



HARMONY HEART CAMP

A Ministry of World Impact

APPLICATION PACKET

Greetings! We are currently accepting staff applications and trusting God to assemble another great summer staff team. Thank you for your interest in being a part of Harmony Heart Camp. As you prayerfully consider serving at Harmony Heart, here is a brief outline of our program along with some ministry information.

Our summer program has a twofold purpose. First, our mission as a camp is to be a Christian community devoted to loving God, loving one another and loving people so they might know Christ and make him known. In addition to serving World Impact campers, we also serve guests who are members of Christian organizations that rent our facility. By hosting these groups we glorify God through service and provide additional income to fund our inner city camps.

Secondly, our ministry focuses on our **teen summer staff**. This represents teens, ages 14-18, who have a relationship with Christ and desire to grow in service to the Lord. We utilize the camp environment to provide discipleship training and ministry experiences along with some basic vocational training. Our staff comes from urban and rural areas from coast to coast.

We utilize college interns to serve as **team leaders**. A team is generally comprised of 5-7 teens. Team duties include the daily tasks of food service, housekeeping and activities leadership (i.e., boating, archery, water slide). From a spiritual aspect, we look to the leaders to oversee daily devotions, build relationship with the teens and help oversee the development of the program for the weeks we host children from World Impact city ministries and our day camp for local children. We also look to the leaders to encourage the teens to interact with the campers and lead activities during these weeks.

We also need staff to serve in the areas of **lifeguard, assistant cook** and **grounds**. Applicants for lifeguard should possess or be in the process of earning lifeguard certification. We look for assistant cooks who have experience in food preparation. Candidates for grounds need to have experience with use of ride-on mowers, string trimmers and other hand tools. College students filling these roles would also be a part of our college leadership team investing in the teen staff.

Our summer schedule typically runs from the last week of June through the first or second week of August. Dates will be announced once our summer schedule is determined. The first seven to ten days are dedicated to staff training and team building. We ask that our staff make a commitment to start and finish without interruption through the summer for the sake of continuity to our teams. We do make exceptions for those who have to leave early for school.

Though you will not get rich doing it, Harmony Heart staff positions are paid positions. Summer staff are paid on a two week basis and receive room and board during the duration of their service. The pay rate will be discussed during the interview process. We ask all staff to participate in support raising to assist with the financial needs of our camping ministry.

Throughout the process of evaluating applicants, we spend much time in prayer asking that God would develop the staff of His choosing. I would encourage you, likewise, to seek His direction as you consider serving at Harmony Heart Camp.

If you are interested in applying for a summer staff position at Harmony Heart Camp fill out the attached application. Please return the application and other materials by February 28 to be included in the first round of interviews. We look forward to hearing back from you.

Yours in Christ,
Brian Luke, Director
Harmony Heart Camp, a ministry of World Impact
1557 Heart Lake Road
Scott Township, PA 18433
www.harmonyheartcamp.org
harmonyheart@worldimpact.org
570-254-6272 FAX 570-254-6263

**This is for your information. Please keep it. Once you are accepted on staff you will be given a new copy to sign.*

HARMONY HEART CAMP

SUMMER STAFF STANDARDS

- ◆ Read Matthew 22:37-40 and 1 Peter 4:1-11.
- ◆ Follow the principles of the Ten Commandments and Christ's command to love God and love your neighbor.
- ◆ Display Christ-like character and maturity. Participate in daily Bible reading and prayer.
- ◆ Speak positive and affirming speech to one another.
- ◆ Show purity in thought, word and deed.
- ◆ Dress modestly and appropriately (see Clothing Standards).
- ◆ No use or possession of tobacco, alcohol, illegal drugs, or weapons.
- ◆ Work hard and with a good attitude.
- ◆ Obey your leaders. Only leave the camp property with your leader's permission. Observe 11:00PM lights out and all other rules.
- ◆ No radios or walkmans on the job, at meetings or during meals. Music must be approved by leaders. Remove video content from Ipod/Mp3s, etc. Do not bring video games, TV's or DVD players.
- ◆ Attend meetings on time and with a good attitude. Complete assignments as given.
- ◆ No exclusive relationships among staff (no dating or coupling off among staff, no cliques)
- ◆ Cell phones will be turned into office and will be available at designated times.

I have read Matthew 22:37-40, 1 Peter 4:1-11 and the standards listed above. With God's help and through the power of the Holy Spirit, I agree to abide by these standards for my life and work for the duration of my experience at Harmony Heart Camp this summer.

