

Camps catholiques de
SAINT-MALO
Catholic Camps depuis **1993**
since

À L'ÉCOLE CATHOLIQUE D'ÉVANGÉLISATION • AT THE CATHOLIC SCHOOL OF EVANGELIZATION

www.catholicway.ca

February 2010

GUESS WHAT!?!

Summer camps are on the way and we want you to be a part of the team again for 2010! This upcoming year will be one of change but also returning to our roots. God is good, and I know that he is preparing the hearts of all the staff and volunteers who will minister to the campers here this summer. I pray that you are all doing well and looking forward to what God has in store for each one of you.

You may or may not know the tremendous joy of serving at camps- we still know that relationships with God and others are being formed and strengthened. When we are feeling uplifted and energetic, we are able to reach out to a child who needs love. When everything seems like its going crazy, we trust in God and inevitably find peace at the end of the day.

Please find attached and shortly on the website, an application form for 2010 camp counsellor positions. If you are interested in applying as support staff (kitchen, maintenance, etc.) please contact me for a separate application form. Please complete the application **THOROUGHLY, answering ALL the questions** and return it no later than **Thursday, March 25th, 2010** Applications received after this date will be considered, but positions remaining may be limited.

If, after reading the brief role descriptions below, you would like clarifications, please feel free to contact Claude by email at admin@catholicway.ca.

Volunteers in the kitchen are also needed. If you can offer a week, a day or even an hour, it will be greatly appreciated! Volunteer duties include food preparation, serving and dishwashing.

***A life-giving camp experience stems from teamwork rooted in a love for Christ and youth.
Thank you for considering the invitation to contribute to this exciting mission!***

Looking forward to reuniting with you,

Claude Lagace
Directeur - Director
Email admin@catholicway.ca
Catholic School of Evangelization: (204) 347-5396
Cell:(204) 470-7565

Counsellor and Core team member Application Form

Complete and mail to: **St. Malo Catholic Summer Camps**

Box 570, St. Malo, MB R0A 1T0

Phone/Fax (204) 347-5396

Email : camps@catholicway.ca

www.catholicway.ca

Who can use this form? Potential counsellors or core team members.

A) PERSONAL INFORMATION (Please print or type)

NAME _____ SEX: M F STATUS: single - married - _____

By July 6 / 10, I will be at least 18 yrs old ; at least 17 yrs old ; at least 16 yrs old ; at least 15 yrs old

I speak fluently in French , English , Other : _____

S.I.N. _____ DRIVER'S LICENSE: Y N If so, please indicate: Class: _____ Stage: _____

If accepted as a counsellor, you will receive a camp T-shirt. What adult size would you like? **S M L XL**

ADDRESS

CURRENT ADDRESS _____ CITY _____

PROVINCE _____ POSTAL CODE _____ PHONE(_____) _____

AVAILABLE AT ABOVE ADDRESS FROM (DATE) _____ TO _____

EMAIL ADDRESS _____

PERMANENT ADDRESS (same as above) _____

CITY _____ PROVINCE _____ POSTAL CODE _____

PHONE (_____) _____ AVAILABLE HERE FROM (DATE) _____ TO _____

HEALTH

ALLERGIES _____

HEALTH PROBLEMS _____

Are there any reasons why your duties would be limited due to a physical limitation or disability?

If yes, please explain _____

Church Information

CHURCH/PARISH YOU ATTEND _____

CITY _____ PHONE (_____) _____

CHURCH ATTENDANCE: REGULARLY ATTEND OCCASIONALLY ATTEND SELDOM ATTEND

NAME OF PASTOR(S) _____ HOME PHONE(_____) _____

YOUTH LEADER (if applicable) _____ HOME PHONE (_____) _____

Current Licenses/Certifications

Please list any of your current licenses or certifications that would be relevant to work at camp (ex : first aid, lifeguarding, activity instructor, etc).

B) WHY CAMPS? WHY YOU?

Purpose

1. Describe briefly your reasons for applying to serve at St. Malo Catholic Summer Camps this summer.

2. How would working at summer at camp take you toward your personal goals?

Christian Life and Ministry

1. In what ways has your ministry at camp affected you?

2. In what areas have you grown stronger in the past year?

3. In what areas are you trying to improve right now?

4. Please describe any significant experience or difficulties that you faced this past year and that you feel we should know about.

5. Describe the evidence that you have been growing in your faith in the last year.

6. Who is Jesus Christ to you? Describe your relationship with Him as it stands today? Describe your commitment to your relationship with Jesus (devotions, worship, witness, fellowship) in the last year.

