

NCEM CAMPS

Staff Application for Pine Ridge Bible Camp Summer 2017

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



www.ncem.ca

Please read through this every time you apply. It is a good refresher and there are often changes from year to year.

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. Submit a Police Check\Criminal Record Check.

Volunteer Applicants ages 18 and older: In order to protect those in the vulnerable sector (ages 17 and under), ***you are required*** to provide a Police Check as a condition of acceptance with NCEM Camps. (see instructions at end of application)

Returning staff are required to provide a Police Check every 3 years. We reserve the right to require a Police Check of former staff at any time deemed necessary.

Volunteer Applicants Ages 16 & 17: Under the Youth Criminal Justice Act, the police/RCMP will not provide NCEM with your criminal record check. Therefore, NCEM is asking you to **voluntarily** provide a criminal record check from your local police/RCMP detachment with your application as an additional safeguard of those in our care. (see instructions at end of application)

4. Initial and sign the Statement of Commitment form.
5. Mail the completed Application Form, Statement of Commitment, and original Police Checks (if not acquired through Sterling) to:

Before May 31:

NCEM ATT: Tabitha Wahlstrom
PO Box 3030
Prince Albert, SK S6V 7V4
fax: 306-764-3390
[phone: 306-764-3388]

After June 1:

Pine Ridge Bible Camp
PO Box 160
Beauval, SK S0M 0G0
fax: 306-288-2125
[phone: 306-288-2136]

... or by email: pineridgebiblecamp@gmail.com

Applications and police checks should be received by June 20, unless another arrangement has been made with the camp manager. When it comes to applications, sooner is always better, so feel free to start sending in applications any time!

If you have any questions please contact: Tabitha Wahlstrom (cell: 306-960-0246 / email: [<pineridgebiblecamp@gmail.com>](mailto:pineridgebiblecamp@gmail.com))

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 Testaments are verbally inspired by God and inerrant in the original writings, and that they are of supreme and final authority in faith and life.
2. We believe and understand God's Word according to its 'plain sense' (grammatical, historical, literal). Where the text uses straightforward prose we accept, with historic New Testament hermeneutics, the Truth directly written. Where the Bible employs poetic language, or implies figurative or allegorical meaning, we diligently seek to understand how the original audience would have been expected to understand the passage. At all times we believe the Holy Spirit teaches us to compare Scripture with Scripture."
3. We believe in One God eternally existing in the three Persons of Father, Son and Holy Spirit. As Creator, the Trinity spoke the universe into being in six literal days, at the beginning of Scriptural chronology. As Sustainer, the Lord of All maintains creation according to His sovereign will.
4. We believe that Jesus Christ was begotten by the Holy Spirit and born of the virgin Mary and is true God and true man.
5. We believe that man was created in the image of God, that he sinned and thereby incurred physical death, and 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.
6. We believe that Satan exists, is a created being, has personal characteristics, has fallen, has limited evil power in this world, is overcome by the Blood of the Lamb, and is awaiting judgement.
7. 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.
8. 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.
9. We believe in the "Blessed Hope" - the personal, premillennial and imminent return of our Lord and Saviour Jesus Christ.
10. 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.
11. 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.
12. We believe in the bodily resurrection of both the just and the unjust - the just to everlasting bliss and the unjust to everlasting punishment.

*NCEM maintains a strong biblical position in its theological stand and adheres to a non-charismatic orientation.

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 of tobacco, alcohol, and illicit drugs including marijuana;
- 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.

PRBC Modesty Standard

NCEM Bible Camps have a modesty standard which staff are expected to uphold. ***This standard is intended to protect each staff member and also to set a good example for the campers.*** We expect all clothing worn at camp, including weekends, to meet these standards. Staff wearing inappropriate clothing will be asked to change. ***Please keep this in mind when you pack so you will have enough appropriate clothing to wear at camp.***

Some examples of what we believe to be inappropriate clothing are listed below. This list is not intended to be exhaustive, but it will give staff a guideline for when packing.