DO NOT SIGN NOW. YOU WILL BE ASKED TO SIGN AFTER ACCEPTANCE.

(Signature)

(Date)

HARMONY HEART CAMP SUMMER STAFF GENERAL INFORMATION

LENGTH OF SERVICE

Our summer schedule typically runs from the last week of June through first or second week of August. Dates will be announced once our summer schedule is determined. All staff should plan on staying through the duration of the summer. Exceptions can be made for those who need to leave early for school. This should be discussed with the camp director prior to arrival.

HOUSING

Harmony Heart provides housing for all summer staff. The accommodations are dormitory style with bunk beds. Washrooms are located down the hall from rooms. You will need to provide your own bedding and pillows. Those who are traveling by plane, train or bus may make arrangements to have bedding provided. Laundry will be done primarily through trips to a local laundromat. Storage space is limited so keep clothing and personal effects to what will fit in two medium sized suitcases.

Your weekly room and board will include three meals a day. There are soda machines on site and snacks can be purchased in the camp store and when trips are made to town.

SALARIED PAY SCALE

You will be paid every two weeks. You may cash your checks at a local bank. The summer camp ministry of Harmony Heart is based on faith that the Lord will provide a portion of our funding through supporters. Therefore, we ask all staff to participate in raising support for the summer ministry. This involves providing a list of names of family, friends, and churches who would be willing to pray for your ministry and who would consider financially supporting the ministry during your time of service. Once during the summer, interns write a prayer letter to update those on their mailing list.

HOURS AND TIME OFF

The number of hours you work is dependent on your job and age. Generally, summer staff work 36-40 hours per week. All staff will have one period of at least 24 hours off each week.

College Interns have a 24 hour per day job, however, are encouraged to take some time away from their duties to be refreshed.

Assistant Cooks work hours are set by the Food Service Director. Additionally, they assist in the overall ministry of the camp.

Lifeguards and Grounds Keepers hours are set by the director. Additionally, they assist in the overall ministry of the camp (unless hired as part-time).

TRANSPORTATION

All staff must make arrangements and pay for their transportation to and from Harmony Heart Camp. We will pick up at the bus station or airport in Scranton, Pennsylvania. Staff who wish to bring a vehicle to camp must clear this with the camp director. Drivers must be 21 years of age and approved by the director to transport other staff.

List the last three working positions you have held:

If you have not yet held a job you can list a volunteer position or leave this portion blank.

Name of Organization:		Phone ()
Address:		
From (month/year)	To (month/year)	Position held
Describe your duties:		
Name of Supervisor:		Supervisor's Title:
Reason for leaving:		
Name of Organization:		Phone ()
Address:		
From (month/year)	To (month/year)	Position held
Describe your duties:		
Name of Supervisor:		Supervisor's Title:
Reason for leaving:		
Name of Organization:		Phone ()
Address:		
From (month/year)	To (month/year)	Position held
Describe your duties:		
Name of Supervisor:		Supervisor's Title:
Reason for leaving:		

Which of these jobs did you prefer and why?

Hobbies or Activities (You may omit those which indicate your race, color, sex, national origin, ancestry, age, or any other characteristic protected by state or federal law.)

What are your greatest strengths?

What are your greatest weaknesses?

Skills - (if applicable to the position for which you are applying)

Complete the following. Indicate operating experience in the box provided.

1. Very experienced 2. Some experience 3. Need practice 4. Some exposure
- Food Preparation Dishwashing Housekeeping Mowing and grounds care Lifeguarding
- Drama Sports & Recreation Outdoor Education Worship leading Music (vocal/instrument)
- Equipment Maintenance Secretary Receptionist Computers Audio/video equipment
- Other _____ _____ _____

Special Training you have received and/or certifications awarded to you (*include photocopies with application*):

Adult CPR exp. _____ Infant/Child CPR exp. _____ Standard First Aid exp. _____ WFR/EMT exp. _____
EWS exp. _____ Lifeguarding exp. _____ WSI exp. _____ ARC Canoe/Sailing Inst. exp. _____
Driver's License # _____ exp. _____ 15 Pass. Van License ___ Bus License ___

Please list any others below with certification and/or expiration dates.

Additional comments concerning pertinent skills:

Do you have any physical or mental condition that prevents you from performing or safely performing any of the essential functions of the position for which you are applying?

