

JOIN IN THE ADVENTURE!



JOIN IN THE CHRISTIKON LIFE!

...to awaken and nurture faith in Christ –
exploring God's creation and the adventure of life together.



Summer Staff Employment Materials

Christikon
1108 24th Street West
Billings, Montana 59102-3810
www.christikon.org

Thanks for your interest in the Christikon ministry. Included in this packet are the following (please read them carefully):

- **Staff Application Form**

- **Voluntary Disclosure Form** (background check)

- **reference forms**

- materials describing staff positions, summer schedule, salaries, etc.

We are happy to consider you for a staff position. There are three (3) parts to the application process:

1. Complete and return both the **Staff Application Form** and **Voluntary Disclosure Form** by **February 28** , or as soon thereafter as possible. Earlier applications are welcome.
2. Give the confidential **Reference Questionnaire** to three people who can speak to your qualifications for a staff position. Ask them to return the Questionnaire directly to the Christikon office, **by February 28** , or as soon thereafter as possible (it's courteous to provide a stamped, addressed envelope, too). Select people (other than friends or relatives) who know something about you in the areas covered in the Questionnaire, such as employers, a teacher, your pastor and/or youth director, etc. If you previously worked at another camp, your former camp director or immediate supervisor **must** be one of your references. Be sure to list the mailing address, email and phone number for each person.
3. Participate in an **interview**. I visit several college campuses for interviews in February (see the enclosed schedule of dates and places), and would appreciate talking with you in person at one of those times. If you are in the Billings area, interviews can be held in the Christikon office. If an in-person interview is not possible, you may arrange for a Skype or telephone interview by writing or calling the Christikon office to set a mutually convenient time. It is helpful for me to have your Staff Application Form prior to our interview, but if that is not possible, the application may be submitted afterwards. All interviews should be **completed by February 28** , or as soon thereafter as possible.

Staff selections are normally made during the first weeks of March. All applicants are contacted to inform them of their status. Applications may still be sent after February 28 , but applicants should be aware that the selection process begins in early March.

I look forward to hearing from you, and appreciate your interest in Christikon.

As we carry out our ministry, we seek to:

- **Embody the gospel of Jesus Christ.** Grounded in a Lutheran articulation of the gospel, we strive to share the grace of God with all, hoping for it to shape everything we do.
- **Grow as the Body of Christ.** We move towards a deeper experience and awareness of Christian community, centered in worship, where all are sustained in the covenant of baptism and drawn more deeply into the lives of each other.
- **Form faithful Christians.** We will force no one into the faith. But we want people to recognize and grow from the foundation offered in the gifts and insights of those who have gone before us, so we might more clearly discern what God is doing in our lives and in our life together in this world. We explore the biblical story together, listening for God's Word to us. We try to model Christian character as we face this world's hungers and hopes. We seek to connect faith and life.
- **Raise up stewards of the whole creation.** We use our majestic mountain setting to encourage a greater appreciation of the natural environment, to develop a deeper sense of gratitude and responsibility for the whole creation of God.
- **Grow leaders.** We seek to strengthen the work and witness particularly of those who serve as our staff members, offering training and experience for leadership on behalf of the church.
- **Be a faithful partner in ministry with our congregations.** We try to maintain the connection between life at camp and life back home. We offer our mountain facilities for congregational retreats. We seek to implement programs appropriate to our congregations' changing needs in ministry.

THE CHRISTIKON LIFE

Where is Christikon?

The camp site is located in the Rocky Mountains just north of Yellowstone National Park, near the heart of the Absaroka-Beartooth Wilderness Area, in some of the loveliest country in the world.

How is Christikon's program shaped?

At the **main camp site** there are youth sessions for senior high, for junior high, and for fourth through sixth graders (the optimum camp size is 65-75 campers). There are also sessions for disadvantaged kids, for families and adults, and a half-week session for developmentally-disabled adults. For junior and senior high kids we have a parallel **backpacking and trails** program in the wilderness surrounding camp. Some groups focus on trail maintenance and campsite rehabilitation (we call them **CreationCare**).

Where will I serve?

We rotate staff in several ways at Christikon. **On-site and trails:** You will likely be out backpacking one or two of the five scheduled sessions, and based on-site the rest of the time. **Counseling and Support Staff:** Counselors will probably serve during one session in one of the Support Staff positions (kitchen, maintenance, office, trails room, etc.). Support Staff will probably do at least some counseling.

THE STAFF COMMUNITY

How important is my Christian commitment to working at Christikon?

