

# **NCEM BIBLE CAMPS**

## **Staff Application for Big River Bible Camp Summer 2016**

*"Come and be a vital part of  
reaching First Nations children and teens  
with the Gospel!"*



[www.ncem.ca](http://www.ncem.ca)

## **APPLICATION INSTRUCTIONS:**

1. Thoroughly read NCEM's:
  - Camp Purpose Guidelines
  - Statement of Faith
  - Charismatic Extremes Guidelines
  - Codes of Conduct
2. Fill out the application form.
3. You must have a "Criminal Record Check and Vulnerability Sector Check" done by your local police or RCMP detachment. Returning staff are required to have a "Criminal Record Check and Vulnerability Sector Check" done each year. (A Criminal Record Check and Vulnerability Sector Check form is included with this application.)

We reserve the right to require a Criminal Record Check and Vulnerability Sector Check of former staff if deemed necessary.

4. Initial and sign the Statement of Commitment form.
5. Mail the completed Application Form, Criminal Record Check and Vulnerability Sector Check , and Statement of Commitment to:

Big River Bible Camp  
PO Box 542  
Big River, SK S0J 0E0

If you have any questions please contact Jason Boucher at the above address, or phone: 306-469-4997, or e-mail: <brbc@sasktel.net >

# **NCEM CAMP PURPOSE GUIDELINES**

## **Mission Statement:**

"Rightly dividing the Word of God to develop a clear Biblical understanding of repentance and faith toward our Lord and Saviour Jesus Christ, and personal growth in Him" (Mark 1:15, Acts 20:21).

## **Camping Philosophy:**

NCEM's camping philosophy comes from the Mission's mandate to reach the First Nations peoples of Canada for Jesus Christ. NCEM's Bible Camp ministry has a variety of programs including children, teens, family, and wilderness camps. Our aim is to present Christ in a relaxed atmosphere which First Nations people enjoy. NCEM believes in the concept of Christ-centered camping. Every influence on the camper's life, the planned and the unplanned events, the atmosphere of the camp environment, the attitudes and relationships between campers and staff, are all part of the camper's ongoing experience. Christ in all of life must permeate the entire program. The purpose of NCEM's camping ministry is to apply the Gospel to the camper's total being, and to bring about a restoration of man's fellowship with God, and his fellow man (Mark 10:13-16).

## **NCEM STATEMENT OF FAITH**

The following is the doctrinal statement contained in the Constitution of the Northern Canada Evangelical Mission:

1. We believe that the Scriptures of the Old and New Testament are verbally inspired by God and inerrant in the original writing, and that they are of supreme and final authority in faith and life. (II Timothy 3:16)
2. We believe in One God, eternally existing in three persons: Father, Son and Holy Spirit. (Matthew 28:19, John 1:1&2, John 14:8-26)
3. We believe that Jesus Christ was begotten by the Holy Spirit and born of the virgin Mary and is true God and true man. (Luke 1:26-28)
4. We believe that man was created in the image of God, that he sinned and thereby incurred not only physical death, but also spiritual death, which is separation from God; and that all human beings are born with a sinful nature, thus being sinners in thought, word and deed. (Romans 3:23, Ephesians 2:1-3)
5. We believe in the personality of Satan. (John 8:44)
6. We believe that the Lord Jesus Christ died for our sins, according to the Scriptures, as a representative and substitutionary sacrifice; and that all who believe in Him are justified on the ground of His shed blood. (Romans 5:8-11)
7. We believe in the resurrection of the crucified body of our Lord, in His bodily ascension into Heaven, and in His present life there for us as High Priest and Advocate. (I Corinthians 15:3&4, I John 2:1)
8. We believe in the "Blessed Hope" -- the personal, premillennial and imminent return of our Lord and Saviour Jesus Christ. (I Thessalonians 4:13-17)
9. We believe that all who accept by faith the Lord Jesus Christ are born again of the Holy Spirit and so become children of God. (I Corinthians 12:13)
10. We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life and bear fruit which will remain. (I John 3:24)
11. We believe in the bodily resurrection of both the just and the unjust -- the just to everlasting bliss and the unjust to everlasting punishment. (Revelation 20:11-15)

\*As a member of CrossGlobal Link, NCEM maintains a strong biblical position in its theological stand, adheres to a non-charismatic orientation and demonstrates accountability in financial matters.

## **NCEM CHARISMATIC EXTREMES GUIDELINES**

We believe undue emphasis must not be given to the demonstrative gifts, claiming that these are evidences of a superior spirituality. Spirituality is not measured by the possession of gifts, as the Christians at Corinth illustrate. The true measure of spirituality is seen in the Christ-like character of 1 Corinthians 13 and Galatians 5:22-26. Much division has occurred in churches because of some of the teachings coming out of this movement.