Have you been convicted of a crime other than a traffic violation? ____ Have you been convicted of a crime under a different name? _____

If yes to either, please explain:

(Note: A conviction is not an automatic bar to employment. Each case will be considered on its own merit.)

Please read our Affirmation of Faith and Affirmation of Christian Commitment.

Do you wholeheartedly subscribe to them? _____

WORLD IMPACT, Inc. is an evangelical Christian missions organization that seeks to plant churches through various avenues of ministry, empowered by the love of Christ. We seek to hire employees who are committed to this same vision.

We are concerned that our employees understand the nature of our Christian ministry and feel comfortable working with us. The following questions will help us in evaluating our compatibility. Thank you for taking the time to complete this section.

Are you presently attending a church? Yes No

Name of Church: _____ *Phone Number:* _____

For the following essays feel free to use additional paper.

Tell us about yourself including your childhood, your family and how you became a Christian.

Describe your current relationship with Jesus Christ.

In what ways are you involved with your church?

If you have used your gifts in any form of ministry, describe one or two of them for us.

What is one area we can help you grow in this summer?

Benefits: Summer staff are hired for a season. Therefore health, dental, and vision benefits are not provided. World Impact, Inc. is classified as a church. As such, state unemployment and state short-term disability benefits are not available. Federal social security benefits are available, including long-term disability, Medicare, and retirement. We want you to have a safe and healthy summer. Workers' Compensation will cover your medical expenses if you get injured or sick while performing tasks as part of your job description during working hours. World Impact does not provide medical coverage to summer staff for non-job related injury or illness so please make sure you have your own health care policy and bring your insurance information with you to camp.

We want you to have a great summer free of injury and negative influences so we reserve the right to check your belongings when you arrive at camp. Please leave any illegal, banned or restricted items at home or we will have to destroy them, hold them for the summer or send them home at your expense. If you have any questions about items, ask the camp director before you arrive. See Staff Standards on page 2 and for further information see page 3.

In order to know you better, please submit the name and address of two character references. The first should be an adult who knows you well and can attest to your attitude and work ethic. This can be a friend, neighbor, or employer, but not a relative. Your second reference should be someone who knows you best spiritually. (Pastor, Youth Pastor, Bible Study leader, etc.)

<p>1. Employer or Friend Reference:</p> <p>Name: _____</p> <p>Address: Street _____ City _____ State ____ Zip _____</p> <p>Phone: (____) _____</p> <p>E-mail: _____</p> <p>Relationship: _____</p> <p>How long have you known them? _____</p>	<p>2. Pastoral/Spiritual Reference:</p> <p>Name: _____</p> <p>Address: Street _____ City _____ State ____ Zip _____</p> <p>Phone: (____) _____</p> <p>E-mail: _____</p> <p>Relationship: _____</p> <p>How long have you known them? _____</p>
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Please give the enclosed two page reference forms (pages 12/13 and 14/15) to the persons listed above as soon as possible. Give them a stamped envelope with the camp address on it. Ask them to complete the form and mail or fax it in to us as soon as possible. This will allow us to process your application promptly.

I hereby certify that the information contained in this application form is true and correct to the best of my knowledge and agree to have any of the statements checked by World Impact unless I have indicated to the contrary. I authorize the references listed above including former employers to provide the ministry any and all information concerning my previous employment and any pertinent information that they may have. Further, I release all parties and persons from any and all liability for any damages that may result from furnishing such information to the ministry or any of its agents, employees, or representatives. I understand that any misrepresentation, falsification, or material omission of information on this application may result in my failure to receive an offer or, if I am hired, in my dismissal from employment.

In consideration of my employment, I agree to conform to the rules and standards of the ministry, as amended from time to time according to the ministry's sole discretion. I further agree that my employment and compensation can be terminated at will, with or without cause, and with or without notice, at any time, either at my option or at the option of the ministry. I understand that no employee or representative of the ministry other than the president of the ministry has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing. Further, the president of the ministry may not alter the at-will nature of the employment relationship unless he signs a written document in which he specifically and clearly indicates intent to do so. I also understand that all offers of employment are conditioned on the receipt of satisfactory response to reference requests and the provision of satisfactory proof of an applicant's identity and legal authority to work in the U.S.

I agree to attend a weekly worship service of my choosing so I have the chance to grow spiritually and be revived.

I give World Impact, Inc permission to use pictures, written statements and verbal interviews of me taken during my term of employment for brochures, newsletters, videos and other publication without obligation.

