

Dear Prospective Applicant,

Thank you for your interest in becoming a part of our summer ministry team at Promise Ranch Ministries. It is a huge responsibility to serve hundreds of campers and their families each summer. Promise Ranch is entering our fourth year serving the community and impacting lives through the love of Christ by providing a safe, fun, and unique opportunity based around God's amazing love and gift to us.

Our summer staff is the heartbeat of ministry! Without them, it would be impossible for us to do what we do and to reach hundreds of camper's lives each year. This is why we strive to hire the absolute best staff possible each summer. We are seeking enthusiastic young men and women who are committed to growing in their relationship with Christ by living out the Gospel each day, who have a heart for serving and reaching the youth of today, and who love to just have fun and embrace the wild outdoors! Our staff sets the stage for the kind of experience that each camper will have when they visit Promise Ranch.

It is an absolute honor that we take very seriously to be entrusted with the care, instruction, and responsibility of these children. Staff members are constantly called on to sacrifice their own interests and time to put campers' welfare and interest above their own. Before applying, take some time to search your heart and prayerfully consider how the Lord may have you serve here at Promise Ranch Ministries. Summer can be a very intense physically and emotionally. While there are rest periods, much of the days are spent outside in the elements while actively leading activities, interacting, and engaging with the campers. Serving on Promise Ranch staff can be tremendously rewarding through building relationships and your own spiritual growth; however, the biggest reward is found when you put others first above yourself and have a servant heart. The return is far greater than any of us can ever express.

Please pray and read through the following information carefully. We are excited about what God has planned for this coming year, and we are praying for Him to bring us a great team of staff that will help serve Him! If you have any further questions about a position, the camp, or the application process, please call the Ranch at 717.463.0113 or send an e-mail to prm@promiseranchministries.com. We look forward to getting to know each of you and having you be a part of the Promise Ranch Summer Staff.

In Christ,
David Rowe
Camp Director

PROMISE RANCH MISSION STATEMENT

The mission of Promise Ranch Ministries is to bring glory to God the father by connecting people to his Son Jesus Christ through Holy Spirit empowered people using their gifts in children's camps/camping activities, equine related ministries, Christian retreats and creative outreach endeavors, partnering with churches to encourage pastors and Christian leaders, responsibly stewarding all the means and resources God provides.

STATEMENT OF FAITH – WHAT WE BELIEVE

We believe the Holy Bible to be the inspired, infallible, and inerrant word of God.
1 Tim 3:16-17, 2 Peter 1:21, Cor. 2:13, John 10:35, Deut. 29:29

We believe that there is only one God existing in three persons: the Father, Son, and Holy Spirit.
Cor. 8:4, John 4:24, Gen. 1:1, Col. 1:16-17, Matt. 28:19

We believe that we saved by God's grace alone through the shed blood of Jesus by trusting Jesus Christ as personal savior for forgiveness of sin.
Eph. 2:8-9, Cor. 15:3, Acts 16:31, Romans 10:9, Acts 3:19, Romans 3:28, John 3:16

We believe that God expects every believer to obey him, in every area of our lives. This should be increasingly evident by the fruit of the spirit as we grow in Christ. Our goal is to be conformed to the image of Christ.
John 14:21, 2 Cor. 10:4-5, Gal. 5:22-23, 2 Cor. 3:18, Matt. 22:37-40, John 2:15-17, Hebrews 12:5-14

We believe in the imminent, premillennial return of Christ to take his people with him immediately while unbelievers will face separation from God in Hell.
John 14:3, Thess. 4:16-17, Rev. 11:15, Cor. 15:20-23, Phil. 1:23, Romans 8:1, 2 Cor. 5:10, Rev. 20:11-21:5, Romans 2:11

PRM STAFF EXPECTATIONS AND POSITIONS

All Staff are required:

- To be at least 14 years old for Jr. Counselors and 16 years of age for Senior Counselor
- To have a commitment to Christ, desire to serve Him and excited for the opportunity to share their faith.
- A genuine love for children and be able to place the needs and safety of the campers first and foremost at all times
- Must seek to glorify God in the way that they live, present themselves, and interact with others.
- Limit the use of cell phones and other media devices to time off away from campers and activities going on.
- Abide by the policies and beliefs of Promise Ranch Ministries during their time at the Ranch. This includes clothing that is modest and appropriate for the occasion. Smoking, drinking, and using drugs are not permitted on or off the grounds while serving on staff for reasons of health, safety, and Christian witness. Anyone caught engaging in these activities is ground for automatic dismissal.
- Must be patient, dependable, responsible, and have the ability to be flexible and go where help is needed.
- All summer counselors must complete 1 week of Staff Training before summer begins.

Application Process:

1. Complete and sign the written application form returning it to Promise Ranch.
2. Provide at least 3 references with a copy of the reference form asking that it be returned directly to Promise Ranch. (2 Non-family and 1 Pastoral)
3. Must obtain Clearances if 18 and over: Pennsylvania Child Abuse History Clearance, Pennsylvania State Police Criminal Record Check and Federal Bureau of Investigation Criminal Background Check.
4. A personal interview at the director's discretion after reviewing application and references.
5. You will be notified of our decision.

Compensation:

Summer Missionary Opportunity

To qualify you must:

- Must be accepted to PRM Summer Staff (*excludes Jr. Counselors*)
- Must sign up and complete a minimum of 2 weeks of camp.

We will provide you with a letter to mail out to your friends, family, and Church asking for support. Just like any missionary who may travel to another country to work, your compensation will come directly from the funds you raise. This is not a requirement but for our staff members that need to earn money during the summer it is a way that PRM can assist you as we grow this ministry together.

In the letter it will talk about what you will be doing, how long you have committed to serve and the amount we suggest for the position that you have requested. The money raised will come directly to PRM and put into an account for each individual Summer Missionary. At the end of the summer a stipend check will be sent to you, pending your completion of the time that you have committed to serve in your agreement. In the event that your contract is breached and you do not fulfill your obligation or you have been dismissed from PRM, all of the money raised will be forfeited to PRM and will be placed into a Scholarship fund.

Positions that Qualify for Summer Missionary Support

Camp Counselor: Minimum Age 16

Responsible for ensuring that camper's ages 5-18 have a fun and safe time, while sharing with them the love of Christ in both word and actions. Responsibilities include: upholding and enforcing rules of the camp to protect the health and safety of fellow staff members and campers, attend and sit with your campers at all meals and functions, complete required paperwork when needed, lead & teach devotions, assist in assigned daily activities, and ministering to the needs of others over physical, emotional, and spiritual needs over one's self.

Wrangler/Horse Barn Staff: Minimum age 16

We have a growing horse herd and are beginning to integrate equine activities into each week of the summer! You will work under the Head Wranglers and Horse Program Director spending most of your days at the barn, in the arena, or caring for our herd. The responsibilities can include but are not limited to: aiding in arena and ground lessons, doing work projects, helping with the daily upkeep and care of the facility, horse care, equipment care, ensuring the safety of campers before, during, and after all rides and equine events.

Media – Photographer/Videographer: Minimum age 16

Take pictures of every aspect of camp life, Attend and photograph all camp activities on a rotating basis, Edit and upload photos to website daily, Create a photo slide show for closing ceremony and a DVD families may purchase of each camp,

Activities Coordinator Assistant: Minimum age 16

Work one-on- one with the program director to design and run activities with the campers. You will be responsible for helping maintain and keep all craft supplies and activity equipment organized and notifies the Program Director of any items that need restocked including but not limited to craft time, team building, field games, and all other optional activities that campers may participate in. Be available for substitute counseling when needed.

Camp Nurse: Recommended – LPN / RN

If you are an adventurous LPN/RN who loves kids, this might be the job for you! The camp nurse is responsible for distributing daily medications, maintaining the health station and First Aid Kits, being on-call for emergencies, and taking care of common health needs that arise with camp life such as bee stings, bug bites, and scraped knees.

