

SUMMER STAFF CODE OF CONDUCT

All staff are expected to remember that they are employed by the camp to be a part of the Ministry of Lincoln Lake. Therefore, it is imperative that we understand that we are working to give each camper a week of opportunities to grow spiritually and have lots of fun. This will be a self-sacrifice that is difficult but rewarding as a servant of the Lord. Carefully follow these guidelines and all verbal instructions from supervisors and camp leadership.

CHARACTER: Colossians 3:23 “And whatever you do, do it heartily, as to the Lord, and not unto men.”

1. Lincoln Lake’s ministry depends upon each staff member maintaining and developing their personal relationship with Jesus Christ. Devote yourself to time with the Lord in scripture reading and prayer.
2. Guard your heart. Complaining and/or comparison have no place within our framework.
3. Address all others politely and with respect. Proverbs 4:23 “Above all else, guard your heart, for everything you do flows from it.”

GROUND FOR DISMISSAL

Active disregard for camp policy or gossip and complaining against the administration, churches, other staff members or campers will not be tolerated. Violations in these areas could result in suspension or termination of employment.

A firing or suspension is a disappointment to all concerned. It is an occasional reality. There are two basic ways to get fired from the summer staff: the fast way for the major act or incident, or the slow way for patterns of attitude or actions that are unacceptable.

The fast way—for an act or incident. *(This is a partial list.)*

1. Any actions jeopardizing the safety of a camper, other staff member, or self.
2. Sexual misconduct.
3. Abuse of any other individual.
4. Use of tobacco or alcohol.
5. The unauthorized leaving of the grounds.
6. Being in “off limits” places without permission.

The slow way—for pattern or action. *(This is a partial list.)*

1. Argumentative, undermining, or derogatory comments concerning food, program, staff, or decisions except through proper channels.
2. Disregard for instructions, code of conduct, and corrective communication.
3. Obvious decline towards spiritual matters, evidenced toward staff and campers.

WORK TIME

1. Safety is essential. Build trust through safe actions and careful planning.
2. Staff should report to the correct place of work at the correct time. Please plan ahead.
3. Report to the Health Officer when not feeling well. The Health Officer will then decide whether a staff member is fit to work.
4. Staff may not leave the camp grounds during the week without permission from the Executive Director. Staff members leaving campus must use the sign-out form in the office. Staff members should sign in upon returning to camp.
5. Friends and relatives should not visit you during a week of camp.
6. Development of romantic relationships is for non-working hours (a.k.a. the weekends).
7. Lincoln Lake is an 'unplugged' community. Staff may not have any cell phones, music players, video games, computers, or other such electronic devices.
8. Only 'Core Staff' will be permitted to carry cell phones. Phones should be reserved for emergency or camp-related uses.
9. Please allow the office staff to take care of the mail to and from the box. All outgoing mail is to be placed in the mailbox in the lodge. Staff mail will be put in the staff mailbox in the office or delivered with the campers' mail.
10. No vehicles are to be used during the week without specific permission from a full time staff member.

WEEKEND WISDOM

Staff members will be released by their supervisor when clean up and assignments are completed.

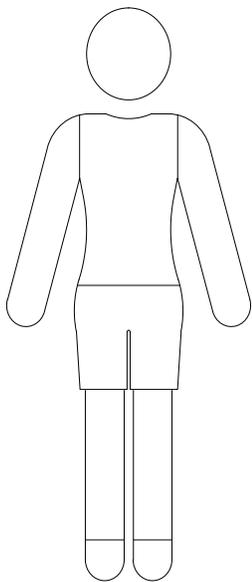
1. Everyone is to sign out on weekends with location and contact information. You are to sign in upon return. Signing in and out is required for all summer staff members. The log book is located in the office.
2. Minors must have distinct verbal or written parental permission to the Administration to ride in *any* vehicle that is operated by a person under the age of 25 years old. Plan ahead and bring a signed and dated permission slip to staff training.
3. Provisions for staff from a significant distance will be made on an individual basis by the Executive Director. Overnight weekend guests should expect the following:
 - a. Meals are not provided over the weekend.
 - b. Camp Curfew on Saturday night is 12:00AM (Midnight).
 - c. Your lodging on the weekends will be your assigned quarters for the summer.
 - d. Camp session rules will apply (dress code, off-limits areas, etc.)
 - e. Staff should plan to do laundry at a local laundromat.
 - f. No friends or visitors may be on campus.
4. Rest is a critical part of your weekend recovery. Please schedule accordingly.
5. Staff members should attend church services over the weekend.
6. Lincoln Lake is not responsible for staff initiated gatherings on the weekends.
7. All staff members will report to camp by 8:00 p.m. on Sunday evening. ***Please call if you have an emergency and you will not be on time (leave a message for Jim at 616.328.4996).*** Staff meetings will be at 8:30pm in the chapel.

DRESS CODE

Lincoln Lake is a ministry that serves many churches. Our goal is to present a professional appearance as these churches and parents are entrusting their children to our care. Although employees' comfort is a priority, certain standards are required: our appearance must be appropriate and professional. The following dress code is intended to convey what is appropriate while on camp property.

Clothing

1. All clothing should be modest, clean, in good condition and have positive or neutral messages.
2. The Executive Director, or his designee, shall hold final decision for any discrepancies or questions regarding staff dress code.
3. If an item or article is deemed unsuitable, a staff member will discreetly notify the staff member. The staff member shall immediately go to change the item.

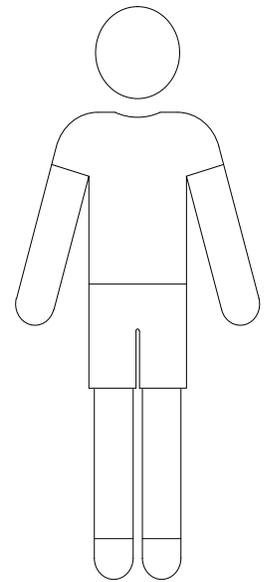


Work note: Clean hats may be worn when working in the kitchen, in place of a hairnet.

Modest shirts should be long enough to tuck in, and cover the tops of your shoulders. All staff will be given one LLBYC T-shirt during staff training, which is to be worn each Monday morning. *Work note: Shirts with sleeves are required while working in the kitchen and serving lines.*

Shorts should be at least fingertip length. Shorts and pants should be well-fitting, and adequately conceal any under layers. Shorts and pants should be free of any holes, rips, or frays above the knee.

Closed-toe shoes with backs for all camp activities, and anytime outside. Wear sandals/flip flops to the beach.



Swimsuits

1. Swimming suits must be one-piece suits that are modest in fabric, fit, and style.
2. Exception: The 'tankini' is the acceptable style of two-piece swimsuit.
3. Swimsuits may not be worn to meals.
4. Staff should wear shorts and shirt (or approved equal) to the beach.

Hair

1. Hair should appear clean, and of modest length.
2. Facial hair shall be neatly trimmed. Exceptions are made for wilderness camp.
3. The Executive Director reserves the right to let you know when a haircut is necessary.

Tattoos and Body Piercing

1. Tattoos and body piercing will not occur during your employment at Lincoln Lake.
2. Any previous tattoos and body piercings should be kept covered, or low key.
3. Male staff shall not display any piercings or earrings.