



# 2023 STAFF APPLICATION FOR ALL RETURNING STAFF

Also available ONLINE at [www.PineRidgeBibleCamp.ca](http://www.PineRidgeBibleCamp.ca)



***In His Name, By His Power, For His Glory***

Our Vision: *To share God's Word in truth and love and to disciple young people to live for the glory of God.*

## **APPLICATION INSTRUCTIONS (please follow carefully)**

*ALL components of the application, statement of commitment, police checks and Plan to Protect training must be **completed and sent in by May 28**. After we have received all your paperwork, you will receive an email or phone call letting you know if you have been accepted.*

1. Fill out the application form.
2. Read NCEM's:
  - Statement of Faith
  - Codes of Conduct
  - PRBC Camp Policies
3. Initial, sign & date the Statement of Commitment form.
4. Submit a Police Check\Criminal Record Check (if needed). (see instructions at end of application)  
All staff **are required** to provide current (within 3 years) Police Checks as a condition of acceptance with NCEM Camps. We reserve the right to require a Police Check at any time deemed necessary.
5. Mail the completed Application Form, Statement of Commitment and Personal Testimony to:  
Pine Ridge Bible Camp  
PO Box 160  
Beauval, SK SoM oGo  
Or send via:  
fax: 306-288-2125  
or email: [info@PineRidgeBibleCamp.ca](mailto:info@PineRidgeBibleCamp.ca)
6. **Work through the online Plan to Protect training.** Once we review your application, you will receive a link to the training via email from Plan to Protect (please check your spam box to make sure you don't miss the email). This training is required for all camp staff and **needs to be completed before final acceptance** as volunteer staff.

*ALL components of the application, statement of commitment, police checks and Plan to Protect training must be **completed and sent in no later than May 28**, unless other arrangements have been made with the Camp Director.*

*When it comes to applications, it makes life far easier on the camp end if they are sent in on time, so please send them in earlier rather than later! Contact Tabitha with any questions.*

## PRBC 2023 Application for RETURNING Staff

*ALL components of the application, statement of commitment, police checks and Plan to Protect training must be **completed and sent in by May 28**. After we have received all your paperwork, you will receive an email or phone call letting you know if you have been accepted.*

### PERSONAL INFORMATION

Name: \_\_\_\_\_ Birthdate: \_\_\_\_\_ Sex: Male \_\_\_ Female \_\_\_  
*First Last Month-Day-Year*

Permanent Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Prov/State: \_\_\_\_\_ Postal/Zip Code: \_\_\_\_\_

Home Phone: (\_\_\_\_) \_\_\_\_\_ Cell Phone: (\_\_\_\_) \_\_\_\_\_ E-mail: \_\_\_\_\_

Present Occupation: \_\_\_\_\_

Relationship Status: Single \_\_\_ Married \_\_\_ Divorced \_\_\_ Remarried \_\_\_ Other \_\_\_ (please specify) \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_ Relationship to you: \_\_\_\_\_

Medical Number: \_\_\_\_\_ Prov/State: \_\_\_\_\_ Citizenship: \_\_\_\_\_

Describe any physical limitations or disabilities which could limit your duties at camp: \_\_\_\_\_

Allergies (food, insect, medications etc.): \_\_\_\_\_

Have you ever been convicted of a criminal offense?: No \_\_\_ Yes (please explain) \_\_\_\_\_

### EDUCATION

(Fill out if there has been a change since you last worked at PRBC (i.e. graduated) AND if you will be returning to, or are accepted to attend, post-secondary schooling this coming fall)

Name of High School \_\_\_\_\_ / Grade \_\_\_\_\_ / Year Graduated \_\_\_\_\_

Post-secondary school(s) \_\_\_\_\_

Area/Degree of study \_\_\_\_\_

Year Graduated \_\_\_\_\_ I will be attending this fall \_\_\_\_\_

## POSITIONS AND AVAILABILITY

Please check off the positions that interest you:

Cabin Leader  Assistant Cook  Head Cook  Maintenance  LITe Leader  Speaker  
 Program Director  Registration  Lifeguard  Nurse

Please list any dates you are available to volunteer at PRBC: \_\_\_\_\_

Camp dates can be found on the website at: <https://www.pineridgebiblecamp.ca/>

*(Accepted staff are expected to arrive at camp **Sunday** afternoon between 5 and 6 in time for supper. We ask that staff arrive no earlier than 5 o'clock on **Sunday** afternoon. Staff who are not staying a second week should **depart Saturday morning after their week of camp**. This allows those who are serving at camp for multiple weeks the needed time to rest and refresh. If you wish to arrive early or stay later, please contact Tabitha well ahead to time to make arrangements.*

What skills have you taught or had training in before:

Archery  Riflery  Tomahawk  Ropes Course  Crafts  Canoeing  Slingshots  Drama

Please check any you are certified for (must be **CURRENT**):

First Aid/CPR  Food Handler/Safety  Bronze Medallion/Cross  Certified Lifeguard  
 Pleasure Craft Operator \_\_\_\_\_ Other

## YOUR THOUGHTS

Why do you want to serve at Bible camp this summer? \_\_\_\_\_

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If you died today and went to heaven's gate and had to give an angel some reasons why you should get into heaven, what would you say? \_\_\_\_\_

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What does it mean to lead by example? \_\_\_\_\_

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## PERSONAL TESTIMONY / CHRISTIAN GROWTH

On a separate piece of paper, please write out a brief update on your Christian growth including the following:

- Describe how others would recognize that you are a Christian.
- Describe areas in which you are experiencing growth in you Christian life currently.
- Describe an area that you would like to grow in this summer and how we can help you.

*We strive to be role models to our campers through conduct and lifestyle. We believe the most effective and transparent way to be role models during camp is to live a consistent Godly lifestyle year long. We recognize the challenges teens and young adults experience today in all aspects of life. We ask that our staff strive to show Christ-like character in how they interact with fellow peers, in what movies and music they take in, and in every area of life - both in speech and action.*

## REFERENCES

Please list two people who would be willing to be a reference for you. Each should be an employer, pastor, teacher, youth leader, or adult friend.

Name: \_\_\_\_\_ Relationship to you: \_\_\_\_\_

Phone # (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship to you: \_\_\_\_\_

Phone # (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

## PRAYER PARTNERS

We believe that prayer is powerful and essential for effective ministry. We encourage you to find at least 3 people from home who will commit to praying for you during your time at PRBC. At the end of the application there are Prayer Partner cards that you can fill out and give to these prayer partners. We encourage you to write some specific things for them to pray for you during your time at camp.

**NOTE:** This is only an “application” for a staff position and does not guarantee acceptance. *After we have received all your paperwork, you will receive an email or phone call letting you know if you have been accepted.*

***ALL components of the application, statement of commitment, police checks and Plan to Protect training must be completed and sent in by May 28.***

Way to go! You’re just about done! Please read through NCEM’s Statement of Faith, Codes of Conduct and PRBC Camp Policies, then initial and sign the Statement of Commitment. If needed, follow the instructions for getting a Criminal Record/Police Check done and then mail everything in! Remember to double check the checklist at the beginning of the application to make sure that you send everything.

## **NCEM STATEMENT OF FAITH**

*The following is the doctrinal statement contained in the Constitution of Northern Canada Evangelical Mission:*