Kitchen/House Keeping Assistant

Experience is helpful but not essential. You will assist the head cook in preparing lunches that will feed anywhere from 30-90 people. Must be willing to be flexible, follow instructions, and work with other staff members. Assist with daily upkeep of the facility including but not limited to housekeeping, dusting, moping, and sweeping.

Grounds Keeping

Some experience is required. Help us honor God by the way our property looks and is maintained. This includes cutting the grass, painting, weed pulling, tree trimming, road and trail maintenance, arena maintenance, including but not limited to construction or work projects that may arise.

Commented [DR1]:

Promise Ranch Ministries Summer Missionary Application

Missionary Information

First Name	Middle Initial	Last Name
Mailing Address		
City	State	Zip Code
Home Phone:		Mobile Phone:
Email Address:		
Male or Female	Date of Birth:	Age:
Shirt Size: (XS, S, M, L, XL)		Check If Returning Staff
Position applying for:		

Emergency Contact Information

First Name	Middle Initial	Last Name
Mailing Address		
City	State	Zip Code
Home Phone:		Mobile Phone:
Email Address:		
Relationship to Volunteer:		

Church Information

Church Name	Pastor's Name:
Mailing Address	

City	State	Zip Code
Phone:	Email Address:	

School Information

School Attending	Grade this coming fall:
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Current Work Experience

Employer	Position
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Clearances / Certifications - Circle all that apply and attach copies of certifications and clearances

Certifications: First Aid	CPR	Clearances: State Police	Child Abuse
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Summer Availability

Please Note: When signing up, you must commit to the entire duration of the camp chosen. This allows our campers to bond with their counselors and groups to be properly assigned.

JUNE 13-19: MANDATORY STAFF TRAINING	Y or N
JUNE 22-26: Pony Express – Horse Camp	Y or N
Saddle Buddies/ CRC Horse Camp Canceled	Y or N
JUNE 29-July 1: Lil' Buckaroo's	Y or N
July 3-5 Family Camp #2	Y or N
July 9-11 Spurs & Sparkles – GRILS ONLY (Overnight Camp)	Y or N
JULY 6-10 Bits and Bridles /CRC Horse Camp Canceled	Y or N
July 13-17 Who does He say that I am? Camp	Y or N
JULY 20-24: Bronc Busters	Y or N
JULY 27-31: Frontier Riders – Horse Camp	Y or N
Aug. 3-7: Man-Hunt Madness (Boys only Overnight Camp)	Y or N
AUGUST 3-7: Wrangler Camp	Y or N
AUGUST 7- 9: Family Camp #2	Y or N

Reference Information

Please list 2 people who are not relatives and one Pastoral reference that can provide and accurate evaluation of your personal and spiritual growth. Provide each person listed with a copy of the reference form at the end of the application. Have them return the completed copy to the camp address. References must be received before applications will be processed.

<u>Reference #1 Information</u>	
Name:	Phone#:
Relation:	
<u>Reference #2 Information</u>	
Name:	Phone #:
Relation:	
<u>Pastoral Reference Information</u>	
Name:	Phone #:
Relation:	

Personal Essay / Testimony

Please attach along with your application a brief description about your past camp experience and why you would like to volunteer at Promise Ranch Ministries this summer, share with us your journey with God, what it means to you, and any experiences or background you have that would help you serve effectively in a Christian camp environment.

Commented [DR2]:

Code of Conduct

The Promise Ranch Ministry Team is examples of Christ in all that we do and are committed to guiding campers and guests to Jesus Christ. We expect all volunteers/counselors and staff members to strive for a Christ honoring lifestyle and to represent the camp accordingly at all times. Promise Ranch Ministries does not allow its staff or volunteers, on or off the grounds, to be involved with smoking, drinking alcoholic beverages, or using illegal drugs during the entire agreed time of service. Theft, immorality, damaging of property, or physical injury to others, deception, pornography, premarital sex, bullying, and other forms of unacceptable behavior will be causes for immediate dismissal.

