

2010

FIRST TIME CAMP STAFF APPLICATION

Dear First Baptist Church Camp Staff Applicant,

First Baptist Church Camp is beginning its 57th year at Camp Vega on Echo Lake in Fayette, Maine. Camp will run from Sunday August 22nd to Saturday August 28, 2010. All staff are required to be at camp on Saturday August 21st at 4:00PM.

Attached is a camp application that all new staff members, must complete, and here's why:

- Because we are mandated by the State of Maine to be in compliance with the Child Abuse or Neglect Reporting Procedures, all staff must read the enclosed policy and sign the application in the appropriate location confirming that you understand and agree to uphold the policy.
- To ensure a thorough understanding about your roles and responsibilities as a camp staffer, all first time staff will be assigned a member of the camp commission as a mentor to provide a resource for information and insights.
- Additionally, all non-members of First Baptist Church are required to sign the Qualifications for All Camp Staff Workers sheet that delineates our Statement of Faith. We would like all staff to read and sign this document.
- Finally, we are asking all applicants to sign a release of information form that, if required, would give First Baptist Church the right to obtain a background report on any staff member. Unfortunately, we live in a world today where this type of information is required, particularly when adults are working with children.
- We assure you that all information provided by you on the application will be held in strictest confidence by the Camp Commission.

PLEASE NOTE: All applications need to be submitted to a Camp Commission member (or the Director) by May 1, 2010. In order to adequately prepare for this very important week of camp, preliminary assignments will be carefully and prayerfully made on a first-come, first-served basis.

Your Camp Commission Members and Director are more than happy to answer any questions or concerns. Do not hesitate to contact any one of the following:

Deanne Russell, Nora Gormley, Nick Adams, Cal Bridges, Josh MacLearn, Carole Powell, Jeff Marstaller, Christine DeCosta, Dan Larrabee, Joan Drake, Dorcas Bartley, Children's Ministries Director and Scott Linscott, Youth Minister

If you have any questions, please feel free to call me at 797-9163, or ask any Camp Commission Member.

I look forward to serving with you at Camp 2010!

Richard Powell
Camp Director

If you need a Staff shirt, please include a check fo \$10.00 made out to First Baptist Church along with the size you want with your application.

First Baptist Church, Portland, Maine Authorization for Release of Information

In connection with my application for volunteer service at First Baptist Church Camp, I authorize FBC and/or their agent, to solicit background information relative to my criminal record history. I understand that FBC may conduct inquiries into my background that may include criminal records, personnel references and other public record reports pertaining to me.

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I authorize without reservation, any person, agency, or other entity contacted by First Baptist Church, Portland, Maine and/or their agent, for purposes of obtaining background report information, to furnish the above-mentioned information.

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I release First Baptist Church, Portland, Maine, their respective employees, and/or their agent and employees and all persons, agencies and entities providing information or reports about me from any and all liability arising out of furnishing any such information or reports.

PLEASE PRINT

Last Name _____ First Name _____ Date of Birth _____

City of Birth _____ County _____ State _____

A.K.A. or Maiden Name _____ Social Security Number _____

(Please note: If your address is a rural route or post office box, we must have the city and county that your mail is delivered to.)

Current Address _____ How long at this address? _____

City _____ County _____ State _____ Zip Code _____

Previous Address _____ How long at this address? _____

City _____ County _____ State _____ Zip Code _____

Signature _____ Date _____

Thank you for applying to help in the camp ministry of First Baptist Church.

Please return this form with your Camp Staff application to the Church Office, or to a member of the Camp Commission.

First Baptist Church

**CODE OF CONDUCT FOR ALL
CAMP STAFF WORKERS**

Christians who are in places of responsibility in the church are required to be examples in faith, conduct, and business affairs. To maintain a high standard for workers is one of the best ways to present Christ to the people of our community. Therefore, the following guidelines will be required of any person who works at First Baptist Church Camp.