1. We believe that the Scriptures of the Old and New Testaments are verbally inspired by God and inerrant in the original writings, and that they are of supreme and final authority in faith and life.
2. We believe and understand God's Word according to its "plain sense" (grammatical, historical, literal). Where the text uses straightforward prose we accept, with historic New Testament hermeneutics the truth directly written. Where the Bible employs poetic language, or implies figurative or allegorical meaning, we diligently seek to understand how the original audience would have been expected to understand the passage. At all times we believe the Holy Spirit teaches us to compare "Scripture with Scripture."
3. We believe in one God eternally existing in the three Persons of Father, Son and Holy Spirit. As Creator, the Trinity spoke the universe into being in six literal days, at the beginning of Scriptural chronology. As Sustainer, the Lord of All maintains creation according to His sovereign will.
4. We believe that Jesus Christ was begotten by the Holy Spirit and born of the virgin Mary and is true God and true man.
5. We believe that man was created in the image of God, that he sinned and thereby incurred physical death, and spiritual death, which is separation from God; and that all human beings are born with a sinful nature, thus being sinners in thought, word and deed.
6. We believe that Satan exists, is a created being, has personal characteristics, has fallen, has limited evil power in this world, is overcome by the Blood of the Lamb, and is awaiting judgement.
7. We believe that the Lord Jesus Christ died for our sins, according to the Scriptures as a representative and substitutionary sacrifice; and that all who believe in Him are justified on the ground of His shed blood.
8. We believe in the resurrection of the crucified body of our Lord, in His bodily ascension into Heaven, and in His present life there for us as High Priest and Advocate.
9. We believe in the "Blessed Hope" – the personal, premillennial and imminent return of our Lord and Saviour Jesus Christ.
10. We believe that all who accept by faith the Lord Jesus Christ are born again of the Holy Spirit and so become children of God.
11. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life and bear fruit which will remain.
12. We believe in the bodily resurrection of both the just and the unjust – the just to everlasting bliss and the unjust to everlasting punishment.

*As a member of the Missio Nexus, NCEM maintains a strong biblical position in its theological stand, adheres to a non-charismatic orientation and demonstrates accountability in financial matters.*

\* We believe in the sanctity of marriage, as a lifelong exclusive commitment between one man and one woman.

## NCEM Charismatic Extremes Guidelines

We believe undue emphasis must not be given to the demonstrative gifts, claiming that these are evidences of a superior spirituality. Spirituality is not measured by the possession of gifts, as the Christians at Corinth illustrate. The true measure of spirituality is seen in the Christ-like character of 1 Corinthians 13 and Galatians 5:22-26. Much division has occurred in churches because of some of the teachings coming out of this movement.

Although it is the right of the volunteer to disagree with us concerning certain beliefs and ways of worship, we ask, while you are serving with NCEM camps, that you do not promote or be involved in situations that encourage teachings such as speaking in tongues as the evidence of the baptism of the Holy Spirit, baptism of the Spirit as a second blessing, being slain in the Spirit, undue emphasis on healing, etc.

We believe the Holy Spirit continually indwells the believer from the moment of spiritual birth and seals the believer until the day of redemption. His fullness, power and control are appropriated in the believer's life by faith. (1 Corinthians 12:13, Ephesians 4:30, Ephesians 5:18)

### **NCEM CODES OF CONDUCT**

Since NCEM is legally incorporated in Canada, it is subject to the laws of Canada. As an organization, our ministry will only be effective as our employees or volunteers maintain a personal lifestyle and standards consistent with Scripture, providing a positive example.

One of the fundamental beliefs of NCEM is that the Bible is our final authority in both faith and practice. Scripture provides a higher standard than that expressed in these policies and our personnel (employees, volunteers, and other individuals as they represent NCEM in approved roles) are expected to live by that higher standard. These policies presents minimal guidelines. The purpose of these policies is to put in writing the expectations, terms and conditions of employees and volunteers, relating to non-harassment, ethical conduct, and sexual conduct.

### **Non-Harassment Policy**

#### **Harassment includes:**

- 1) The engagement in a course of vexations, comments or conduct that is known, or should reasonably be known, to be unwelcome;
- 2) Unwelcome remarks of a racial, ethnic, personal or similar nature;
- 3) An act or course of conduct that would reasonably be regarded as harassment.

#### **Policy:**

NCEM is committed to providing a work place free from harassment from other personnel. All personnel share in the responsibility of keeping the workplace free from harassment. NCEM leaders will take appropriate disciplinary action against any personnel who subjects another person to any form of harassment. Personnel can be confident that any matters, relating to harassment of any form, will be handled in confidence and will be accepted without fear of reprisal. Specifically, the name of a person reporting an incident, and the circumstances related to the incident or alleged incident, will only be disclosed to the extent that it is necessary for the purpose of investigation and taking disciplinary measures.