Inappropriate clothing for men:

- tight swimsuits
- spandex biking shorts or pants
- shorts which are overly baggy in the legs
- clothing with holes in inappropriate places
- if the only pants you own don't cover your rear end, then please wear a shirt that covers that part of your body in all situations)

Inappropriate clothing for women:

- two-piece or skimpy swim wear
- spandex biking shorts or pants
- leggings
- shorts which are overly baggy in the legs
- clothing with holes in inappropriate places
- bare midriff (bottoms of tops must meet tops of bottoms)
- tops that are too tight or have spaghetti straps
- shorts that are too short, or tops that are too low

By following the above requirements, you will be demonstrating a standard of modesty to other staff and campers which NCEM believes is honoring to the Lord.

NCEM appreciates your willingness to serve the Lord in reaching First Nations children and teens at our Bible camps. We trust you will be blessed as we unite together to present the Gospel of Jesus Christ through the Word and lifestyle evangelism.

NCEM 2017 Summer Camp Staff Application

(First-time Applicants: Please send or email a 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)

We are happy to send you our PRBC newsletter (PLANK) mailed twice a year to let you know of camp happenings! If you would prefer to receive the PLANK by email check here: _____

If you would like to know more about NCEM's other ministries among Canada's First Peoples, check here and we will send you a sample of NCEM's publications: _____

Education

(If you have filled out this full application for 2014, 2015 or 2016 and nothing has changed, you can leave the Education section blank)

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 other than with Pine Ridge Bible Camp:

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, tomahawk, 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?

Prayer Partners

We believe that prayer is powerful and essential for effective ministry. We encourage you to find at least 5 people from home who will commit to praying for you during your time at PRBC. At the end of the application there are Prayer Partner cards that you can fill out and give to these prayer partners. We encourage you to write some specific things for them to pray for.

Personal Testimony

(For those who have been on Pine Ride staff and have filled out this full application for 2014, 2015 or 2016, we already have your testimony, so please just share how God has been working in your life in the past year or two.)

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. Even if you have applied in previous years, two references are needed every time you apply.

Name _____ Address _____

Phone and/or e-mail _____

Name _____ Address _____

Phone and/or e-mail _____

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, Statement of Commitment, and original Police Checks (if not acquired through Sterling) to:

Before May 31:

NCEM ATT: Tabitha Wahlstrom
PO Box 3030
Prince Albert, SK S6V 7V4
fax: 306-764-3390
[phone: 306-764-3388]

After June 1:

Pine Ridge Bible Camp
PO Box 160
Beauval, SK S0M 0G0
fax: 306-288-2125
[phone: 306-288-2136]

... or by email: pineridgebiblecamp@gmail.com

Accepted staff are expected to arrive at camp on Friday afternoon/evening or Saturday morning. Staff training begins shortly after lunch on Saturdays (subject to change).

We ask campers not to bring the following items:

- * Cell phones, iPods, other electronic stuff
- * Lighters, pocket knives, bikinis
- * Tobacco, alcohol, and illicit drugs including marijuana;

As staff, we need to set the example. If you bring these items, you should use them only when camp is not in session or during your break times away from campers. **Remember you are here to spend time with the kids, not on your phone.** (Items such as bikinis, alcohol, tobacco and illicit drugs including marijuana should never be brought to camp).

NCEM 2017 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 agree to abide by the modesty standard outlined in this application.

_____ 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 _____

Instructions for Police Checks / Criminal Record Checks

Volunteer Applicants ages 18 and older:

All NCEM members and volunteers (ages 18 and over) are required to have police checks completed as part of the application process.

Option 1: NCEM is set up with **SterlingBackcheck** (in Canada & USA) to provide police checks on-line within 24 hours.

To apply for a criminal record check:

1. Go to www.sterlingbackcheck.ca/ncem
- 2a. If it's your first time with Sterling, choose the "Enhanced Police Information Check" from the Select a Role drop-down menu, and follow the instructions.
(The cost is \$29 per check).
- 2b. If you have gone through Sterling before, choose the "Canadian Criminal Record Check" from the Select a Role drop-down menu, and follow the instructions.
(The cost is \$25 per check).

NOTE for Canadian Applicants: If the information you provide is not sufficient to complete the entire check on-line, you will be instructed to print a form and take it to a participating Canada Post outlet. The Canada Post clerk will ensure the form is completed, witness your signature, scan the form and appropriate identification, and submit both to SterlingBackcheck for you.

Note for American Applicants: NCEM will send you an invitation email to begin the police check process. In order to do this, we will need from you: the full name, date of birth, place of birth, and current full address of each person coming. NCEM will pay for the police check and asks that you provide reimbursement.

Option 2: Go to your local police/RCMP detachment and request the criminal record check.

When you go to your local police/RCMP be sure to take:

1. The Volunteer letter from NCEM addressed to the Chief of Police/RCMP (found below)
2. Two pieces of your supporting identification, one of which must be government-issued and include your name, date of birth, signature, and photo.

For example:

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

The police checks should be done promptly as they can take a few weeks to process.

The police check must be completed in the jurisdiction where you reside. If you live away from a major city, your local police will probably be the RCMP detachment, or the Provincial/State Police. You must go in person to request the police checks.

Volunteer Applicants Ages 16 & 17:

NCEM cannot insist on a criminal record check for young people 17 years of age and under. *Therefore, NCEM is asking if you will **voluntarily** provide a criminal record check with your application as an additional safeguard of those in our care.* If you prefer not to provide a criminal record check, your acceptance will be based on your application information and reference check results.

Instructions: Go to your local police/RCMP detachment and request the criminal record check.

When you go to your local police/RCMP be sure to take:

1. The *Junior Volunteer* letter from NCEM addressed to the Chief of Police/RCMP (2nd letter found below)
2. Two pieces of your supporting identification, one of which must be government-issued and include your name, date of birth, signature, and photo. (see examples on previous page)

Your assistance in ensuring NCEM is practicing due diligence in the safety and protection of children, teens, and others in the vulnerable sector is deeply appreciated.



NORTHERN CANADA EVANGELICAL MISSION

PO BOX 3030, PRINCE ALBERT, SK S6V 7V4

Date: _____

To: **Local Police / RCMP Detachment**

_____ is applying to serve with NCEM Bible
Camps as a volunteer staff.

In order to ensure due diligence in the safety and protection of those in the vulnerable sector, NCEM requires all volunteers ages 18 and up to obtain a Criminal Record Check and a Vulnerable Sector Check.

Sincerely,

Dan Glass
Interim General Director NCEM

*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.

Phone: 306.764.3388 **Fax:** 306.764.3390 **Email:** ncem@ncem.ca **Website:** www.ncem.ca

January 2017



NORTHERN CANADA EVANGELICAL MISSION

PO BOX 3030, PRINCE ALBERT, SK S6V 7V4

Date: _____

To: **Local Police / RCMP Detachment**

_____ is applying to serve with NCEM Bible
Camps as a Junior Volunteer / Leader in Training.

In order to ensure due diligence in the safety and protection of those in the vulnerable sector, NCEM is asking Junior Volunteers and Leaders in Training ages 16 & 17 to voluntarily obtain a Criminal Record Check.

Sincerely,

Dan Glass
Interim General Director NCEM

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Corporation #200805 dated March 21, 1947.*

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Phone: 306.764.3388

Fax: 306.764.3390

Email: ncem@ncem.ca

Website: www.ncem.ca

January 2017

Prayer Partner Cards

As mentioned above, we believe that prayer is powerful and essential for effective ministry. We encourage you to fill out these prayer partner cards with your name and some specific things that you would like prayer for. Then find at least 5 people from home who will commit to praying for you during your time at PRBC and give them each one of these cards. We pray that this will be a blessing for you and for those who are holding you in prayer.

Prayer Partner

I pledge to pray for _____ during the time they are serving at Pine Ridge Bible Camp.

I will pray for them that they will:

1. _____
2. _____
3. _____
4. _____
5. _____

Prayer Partner

I pledge to pray for _____ during the time they are serving at Pine Ridge Bible Camp.

I will pray for them that they will:

1. _____
2. _____
3. _____
4. _____
5. _____