



Summer Staff Handbook

Welcome to Hartland Christian Camp!

We're glad that you have followed the Lord into His service here. We hope that this summer will bring you close to the Lord and that you will find serving here to be both challenging and rewarding.

This handbook has been prepared to help orient you to some of the policies that have been developed to help make your time with us enjoyable.

I. STATEMENT OF PURPOSE

Our purpose is to serve the people who use the camp and to create an atmosphere conducive to evangelism, spiritual growth, fellowship and physical refreshment.

II. STATEMENT OF FAITH

1. The whole Bible is the inspired Word of God and is the supreme and final authority in all matters of faith and conduct. II Peter 1:21, II Timothy 3:16
2. There is one God eternally existing in three persons: Father, Son, and Holy Spirit. II Corinthians 13:14
3. Jesus Christ was begotten by the Holy Spirit, born of the Virgin Mary, and is true God and true Man.
4. The Holy Spirit is a person and is co-equal with God the Father and the Son; convicts the world of sin, righteousness, and judgment; regenerates and indwells the believers, is their constant guide and teacher, and enabling power for victorious living and dedicated service. John 16: 7-8, Titus 3:5, John 16:13, Acts 1:8
5. Man was created in the image of God, that he sinned and thereby incurred for himself and the whole human race not only physical death, but also spiritual death, which is separation from God. Romans 5:12, Genesis 1:26-27
6. The Lord Jesus Christ died for man's sins, according to the Scriptures, and all who believe on Him have the forgiveness of sins through His blood. I Corinthians 15:3, Ephesians 1:7
7. Christ rose bodily from the dead and ascended into heaven where He is now the believer's High Priest and Advocate. I Corinthians 15:4, Hebrews 7:25
8. The imminent return of Christ from heaven will be personal and visible and that He will judge the living and the dead. Acts 1:11, John 5:28-29
9. An individual becomes a child of God by being born again of the Holy Spirit by the Word of God through a personal faith in Jesus Christ. John 1:12-13, Titus 3:5
10. The Church, instituted by Christ, consists of all true believers, and the Great Commission to make disciples of all nations is the supreme mission of the Church of this age. I Corinthians 12:12-13, Matthew 28:19-20
11. The ordinances of the Church are water baptism upon personal confession of faith and the Lord's Supper in remembrance of Christ. I Corinthians 11:23-26, Romans 6:4
12. There will be a bodily resurrection of both the just and the unjust with a state of everlasting blessedness for believers, and a state of eternal punishment for all unbelievers. I Thessalonians 4:13-18, Rev. 20:11-15
13. The Christian life is separated unto God, conforming to the teachings of the Word, and dedicated to the service of Christ. Romans 12:1-2
14. The events recorded and people named in the Genesis account are historical; that the creation of man was unique; that he was created in the image of God by a special act of Divine creation both biological and spiritual, and not from any previously existing forms of life.

III. MISSION STATEMENT

BELIEF:

We believe:

1. In the living God of the Bible and proclaim that Jesus is the Son of God.
2. That the Bible is the holy inspired Word of God.
3. That salvation comes only through faith in Jesus Christ.

PURPOSE:

Hartland is committed to boldly presenting the Gospel of Jesus Christ. The goal being to produce Christians committed to knowing, living, and sharing a compelling faith.

MISSION:

This will be accomplished through innovative, relevant, high-quality camping experiences for all ages. The goal being to serve groups who are in agreement with Hartland's belief and purpose or where there is, at minimum, an opportunity for pre-evangelism through contact with our staff and/or use of our facilities.

IV. OUR COMMITMENT TO YOU

We minister not only to the church camp groups that use Hartland; we also minister to each other. We believe that this "one another" (1Cor. 12:12-26) ministry is both important and necessary. Therefore, we who are full-time staff commit ourselves:

- A. To help set an atmosphere in which we can all grow in Christ.
- B. To provide occasions to enrich each other in fellowship and in social events, as permitted by schedules.
- B. To pray for each other and to be gentle and patient when someone may be having a difficult time.
- C. To commend you when you are doing well, to confront you when you are doing wrong, and to encourage you when you are down.

