

# Round Lake Christian Camp Summer Staff Manual

Updated March 2024



## Welcome to our summer ministry team!

On behalf of the full-time staff and the current Executive Board of Trustees, we want to welcome you to one of your most memorable, enjoyable, and rewarding summers ever! Yes, there will be times of fatigue and repetitiveness; yes, there will be times of doubt; yes, there will be times of frustration; yes, there will be times of failed expectations; but those are the focal points that the enemy wants to keep at the forefront of your mind. On the flipside, yes, there will be times of laughing until you cry; yes, there will be times of great internal perspective and reward; yes, there will be times of deep spiritual awakening in your soul; yes, there will be times of rejoicing over baptisms that YOU have been instrumental in; yes, there will be amazing friendship bonds made; and all those *should be* your mind's focal point.

The overwhelming joy and rewarding part of entering a summer at Round Lake is the fact that you will have a part in the many, many decisions made for Christ this summer!!! Whether you are answering weary parent's phone calls; making a toilet shine like new; mowing/trimming weeds to keep our landscape immaculate; preparing delicious meals; serving snacks in the afternoon; praying with a kid to take a leap of faith on the zip line; or whatever it takes, just know that because you are doing these things, you are eliminating distractions from the campers so that he/she can have the most spiritual week he/she has ever had in their life. We are unaware of the full impact that our actions have on another person's view of Jesus Christ, so from now until the very last camper leaves, we are going to strive to shine the Amazing Light placed in our hearts by the Holy Spirit!

As a summer staff member, we expect you to express "love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control" (Galatians 5:22-23) to everyone—campers, parents, teenage and adult volunteers, other staff members, and full-time staff alike.

As the adage goes, "You'll only get out of it what you put into it", that will apply to your work/ministry here this summer. If you only half heartedly put forth an effort, you might as well prepare yourself to redo the task you just did. We are asking you to always give your best and yes, that will be a struggle at times, but we have prepared scheduled times off and are willing to mix up schedules to eliminate the "burn-out" effect.

Once again, we are very pleased with our God-inspired selection of this year's summer staff and we hope that you are just as excited as we are to serve the thousands of people that will visit our campus while you are serving!

With Excitement for this Team,  
Round Lake Management Team

Ben, Brianna, Sam

# ABOUT ROUND LAKE CHRISTIAN CAMP

## **RLCC Mission Statement**

A unique place where the Gospel of Jesus Christ is experienced

## **Customer Service, and our V.I.P.S.**

Obviously, Jesus Christ is the first V.I.P. but the camper is next in line in importance! Each camper should feel that the camp is their home from the moment that they enter the camp. The first view of the grounds and landscaping and cleanliness of facilities should give the parents a comforting and reassuring feeling. Parents are full of questions and the first staff member they see will receive their questions, so it is important to try to understand the operations/culture of Round Lake so you will be able to quickly and correctly answer any questions. The parents should feel comfortable leaving their precious loved ones under the supervision and care of the Round Lake staff. **We need to be camper conscious.** Today, people may not value the importance of a Christian camp, but at Round Lake they should be and **will be** treated as a V.I.P. That is the Christ-like way to approach the tasks at hand, letting every camper know he/she is a V.I.P. while at Round Lake.

## **At Will Employment**

Summer Staff (like our Full-Time Staff) are under an “At Will” Employment agreement. This means that Round Lake Christian Camp can lawfully terminate your employment for no reason or any reason at all, so long as the reason does not violate Ohio or federal law.

What does this mean? We have prayerfully chosen each of you to fill specific roles and responsibilities to ensure that our summer operations meet and/or exceed our historic reputation of service, excellence, and culture. We strive to eliminate distractions so that our guests (campers and adults) can focus on the reason God has placed them here on our campus. From culinary services, program activities, maintenance/facilities, housekeeping, administration, off campus scheduling, and much, much more we want to make sure that we are doing our absolute best to provide paying customers with a great experience here at Round Lake. With a certain level of expectations, we have a certain level of productivity and efficiency and we will need each of you to perform within those parameters as anticipated.