Applicant's Signature _____ Date _____

Parent's Signature (required if applicant is a minor) _____ Date _____

Please return this application to:
HARMONY HEART CAMP, 1557 Heart Lake Road, Scott Township, PA 18433
(570)254-6272 fax (570)254-6263

Affirmation of Faith

1. There is one living and true God, infinitely perfect in glory, wisdom, holiness, justice, power and love, one in His essence but eternally existing in three persons: God the Father, God the Son and God the Holy Spirit. God sovereignly created the world out of nothing, so that His creation, while wholly dependent upon Him, neither comprises part of God, nor conditions His essential perfection (Genesis 1:2; Matthew 28:19,20).
2. The books which form the canon of the Old and New Testaments are verbally inspired by God, inerrant in the original writings, the only infallible rule of faith and practice (II Timothy 3:16).
3. God created man in His own image, in a state of original righteousness, from which man subsequently fell by a voluntary revolt, and consequently is guilty, inherently corrupt and subject to divine wrath.
4. Jesus Christ, the eternal Son, became man without ceasing to be God by uniting to His divine nature a true human nature in His incarnation, and so continues to be both God and man, in two distinct natures and one person, forever. He was conceived by the Holy Spirit, born of the virgin Mary, exhibited His deity by manifold miracles, fulfilled the requirements of the Law by His sinless life, shed His blood as a vicarious and propitiatory atonement for man's sin, was resurrected from the dead in the same body, now glorified. He ascended into heaven and now intercedes in glory for His redeemed as our great high priest and advocate, and as the Head of the Church and Lord of the individual believer (Matthew 1:20,21; John 1:1-14; Romans 3:21-26; 5:6-11; I Peter 3:18; I John 2:1,2; Luke 24; Acts 1:9; Hebrews 8).
5. The Holy Spirit convicts the world of sin, righteousness and judgment, through the ministry of regeneration and sanctification applies salvation and places believers into the Church, guides and comforts God's children, indwells, directs, gifts and empowers the Church in godly living and service in order to fulfill the great commission, and seals and keeps the believer until Christ returns (John 16:1-33; I Corinthians 12:12; Ephesians 1:13,14).
6. Every man, regardless of race or rank, who receives the Lord Jesus Christ by faith is born into the family of God and receives eternal life. This occurs solely because of the grace of God and has no ground in human merit.
7. The Holy Church is the one institution specifically ordained of God to function in the furthering of the Kingdom until Christ comes again. It consists of all those regenerated by the Spirit of God, in mystical union and communion both with Christ, the head of the Body, and with fellow-believers. Neighborhood congregations are the local manifestation of the Church universal. In obedience to the command of Christ, these congregations preach the word of God, equip God's people for the work of ministry, and administer the Lord's Supper and Baptism.
8. The Lord Jesus Christ will return bodily, visibly and personally to receive His own, to conform believers to His own image and to establish His millennial kingdom. He will judge the quick and the dead and will effect a final separation of the redeemed and the lost, assigning unbelievers to eternal punishment and believers to eternal glory, enjoying conscious fellowship with Him (I Thessalonians 4:13-18; I Corinthians 15:50-58; Revelation 20:4-6).
9. Man's chief end in life is to honor and glorify Almighty God. Personal salvation is a means to this end.

I acknowledge that I believe the Affirmation of Faith

Printed Name

Staff Member's Signature

Printed Name

Spouse's Signature

Date

Affirmation of Christian Commitment

1. The integrity of our ministry is directly related to the sincerity of commitment to Jesus Christ demonstrated by each employee and volunteer.
2. The effectiveness of our public ministry is directly related to the authenticity of private faith commitment by each employee and volunteer.
3. The biblical truth of “a little leaven leavening the whole loaf” must guide the careful hiring of each staff member and volunteer and termination of such (I Corinthians 5).
4. We adhere to the biblical analogy of the human body representing the body of Christ. We believe in the importance of all members, including World Impact and its employees, maintaining a meaningful relationship to Jesus as their Lord and Savior. Therefore, all employees are regarded as full-time representatives of Jesus Christ and of World Impact. All employees shall live on and off the job, in a manner consistent with the mission of World Impact as an organization committed to the message, mission and character of Jesus Christ.
5. We believe it is God's will for Christians to avoid sexual immorality, which includes fornication, adultery and homosexuality (I Thessalonians 4:3-7; Hebrews 13:4; Romans 1).
6. All employees shall participate in staff devotional activities as their other duties permit and shall be prepared to pray with and minister to those seeking ministry services, if and when requested by their supervisor.