V. PHILOSOPHY OF STAFF REQUIREMENTS

Hartland Christian Camp is committed to developing its staff into people who obey God because they are personally accountable to Him and His Word rather than to man and his arbitrary rules. Our policies regarding staff conduct are divided into two categories, Biblical Mandates and Camp Policies. Biblical Mandates are specific commands from God's Word which apply to a believer's life. Camp Policies are requirements designed by the Camp administration to facilitate an environment which honors the Lord. As Christian community, Hartland requires staff to adhere to both Biblical Mandates and Camp Policies while employed by the camp. This includes activities both on and off the camp property. The staff member, by virtue of his or her signature on the Application, agrees to live within the framework of the standards of the camp, both on and off camp property. While staff members' personal convictions may differ somewhat from these standards, their choice to become a part of Hartland Christian Camp implies a commitment to willingly abide by these policies.

VI. SUBMISSION TO AUTHORITY

Romans 13:1-7 states that believers should have an attitude of submission towards all authorities as God ordained. We will call staff to submit to all authorities in their life, including supervisors, and government.

VII. WORK RESPONSIBILITIES AND RELATIONSHIPS

A. HOURS

Each staff member will work a minimum of forty-eight (48) hours per week on shifts determined by each department manager.

B. TIME OFF

One day off per week will be scheduled by each department manager.

C. HONORARIA AND TIPS

Occasionally our guests will leave tips for the services we provide. This money goes toward scholarships.

D. CHAIN OF COMMAND

All staff members are asked to follow the lines of authority in fulfilling departmental responsibility.

E. INSURANCE

As a staff member, you are covered by Workers Compensation Insurance while you are working. When you are off duty, you are not covered by Hartland medical insurance.

F. LOST AND FOUND

If you find an article that has been lost by a guest, please turn it in to the Office.

H. SUMMER STAFF APPEARANCE AND DRESS CODE

Your dress and appearance are important. The Hartland image is neat, clean and modest in appearance, which will enhance a positive witness for Christ. The purpose of a dress code at Hartland Christian Camp is that the staff demonstrates a God-honoring lifestyle by maintaining a modest appearance and dress, both at work and during time off.

Hartland defines "immodest" as anything that draws inappropriate attention to your figure or yourself.

Dress Code:

- No pants with holes.
- No tank tops of any kind.
- No body piercing, with the exception of women's earrings. If a staff member has an existing piercing, all jewelry and spacers must be removed prior to arrival at camp.
- Nail polish or ponytails are not allowed for men.
- Shoes must be worn at all times, except when conducting recreation games or lifeguarding.
- No pajamas worn in public.

Guys

- No Speedo-type swimsuits
- No low-riding pants (showing underwear)
- No long hair. Hair should be kept trimmed at or above a tee-shirt collar.

Girls

- No revealing shirts (midriff exposed; revealing or drawing attention to the bust line; extremely tight, backless, or strapless)
- One-piece bathing suits only with modest neck-line and that do not expose the midriff.

Sunbathing and swimwear is restricted to the pool area.

Some of the camps using Hartland have strict dress codes. In order to not offend them, we will ask Hartland staff to not wear shorts, even when off duty. Your supervisor will inform you when a group with a strict dress code is coming.

I. PROMPTNESS

Please arrive at work at the time (or earlier) that you have been scheduled. It is not fair to others who have arrived on time if you are late. Excess tardiness is cause for dismissal.

J. PAYCHECKS

You will be paid every other Friday. Before receiving your last paycheck, it will be your responsibility to check in linens, keys and any uniforms to the office. Contingent upon receipt of these items and the condition of your room and living residence, Hartland reserves the right to withhold your final check until all outstanding bills, room damage and/or cleaning assessments are cleared.

Due to our remote location, we encourage you to have your paychecks directly deposited into your checking account. Send us a voided check prior to arriving at camp to set up direct deposit. The first payroll after signing up is a live check during which time the bank confirms the accuracy. If everything is in order, all subsequent paychecks will be deposited directly into your account.