It is essential. In all staff positions, Christikon needs people whose lives are committed to Jesus Christ. Christikon is

- **a community of the gospel**, a community called into being, nurtured, and shaped by the word of God in Jesus Christ. We are part of and servant to the church. As such, we are inherently a community of worship, study and prayer, and those dimensions are essential in our life together.

■ **a community of alternate vision.** Together we seek to shape an experience where the world's brokenness might be transcended in a vision that anticipates the coming Kingdom of God.

In such a vision, to become weak for others is to be strong, to become a servant is to be free, to give life away is to find it.

■ **a community of the table**, where meals and food and eating together anticipate our sharing with each other at the communion table and with all Creation at the great feast in Paradise, and provide opportunity to model sharing, fellowship, humility, responsible service, and gratitude.

Within the larger Christikon community, **staff people** function as a **community of service and leadership**. Together with the Director, they shape the entire Christikon life. As staff people, we all speak and act on behalf of Christ and his church in this particular place, among this particular people. When you are a Christikon staff member, it is important that you be open to being grasped by this vision of life together...that you try to pattern your personal life accordingly...that you be willing to accommodate your individual goals to help build a community of this broader vision, so that those who come to join us at camp may find with us a fresh perspective on life lived towards the coming Kingdom.

Will I be leading worship?

Yes. Worship is central in the Christikon life; and whatever your staff position, you will be involved in worship planning and leadership (you will be trained for both). In our worship life we seek to take seriously both the needs of contemporary experience and the rich resources available to us from the Christian tradition.

Do I have to be Lutheran?

No. People of several denominational backgrounds serve with us. At the same time, we note that our ministry is both unapologetically Christian and explicitly trinitarian. Most of the campers we serve are of Lutheran background, and as we work to witness faithfully to the gospel of Jesus Christ, we are significantly shaped by the Lutheran tradition in which we stand. Staff people need to be comfortable working in this context. For Christikon staff, we need people who come to camp not simply because they love the mountains and the outdoors, but also because they love Jesus Christ, and they are committed to serving his people, in the context of the Christikon life.

What else does Christikon look for in staff people?

Maturity: Staff people carry a great deal of responsibility during the season, so maturity of judgment and character are essential.

Health: To carry out staff responsibilities adequately, you need to be in appropriate physical condition for a summer of vigorous living, hiking and backpacking. If you have special dietary or medical needs, you must discuss those with the director in the application process, so we can determine our ability to meet those considerations.

Character: As a Christikon staff person you will work closely with campers and other staff people in an intense community setting. So you need to be open, sensitive, and able to adapt to a wide variety of people and situations. At the same time, you need to have a good sense of who you are and what's important to you. And, as with most areas of life, a sense of humor never hurts!

Skills and interests: General camping and backpacking skills are helpful but not necessary prior to the summer. Christikon provides you with three weeks of training (two weeks on-site, and one on backpack) to prepare you for providing leadership in the Christikon life. At the same time, your participation is enhanced by the special skills, interests and certifications you bring to camp with you (e.g., in ecology, geology, plant/animal identification, art, music, drama, crafts, etc.).

CPR and First Aid. In order to comply with American Camp Association standards, all staff are certified in CPR and Wilderness First Aid (we certify you in both during staff training). But if you already

have those certifications prior to coming to Christikon, you will receive a salary bonus (see the information on compensation). **A word on food:** Eating together is a significant part of the Christikon life, and the meal is a chief metaphor in the way we shape our life together (see comments above). Staff participation in meals also has programmatic impact, embodying responsible use of food and gratitude for the giftedness of the meal. All meals are served family style, and offer a nutritious and well-balanced diet. We *do* seek to accommodate allergies or other medical limitations that prevent sharing in certain foods. We ask that you be willing to accommodate your preferences when necessary for the good of the whole (i.e. participate in the meal even if the menu item wouldn't normally be your first choice).

Session and Summer Schedules On-site-based youth sessions:

Below is a sketch of what a "typical" resident youth session for junior high looks like. A few words of explanation: When campers arrive, they are assigned to both a **cabin** and a **family group**. Cabins house from 5 to 10 campers with a counselor. Family groups are formed by matching a boys' cabin with a girls' cabin to produce two family groups. Each of these is led by one of the cabin counselors, and ideally has eight campers (four of each gender). **Trails sessions:** Each group has up to thirteen guests (including youth campers and adult advisors), and is led by two Christikon staff people (one male, one female). Trails campers stay at the main camp the first and last nights. In between they spend four nights on the trail. Senior high backpackers generally follow looping routes in the wilderness surrounding Christikon. Junior high trails campers pack to a site that becomes their base camp for the session, from which they do day hiking. CreationCare groups work with Forest Service personnel at various wilderness locations.