I understand and acknowledge the following:

1. I have read and agree with the Statement of Faith.
2. I understand that this application is intended for use in evaluating my qualifications for employment and that this is not an employment contract. I have answered all questions accurately to the best of my ability and understand that any false statements, misrepresentations, or omissions made during the interview and on this form are grounds for termination of my application process or agreed upon employment.
3. If I am offered a position, I will, as a condition of employment, be required to submit proof of my identity and legal right to work in the U.S.
4. I understand that; if I am offered a position, it will be offered on condition that my employment shall be at will pursuant to Promise Ranch Ministries' Code of Conduct. I understand and agree that upon breach of this Code of Conduct by myself, I may be disciplined, up to and including termination of employment.
5. I understand and agree that employment with Promise Ranch Ministries is at-will, and my employment may be terminated by PRM at any time, with or without cause, and with or without notice, at the option of Promise Ranch Ministries.
6. I authorize Promise Ranch Ministries to verify all information provide. I authorize all former employers, persons, schools, companies, and law enforcement authorities to release any information concerning my background, except as noted in this application, and hereby release any said persons, schools, companies, and law enforcement authorities from liability for any damages whatsoever for issuing this information.
7. In the event of employment, I agree to abide by all present and subsequently issued rules and regulations of Promise Ranch Ministries and to work in obedience and complete cooperation with camp leadership.

Commitment**I agree to:**

1. Attend the Mandatory Staff Training Week – June 10-th-14th.
2. Attend all meetings, bible lessons, and devotions.
3. Abide by all camp policies and procedures.
4. Be a good steward of my time, speech, appearance, behavior, health, at the Promise Ranch facility.
5. Be ready and willing to work at all times except during scheduled time off.
6. Grow in my own personal relationship with Christ and encourage those around me.
7. Be flexible and expect to do thing above and beyond my job description.

Signature: _____ Date: _____

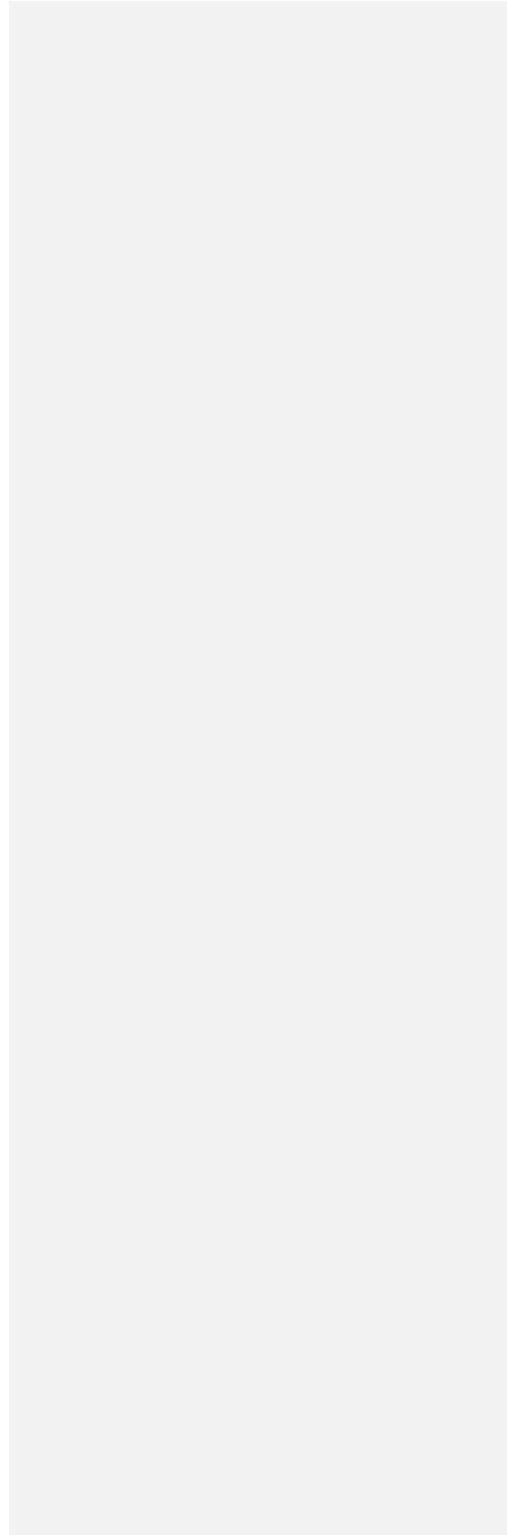
CONGRATULATIONS! You're Finished!