#### **Procedures:**

- 1) If any personnel believes that he or she is the subject of harassment of any form, they should document the place, date and time, and the details of how the incident happened.
- 2) If they feel safe in doing so, he or she should confront the harasser. They should state that they are feeling harassed, and ask the harasser to stop the behaviour immediately.
- 3) If they do not feel safe in confronting the harasser, or if the harasser does not stop, they should report the incident to their supervisor or another NCEM leader.

## Ethical Conduct Policy

NCEM personnel and volunteers are required to avoid conduct that is unethical or immoral or behaviour that is contrary to Biblical principles including:

- 1) substance abuse. (NCEM encourages abstinence from use of tobacco, social use of alcohol and recreational use of drugs;
- 2) premarital sexual relationships (fornication), extra-marital sexual relationships (adultery), and homosexual relationships.
- 3) reading or viewing of pornographic material;
- 4) wearing provocative or immodest clothing;
- 5) sexual assault or abuse (see NCEM's Sexual Conduct Policy);
- 6) harassment and abusive behaviour (see NCEM's Non-Harassment Policy);
- 7) lying, deceit or dishonesty; and
- 8) criminal activity including: theft and fraud.

If any NCEM personnel violates or breaches these requirements, NCEM will take appropriate disciplinary action up to and including, suspension or termination of involvement.

## Sexual Conduct Policy

In Scripture we see that God has clearly differentiated between male and female, each uniquely created for His purpose (Genesis 1:27, 2:18-25; I Corinthians 11:11-12). Further, proper relationships between individuals - male and female - are only possible as His commands are followed (Ephesians 5:21-33; I Corinthians 6:17-19; Titus 2:2-7).

We uphold the Biblical principle that sexual relationships are reserved exclusively for a husband and wife within the bonds of marriage. As those engaged in Christian ministry, NCEM personnel (employees, volunteers, and other individuals as they represent NCEM in approved roles) are to live exemplary lives that are above reproach.

Therefore, NCEM adopts the following policy:

Sexual Misconduct includes, but is not limited to:

- Any conduct or speech which is sexually offensive.
- Sexual advances, suggestive remarks, solicitation, or physical contact made by one person to another whether or not he or she is in a position to grant or deny a benefit to another (such as advances from a supervisor to an employee), and
- A reprisal by a person, against the person who rejected his or her advance, such as termination or demoting of an employee because the employee refused such an advance.
- Conduct or speech, which is unlawful according to Canadian laws or is inconsistent with principles in God's Word.

Policy:

Sexual misconduct will not be tolerated by NCEM personnel.

All personnel share in the responsibility of keeping the workplace free from sexual misconduct. NCEM leaders will take appropriate disciplinary action against any personnel who subjects another person to any form of sexual misconduct.

Personnel can be confident that any matters, relating to sexual misconduct of any form, will be handled in confidence and will be accepted without fear of reprisal. Specifically, the name of a person reporting an incident, and the circumstances related to the incident or alleged incident, will only be disclosed to the extent that it is necessary for the purpose of investigation and taking disciplinary measures.

Should an allegation of sexual misconduct be made, and subsequent internal, external or criminal investigation reveal wrongful action on the part of NCEM personnel, appropriate disciplinary action will be taken, up to and including dismissal from involvement with NCEM.

## PRBC CAMP POLICIES

### PRBC Modesty Standard

*As ambassadors for Christ, we ask that each staff member honor God and others in the way we dress and present ourselves at camp.* We expect all clothing worn at camp, including weekends, to meet these standards. *Please keep this in mind while packing so you will have enough appropriate clothing to wear.*

Some examples of what we believe to be inappropriate clothing are listed here (this is not an exhaustive list):

Guys: spandex, tight swim trunks, clothing with holes in inappropriate places, pants/shorts that don't stay up

Girls: skimpy swimwear, clothing with holes in inappropriate places, spandex or leggings (unless worn under shorts or long tops), strapless tops, low or skimpy tops

If you have questions feel free to ask. We will approach you regarding dress if we feel it is necessary.

*By following the above requirements, you will be demonstrating a standard of modesty to other staff and campers which NCEM believes is honoring to the Lord.*

### What NOT to bring

We ask campers not to bring the following items:

- \* Cell phones, iPods, other electronic stuff
- \* Lighters, knives, bikinis
- \* Tobacco, alcohol, marijuana, and illicit drugs;

*As staff, we need to set the example.* If you bring these items, you should use them only when camp is not in session or during your break times away from campers. **Items such as firearms of any kind, bikinis, alcohol, tobacco, marijuana, and illicit drugs should NEVER be brought to camp.**

### Cell Phones/Electronics

Out of respect for campers and camp leadership, cell phones/electronics are not to be used unless on **your break**. (All staff are asked to leave their cell phones in their room or mailbox and use their phone *ONLY* during their break). **Remember you are here to spend time with the kids, not on your phone.**

*"And now, dear brothers and sisters, one final thing.  
Fix your thoughts on what is true, and honorable, and right, and pure, and lovely, and admirable.  
Think about things that are excellent and worthy of praise."*

*Philippians 4:8 (NLT)*





## NCEM 2023 SUMMER CAMP STAFF

### Statement of Commitment



(Please initial each statement)

\_\_\_\_ I am willing to **serve faithfully** in reaching campers for Christ, both through teaching by word of mouth and by consistent Christian living **at all times**.

\_\_\_\_ I am willing to cooperate with NCEM in the use of their materials, serve as directed, and maintain an **attitude of unity and respect** for fellow staff.

\_\_\_\_ I have **read, understand, and agree with** NCEM's Statement of Faith, Ethical Policy, Non-Harassment Policy, and Sexual Conduct Policy.

\_\_\_\_ I have **read, and agree to abide by** NCEM's Charismatic Extremes Guidelines while serving at Bible Camp this summer.

\_\_\_\_ I have **read, and agree to abide by** the Camp Policies (modesty standard, prohibited items and cell phone use) while serving at camp this summer.

\_\_\_\_ I understand that failure to comply with NCEM's and PRBC's standards and policies may mean early dismissal from the camping program.

\_\_\_\_ I understand that NCEM reserves the right to use photographs/videos taken at our camps in our promotional materials (both printed and online).

**Please sign and return with your completed application form.**

Signed \_\_\_\_\_ Date \_\_\_\_\_

## Instructions for Police Checks / Criminal Record Checks

### Volunteer Applicants ages 18 and older:

All NCEM members and volunteers (ages 18 and over) are required to have police checks completed as part of the application process.

NCEM is set up with **Plan to Protect** to provide police checks on-line within 24 hours.

### To apply for an online criminal record check:

1. Send your Name, Email, and Phone number to Tabitha at [info@PineRidgeBibleCamp.ca](mailto:info@PineRidgeBibleCamp.ca)
2. We will send you a link for the online police checks
3. Follow the instructions on the link and contact us if you have any questions

**The police checks should be done promptly as they can take a few weeks to process.**

*Your assistance in ensuring NCEM is practicing due diligence in the safety and protection of children, teens, and others in the vulnerable sector is deeply appreciated.*



## Prayer Partner Cards

As mentioned above, we believe that prayer is powerful and essential for effective ministry. We encourage you to fill out these prayer partner cards with your name and some specific things that you would like prayer for. Then find at least 3 people from home who will commit to praying for you during your time at PRBC and give them each one of these cards. We pray that this will be a blessing for you and for those who are holding you in prayer.

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### *Prayer Partner*

I pledge to pray for \_\_\_\_\_ during the time they are serving at Pine Ridge Bible Camp.

I will pray for them that they will:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

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4. \_\_\_\_\_

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3. \_\_\_\_\_
4. \_\_\_\_\_