K. AT WILL AGREEMENT

Employment between the employee and Hartland is "at will," meaning that it is based on the voluntary relationship. Under the "at will" policy, neither you nor Hartland is committed to continuing the employment relationship for any specific term. Rather, the employment relationship will continue at will. Either the employee or Hartland may end the employment relationship at any time, either with or without cause or prior notice. Employment decisions are based upon our Statement of Faith. In deciding to work for Hartland, or continuing to work for Hartland, you must understand and accept these terms of employment.

L. ALTERNATIVE DISPUTE RESOLUTION

In the event any controversy arising out of employment or termination of employment with Hartland Christian Camp cannot be resolved through either direct discussion or mediation, the dispute shall be submitted exclusively to final and binding arbitration pursuant to the provisions of the Camp's Arbitration Procedures, as may be amended from time to time. Direct discussion or mediation, followed by arbitration, if requested by either party, shall be the exclusive means of resolving all claims relating to the employment or termination of employment, including but not limited to, alleged violations of federal, state and/or local statutes, claims based upon any purported breach of duty arising in contract or tort, including breach of contract, breach of the covenant of good faith and fair dealing, violation of public policy or any other alleged violation of the employee's statutory, contractual or common law rights, but excluding workers' compensation claims, unemployment insurance matters, and any other matter within the jurisdiction of the State Labor Commissioner. Employees waive the right to pursue employment or employment termination related claims, except those specifically excluded by the Camp's Arbitration Procedures, in any other forum, unless otherwise provided by law. Employees specifically waive their rights to a jury trial concerning disputes arising out of or relating to the employment or termination of their employment with Hartland Christian Camp.

If an employee appeals through the arbitration process, the following steps must be followed:

1. Request a discussion with the Camp Director within thirty (30) days of the date of any controversy arising out of employment or termination in an attempt to resolve the dispute informally.
2. If the issue is still not resolved, the dispute will be submitted to mediation to develop a recommended settlement of the dispute.
3. If the issue is still not resolved, the dispute will be submitted to binding arbitration

as outlined in the Arbitration Procedures of Hartland Christian Camp. Either the employee or the Camp may request arbitration. The request to arbitrate must occur within one year of the date of any controversy arising out of employment or employee's termination.

The arbitrator agreed upon by both Hartland Christian Camp and the employee shall be the active Chairman of the Hartland Christian Camp's Board of Directors at the time of the arbitration.

The fact that Hartland Christian Camp voluntarily agrees to arbitrate any controversy arising out of employment or employment termination related claims shall not be deemed to in any way undermine the at-will relationship between Hartland Christian Camp and its employees. The arbitrator shall have no authority to alter or otherwise modify the at-will relationship and must enforce this provision of the Hartland Christian Camp Employment Manual.

M. HARRASSMENT

Hartland Christian Camp prohibits harassment of an individual because of that individual's sex, race, national origin, physical handicap, or age. Any individual who believes that he or she has been subjected to such harassment should immediately report that harassment to their supervisor and/or the Camp Director.

Sexual harassment means: unwelcome sexual advances, requests for sexual favors, or verbal or physical conduct of a sexual nature (like name calling, suggestive comments, or lewd talk) when any one of the following three factors is met:

1. Submission to that conduct is made either explicitly or implicitly a term or condition of the individual's employment;
2. Submission to sexual activity or a rejection of the request for sexual favor becomes a basis for a decision concerning an individual's employment; or
3. The conduct unreasonably interferes with the individual's work performance or creates an intimidating, hostile, or offensive work environment.

If any employee believes that he or she is the victim of any types of harassment, including sexual harassment, that employee should immediately report the incident to an immediate supervisor. If the immediate supervisor is involved in the reported conduct, or, if for some reason the employee feels uncomfortable about making a report to that level, the report should be made to a higher Camp official. The Camp will promptly and clearly inform the employee of his or her rights to assistance and how to protect and preserve those rights.

The Camp will fully and effectively investigate any such report and will take whatever corrective action is deemed necessary, including disciplining or discharging any individual who is believed to have violated this prohibition against harassment. The complaining employee will be informed of the action taken. The Camp will also take action to protect the complaining employee and prevent further harassment or retaliation.

The Camp does not tolerate harassment on the basis of any of the categories discussed in this policy and will take appropriate disciplinary action whenever such harassment is demonstrated. Any individuals engaging in such conduct contrary to Camp policy may be personally liable in any legal action brought against them.