# **SUMMER STAFF QUALITIES**

## **1. An Attitude of Respect and Stewardship**

This camp is God's property; all the facilities, equipment and resources are His and we expect you to treat His property and people with the utmost respect and maturity. God has blessed Round Lake Christian Camp tremendously throughout the years with countless individuals' work, prayer, and the gifts. There is a strong heritage here and we must revere this heritage, leadership, and resources that make up the persona of Round Lake Christian Camp. Trust us when we say, "It is a privilege to serve in this ministry."

## **2. Membership in the Round Lake Community**

We are trying to create a loving and caring Christian community that will be a Light into the world as a place of safety, renewal, and growth. Honesty, commitment, and dedication will maximize this growth; while on the other hand, complaining, comparing and sarcasm are detrimental to this ministry. All Summer Staff members will participate in staff meetings, devotions, community worship, and prayer in this ministry of Round Lake Christian Camp.

## **3. An Attitude of Service**

All Summer Staff Members are here for the purpose of service to God and others— especially, to the service to the campers. We all have agreed to give 100% of ourselves so that God will be glorified, and we might all grow a deeper relationship with Jesus Christ—our primary mission.

In a camp atmosphere, services could be potentially required up to 10 hours a day. We know that working long hours for lengths at a time is unhealthy, but we do expect you to give your service during your scheduled hours. At times, we might ask that you service the camp during non-scheduled work hours but understand that it is not our intent to work you until you are completely exasperated.

There will be times when you will get discouraged, tired, and frustrated with your day to-day tasks but we want you to ask for help. Whether help is adding more staff/volunteers to your crew, or it may be that you need to take a morning/evening off to relax—whatever the case, please let one of the Full Time Staff members know about your situation. The last thing we want is for you to walk away from this summer saying, "I hated this summer." We aren't very good at reading minds, so we expect you to bring it to our attention.

## **4. A Commitment to Personal Growth**

All Summer Staff members acknowledge a commitment to Jesus Christ as Lord of their lives and seek to grow in their understanding and relationship with Him. Although the Full-Time Staff members are your mentors for the summer, we are not completely responsible for your walk with Christ. However, we will lead worship, devotions, and prayer with the Summer Staff and will **ALWAYS** be available for counsel and guidance if you so choose to seek.

## **5. Use Wise Judgment**

### **A. Safety**

While working here this summer, you may be participating in challenge course activities, operating heavy machinery, preparing meals, exposed to chemicals, and will be around impressionable children. You must keep a safety-first mentality. If we are not safe in the way

we conduct our operations, we will destroy credibility and character that Round Lake Christian Camp has worked laboriously on achieving. If you know you cannot complete a task/activity safely, you should seek another staff member that can. The seriousness of being a lifeguard or challenge course administrator deserves the utmost respect.

*How would you like to be the one who tells a parent that their child died or broke a leg on the zip-line or was food poisoned because you were not taking your job seriously? Everything we do here at camp— mowing, cleaning, cooking, afternoon activities, etc....—has eternal ramifications on someone’s soul. Safety should be always in the forefront of your minds.*

#### B. Behavior

If you are not meeting the expectations of Round Lake Christian Camp’s mission statement, you need to reevaluate your actions/behavior and rectify any moods/situations that can potentially harm others before harm is committed. As a Summer Staff Member, your actions/behaviors should be consistent with Round Lake Christian Camp’s goals and purposes.

#### C. Encourage Others

You should be encouraging to Full Time & Summer Staff members, volunteers, campers, parents and visitors at all times. You can set a bad example by bullying, foul language, bad attitudes, etc.... to anyone you come in contact with, as well as, people you don’t know are watching your actions/behavior. So, let’s not let Satan have a foothold on this hallowed ground—lift one another up!

#### D. No practical jokes

Usually, practical jokes tend to hurt someone’s feelings and in return, revenge is often a priority. This can quickly escalate to problems, so it’s best to just avoid this all together.