- Must be in agreement with the Doctrinal Statement of First Baptist Church
 1. That the Old and New Testaments were inspired of God, are inerrant in the original writings, and that they are supreme and final authority in faith and life.
 2. In one God, eternally existing in three persons, Father, Son, and Holy Spirit.
 3. That Jesus was begotten of the Holy Spirit, born of the Virgin Mary, and is true God and true man.
 4. That man was created in the image of God, that he sinned and thereby incurred not only physical death, but also that spiritual death which is separation from God; and that all human beings are born with a sinful nature and, in the case of those who reach moral responsibility, become sinners in thought, word and deed.
 5. That the Lord Jesus died for our sins, according to the Scriptures, as a representative and substitution sacrifice and that all who believe in Him are justified on the ground of His shed blood.
 6. In the resurrection of the crucified body of our Lord, in His ascension into Heaven and in His present life there for us, as High Priest and advocate.
 7. That at any moment the Rapture of the saved may occur, when the Lord Himself shall descend from Heaven to catch up His people to meet Him in the air.
 8. In the personal, bodily, and premillennial return of our Lord Jesus Christ to set up His kingdom upon the earth.
 9. That salvation is by grace through faith, and that all who receive by faith the Lord Jesus Christ are born again of the Holy Spirit and thereby become children of God.
 10. In the bodily resurrection of the just and the unjust, the everlasting blessedness of the saved, the everlasting conscious punishment of the lost.
 11. In the Church - - a living spiritual body of which Christ is the head and of which all regenerated people are members. We believe that a visible church is a company of believers in Jesus Christ, buried with Him in baptism and associated for worship, work and fellowship. We believe that to these visible churches are committed "til he come," the observance of the ordinances of Baptism and the Lord's Supper; and that God has laid upon these churches the task of persuading a lost world to accept Jesus Christ as Savior and to enthroned Him as Lord and Master. We believe that human betterment, and social improvement are essential products of the gospel.
 12. We expect a professional attitude and for FBC Bible Camp staff to be men and women of integrity, honesty, responsibility and patience.
 13. We will at all Times put the experience of the camper first.
 14. We will be ever mindful of our role as models for young men and women.
 15. We must take all necessary steps to be at our best and to fulfill our daily duties.
 16. We will work at all times to create a safe environment.
 17. We will maintain an open dialogue between all members of FBC Bible Camp staff.
 18. We understand that our actions reflect upon the reputation of the camp as a whole in the larger community surrounding FBC Bible Camp.
 19. We will have knowledge of the history, traditions, and common values of the FBC Bible Camp community.
 20. We will at all times be committed to our development as staff.

Please read and sign:

I have read the above code of conduct and statement of faith and pledge to keep them to the very best of my ability. I clearly understand that failure to keep any of the above guidelines is grounds for dismissal.

Signature

Date

CONFIDENTIAL

First Baptist Church Camp Staff Application

This application is to be completed by all applicants for any position at First Baptist Church Camp. It is being used to help the church provide a safe and secure environment for those who participate in our camp program.

Name _____

Home Address _____

City _____ State _____ Zip _____ Phone (____) _____

E-Mail Address _____

Male _____ Female _____ Birth date _____ Marital Status _____

Circle last grade completed: 11 12 College 1 2 3 4 5 6 Date completed _____

Spouse's name (If married) _____ No. of Children attending camp _____

Emergency Contact name _____ Telephone (____) _____

Present Employer: _____

May we call you at work? _____ Work Phone # (____) _____

Are you a member of FBC?: _____ How long have you attended FBC? _____

Have you been born again? _____ If yes, where? _____ Year _____

Have you been baptized? _____ If yes, where? _____

Please give a brief account of your conversion: (first time staff only) _____

Please share briefly why you wish to serve at camp this year. (first time staff only) _____

Current Certification: (List certificates you hold in aquatics, first aid/medical, small craft, camp craft, sports & others that may apply)

<u>Certification</u>	<u>Expiration Date</u>	<u>Certification</u>	<u>Expiration Date</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

List any gifts, callings, training, education, or other factors that have prepared you for service at camp. (first time staff only)

Do you have any physical handicaps or conditions preventing you from performing certain types of activities relating to camp ministries? _____ Yes _____ No

If yes, please explain _____

Have you ever been convicted of or plead guilty to a crime? _____ Yes _____ No

If you answered yes, please explain _____

Date of last tetanus shot _____

Areas of Expertise (In the following list, place a "1" before all the activities you are able to organize/teach; "2" if you can assist in teaching; "3" if it is a hobby.)

- | | | |
|--------------------------|----------------------|--------------------|
| _____ Basketball | _____ Camp crafts | _____ Lead singing |
| _____ Soccer | _____ Handcrafts | _____ Soloist |
| _____ Tennis | _____ Nature Studies | _____ Guitar |
| _____ Volleyball | _____ Puppets | _____ Piano |
| _____ Recreational Games | _____ Fishing | _____ Archery |
| _____ Canoeing/Kayaking | _____ Snorkeling | _____ Drama |
| _____ Softball/Baseball | _____ Football | _____ Swim |
| _____ Water-skiing | _____ Photography | _____ Video |

What position are you interested in doing at camp?

- | | | |
|-----------------|--------------------|-------------------|
| _____ Counselor | _____ Kitchen | _____ Waterfront |
| _____ Crafts | _____ Nurse | _____ Office Help |
| _____ Sports | _____ Group Leader | _____ Other _____ |

What age group do you feel most comfortable working with?

- | | | |
|---------------|------------------------------|-------------------------------|
| _____ Group I | _____ Group II (junior high) | _____ Group III (high school) |
|---------------|------------------------------|-------------------------------|

I have read the enclosed Child Abuse or Neglect Reporting Procedures and understand my responsibilities under this plan.