VIII. COMMUNITY LIVING

"Be humble and gentle. Be patient with each other, making allowance for each other's faults because of your love. Try always to be led along together by the Holy Spirit, and so be at peace with one another." (Eph. 4:2-3)

A. SUMMER STAFF RESIDENCE

You are responsible to keep the staff living quarters neat and clean at all times. Your room needs to be kept in an orderly fashion and vacuumed regularly.

1. SHOWERS

Because of limited hot water and staff needing to take showers in the early morning, please be quick and considerate when showering before 8:00 a.m. At other times, please be aware that others may be waiting and that our water heaters are small.

2. RESTROOMS/LIVING QUARTERS

All summer staff are responsible for keeping the living quarters, including restrooms, clean. Hartland reserves the right to inspect these areas to assure cleanliness.

3. PERSONAL PROPERTY

Please be considerate: only borrow or use other people's personal property with their advance permission.

B. RESIDENCE HOURS

Hartland Christian Camp is not a normal living environment. There are many people living under one roof who are coming and going at all hours of the day. Maintaining compatibility with the extreme variety of work schedules is difficult at best.

Therefore, Hartland has established the following hours:

1. QUIET HOURS

Quiet hours in summer residence and staff lounge facilities are from 10:00 p.m. to 8:00 a.m.

2. STAFF LOUNGE

The staff lounge will be closed at 11:00 p.m. each evening.

3. RESIDENCE HALLS

All summer staff must be in their place of residence by 11:00 p.m.

C. SOCIALIZING

One of the most exciting aspects of being a part of summer staff is the chance to make new friends. A number of places have been designated for your enjoyment.

1. STAFF LOUNGE

The lounge is located north of the office. The lounge will be open between 8:00 a.m. and 11:00 p.m. daily. You are responsible for keeping the lounge clean and neat.

2. GYM

The gym is available to staff by making arrangements through the Office during office hours. Please be aware that campers and cleaning schedules come before staff use.

3. COFFEE SHOP

Summer staff receive a 20% discount on store items. Purchases can be charged and paid at the end of each month. As the Coffee Shop has limited seating, please give preference to campers.

4. RESIDENCE DORMS

Members of the opposite sex shall not enter each other's dorms and/or living quarters. Please use the staff lounge or other public places to visit.

D. LEAVING HARTLAND GROUNDS

At times you may want to leave Hartland on your days off. Hartland suggests that you inform the Office or your supervisor and leave your destination, phone number where you can be reached, and the approximate time of return to camp. This is requested in case we receive an emergency message or we need to look for you if you get lost, car breaks down, etc.

E. WHAT TO BRING

Since closet space is very limited, please only bring necessary items. Staff members may dress casually, but neatly (see dress code under - H. Summer Staff Uniform and Appearance). Warm sweatshirts and a jacket will be needed for cool evenings and mornings. Please keep all clothing modest.

F. WHAT NOT TO BRING

It is our goal to provide a positive environment where all staff can focus on healthy relationships with one another and with Christ. For this reason we ask staff to leave televisions, VCR's, and video games at home.

G. LAUNDRY

For your washing convenience, coin operated washers and dryers are located north of the Staff Lounge. Coins to use in the machines are available in the Office. You must leave a \$5.00 deposit for each \$5.00 worth of laundry coins issued to you.

H. PRACTICAL JOKES

Practical jokes more often than not leave hard feelings or an attitude of revenge. *"Do unto others as you would have them do unto you."* Practical jokes can result in disciplinary action.

I. VEHICLES

You will be instructed where to park your car. Please do not drive on the inner-camp service road and do not exceed 25 mph when driving on camp property.

J. MEALS

The camp provides all meals during scheduled meal times. Hartland encourages the summer staff to eat regular and nutritious meals. Please do not remove food from the Staff Dining Room.

K. CHAPEL

Hartland encourages all staff to attend chapel services when they are offered during their off time. During Hartland-sponsored summer camps a Sunday morning service is available for all staff. A one hour (unpaid) mandatory break will be scheduled during this time for all staff who are working.

L. MAIL

U.S. Mail and inter-camp memos will be placed in a mail slot in the office. Staff members should check their mail slot regularly to ensure that time-sensitive messages are retrieved as needed.