*“Now we ask you, brothers and sisters, to acknowledge those who work hard among you, who care for you in the Lord and who admonish you. Hold them in the highest regard in love because of their work. Live in peace with each other. And we urge you, brothers and sisters, warn those who are idle and disruptive, encourage the disheartened, help the weak, be patient with everyone. Make sure that nobody pays back wrong for wrong, but always strive to do what is good for each other and for everyone else. Rejoice always, pray continually, and give thanks in all circumstances; for this is God’s will for you in Christ Jesus.”*

—1 Thessalonians 5:12-17—

# **SUMMER STAFF EXPECTATIONS**

## **Behavior**

Christian attitude and behavior are always expected of each employee. We want each employee to have an enjoyable summer. Reflecting Christ daily is the best way to make sure no one is feeling left out, gets their feelings hurt, or damages property. You are to be encouraging of your fellow staff members. Staff members are not to use derogatory/foul language, talk about each other, campers, volunteers, unbiblical topics, and/or live in an unbiblical manner.

## **Personal Habits**

The use of illegal drugs, alcohol, and tobacco is strictly prohibited. Evidence of possession or use will be cause for dismissal. Staff should be aware that activities during the weekend and time off are still a violation of this policy. During your employment, you are a representative of Round Lake Christian Camp and because of that you are expected to conduct yourself in a way that does not tarnish the camp's ministry or reputation.

## **Visitors**

Visitors during work hours are not allowed, overnight visitors are not allowed. All visitors must check-in at the office and wear visitor identification throughout the remainder of their stay.

Visitors to camp staff are only allowed during off time and with permission from the employee's direct supervisor. The staff that the visitor is coming to see is responsible for the behavior of the visitor.

No visitors should be in the Retreat Center, Lodge, or Boys dorms or in any sleeping areas for any period of time. Exceptions may apply. Example: your mom/dad/guardian comes to visit; yes, he/she can assist with luggage, laundry, etc. There are plenty of spaces around camp that visitors can hang out, the porch of the Lodge being one of those areas.

If a visitor is coming for a camp meal, this must be approved by the food service director. All visitors will pay the camp \$10 per meal. Food service directors has the right to refuse service to any visitor not registered for the week of camp.

## **Dress Code**

Camp staff adhere to the following dress code. Shirts are to be worn at all times. Staff shirts are to be worn on check-in days as part of your official uniform, when on duty. Staff shirts are not to be modified in any way. Shoes should be worn that allows staff to get the job done safely. Swimsuits are for the pool only. If suits are worn at other activities, they should be covered (females), and a shirt must be worn (males).

## **Phone Usage**

Phone usage is permitted when on breaks and meal times when you are not serving campers. Summer staff should not have their phones out while working with or around campers; they are

a distraction to them. Phone calls or texts should not be sent or received when working with campers unless there is an emergency. Texting is not an appropriate method of communication with your supervisor when requesting a day off or informing your supervisor that you are not coming to work. If phones become a distraction to work, the Management Team may have to issue a “no phone policy” for the whole summer staff that will be strictly enforced for a period of time as a part of disciplinary action.

### **Important General Guidelines**

1. All summer staff and full-time staff scheduled to work on Sundays must be assembled at the Camp office at 3 and ready to work at 3:30 PM. Please be punctual.
2. All summer staff members must wear the summer staff t-shirt provided by camp on the check-in day for each camp session.
3. Full-time staff, summer staff, assigned volunteers, and deans are the only people allowed in the kitchen. If you are not needed in the kitchen, please stay out.
4. Lost and Found is not yours for the taking. Parents will sometimes call us weeks after their camper has been at camp looking for items. We will assess the Lost and Found at the end of the summer and make a determination on what to do with those items. If anyone is caught breaking this guideline, then disciplinary action will be taken.
5. On turn-over days, summer staff members will be required to remain at camp until all work duties are completed and the dorms, dining hall, gym, common areas, etc.... are ready for the next camp session (unless your scheduled work hours dictate otherwise, or your supervisor has given you permission to leave). Many hands make the work burden lighter.