Please make a copy to keep for your records and mail the following to the camp office:

- Original completed Application
- Copy of Driver's License (if applicable)
- Copies of any current certification and clearances you hold
- Personal Essay / Testimony
 - Don't forget to hand out your reference forms

Promise Ranch Ministries
ATTN: Summer Staff Application
106 Meadow Lane

McAlisterville, PA 17049



REFERENCE FORM

_____, has applied to work at Promise Ranch Ministries this summer as a _____ . Promise Ranch Ministries is a Christ-centered non-profit camp that offers summer day camps for children ages 5-18 years old. We take great pride and responsibility in selecting the staff member who will be responsible for caring for these children for the duration of their camp. Due to your relationship with the individual listed above, they have given your name as a reference. We would greatly appreciate if you would take a moment of your time to fill out the below form to help aid us in our decision. Please do not withhold any information, even if it is unfavorable. Your remarks will be held in confidence. Thank you for helping us make a well-informed decision.

1. In what capacity have you known the applicant?
2. How long have you known the applicant?
3. In your opinion, does the applicant have the skills and personality to perform the job for which he/she is applying? _____ please comment.

4. How well, in your opinion, does the applicant respond to authority?
5. Would you be pleased to know that this applicant would influence your son or daughter in a summer camp program? _____ please comment.

6. Please list the applicant's strengths.
7. Weaknesses?
8. Please provide if possible evidence of the applicant's growing relationship with Christ.
9. Do you have any reservations in recommending this applicant?

Place a check in the box which best describes the applicant for each characteristic. Include comments as desired.

	Excellent	Good	Average	Fair	Poor	Unknown
Ability to follow directions						
Ability to function as a team member						
Ability to put others before one self – Servant Spirit						
Christian commitment						
Completion of tasks performed						
Concern for others						
Cooperation						

Emotional Stability (response to stressful situations)						
Enthusiasm						
Flexibility						
General Attitude						
Initiative (does without being asked)						
Integrity / Leadership ability						
Maturity						
Observance of rules						
Punctuality / Reliability						
Self Confidence						
Social Acceptance (peer interaction)						
Soundness of judgment						
Trainability / Work Ethic						
Willingness to go beyond what is required						

Is there any additional comments or information positive or negative that we should take into consideration as we interview this applicant?

Printed Name: _____ Date: _____

Signature: _____

How may we contact you if we have questions or clarity on information provided?

Phone Number: _____

Email Address: _____

Please mail the completed form to:
 Promise Ranch Ministries
 ATTN: Summer Staff Application
 106 Meadow Lane
 McAlisterville, PA 17049

Questions? Call 717.463.0113 or Email at prm@promiseranchministries.com
Act 34 Pennsylvania Criminal History Clearance

The Pennsylvania State Police has established a web-based computer application called "Pennsylvania Access to Criminal History" or PATCH. Using this system, a requestor can apply for a criminal background check on an individual. Eighty percent of the time, "No Record" certificates are returned immediately through the Internet to the requestor.

Go to "New Record" and follow the instructions.

The reason for the clearance is EMPLOYMENT.

VOLUNTEER clearances will not be accepted for employment purposes. **(volunteer clearances are accepted by Promise Ranch and should be fee to obtain)**

When the Search Results Table appears, click on the Control Number. (Hint: Write down the Control Number for future access to you Official Clearance.)

The Records Check Details page will open, but this is not the official clearance and it will not be accepted by the employer.

To access your Official Clearance you will see a blue text "CERTIFICATION PAGE". Click on the blue text to access your Act 34 Pennsylvania State Police Clearance.

Print and save the official clearance for your records and submit a copy to the Human Resources Department.

A \$22.00 fee applies to process the clearance online. The requestor will be required to pay via credit card or debit card online. Below is a link to access the "PATCH" website:

