



GRACE POINT SUMMER STAFF APPLICATION

Thank you for your interest in Grace Point and applying for Summer Staff! You will find all the necessary information in the following pages.

Please know that you are applying for a job. Being on staff is hard work, just ask anyone who has been on staff before. It can be challenging and exhausting, but is incredibly rewarding when your hard work pays off. It is a wonderful job, but a job with clear expectations.

A few things to be aware of:

- Summer staffers usually have to forfeit summer trips with family and friends. The start of class will be the only reason you will be permitted to leave early. You will be allowed one personal day each summer. When you are not here, it puts an extra load on the rest of the summer staff. If you have appointments, orientation, etc., you must schedule them during your breaks from camp.
- We will be communicating with you through email. Please check your email regularly following the application due date (December 31st). Thank you for your interest in Grace Point and applying for staff. Year after year, the summer staff changes lives of young people. In turn, the lives of those on staff are also changed.

BEST REGARDS,

BRAD JONES

Director

300 Chamberlain Cove Road

Kingston, TN 37763

(865) 803-8921.

SUMMER STAFF APPLICATION FOR SUMMER 2023

Summer staff applicants are required to be out of high school for at least one year by the summer of 2023.

*Attaching a photo is recommended.

Name: _____

Age: _____ Gender: _____

Date of Birth: _____

Cell Phone: (_____) _____

Email: _____

School Address:

Home Address:

Year in school (as of fall 2023): _____

What is your home parish? _____

Who is your priest? _____

During the past year, have you been a regular communicant in your church? Please circle.

YES NO

Describe a time you felt the presence of God in your life.

In the past two years, at home or at college, what contributions have you made of your time, talent, and energy?

What previous experience have you had at Grace Point or other summer camps?

Please indicate areas in which you feel comfortable working. Include any special training you may have in these areas. You may number them in order of preference.

Arts & Crafts _____

Nature _____

Water Front _____ (must have boater's license and lifeguard certification)

Recreation _____

Music _____

Lifeguarding _____ (certificate expiration date _____)

THE FOLLOWING QUESTIONS CONCERN INFORMATION THAT PERTAINS TO INSURANCE REQUIREMENTS.

Have you ever been convicted of a criminal violation other than minor traffic offenses?
Please circle.

YES NO

If so, please explain.

Are there any felony charges now pending against you?

YES NO

If so, please explain.

Have you ever been involved in a case concerning the abuse or neglect of children?

YES NO

If so, please explain.

I certify that I have answered the questions on this application completely and truthfully. I authorize the Director of Grace Point to contact any reference or legal authority for the purpose of verifying the above information.

Signature: _____ Date: _____

REFERENCES

Please list names and phone numbers of three people (other than relatives) who can provide a personal reference.

1. Name: _____

Phone: (_____) _____

2. Name: _____

Phone: (_____) _____

3. Name: _____

Phone: (_____) _____

STAFF BEHAVIORAL RULES

These are some of the rules that staff are expected to follow and held accountable for. If you will not abide by the following rules, do not apply for Grace Point staff.

1. The Board of Governors affirms the traditional Christian standards for morality and the Canons of the Episcopal Church and expects adherence to these standards by all participants in the life of Grace Point.

2. All staff members are expected to participate fully in the life of the camp. Supervision of the campers is our responsibility. We are morally and legally responsible for their care and supervision. Someone of authority will be with the campers at all times.

3. The possession or use of illegal drugs is prohibited. Violation is grounds for immediate termination.

4. Any behavior or incident that can be construed to be criminal in regard to local, state, or Federal laws will be investigated by the appropriate authorities upon review by the Director.

5. It is expected that with regard to the use of alcohol:

- Alcohol may not be consumed while in residence at Grace Point.
- The consumption of alcohol by a minor is prohibited by law.
- Alcohol may not be consumed off the property while on duty.
- Violation of this standard is grounds for immediate termination.

6. If you choose to use tobacco products, the following must be followed:

- Tobacco products may not be used in the presence of campers or counselors.
- Tobacco is to only be used in a staff person's time off. It is the user's responsibility to dispose of any waste immediately after use. Cigarette butts will be put in appropriate receptacles (not thrown on the ground) and other containers will be disposed of in appropriate receptacles when you are through using them.

7. A staff member's conduct on or off the grounds should be above reproach. Good public relations are important. Professional behavior and appearance are expected at all times.

8. Summer Staff members are not allowed to date campers or counselors per our diocesan Safe Church policies.

9. Summer staffers are permitted to date. However, public displays of affection in front of campers is not appropriate.

10. Males may not be in female cabins and vice versa – unless on official Grace Point business.

11. The staff is expected to be in their cabins at 12:30 a.m. on their nights off. On other nights, staff members are expected to be in the cabin with their campers.

12. Staff members are not allowed to have visitors during camp unless approved by the Executive Director.

13. Summer staff members may not keep pets at Grace Point.

14. Staff members are responsible for reporting any damage that occurs in a cabin or to Grace Point property.

15. The guidelines for the use of the Commons are as follows:

- The Commons is for meetings, relaxing, and storing personal items in the cubbies. Please keep this room clean. It will be cleaned at the end of every session.
- There is a washer and dryer in the Retreat House for staff use. You must provide your own detergent.

16. The guidelines for parking are as follows:

- Staff parks next to the bell tower. Do not park in the main parking lot or by the Tree Houses.
- All Grace Point vehicles are for authorized Grace Point use only. The use of Grace Point vehicles during staff break is prohibited.
- No riding in the back of pickup trucks.

17. No one on summer staff may change anything at Grace Point unless it is authorized.

18. Cabins will be cleaned at the end of each session. Make sure all personal belongings are removed from the showers and clotheslines.

19. The entire camp will be cleaned at the end of each session before leaving for break.

CONSENT FORMS

I have read these Staff Behavioral Rules and agree to comply with them during my employment.

Signed: _____

Date: _____

Please note: Upon hiring, you will receive an email from Praesidium Academy requesting your consent for a background check. Also, you will be required to complete Safe Church, Safe Communities through the Diocese of East Tennessee before summer camp begins.

PLEASE RETURN THE FOLLOWING:

- The Application and Staff Behavioral Rules filled out entirely with appropriate information.
- The Consent Forms
- Voluntary Disclosure Statement filled out entirely and signed.

Send above information to:

The Rev. Brad Jones
300 Chamberlain Cove Road Kingston, TN 37763

If you have any questions, feel free to email me at bjones@dioet.org or phone (865) 803-8921.

THANK YOU FOR YOUR APPLICATION!