I acknowledge that I believe the Affirmation of Christian Commitment

Printed Name

Signature

Date

HARMONY HEART CAMP

A Ministry of World Impact
1557 Heart Lake Road
Scott Township, PA 18433

*"Come to Me, all you who labor and are heavy laden,
and I will give you rest." Matthew 11:28*

REFERENCE QUESTIONNAIRE FOR STAFF APPLICANT

Date: _____ Reference name: _____

Applicant: _____

Applying for: Team Leader (Leader of a team of about 6 summer staff)
 Summer Staff or Weekend Staff (food service, housekeeping, overseeing activities)
 Lifeguard Assistant Cook Grounds (mowing and trimming lawns)

We appreciate your time in thoughtfully completing and returning this questionnaire concerning the applicant's character and fitness for a staff position. Harmony Heart Camp is a ministry of World Impact, a Christian missions organization that ministers with children, youth and families from the inner city. It is important that staff members be compatible with each other and capable of relating cross-culturally. Our standards are high due to the nature of this ministry. We value your honest, straightforward evaluation of the applicant.

Your prompt cooperation in returning this form is greatly appreciated. All information given will be kept confidential. Please return this evaluation form via fax or mail within 10 days. If further space is needed, please attach additional sheets.

How long have you known the applicant? _____ In what relationship? _____

How well do you know the applicant? ___Very Well ___Well ___Average ___Not Very Well

1. What characteristic best describes the applicant's attitude, work ethic, and/or Christian character?

2. Comment on the applicant's aptitude in verbal and written communication:

3. Describe the applicant's ability to take responsibility and demonstrate leadership:

4. Does the applicant have any outstanding abilities?

5. Describe the applicant's attitude toward other groups, races or nationalities: _____

6. Other pertinent issues concerning the applicant's suitability for this position:

Continued on next page

HARMONY HEART CAMP REFERENCE QUESTIONNAIRE (continued)

Character Trait Evaluation

Please circle the appropriate description in each category

ABILITY TO HANDLE PRESSURE:	Functions well under stress	Fairly stable under stress	Easily frustrated or depressed	Cannot function under stress	Not known
SELF-CONFIDENCE:	Self-assured	Fairly self-assured	Somewhat insecure	Very Insecure	Not known
ACCURATE SELF-PERCEPTION:	Knows strengths and weaknesses	Generally accurate view of self	Fluctuating view of self	Inaccurate view of self	Not known
COOPERATION/ TEAMWORK:	Works well with others	Usually cooperative	Causes friction	Avoids work with others	Not known
PUBLIC DEMEANOR/POISE:	Socially adept	Relates comfortably	Somewhat uncomfortable	Uncomfortable in public settings	Not known
TEACHABILITY:	Open-minded and teachable	Usually teachable	Seldom teachable	Unteachable	Not known
DEPENDABILITY:	Very responsible	Generally follows through	Inconsistent	Often unreliable	Not known
PERSEVERANCE:	Always completes tasks; doesn't give up	Seldom distracted or discouraged	Needs accountability to complete tasks	Completes few tasks; is easily discouraged	Not known
FLEXIBILITY:	Adapts well to change	Usually adapts	Hesitant to change	Rigid; set in ways	Not known
INTEGRITY/ TRUSTWORTHINESS:	Can be trusted completely	Usually trustworthy	Sometimes untrustworthy, depending on the task	Cannot be trusted	Not known
WORK HABITS:	Hard working	Generally good working habits	Overworks	Lazy, unproductive	Not known
RELATIONSHIPS:	Healthy, clear boundaries in relationships	Adequate balance between dependence and independence	Overly independent; doesn't "need" anyone	Overly dependant in relationships	Not known
ABILITY TO HANDLE CONFLICT:	A peacemaker; able to initiate resolution	Communicates feelings clearly & non-defensively	Defensive, domineering or argumentative	Avoids Conflict	Not known
ABILITY TO HANDLE UNPLEASANT TASKS:	Completes in a timely, appropriate manner	Occasionally needs Reminders	Needs repeated reminders	Procrastinates Indefinitely	Not known
INITIATIVE/DRIVE:	High ambition, zeal	Often works well without direction	Requires direction	Lacks self-motivation	Not known

Signature _____ Date _____

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Continued on next page

HARMONY HEART CAMP REFERENCE QUESTIONNAIRE (continued)

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