Although it is the right of the volunteer to disagree with us concerning certain beliefs and ways of worship, we ask, while you are serving with NCEM camps, that you do not promote or be involved in situations that encourage teachings such as speaking in tongues as the evidence of the baptism of the Holy Spirit, baptism of the Spirit as a second blessing, being slain in the Spirit, undue emphasis on healing, etc.

We believe the Holy Spirit continually indwells the believer from the moment of spiritual birth and seals the believer until the day of redemption. His fullness, power and control are appropriated in the believer's life by faith. (1 Corinthians 12:13, Ephesians 4:30, Ephesians 5:18)

## **NCEM CODES OF CONDUCT**

NCEM is a Christian organization that recognizes the Bible as the final authority for life and conduct. Since NCEM is legally incorporated in Canada, it is subject to the laws of Canada. As an organization, our ministry will only be effective as our employees or volunteers (including summer camp staff) maintain a personal lifestyle and standards consistent with Scripture, and provide a positive example.

The purpose of these policies is to put in writing the expectations, terms and conditions of employees and volunteers, relating to ethical conduct, non-harassment, and sexual conduct.

### **Ethical Conduct Policy**

NCEM missionaries and volunteers are required to avoid conduct that is unethical or immoral, or behaviour that is contrary to Biblical principles including:

- substance abuse including the use of tobacco, alcohol and drugs;
- extra-marital sexual relationships (adultery);
- premarital sexual relationships (fornication);
- reading or viewing of pornographic material;
- homosexual relationships;
- theft or fraud;
- physical aggression;
- abusive behaviour;
- sexual assault or abuse (see NCEM's Sexual Conduct Policy)
- harassment (see NCEM's Non-Harassment Policy)
- lying, deceit or dishonesty
- wearing provocative or immodest clothing
- criminal activity

If an employee or volunteer violates or breaches these requirements, NCEM shall take appropriate disciplinary action including, where appropriate, suspension or termination of involvement.

### **Non-Harassment Policy**

This policy provides minimal general guidelines and establishes a mechanism to permit someone to act if he or she feels they are being harassed, and personal confrontation has not alleviated the situation.

NCEM is committed to providing a work place free from harassment. The Mission will take appropriate disciplinary action against any employee including volunteer staff who subjects another employee, or volunteer, to any form of harassment. The name of a reporter, or

circumstances related to the report, will only be disclosed to the extent that it is necessary for the purpose of investigating the report, or taking disciplinary measures.

## **Definition**

Harassment includes:

1. the engagement in a course of vexations, comments or conduct that is known or thought reasonably to be known to be unwelcome;
2. suggestive or unwelcome remarks of a racial, ethnic, personal or similar nature;
3. sexual advances, solicitation or physical contact made by one person to another whether or not he or she is in a position to grant or deny a benefit to another, such as advances from a supervisor to an employee or volunteer;
4. a reprisal by a person against the person who rejected his or her advance, such as termination or demoting of an employee because the employee refused such an advance;
5. an act or course of conduct that would reasonably be regarded as harassment.

## **Procedures**

If an employee or volunteer believes that he or she is the subject of harassment of any nature, he or she should ask the harassing person to stop the behaviour immediately, and document the place, date and time the incident happened. An employee or volunteer may also report the incident to their supervisor.

It is very important that all employees and volunteers feel comfortable about the environment within the Mission. All employees and volunteers share in the responsibility of keeping the workplace free from harassment. To that end, every employee or volunteer can be confident that any matters relating to proven harassment in any form will be handled in confidence and without fear of reprisal.

## **Sexual Conduct Policy**

In Scripture we see that God has clearly differentiated between male and female, each uniquely created for His creation (Genesis 1:27, 2:18-25; I Corinthians 11:11-12). God's Word says proper relationships between individuals - male and female - are only possible as His commands are followed (Ephesians 5:21-33; I Corinthians 6:17-19; Titus 2:2-7).

We uphold the biblical principle that sexual relationships are reserved exclusively for a husband and wife within the bonds of marriage. As those engaged in gospel ministry, those employed by

NCEM are to live exemplary lives that are above reproach. Therefore, NCEM adopts the following policy:

No employee or volunteer shall engage in conduct or speech which is sexually offensive to another person. Speech or conduct of NCEM employees or volunteers, which is deemed to be unlawful according to Canadian laws or is inconsistent with principles in God's Word and a godly Christian example, will not be tolerated. False accusations also will not be tolerated.

Should an allegation be made regarding such conduct, and subsequent internal, external or criminal investigation reveal wrongful action on the part of our employee or volunteer, appropriate disciplinary action - up to and including dismissal from service with NCEM will occur.

Perceived misconduct should be dealt with as swiftly as possible. Following the guidelines of Matthew 18 in the spirit of Galatians 6:1, when an employee of NCEM is perceived to be in violation of Canadian law and/or biblical standards, the one who perceives the violation is to directly confront the perceived offender with the purpose of: (1.) determining if the alleged wrongful occurrence has a basis in fact; and (2.) in the case of inappropriate behaviour, seeking restoration of the offender.

Unresolved allegations of sexual harassment or impropriety should be made known to NCEM Administration not more than 180 days after their occurrence, and more swiftly when possible. The matter should first be taken to the General Director; then, if necessary, the Executive Committee of the Board. Administration will work to protect the confidentiality of those involved, but will report any offenses as required by governing laws of Canada.

# NCEM 2016 Summer Camp Staff Application

(Please send photo of yourself if possible)

Name \_\_\_\_\_ Position Applying for \_\_\_\_\_

Present Address \_\_\_\_\_

City \_\_\_\_\_ Prov/State \_\_\_\_\_ Postal/Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

I am at this address until (date) \_\_\_\_\_

Permanent Address (if different than present) \_\_\_\_\_

City \_\_\_\_\_ Prov/State \_\_\_\_\_ Postal/Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

I am at this address from (date) \_\_\_\_\_ until \_\_\_\_\_

Present Occupation \_\_\_\_\_

Birth Date: day \_\_\_\_\_ month \_\_\_\_\_ year \_\_\_\_\_ Male \_\_\_ Female \_\_\_

Single \_\_\_ Married \_\_\_ Divorced \_\_\_ Remarried \_\_\_ Other \_\_\_ (if other, please specify)

\_\_\_\_\_

Emergency Contact \_\_\_\_\_ Phone \_\_\_\_\_ Relationship \_\_\_\_\_

Medical Number \_\_\_\_\_ Prov/State \_\_\_\_\_ Citizenship \_\_\_\_\_

Describe any physical limitations or disabilities which could limit your duties at camp:

\_\_\_\_\_

Allergies (food, insect, medications etc.): \_\_\_\_\_

Church you attend \_\_\_\_\_ Denomination \_\_\_\_\_

Pastor or Youth Pastor's Name \_\_\_\_\_ Phone \_\_\_\_\_

Have you ever been convicted of a criminal offence? No \_\_\_ Yes \_\_\_ (if yes, please explain)

**Education**

Name of school(s) attended \_\_\_\_\_

Post-secondary school major(s) \_\_\_\_\_

Number of years of post-secondary school completed \_\_\_\_\_

Graduated from high school in what year \_\_\_\_\_

Graduated from Bible school in what year \_\_\_\_\_

Graduated from college/university in what year \_\_\_\_\_

Other \_\_\_\_\_

**Christian Service**

Describe briefly any past experience you have had in Bible camp ministry with NCEM or other camps:

---

---

Describe briefly any experience you have had in other areas of Christian service such as Vacation Bible School, A.W.A.N.A, Sunday School, etc.

---

---

Please state any interest and/or qualifications you have in camp activities such as: First Aid, life guarding, leading singing, playing guitar and other musical instruments, organizing sports, teaching archery, riflery, canoeing, crafts, etc.

---

---

Please respond briefly to the following questions:

Why do you want to serve at Bible camp this summer?

---

---

What Bible teaching would you stress to the campers?

---

---

What do you expect the campers to gain from their camping experience?

---

---

### **Personal Testimony**

Please write out your Christian testimony on a separate sheet of paper. Include in it:

- How and when you became a Christian
- Areas in which you are experiencing growth in your Christian life
- How you feel about making Christ known to others
- Your relationship with Christ at the present time

## References

Please list two people who would be willing to be a reference for you. Each should be an employer, teacher, youth leader, or adult friend.

Name \_\_\_\_\_ Address \_\_\_\_\_

\_\_\_\_\_ Phone and/or e-mail \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_

\_\_\_\_\_ Phone and/or e-mail \_\_\_\_\_

Are you willing to go to another camp if the one to which you are applying is fully staffed and you are needed elsewhere? Yes \_\_\_ No \_\_\_ (transportation is provided)

What dates are you available? \_\_\_\_\_

### NOTE:

This is only an “application” for a staff position and does not guarantee acceptance. After your references have been contacted, you will hear from us regarding your acceptance.

Mail completed Application Form, Criminal Record Check and Vulnerability Sector Check, and Statement of Commitment to:

Big River Bible Camp  
PO Box 542  
Big River, SK S0J 0E0

Accepted staff applicants are expected to arrive at camp on Friday afternoon. Staff orientation begins Saturday morning, at which time you will receive instruction and training (including important cross-cultural issues, etc.).

We ask campers not to bring the following items: cassette/CD/MP3 players, radios, knives, tobacco products, drugs, comic books, magazines, fireworks ... and bad attitudes. As staff, we need to set the example. If you bring items on that list (i.e., those which fit our Codes of Conduct), you should only use them on weekends (in between camp sessions).

## **NCEM 2016 SUMMER CAMP STAFF**

### **Statement of Commitment**

(Please initial each statement)

- \_\_\_ I am willing to serve faithfully in reaching campers for Christ, whether teaching by word of mouth, or by consistent Christian living at all times.
  
- \_\_\_ I am willing to cooperate with NCEM in the use of their materials, serve as directed, and maintain an attitude of unity and respect for fellow staff.
  
- \_\_\_ I have read, understand, and agree with NCEM's Statement of Faith, Ethical Policy, Non-Harassment Policy, and Sexual Conduct Policy.
  
- \_\_\_ I have read, and agree to abide by NCEM's Charismatic Extremes Guidelines while serving at Bible Camp this summer.
  
- \_\_\_ I understand that failure to comply with NCEM's standards and policies may mean early dismissal from the camping program.
  
- \_\_\_ I understand that NCEM reserves the right to use photographs taken at our camps in our promotional materials.

Please sign and return with your completed application form.

Signed \_\_\_\_\_ Date \_\_\_\_\_





PO Box 3030, Prince Albert, SK S6V 7V4 / Phone 306-764-3388

Re. Criminal Record Check and Vulnerability Sector Check

Dear NCEM Camp Staff and Volunteers,

The Governing Board of NCEM has adopted a Criminal Record Check and Vulnerability Sector Check policy with the purpose of protecting the people with whom we work in NCEM, and those with whom we work outside of the Mission in fulfilling NCEM's mandate.

This may seem unnecessary to some; however, the Board is requiring this of all NCEM members and volunteers. We are asking that this be completed and sent to the Camp Director (of the NCEM Camp to which you are applying) at least two months prior to camp.

Phone ahead to your local/downtown Police Services Department (if you live away from a major city, your local police will probably be the RCMP detachment; in some jurisdictions it will be the Provincial/State Police), saying: "I am serving with NCEM and am making a personal request for (1) Criminal Record Check (also known as Police Reference Check), as well as a (2) Vulnerability Sector Check (administered by the RCMP). Could you please direct me through this process?" Then follow their instructions.

When you go in person, bring the completed form "Request for CRIMINAL RECORD CHECK AND VULNERABILITY SECTOR CHECK" and two pieces of your supporting identification. For example ...

Drivers License	Status Card
Permanent Residence Card	Birth Certificate
Passport	Citizenship Card
Canada Immigration Documents (records of Landing, Work Permit, Study Permit, Canada Visa, etc.)	Federal Firearms License

Note: Places of residence over the past five years: If you were a resident of Canada before coming to Canada within the past five years, enter your street address (not a Post Office box number) in the city abroad where you were resident.

Please send a completed copy of the NCEM form that was submitted to the Police, as well as the results from both checks to the Camp Director of the camp to which you are applying.

Sincerely,

NCEM Governing Board and NCEM Camp Director



PO Box 3030, Prince Albert, SK S6V 7V4 / Phone 306-764-3388

Attention: Local Police Detachment

Re: Request for **CRIMINAL RECORD CHECK and VULNERABILITY SECTOR CHECK**

I am applying to begin or to continue to serve as a missionary with NCEM Inc as:

Voluntary Staff                       Salaried Staff

Since I will be working in various roles directly or indirectly with people of all ages: youth, elderly, and disabled people, I hereby request an up-to-date Criminal Record Check along with a Vulnerability Sector Check. The Vulnerability Sector Check I am requesting is to check for a record of conviction or of pardon for Sexual Offences according to the Criminal Records Act (administered by the RCMP).

I understand that I will not be able to serve in a NCEM ministry until I have submitted to NCEM the record or report on my Criminal Record Check and Vulnerability Sector Check and that NCEM reserves the right to not accept me into any NCEM ministry based on the information received. Should I be accepted with NCEM, I will agree to promptly submit more information to NCEM, upon request, in relation to that record or report.

APPLICANT INFORMATION

Name / Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

Maiden Name (if applicable) \_\_\_\_\_

Address \_\_\_\_\_

City/Town \_\_\_\_\_ Prov./State \_\_\_\_\_

Postal/Zip Code \_\_\_\_\_

Birth Date: Year \_\_\_\_\_ Month \_\_\_\_\_ Day \_\_\_\_\_

Birth Place: City/Town \_\_\_\_\_ Prov./State \_\_\_\_\_

Country \_\_\_\_\_

I certify that the above information is true and correct. I am the subject of the above listed information.

Applicant's Signature \_\_\_\_\_

Date: Year \_\_\_\_\_ Month \_\_\_\_\_ Day \_\_\_\_\_

*NCEM Inc is a not-for-profit corporation, registered in the province of Saskatchewan, Corporation # 200805 dated March 21, 1947. NCEM Inc is registered with Canada Revenue Agency No. 10778 1296 RR0001.*