inadequate performance, poor relationships, failure to comply with rules, or actions affecting the safety and health of staff or guests.

### **Tattoos and Body Piercings**

Due to health concerns, staff will not get tattoos and body piercings while under contract.

### **Clothing**

It is required that our summer staff appear professional while working at Mount Carmel. This means that we expect our staff to dress appropriately and maintain proper hygiene. As a visual representation of the camp, modesty is required and any occasion that your midriff or shirts are too low cut, or shorts or skirts are too short must be changed or modified. This will be enforced! Also, no clothing with alcohol, drugs or suggestive writing is allowed to be worn. Please use your good judgment.

Please return this application by email to

[david@mountcarmelministries](mailto:david@mountcarmelministries) no later than **January 15<sup>th</sup>**. Once your application is received and reviewed, you will be contacted by phone with information about the next steps.