### **Summer Staff General Work Guidelines**

1. Your direct supervisor will be responsible for your weekly work schedule. If you need time off, please let your direct supervisor know. You will get your schedule one week in advance.
2. Please let your supervisor know if there is a problem with anything you cannot fix/do on your own. We want to make sure that you have adequate training and the proper resources to complete any task assigned.
3. If a faculty member has a problem with a summer staff member, they will let the dean know or will inform the Operations Manager. If you encounter a problem with a faculty member, you should inform the Management Team and he will report to the dean.
4. Summer staff members should not form boyfriend/girlfriend relationships with a camper or each other.
5. Please do not become too involved with youth campers or interfere with any program.

### **Summer Staff Lodging and Community Guidelines**

1. Male summer staff/volunteers/faculty are NOT permitted to be in the female summer staff member's sleeping quarters at any time, or vice versa. Females are not permitted in the male bunk room or bathrooms.  
Male housing is in the Boathouse. Female housing is in the cooks quarters. A coe-ed hangout will be designated for summer staff.
2. Please be thoughtful of others. You are not the only person in this space, you are expected to keep your area clean, do not leave messes, do not be loud while others are sleeping, etc. The Management Team and other full-time staff members will make frequent, random inspections of this lodging space to ensure that our facilities are being properly cleaned and maintained.
3. Never, at any time, should a camper be inside staff housing. If you are a summer staff member

that will be participating in a camp session, we ask that you move your items needed to the appropriate cabin that your camp session will be sleeping in.

4. To have a healthy summer staff, we expect you to act in a Biblical manner with each other, full-time staff, other volunteers, campers, faculty, and all guests. If you have a conflict with another staff member, we expect you to handle this in a Biblical manner. First go to the person you have a conflict with and try to respectfully resolve the conflict. If the matter is not resolved, then go to your supervisor to help address the issue.
5. Summer staff relationships beyond friends are not allowed.
6. Never counsel persons of the opposite gender.
7. Curfew for summer staff is at 11:00 PM unless you are given permission otherwise. Curfew means you are to be inside your respective lodging space (not the common room) with lights out.
8. Any movies, tv shows, video games, music, videos, etc., must be rated PG or equivalent.
9. Summer staff members are allowed to swim but you must have at least two other people of the same gender as you. TNT volunteers can swim as well, but they must have two summer staff members of the same gender inside the pool fence with them.
10. You are permitted to drive to campus and have a car here. Summer staff vehicles are to be parked in the back of the retreat center parking lot. No summer staff are to park their vehicles down at camp unless given specific instructions from a full-time staff member.

### **Summer Staff Camp Vehicle Usage Guidelines**

1. Camp vehicles are only to be used when needed. They are not to be used for your personal transportation.
2. Only staff who are 18 years old or older **AND** have a valid driver's license are permitted to drive the camp UTVs, ATVs, side-by-sides, zero turn mowers, etc.
3. You must be 16 years old or older to drive a camp golf cart.
4. No Volunteers are to drive any camp vehicles. A full-time staff member may give temporary permission for a responsible, 18+ year old to drive the golf cart, but that does not mean the permission is ongoing.
5. The speed limit on camp is 5 mph. If you are unable to follow this rule, it may result in the loss of your driving privileges on campus. This includes personal vehicles, camp vehicles/equipment, etc. Round Lake **WILL NOT** tolerate speeding on campus endangering the lives of our guests.
6. Campers are **not** to ride in camp vehicles unless in the case of an emergency or circumstantial cases, permission granted only by full-time staff members. .
7. Summer staff should not drive a camp van unless given express permission by a **FULL-TIME** staff member. Our camp insurance policy only covers drivers over the age of 21 to transport campers and road driving in general and must complete a short training.



## Social Media & Internet Policy

We know that the Internet and social media, when used wisely, provides enjoyable and effective ways to communicate with friends and family. We view Internet venues as your right to self-expression and generally regard them in a positive light. At the same time as an employee of Round Lake Christian Camp, it needs to be understood that once identified as a staff member of the camp, the general public may see you as an ambassador or representative of the camp. Therefore, all Full, Part-time, and Seasonal employees (including summer staff) are expected to adhere to the following social media policy as a requirement of their employment.

1. Even if you do not intend to, and even if you state otherwise, once you identify yourself as a Round Lake Christian Camp employee or use the camp's name or any official or unofficial camp photographs or text, everything, and anything that you post or say on social media can be seen as a reflection of Round Lake Christian Camp. This includes the following:
  - a. use of camp name or logo in any way (including t-shirts)
  - b. use photographs taken during camp programs or on camp property.
  - c. adding a link from a group page, profile or other site to the official camp website;
  - d. including text or photographs that are the property of camp.
  - e. including photographs of other staff members.
  - f. creating a camp "group page" with any of the above items...
2. As a Round Lake Christian Camp employee, I agree to be respectful of the camp, its program, the campers, and its employees in all communications in my profile:
  - a. I will not use obscenities, profanity, or vulgar language.
  - b. I will not engage in harassment or intimidation.
  - c. I will not post comments that are derogatory to person's race, gender, religion, sexual orientation, or disability.
  - d. I will not engage in sexually explicit, suggestive, humiliating, or demeaning comments.
  - e. I will not openly criticize the camp, its management, or its policies on any social media venue.
  - f. I understand that any form of communication with Round Lake Christian Camp campers or staff is an extension of my ministry through Round Lake Christian Camp. I will not initiate any contact with a camper, through any social media venue. I will stop any form of communication with a camper if the parent or guardian request, I stop or if the conversation violates RLCC's Code of Conduct for Staff, Campers, and Volunteers.
3. As a Round Lake Christian Camp employee, I agree not to use a social networking profile, group page, web blog or other Internet medium to discuss or show behavior that is prohibited by camp policy, including, but not limited to alcohol or drug use, sexual behavior, destruction of property, harassment, or intimidation.
4. I will not post pictures of campers on any social networking profile, group page, web blog or other Internet medium.
5. I understand that it is therefore a condition of employment that I agree to and adhere to the Policy outlined above. I understand if any of the guidelines outlined in this policy are violated, it may result in disciplinary and/or legal action including possible termination of my employment.
6. I understand that Round Lake Christian Camp monitors your wifi usage, content, and traffic. Viewing, sending, downloading, or uploading inappropriate content is prohibited and will not be tolerated.

## **EMPLOYEE PERFORMANCE**

The Full-Time staff has been tasked with minimizing distractions amongst our summer staff. Some of our major distractions in the past have been, but not limited to, excessive cell phone use; staying up past curfew; consistent tardiness; poor attitude; poor work ethic; gossip and/or slandering chatter towards others; wasting resources (time, money, supplies, etc.); ignoring tasks assigned; and many more. If these distractions are noticeable by other summer staff and full-time staff, they will be addressed accordingly but may lead to termination based upon repetitiveness and/or severity.

Each one of our full-time staff has been assigned the role of supervisor to a grouping of our summer staff employees. Your supervisor will be responsible for scheduling your daily tasks, holding you accountable for your work performance, scheduling your time off, fielding any grievances you might have, etc.

### **Disciplinary Action**

RLCC operates on a three-strike system. The following actions will be followed for continued staff offenses. It is understood that these actions will be taken for situations that hinder productivity of the staff member or other staff, distracts campers, or otherwise diminishes the quality of the ministry.

#### **First Strike**

Verbal warning and discussion with supervisor. Supervisors will make an effort to help employee correct the action and circumstance that caused the first problem.

If your supervisor feels the need to have a formal discussion with you about your work performance, attitude, ethic, safety, etc., that will be the known as the 'first strike.' Retraining, reinforced accountability, or minor suggestions on those issues previously mentioned will not be considered a 'first strike.' If it's consistent after several attempts have been made, the formal 'first strike' will be issued.

#### **Second Strike**

Verbal and written warning from the supervisor to the employee and Management Team.

A 'second strike' will involve the supervisor, summer staff employee, and the Management Team. Depending upon the severity of the 'strike', a different course of action may follow. A 'second strike' may involve a 1-2 day time off without pay with that time spent off campus to immediately remove your distractions and to think about the full impact of the choices that were made.

#### **Third Strike**

Termination. At the discretion of the employee's supervisor and the Management Team, the team member may be terminated with a full explanation in writing.

A 'third strike' will, again, involve the supervisor, summer staff employee, and the Management Team. Typically, if a 'third strike' happens, then termination of employment

follows, or other disciplinary actions agreed upon by leadership of camp operations. As much as we despise having to terminate a summer staff (or full-time staff), this is usually the result of 'third strike.' It's essential that we uphold commitments to the remainder of the summer staff by removing distractions that may influence them and continue to provide our guests with the service and reputation that we are known for. We pray that we aren't forced to have these difficult conversations and difficult decisions with you.

### **Immediate Termination**

Some actions by summer staff can immediately bypass a 'first', 'second', or 'third strike' altogether. Neglect of safety protocol; intentional damage of property; drug/alcohol use; sexual immorality; inappropriate actions, talk, or the like that is in direct opposition of what the Bible explains as moral conduct or what we would consider Christian character; or other actions that would jeopardize the safety of yourself or others are grounds for immediate termination. If this is witnessed by any full-time staff or other guests, termination will be immediate.

We pray that none of the above happens, but we want to make doubly certain that you understand the expectations of living, working, and serving here in this ministry. Our choices/actions do have consequences so please be ready to face any repercussions associated with your behavior, character, work performance, attitude, work ethic, and such.

### **Errors**

Mistakes and errors will happen, but it is important that employees do their best to not repeat them. If an employee does not know how to correct an error, they should ask their immediate supervisor. Continual errors or concealment of known errors will require disciplinary action.

### **Position Descriptions**

Position descriptions will be handed out separately from this document. It is expected that when a summer staff member agrees to their position description, to obtain employment they must also agree to abide by the Staff Handbook as well. The documents work together to lay out the expectations of staff while they are on and off duty, how they should conduct themselves, and what their responsibilities are.

### **Spiritual growth and staff activity opportunities**

It is important that we create an environment where our summer staff become a community that is growing closer to the Lord and each other. It is our goal to provide four opportunities per week for our summer staff to do just that—grow spiritually and commune together as a family. All four will not be required attendance, but at least two are mandatory, and you are strongly encouraged to attend the other two. You may not be able to attend every offering if you are scheduled to work in the evenings. But we want to provide ample opportunity, so every summer staff has the chance to come to at least two each week. If your scheduled work times consistently interfere with gatherings, please consult your supervisor.

Spiritual growth opportunities may include but are not limited to—lessons, worship, small group, devotional discussion, etc.; frequency and number of opportunities are subject to change. Staff activities may include but are not limited to—staff outing (to get ice cream, Red's game, go to dinner), board game night, programming activity as a staff (high ropes, zip-line, etc.), pizza at the pool, or friendly competitions amongst the staff.

## New Hire Process

1. Get a new hire packet from your supervisor
2. Set up a time to submit your new hire paperwork. If you are missing any documentation you may need to request a 2nd meeting. <https://calendly.com/sam-ztw>
  - a. Bring Photo ID
  - b. Bring Social Security Card
  - c. Bring Void Check
3. Complete a background check

## Summer Pay Schedule

Dates Worked	Payday
May 19-June 1:	June 7, 2024
June 2-15:	Jun 21, 2024
June 16-29:	Jul 5, 2024
June 30-July 13	Jul 19, 2024
July 14-27	August 2, 2024
July 28-August 10	August 19, 2024

## Summer Overview (dates are tentative)

Twelve weeks:

### June 3-7 Staff Training

During this week you will get trained on all aspects of your job specifically; possibly other areas of summer staff responsibilities; camp life/culture; job expectations; expectations as a tenant of Round Lake; programming needs; administration aspects of summer camp; as well as catering to our visiting retreat groups; etc.

### June 9- Aug 9: SUMMER CAMP

10 weeks of summer camp. Cooking, cleaning, mowing, maintenance, programming, campfires, off campus prep, welcoming guests; relational equity to guests, etc.

### August 12-August 16: Convert back to retreat season. Camp clean up.

During this week, we will have retreat groups on campus who will need many of the same things that our summer campers needed. Anyone who can stay and help is welcome to notify their supervisor. Depending on the needs of these two weeks, we may only need a limited number of staff members. We will also be transitioning back into our retreat set-up and doing summer camp clean-up.

## Key Dates

June 2- Earliest Summer staff move in  
June 3- Staff orientation/training  
June 6-8 First week of camp  
June 9- Camp starts.  
June 12- No campers during day

June 4/5- No Camp-side Programs  
July 31- No Campers During Day  
August 3- Saturday Camp

# **ROUND LAKE STATEMENT OF FAITH & PRACTICE**

Round Lake holds to the truth that God sees a clear correlation between what we believe and how we behave. As a Christian Camp we take seriously the Bible and its implications for personal conduct. While there is no one model of Christian behavior Round Lake insists upon from its member churches, employees, Trustees and volunteers, we do insist those associated with Round Lake affirm our Statement of Faith and Practice listed below:

**We believe God is one being in three persons — God the Father, God the Son, and God the Holy Spirit.**

He is the source of all creation (Gen. 1:1, John 1:1-2), which He sustains (Col. 1:17) and is in the process of redeeming (Rom. 8:19-22). God the Father loves us and desires that we have fellowship with Him as His children (I John 1:3).

**We believe Jesus is the incarnation of God the Son. He is the Word that became flesh (John**

1:14), and He now holds all authority in heaven and on earth (Matt. 28:18).

He is Savior and Lord. He made human salvation possible through His life, death on the cross, and resurrection. He ascended into heaven where He is now our high priest and advocate. He is head of the church.

**We believe the Holy Spirit works actively in the world, seeking to glorify Jesus.**

The Holy Spirit convicts people of sin, righteousness, and judgment to come (John 16:5-11).

The Holy Spirit indwells believers individually and completely in the Church. The Holy Spirit develops within the Christian a pure heart which results in Christ-like character expressed in private and public conduct and action.

**We believe the Bible , the Old and New Testament Scriptures, is the uniquely inspired, infallible, and inerrant Word of God**

(2 Tim. 3:14-17; 2 Peter 1:16-21). The Bible is the rule of faith and practice for Christians. We affirm that Scripture is the authoritative revelation from God by which we know God's will and Christ's authority.

**We believe the Church is the body of Christ on earth, the community of believers throughout the world.** Upon faith, repentance, confession, and baptism a person is added to the Church. In addition, the priesthood of all believers means each Christian is called to be a serving minister (1 Peter 2:9-10). The Church's mission is the great Commission (Matt. 28:18-20).

**We believe Human Beings were created by God to walk in fellowship with Him. However, all (except Jesus) have sinned and fall short of the glory of God (Rom. 3:23) and must rely on God's grace and forgiveness.** Every human from the moment of life (conception) is in the image of God (imago dei), a person to be nurtured, protected, and developed.

**We believe Marriage was established by God and we believe it to be a lifelong, exclusive relationship between one man and one woman and that all sexual activity outside the marriage relationship, whether heterosexual, homosexual, or otherwise, is immoral and therefore sin** (Gen. 2:24-25; Ex. 20:14, 17, 22:19; Lev. 18:22-23, 20:13, 15-16; Matt. 19:4-6, 9; Rom. 1:18-31; I Cor.6:9-10, 15-20; I Tim. 1:8-11; Jude 7). (See our Policy Statement on Marriage, Gender, and Sexuality.)

**We believe that God created the human race male and female.** (Gen. 1:27; Deut. 22:5)." (See our Policy Statement on Marriage, Gender, and Sexuality.)

**We believe Salvation is by God alone through Jesus Christ.** One accepts Christ as Savior through a conversion process that includes faith, repentance, confession, and baptism (Acts 2:38, 8:12, 10; 47-48, Rom. 10:9).

**We believe The Lord's Supper is the celebration of the New Covenant, in which the Christian community remembers Christ and celebrates the conventional relationship they have with Him and with each other.** Congregations in this fellowship typically celebrate the Lord's Supper at least weekly (1 Cor. 11:17-34, Acts 20:7).

**We believe the Final Coming of Jesus is a time when Christ will personally come again as savior and judge of the world.** At that time, there will be a bodily resurrection of the dead-believers to eternal life with God and unbelievers to eternal judgment. Sin will be no more and believers will live in fellowship with God forever (1 Thess. 4:13-18, Rev. 20:11-15).

## **STATEMENT OF MARRIAGE, GENDER, & SEXUALITY**

We believe that human sexuality is God's gift and, although all persons are sexual beings, sexual conduct is clearly affirmed of God only within the bond of a marriage between one man and one woman.

In order to further the cause of Christ, the mission of Round Lake, the performance of their duties, and a favorable camp atmosphere, those serving or seeking to serve at Round Lake are expected to affirm this belief and act accordingly.

To that end, persons serving at Round Lake have a moral (and in many situations a legal) obligation to refrain from engaging in, encouraging, or supporting sexual conduct outside of the above described bond of marriage and, outside that bond, shall at no time engage in, encourage, or support sexual conduct while upon campgrounds or while otherwise on camp business.

Failure to abide by this policy may result in immediate dismissal and/or legal action, as appropriate.

I. \_\_\_\_\_ Have read the summer staff manual thoroughly, and understand all items in this manual.

\_\_\_\_\_ I am committed to serving this ministry to the very best of my ability; this includes completing some tasks outside of my main responsibilities. Round Lake Christian Camp reputation is a direct reflection of my individual character—attitude, work ethic, positivity, professionalism, etc.

\_\_\_\_\_ I understand that I am to keep my living quarters (individual area and communal area) neat, clean, and tidy at all times. I understand that full-time staff can make random inspection visits to hold me accountable for cleanliness. It's my responsibility (with the help of other summer staff) to clean our living quarters on a regular basis, on my own time.

\_\_\_\_\_ I understand that my primary supervisor is responsible for scheduling my duties / responsibilities. If I am not adequately trained, I will seek out additional training from other full-time staff. Safety for myself is a priority, along with the safety of each and every guest on our campus.

\_\_\_\_\_ I understand that my actions may have consequences, ranging from verbal correction to full termination, based upon severity of actions performed and/or frequency of violation of this manual. I promise to uphold the standards set forth in this manual as well as what Round Lake Christian Camp defines as a Christian character and morals (not through the lens of the world).

\_\_\_\_\_ I understand that I will be paid based on Ohio laws for minimum wage, up to 40 hours per week. Round Lake Christian Camp is exempt from certain Ohio and federal laws for wages, so even though you are hourly, we may require additional hours per week to accomplish the tasks at hand. I understand that room and board is a bonus gift from camp to the summer staff employee.

\_\_\_\_\_ I understand that distractions are just that—distractions. In order to prevent our guests and other employees from being distracted, I will adhere to phone policies, curfew, and other items laid out in this manual to the very best of my ability. I also understand Round Lake may change policies at any given time and/or take disciplinary actions against me if items listed in this manual are violated.

\_\_\_\_\_ I give permission for Round Lake Christian Camp to pursue a background check upon completion of a "Staff" account with Round Lake Christian Camp's online registration. Pending results of background check, I understand that Round Lake Christian Camp may be forced to terminate my employment if safety/security of our guests would potentially be compromised.

\_\_\_\_\_ I agree to the "Statement of Faith and Practice" and the "Statement of Marriage, Gender, and Sexuality".

\_\_\_\_\_  
Summer Staff Signature

\_\_\_\_\_  
Date