

SLP Personnel Policies

An “All-Out” Commitment: Servant Leadership Staff members wholly commit their time here at Twin Rocks to serve, work, live, play, worship, and grow together. Involvement in all activities (morning gathering, initiative games, Curriculum time, etc.) creates the overall experience of being a Twin Rocks SLP team member. Your full participation throughout the five-weeks of SLP is expected as the majority of your time on SLP will be planned for you. Remember, 95% of your time is scheduled.

Job Assignments: You will have a variety of job assignments including waterfront, golf pro-shop, undertow, and dishroom. You are expected to show up to your shifts on time, demonstrate strong work ethic, and to be courteous to guests and coworkers. Remember that the focus of SLP is learning how to be Christ-like no matter where you are or what you are doing. Keep in mind Colossians 3:23-24: *“Whatever you do, work at it with all your heart, as working for the Lord, not for men, since you know that you will receive an inheritance from the Lord as a reward. It is the Lord Christ you are serving.”*

Getting Enough Sleep: You need your sleep! Your supervisors and coworkers need you to get your sleep! Overtiredness too often leads to crankiness and conflicts within the team—as well as work-related accidents. At 10:00pm, we will head to bed. That means that all activity in the community room must end, and everyone must return to their rooms. 10:30pm will be lights out for the summer. In respect for guest groups in neighboring cabins, quiet hours will begin at 9:00pm each night.

Inclusive Relationships: SLP Staff agree to actively engage in inclusive, caring relationships with all other staff members. It will be natural for you to connect with some team members more than others. Please make sure to take the time to have shared experiences with every person on the SLP team. Work to avoid relational habits that seem exclusive to others (cliques). For the same reason, SLP members agree to avoid “flirting or pursuing romantic relationships with other staff members during the summer.

A Commitment to Modesty: SLP team members commit to honoring one another by maintaining a high standard of modesty--in dress, talk and behavior--within the team and beyond it. Keep in mind that you will be watched by year-round staff as well as campers in how you behave throughout the summer. Honor God in how you dress, what you say, and how you behave around others.

Work Attire: A couple of notes concerning what to wear to work: it is not permitted to wear open-toed shoes when you are working. When you are working in the dishroom, or on turnover days you need to wear your Shoes for Crews. Also, tank tops and sleeveless shirts are not allowed when you are working. Shorts are OK to wear unless otherwise instructed by your work supervisor. Finally, your hair needs to be kept up when working in the dishroom.

Breaks: Servant Leadership Team members will be given breaks almost everyday at varying times in the day for rest and relaxing. Please use these times wisely. Take time to relax in ways that will refresh you and add to your experience here at Twin Rocks. If a break is scheduled at the main camp, please be sensitive to the other employees and guests at the camp. You will need to let the SLP on-sites know where you will be during these times. Appropriate places to be

during breaks are the community room, shelter, lower Friendship Center, beach, etc. Please keep in mind:

- You may go to the beach but you must go in pairs. The ocean is off-limits. Please don't go in it. Not even toes. The undertow here is very dangerous.
- The lakefront is off-limits unless otherwise approved by SLP on-site directors.
- The Shelter is available for SLP Staff use when TRFC guests are not present. If guests are using the Shelter then it should not be used by the SLP at that time (this also applies to the golf course, Friendship Center and the Welcome Center).

Staff Devotions: Each day at 10am all TRFC staff break for fifteen minutes for staff devotions. You will be responsible for leading one devotional time this summer. It is appropriate to plan a ten-minute devotional experience and to conclude the time with prayer. Feel free to incorporate scripture, music, sharing, or whatever you feel led to as your prepare for that time.

Curriculum Times: Most mornings we will have a time set aside to study together what it means to be a servant leader. We will spend time in dialogue, Bible study, prayer, service throughout the mornings. At various times we will be bringing in speakers from around the camp to share about their experience with servant leadership. Our prayer is that this will be a time of growth as we listen and learn from one another.

The Sslounge and “Resting Room”: We will be using the Summer Staff Sslounge at various times throughout the summer, for training and curriculum times; please be respectful of this space and leave things as you found them. You may be invited to join the Summer Staff in the Sslounge on occasion. Please wait until an invitation is extended to you to use this space. The “Resting Room” is a prayer chapel of sorts for the Summer Staff that we will use during the summer for some morning gatherings.

Tuesday Evening Worship Tuesday evenings at 7:00pm are reserved for All Staff Worship. This is a time of praise, reflection, and sharing. The Girls and the Boys will each be responsible for planning one worship time during the course of the summer. Bring a bible, journal, and pen or pencil to every evening worship time. All TRFC staff are invited to attend Tuesday evening worship times.

A Commitment to a TV and Media-Free Summer: The commitment to a TV and media-free summer allows SLP Staff more time to focus on building relationships during the summer's limited free time. SLP Staff agree to give up television and movies for the purpose of building a healthy community. Exceptions to this policy may occur for educational purposes.

Boys and Girls Camp Counseling Orientation: Saturday afternoon through Sunday before counseling weeks is counselor orientation. At that time you will meet the other volunteer counselors and get a more extensive orientation to that week of counseling.

Laundry Room Use: There will be a time each week set aside for SLP to do laundry. Laundry for guys and girls should be kept separate; please do not share machines or baskets/bags.

Cell Phones: Respect others when using your cell phone and do not have it on you during any work or group activity times. Cell phones should remain in your living area and out of view of campers unless granted permission by an On-Site Director. You will be able to use your phones to make or receive calls and texts during scheduled ‘cell-phone times’. Please do not use cell phones to communicate with other SLP members. If you want to communicate with other staff

members, please do so face to face. We don't want cell phones to detract from the community that we are trying to build this summer.

Mail: You will each have a mail box in the staff room. There are outboxes for mail in the staff room, downstairs office and box in the dining hall. Stamps are also available in the main office.

What If I'm Sick? Let an On-Site Director know if you are feeling ill, so they can inform your work supervisor and make any necessary schedule changes.

Guests: You are welcome to have family come visit you once during the summer. You will be given a few hours off for this type of visit. You must get permission from an On-site Director at least 48 hours in advance before your family arrives so that the necessary people can be informed.

Scrounging The kitchen sometimes sets things out for staff to eat for lunch on turnover days. If not—use food from the leftover shelf in walk in. Be sure to clean up/put food back afterward and make sure the walk in cooler/freezer is securely shut. When you're finished take time to clean up after yourself (wipe table and take dishes to the dishroom). We want the Staff Room to be ready for the next time we eat. Please refer to the Summer Staff kitchen policy sheet.