

# Monadnock Christian Conference Center, Inc.

257 Dublin Road, Box 70, Jaffrey, NH 03452

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## Volunteer Staff Application

Throughout the years, our volunteer staff workers have been one of Monadnock Bible Conference's greatest assets. The voluntary help of youth and adults has helped make the Conference ministry what it is today. The program has also been especially helpful to the youth in their spiritual, physical, social, and mental growth. Volunteers must be at least 14 years old.

Since we usually operate as a juvenile camp, we do have some requirements that volunteers must meet. We ask your cooperation in filling out the form below. This will help us fulfill our responsibilities as unto the Lord, the insurance company, and NH state law.

Name \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Email: \_\_\_\_\_

Date of birth (if under 18) or general age \_\_\_\_\_

Camp experience if any \_\_\_\_\_

Special Skills or Certifications (ex. Carpenter, CPR, lifeguard) \_\_\_\_\_

References (Give names of 3 persons, not relatives) having knowledge of your character, experience, and ability. One must be your pastor.

Name	Address & City	Phone
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

What area would you prefer to volunteer in? (Ex. Maintenance, kitchen, bookstore, water front, recreational activities, anywhere) \_\_\_\_\_

Do you have a valid drivers license? \_\_\_\_\_ Commercial drivers license? \_\_\_\_\_

Have you ever been convicted of a crime in which a child was the victim? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please state date, court, nature of the offense \_\_\_\_\_

A prior conviction will not necessarily bar you from volunteering. The type and recency of the conviction will be considered by the camp.

I authorize investigation of all statements herein and release the camp and all others from liability in connection with same. I also understand that untrue, misleading, or omitted information herein may result in dismissal as a volunteer, regardless of the time of discovery by the camp.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## VOLUNTEER STAFF GUIDELINES

Throughout the years, our volunteer staff workers have been one of Monadnock Bible Conference's greatest assets. The voluntary help of youth and adults has helped make the Conference ministry what it is today. The program has also been especially helpful to the youth in their spiritual, physical, social, and mental growth. Volunteers must be at least 14 years old. Please read and have your parents read the following information to prepare for the ministry and working relationship. You must also have a medical form, signed by your parents, on file.

1. Please make arrangements through the Conference Secretary in advance of the weekend you wish to come. She knows the needs in each area, and the number of workers required.
2. On Sunday mornings, the staff must attend:
  - a) The program worship meeting or
  - b) A local Bible preaching church or
  - c) Special staff meeting
3. During Conference sponsored programs of a general nature (i.e. family weekend), staff are expected to attend all meetings unless assigned to a specific area such as nursery, children's meetings, or kitchen.
4. Bedtime is listed in the guest schedule. The person in charge of closing up at night will enforce this - please be a good example to our guests. Guys and girls rooms are off limits to the opposite sex. Do not take food to your rooms. Food other than designated leftovers are off limits. Keep your hands clean while working in the kitchen. Girls, keep your hair tied back from your face. Wear plastic gloves while working with food. Those under age 18 must get permission from the office to leave the grounds. **We also need parental approval on file.**
5. Youth 14 and 15 years of age cannot work more than 8 hours per day, or 40 hours per week. Youth under age 18 are not allowed to operate the frialators, meat slicer, bread slicer, large bakery mixers, chain saws, power driven motors, or cutters.
6. Please leave the grounds by 3:00 PM on the concluding day of the retreat unless special arrangements are made with a full-time staff member. This is for your safety as well as for our peace of mind.
7. Hot water from the stove in the kitchen will be handled and transported by John, the chef, his assistant, or an adult volunteer or staff person. In the event of a hot water spill, please be aware of the location of the burn kit in the kitchen. (The burn kit is located on the wall next to the staff table in the kitchen). Procedures for treating burns is located within the kit.
  1. 1st response to any hot water burn is to get cold water on burn immediately.
  2. Send a staff person for medical personal and burn kit.

## **KITCHEN - DINING ROOM RESPONSIBILITIES**

Be in the kitchen 1 hour before meals - (earlier, if John requests it). Your responsibilities are to set, waitress, and wash tables; help with food preparation; vacuum dining rooms (under tables); keep sugar, salt, and pepper and napkin dispensers filled. Help with dishwashing, pots and silverware as needed.

Set up the pots and pans sink, dish sink, silverware buckets, sponge buckets, and the dishwasher; scrape, wash, and put away dishes, pots, and pans; sort and wash silverware; empty wastebaskets and replace liners; keep soda and juice machines stocked. Check with John or Jason before leaving the kitchen.

### **APPROPRIATE DRESS**

**GIRLS:** Conservative dress and jewelry are expected - i.e. modest tops, (no sleeveless shirts, tank tops, or halter-tops). Pants, or nice jeans for serving in. We may ask you to bring dresses for special occasions.

**GUYS:** Conservative dress is expected - i.e. modest tops (no tank tops, muscle shirts, etc.). Either pants or modest length shorts are acceptable for kitchen work. No earrings, please.

**BOTH:** Please bring appropriate footwear for kitchen work, as you will be on your feet for most of the day. Sneakers are fine, open toe footwear is not. Please do not bring any apparel with wild advertising such as some music artist promos. - i.e. Hard Rock Cafe. No facial body piercing jewelry other than earrings for girls, please. We reserve the right to decide what dress is appropriate, and what is not.

We truly praise God for your dedication and involvement in the ministry of the Monadnock Bible Conference, and look forward with you to seeing the fruits of your labor.

“For even the Son of man did not come to be served, but to serve, and to give His life as a ransom for many.”  
Mark 10:45

### **The MBC Staff**

**We have read this, and are in agreement with the Volunteer Staff Guidelines.**

\_\_\_\_\_  
Signature of Parent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Volunteer

\_\_\_\_\_  
Date