7. Describe your personal involvement and commitment to the life of your church/parish in the last year.

C) PAST CAMP / MINISTRY EXPERIENCE

(Please check the appropriate boxes)

- I have been a camper at Saint-Malo Summer Camps.
- I have volunteered / worked at Saint-Malo Summer Camps for a total of ____ weeks.
- I have volunteered/ worked at winter retreats at Catholic School of Evangelization.
- I have attended Summer Camp training week a total of ____ times.
- I have volunteered/ worked at other Christian camps for a total of ____ weeks.
- I have volunteered/ worked in other Youth Ministry leadership roles (i.e. core team, organizing committees, facilitator, etc.) for a total of ____ years.
- I have studied /worked at a bible school. If so, which one(s)? _____
- I have been involved in other full time ministries (i.e. NET, Behold the lamb, Missionary work). If so, which one(s)? _____

D) AREAS OF SERVICE

Please check in which area(s) you are willing to serve. Your interests and talents will be taken into account when assigning roles, however you may be asked to fill a role that is not your first choice.

CORE TEAM MEMBER

All core team member positions are for 7 weeks of ministry (plus training week) with a 40hr/wk equivalent wage. These team members, aged 17 or older, are responsible for assisting with 1) programming, 2) supervision and 3) teaching colleagues and campers by word and action.

Core team members commit to pre-camp preparations and all are paid. They may be asked to commit to a variety of responsibilities, such as pre-camp meetings and planning, camp publicity, working at training week, weeks at camp and the possibility of some support work on the alternate weeks. Applicants should have at least 2 years of experience at ST. MALO SUMMER CAMPS or the equivalent in youth ministry training and experience. Successful candidates will be required to support raise a minimum of \$1200.

I would like to:

- Be a head counselor for a week
 - Be head men's/women's for a week
 - Assist with Training Week
 - Be a mentor for a CIT
 - Be an activity leader (check all that apply):
 - Dance Craft Canoe Drama
 - Music Sports Men's/Women's sessions
 - Games Archery Orienteering
-

SENIOR COUNSELLOR

These people of faith have previous camp-related experience and have received a positive evaluation after the CIT program. They are at least 16 years old and their first priority is the campers. Some may act as mentors to the counsellors in training and others are asked to assume leadership roles (e.g., activity leader). Senior counsellors may receive a modest stipend, as well as a portion of the sponsorship money raised through the letter campaign. The commitment includes training week, the 8 to 12 camps, 12 to 15 camps (for older SC) and 1 day of camp clean-up. Senior counsellors may also request to serve on the away camp team.

I would like to:

- Be an activity leader (check all that apply):
 - Dance Craft Canoe Drama
 - Music Sports Men's/Women's sessions
 - Games Archery Orienteering
-

CIT II- VOLUNTEER

Those who have been through 1 summer already (or more) and are recommended to receive more training at a CIT level on their most recent evaluation will continue their training and formation at training week, and up to 2 weeks of camp, while being offered more leadership opportunities.

CIT I – VOLUNTEER

Counsellors in training (CIT I) are at least 15 years of age in 2009. Their main objectives are to learn from experience and to evangelize by example. CITs benefit from a week of camp leadership training with sessions specific to their level, hands-on experience and mentoring / behind-the-scenes training during 1 week of camp, opportunities to create lifelong memories and build lasting friendships. This enriching experience is free. However, CITs are asked to make at least one parish or community presentation and participate in the Toonies-for-Training campaign. CITs are on probation throughout both training and camp. They will be formally evaluated at the end of the camp week. The CIT or the camp staff can decide that being a counsellor might not be right for them at any point during this time. Criteria for evaluation are spiritual maturity, appropriate conduct and a good attitude.

- Volunteer kitchen staff: _____ hrs/day
 _____ days/week
 _____ weeks/summer
-

Preferred Ministry Language

(Bilingual applicants, please note that although we will do our best to accommodate language preferences, we will also take into account your gifts and skills, team dynamics and number of counsellors to ensure adequate camper : counsellor ratios at both the English and French camps.)

French camps_____ English camps_____ Doesn't matter_____

E) FINANCIAL ARRANGEMENTS

Please check all statements that apply to your situation. *Please note that paid positions are limited.*

- I will volunteer my services.
- I will require a modest stipend (to be negotiated).
- I will require a 40 hour week minimum wage equivalent (positions at this wage are limited)

***I understand that if I ask for a stipend or wage, I will be required to participate in the letter campaign to seek financial sponsorship.**

F) REFERENCES

Please provide in the table below, the name and phone number of 3 references and give each one a reference form to complete. It is preferred that 1 reference person be an ST. MALO SUMMER CAMPS Core member (past or present), and the others should be a pastor, an employer, teacher or adult acquaintance other than a family member.

NAME	PHONE NUMBER	TITLE

Is there anything in your life (past or present) that would disgrace the name of Christ if it came into the open (i.e. police record, substance abuse, child abuse, sexual immorality)?

- No
- Yes

If "yes" briefly explain the situation in writing or discuss it with us verbally.

G) GENERAL INFORMATION

If you are **applying to be on the CORE TEAM**, please attach a RESUME with your application form.

As a worker at the St. Malo Catholic Summer Camps, you are a witness of Christ to all that come through our doors. The Board of Directors responsible for these camps ask that you submit in love to the rules and regulations outlined by the Camp. The rules and regulations are in place in order to ensure an enriching environment for campers and staff.

H) IMPORTANT DATES : 2010 PRE-CAMP MEETINGS AND TRAINING

Information session for parents and team members:

Evening in early May.

Orientation for core team:

Several evenings in early June.

One Saturday in June

Orientation for Senior counselors:

One evening in early June

Orientation for CIT II and CIT I:

One Evening in mid-June

Training week – Sunday July 4^h to Thursday July 9th.

Camp dates

Ages	English camps	French camps	Core team	Senior Counsellors	CITs
15 to 17	Aug 15 to 20	Bilingual camp	4 - 5	4	None
12 to 15	Aug 8 to 13	1 – 6 août	4 - 5	4 - 6	Possibly 4
8 to 12	July 18 to 23	11-16 juillet	4 - 5	4 – 6	4 – 6
5 to 7	Will be a week long be hosted at a WPG parish.	26 - 30 juillet	1	2	3

Successful candidates will be informed of the language of your team, at which point you will be asked to commit to the weeks assigned to you. However, if you have indicated a willingness to serve in either language, you may be asked to wait until nearer to the summer before being assigned to a team (this would be for reasons of ensuring counsellor ratios according to the enrollment in each camp). In such a case, we will make every effort to adapt to your schedule.

If there is a week which you absolutely cannot attend, please indicate it here: _____

The “Before Sending Application” check list:

- I have completed this application in full.
- I have read, signed & included the attached “Responsibilities of ST. MALO SUMMER CAMPS team members” form.
- I am familiar with and will attend the required training and meetings.
- I have included my resume if I am applying to be on the CORE Team.
- I have prayed that God starts preparing the hearts of all the 2010 campers and counsellors for a grace-filled summer!

I understand that Saint Malo Camps will conduct a Criminal Record Search and Child Abuse Registry Check for all staff and volunteers. I also understand that, if hired, I am required to find 3 people to commit to pray daily for myself and the needs of the camp during summer 2010 and participate in fundraising and advertising campaigns. I am aware that this application, as well as all other staff documents (Health forms, Parental consent forms, Criminal Record and Child Abuse Registry Checks, etc) will be kept on file by the Catholic School of Evangelization.

Applicant’s Signature

Date

Parent / Guardian Signature (if applicant is under 18)

Date

Name of Parent/Guardian: _____ Email: _____
Phone number: _____

FOR OFFICE USE:

Date Received:		Acknowledge:	
Resume received: <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A		Pastor written ref. received: <input type="checkbox"/>	
CRC : <input type="checkbox"/> sent <input type="checkbox"/> received		Consulted with references:	
		1. <input type="checkbox"/> Y <input type="checkbox"/> N	2. <input type="checkbox"/> Y <input type="checkbox"/> N
CAR : <input type="checkbox"/> sent <input type="checkbox"/> received	Date agreement sent:	Signature:	

RESPONSIBILITIES OF ST. MALO CAMP TEAM MEMBERS

Policy 18.1 – Standards of Conduct- Direct Camp Staff

All staff must adhere to the Standards of Conduct. Any staff member who does not adhere will be dealt with in accordance with policy 18.5.

Policy 18.2 – Appropriate Conduct

18.2.1 – Be a practicing Catholic. Catholic, acceptance of the fundamental teachings of the Church, attending weekly liturgy.

18.2.2– Obey the law as responsible citizens. For example, this precludes the use of marijuana and drugs for non-medical purposes, disrespecting or borrowing without permission the property of others, and disregard for the rules of the road when driving.

18.2.3– Obey the highest command: to love God and one another. Love for God is to fear and obey him willingly. To love one another as defined in God’s Word includes “doing to others what you would have them do to you” (Matthew 7:12), avoiding favouritism or prejudice (James 2:8-9), and putting the needs and interests of others ahead of one’s own (Philippians 2:3-4).

18.2.4– Work responsibly. Adherence to the policies and procedures of the St. Malo Catholic Summer Camps.

18.2.5– Confidentiality. Upholding the confidential nature of the information a young person gives them, not disclosing it to those who have no need for such information. (See policy 10.4-Discretion)

18.2.6– Dress code. Dress appropriately and modestly.(See policy 17.9- Staff and volunteer dress code)

Policy 18.3 – Inappropriate Conduct

Recognizing that a position of ministry carries with it responsibility for appropriate behaviour, the Catholic School of Evangelization outlines here what it considers unacceptable behaviour:

18.3.1– Romantic Relationships - A team member will not initiate a romantic relationship or have any intimate physical contact such as fondling and kissing with a fellow team member, camper and/or anyone else the team member meets while serving at camp.