Signed: _____ **Date:** _____

If you have attended FBC for less than one year, or are not a member of the church, please complete the following:

Church attending: _____

Pastor: _____ **Phone:** _____

Returning Staff Members:

Previous duties at Camp: _____

APPLICANT'S STATEMENT

The information contained in this application is correct to the best of my knowledge. I authorize any references or churches listed in this application to give you any information they may have regarding my character and fitness for camp ministries. I release all such references from liability for any damage that may result from furnishing such evaluations to you and I waive any right that I have to inspect the references provided on my behalf.

Should my application be accepted, I agree to be bound by the constitution and by-laws and policies of FBC, and to refrain from unscriptural conduct.

Applicant's Signature: _____ **Date:** _____

Witness: _____ **Date:** _____

2010

First Baptist Church-Portland

**CHILD ABUSE OR NEGLECT
REPORTING PROCEDURE**

Approved/Deacon Board 11/2/92

FIRST BAPTIST CHURCH-PORTLAND

CHILD ABUSE OR NEGLECT REPORTING PROCEDURE

PURPOSE

The purpose of this policy is to provide a procedure for the reporting of incidences of either:

1. Suspected child abuse or neglect or
2. Actual abuse or neglect reported by a child.

DEFINITIONS

Abuse or Neglect: A threat to a child's health or welfare by physical, mental or emotional injury or impairment, sexual abuse or exploitation, deprivation of essential needs or lack of protection from these, by a person responsible for the child.

Church Volunteer Any adult serving in a child or youth leader/worker position at First Baptist Church (this includes Sunday School teachers, Jr. Church leaders and workers, nursery workers, camp staff, youth group leaders, AWANA leaders and workers, and all VBS and 5-day Club staff.)

PROCEDURE

- (1) All "church volunteers", as defined on the previous page, must be available to listen, no matter how trivial or offensive the report may seem, and must be sure to reach out and be a friend. They must be aware and sensitive to the physical appearance of the children they work with, or come in contact with.
- (2) In the event that a "church volunteer" knows, or has reasonable cause to suspect that a child has been, or is likely to be abused or neglected, that person is required to report the matter immediately to the pastoral staff. The pastoral staff and the volunteer should decide whether the matter should or should not be reported to the Department of Human Services. (The pastoral staff shall also fill out a "Suspected Child Abuse Report" form.)

NOTE: If the "church volunteer" making the report is a camp nurse or some other professional acting in his/her professional capacity, then the pastoral staff should advise that person to also make a report to DHS.

- (3) The pastoral staff will ensure that the appropriate steps are taken, which MAY include:
 - Notifying state investigating agency (DHS),
 - Notifying parents of the child

- Notifying an attorney

NOTE: Any "church volunteer" suspected of child abuse or neglect will voluntarily relinquish or be removed from duties which involve direct contact with children until the matter is completely resolved.

- (4) The severity of the situation may require discussion with the Deacon Board and pastoral staff, and also may require the contacting of an outside resource.
- (5) Each step should be handled with prayer and discretion. All discussions shall be kept CONFIDENTIAL.

Resources:

Cumberland County Child Abuse & Neglect Council
211 Cumberland Avenue, Portland.....874-1120
Department of Human Services
Child Emergency Services.....1-800-452-1999
Title 2 MRSA, Chapter 1071, "Child and Family Services and Child protection Act"
National Child Evangelism Fellowship Policy Manual

SUSPECTED CHILD ABUSE REPORT FORM

PERSON GIVING REPORT		
NAME/POSITION: _____		
ADDRESS: _____		
CITY: _____	STATE: _____	ZIP: _____
DATE OF REPORT: _____	TIME: _____	PHONE: _____
VICTIM		
NAME: _____		
ADDRESS: _____		
CITY: _____	STATE: _____	ZIP: _____
DATE OF BIRTH: _____	SEX: _____	PHONE: _____
PARENTS		
NAME: _____		
ADDRESS: _____		
CITY: _____	STATE: _____	ZIP: _____
HOME PHONE: _____	BUSINESS PHONE: _____	
HOME PHONE: _____	BUSINESS PHONE: _____	
INCIDENT INFORMATION		
DATE OF INCIDENT: _____	TIME OF INCIDENT: _____	
PLACE OF INCIDENT: _____		
NAME OF ACCUSED: _____		
POSITION: _____		
ADDRESS: _____		
CITY: _____	STATE: _____	ZIP: _____
TYPE OF ABUSE: (CHECK ONE OR MORE) PHYSICAL <input type="checkbox"/> SEXUAL <input type="checkbox"/> OTHER <input type="checkbox"/>		
DESCRIPTION OF INCIDENT: _____		

PEOPLE NOTIFIED (OR AWARE) OF INCIDENT		
PARENTS: _____	DATE: _____	
STATE AGENCY: _____	DATE: _____	
ATTORNEY: _____	DATE: _____	
OTHERS: _____	DATE: _____	

PERSON TAKING REPORT		
NAME/POSITION: _____		
ADDRESS: _____		
CITY: _____	STATE: _____	ZIP: _____
SIGNATURE: _____		
DATE: _____		