Your summer address is:

YOUR NAME
c/o Hartland Christian Camp
57611 Eshom Valley Drive
Badger, CA 93603

M. EMAIL

There is a computer located in the staff lounge for summer staff to use for personal email. If you have a web-based email account you may send and receive emails on this computer.

N. PHONE

For your personal calls, please use the pay phones located in the breezeway next to the Coffee Shop or the phone located in the staff lounge. A phone card is required when using the phone in the staff lounge. Messages received for you in the office will be placed in your mail slot.

O. FIREARMS

Please do not bring firearms to camp.

P. SMOKING AND TOBACCO

Smoking and the use of tobacco are not permitted on or off work/grounds.

Q. ALCOHOL

Possession and consumption of alcoholic beverages is not permitted on or off work/grounds.

IX. SPIRITUAL GROWTH

Individual time with the Lord is needed. Take time to seek the Lord each day.

X. PERSONAL RELATIONSHIPS

- A. The building of many special friendships is a highlight of being on the summer staff. Opportunities abound to relate positively to both men and women staffers. We neither wish to encourage nor discourage boyfriend-girlfriend relationships. We urge you, however, to avoid the exclusive relationships that can easily rob you of enjoying the full range of summer friendships. UnChrist-like behavior toward members of the opposite sex will result in disciplinary action or immediate dismissal.
- B. The campers have come to Hartland to seek the Lord in order to know Him personally, experience renewal and to worship Him. Fraternizing between the staff and campers will interfere with what the Lord is doing within the group. Therefore, fraternizing is *not permitted* between staff and campers (while in camp).

XI. RECREATION (also see Gym)

Camp staff are asked to give our guests priority in use of the gym, climbing wall, zip line, boats, swimming pool, or in any other area where we might displace our guests.

For staff to use the recreational facilities, they must be scheduled through the Office so as to not conflict with a camp group or cleaning schedule. Make all Rec. requests through the Office during office hours. You will be scheduled and given appropriate keys, as available.

XII. HEALTH AND SAFETY

- A. If you become ill or injured, please notify your supervisor. If ill, please do not eat in the Staff Dining Room, but request meals be brought to your room.
- B. FIRST AID
See your supervisor, or go to the Office.
- C. DAMAGED PROPERTY
Please help us detect and control hazards. Any damaged property or equipment should be reported to your supervisor immediately.
- D. EQUIPMENT
Your supervisor will provide instruction in using work equipment. Please do not use equipment that you have not had training on or in - only operate equipment you have been instructed to operate.
- E. FIRE HAZARD
Hartland is located in and surrounded by the Giant Sequoia National Monument. It is in an extreme fire danger area. Therefore, we are obligated to enforce strict rules:
 - 1. No smoking is allowed at any time.
 - 2. No pyrotechnics (fireworks) are allowed at camp.
 - 3. Campfires are prohibited except in designated fire areas.
 - 4. There will be weekly fire drills.If you observe a fire, please notify the office or a full-time staff member. If no one is available, dial 911 and report to Cal Fire.

XIII. GENERAL INFORMATION

A. ELECTRICITY AND PROPANE

Please try to conserve electricity and propane. Turning off unneeded lights and taking reasonable-length showers are ways you can help.

B. RADIOS AND STEREOS

Please keep the volume at a level that does not disturb others. It is recommended that they be on a Christian radio station. If tapes, CDs, etc., are played, we encourage them to be Christian. Please be wise in the use of MP3-type radios/players - safety, as well as guest isolation, needs to be considered.

C. GUESTS

We welcome friends or relatives who may wish to visit you. Reservations must be made in advance with the Office and are granted as space allows. Check with the Office for more information, including costs and the necessary guest request forms.

D. PETS

We know you love your pets and they love you but, because of our living conditions, no pets are allowed.

XIV. CONCLUSION

We appreciate your willingness to work with us and are looking forward to getting to know you. This summer at Hartland will be a lot of hard work; but we pray that when you leave us this fall, it will be with many happy memories and a deeper relationship with the Lord than you've ever had before. May God fill your summer with His blessing and with lots of fun!

Have a great summer!