18.3.2– Sexual Sins –Premarital sex, abortion, adultery, homosexual behaviour, and viewing pornography (Ps. 139:13-16; 1 Cor. 6:12-20; Eph. 4:17-24; 1 Thess. 4:3-8; 1 Tim. 1:9-10)

This includes harassment: A team member will not in such a manner as to cause discomfort or humiliation or both: 1) make comments of a sexual nature, 2) make sexually explicit statements, stories, jokes, etc., 3) make unwelcome physical contact. (Jn. 13:34-35; Rom.12:9-21; Eph.4:31)

18.3.3– All forms of dishonesty– Including cheating and stealing (Prov. 12:22; Col. 3:9; Eph. 4:28) A team member will not steal anything from a fellow team member, campers, or the CSE.

18.3.4– Refrain from other practices which are condemned by God - A team member will not have any involvement with the occult (Acts19:19; Gal. 5:19) or abuse alcohol (Eph. 5:18). *Unless for valid reasons, approved by the person in authority, alcoholic beverages are unacceptable at the CSE.*

18.3.5– Belligerence - A team member will not act in such a way as to be blatantly and consistently hostile and uncooperative, this includes slander(gossip) and swearing or use of profane language (Eph 4:29,5:4; Jas 3:1-12)

Policy 18.4– Standards of Conduct- BTS/Support Staff

Behind-the-scenes and support staff (this includes kitchen, maintenance, support workers, lifeguards, health care officer) do not have to be practicing Catholics. They are expected, however, to be respectful of the ST. MALO SUMMER CAMPS’s Christian values and atmosphere.

Policy 18.5 – Investigative Action

Action taken if any team member is accused of inappropriate behaviour, or fails to adhere to standards of appropriate behaviour:

- 1 It is the policy of the CSE to investigate all accusations of wrongdoing;
- 2 If accusation is found to be true, action follows as listed in 18.6. If not true, the team member is returned to camp ministry and appropriate follow up action is taken.

Policy 18.6 – Disciplinary Action

If a team member is found guilty of violating this or any ST. MALO SUMMER CAMPS Policy, disciplinary action will follow. Possibilities include:

- 1 Warning/Probationary period.
- 2 Dismissal from the St Malo Catholic Summer Camps & appropriate authorities contacted.

All disciplinary action will be documented and held on file permanently.

Policy 18.7 – Basic Commitments to the ministry of ST. MALO CATHOLIC SUMMER CAMPS

All staff members must strive toward the following principles:

- 18.7.1 – To support in good spirit the tradition, policies, values and mission of St. Malo Catholic Summer Camps
- 18.7.2 – To welcome instruction and seek to benefit from it.
- 18.7.3 – To be a good example and a strong Christian witness to all campers and team members.
- 18.7.4 – To perform ordinary tasks conscientiously and cheerfully.
- 18.7.5 – To go beyond the call of duty to the betterment of the camp program.
- 18.7.6 – To honour my commitment.
- 18.7.7 – To be a positive contributing member of the team, helping to build unity and support each fellow team member.

Upon acceptance as a team member of St. Malo Catholic Summer Camp, I agree to abide by the above Standard of Conduct.

ST. MALO SUMMER CAMPS team member's signature

Camp coordinator of ST. MALO SUMMER CAMPS

Date: _____

Applicant: Please remit a copy of this form to each of your 2 references.

Applicant Name: _____

To the person making this recommendation:

The person named above has selected you as a reference person who can assist us in evaluating his/her suitability as a member of the camp team for summer 2010. Members of this team will be involved (in varying degrees) in providing faith-based programs for youth. We appreciate your honest and candid responses concerning the applicant.

In what capacity have you known the applicant and for how many years?

Are you related to the applicant? Yes No

What special abilities, qualities or talents relevant to the position (teamwork, leadership, work with children/youth, etc.) does the applicant possess?

What qualities does the applicant possess that might have a negative impact on his/her possible involvement in this ministry?

Additional comments:

Name of reference (please print): _____

Daytime telephone number: _____

Signature: _____ Date: _____

Please submit this completed reference form **no later than March 25th, 2010** to:

St. Malo Catholic Summer Camps

Box 570, St Malo MB R0A 1T0

Fax (204) 347-5396

Email camps@catholicway.ca

All reference information will be kept confidential and used by hiring personnel for the purpose of assessing the suitability of the applicant for a position on the Full Season Team. This document will be kept on file by St Malo Catholic Summer Camps.