The summer schedule runs from late May through mid-August for most staff people (though a few may remain until after Labor Day.) Note this year's schedule printed elsewhere in this application packet.

A "Typical" on-site-based Youth Session at Christikon

	MORNING	AFTERNOON	EVENING
Beginning Day		Staff Meeting 4 p.m. Arrivals and registration Dinner	Orientations Canteen Worship
Day One	Breakfast and Worship Dishes and Staff Meeting Bible Study in family groups	Lunch and dishes Hikes in family groups Canteen All-camp games	Dinner and Dishes Quiet Time Interest Groups or recreational activity Canteen Worship
Day Two	Breakfast and Worship Dishes and Staff Meeting Bible Study <i>half of family groups leave on overnight</i>	Lunch and dishes Service Projects in family groups Canteen Interest Groups	Dinner and dishes Quiet Time Folk Dancing Canteen Worship in family groups
	<i>(overnighters do Bible Study, Worship and Quiet Time on the trails, in addition to camping/hiking/etc.)</i>		
Day Three	Breakfast and Worship Dishes and Staff Meeting <i>remaining half of family groups leave on overnight</i>	<i>First group of overnighters return</i>	Dinner and dishes Folk Dancing Canteen Worship
Day Four	Breakfast and Worship Dishes and Staff Meeting Quiet Time Bible Study	Lunch and dishes Service Projects <i>Remaining overnighters return</i> Canteen and Interest Groups	Dinner and dishes Family group Presentations/Skits Canteen Worship
Day Five	Breakfast and Worship Dishes and Staff Meeting Quiet Time Bible Study	Lunch and dishes All-camp Challenge Games Canteen Family group time; evaluations	Dinner and dishes "Sharing of Gifts" Canteen Worship
Closing Day	Early rising Breakfast; camp clean-up Departures Staff Meeting		

2020 Schedule

Beginning Date: Staff employment at Christikon begins on Saturday, **May 29th, 2020** with the Staff Training session.

Early arrival for certain support staff: Staff who serve in kitchen, maintenance, trails room, office, or health care positions are encouraged to consider arriving a week or so early, when possible, to help accomplish related work that needs to be done before the staff training period starts. Actual starting dates can be negotiated with the Director.

Ending Date: Most staff will complete their Christikon employment early on **Wednesday** morning, **August 5th, 2020**.

Staff Training: All staff are expected to participate during the full Staff Training period, **May 29th - June 12th, 2020**.

Continued

A second unit of backpack training is scheduled **June 29th - July 4th, 2020** and is required for all staff who will be counseling in the trails program. The staff backpack is optional for staff who will not be participating in trails offerings. **Beyond the basic season:** We will need 6-8 to remain through the 23rd to help host a family retreat. We will add another \$500 to your salary. Contact Mark for more information.

Time off: Generally there is a period of at least 24 hours free from duties for all staff people after each session, running from noon on the concluding day of a sessions until noon the next day. Additional full-day breaks are scheduled on June 13th- 14th, June 19th - 20th, June 27th -28th, July 9th- 10th.

2020 Salary and Benefits Information

Christikon staff salaries are a uniform as possible, though consideration is also given to experience and special responsibilities. Generally, a person is employed with a single position designation, but flexibility of job description is important. Most staff people will be rotated between counseling and support staff positions as the summer progresses.

Salary for 2020 is \$3,460 for the basic season. This provides an average of \$346 per week, for the 10-week season. Food and lodging, use of equipment, etc., are also provided. A similar salary basis is used during any additional perils worked before or after the basic season. Beyond the basic season: We will need 6-8 to remain through the 16th to help host a family retreat. We will add another \$500 to your salary. Contact Mark for more information.

Bonuses: Modest increments are added to salary for experience and prior certifications (which must be current for the entire season), as follow:

- For each year's experience as full-season camp staff: \$50
- CPR certification: \$10
- Wilderness First Aid or Wilderness First Responder certification: \$40
- EMT certification: \$100

- Graduate Nurse serving as Health Care Manager: \$150
- Registered Nurse serving as Health Care Manager: \$250
- Staff with special responsibilities may receive additional increments.

Deductions: Christikon is required to withhold from salaries for state income and payroll taxes, federal income tax (when employee is not exempt), and social security taxes. Deductions from salary are also made for days of work missed in excess of sick days and personal leave.

Insurance: Statutory Worker's Compensation is provided for all staff, covering injuries sustained while on the job. In addition, staff members are covered for other accidental injury (up to \$3,000). This latter insurance comes into play after other family or personal health insurance. Christikon will pay the deductible on any claims filed under this insurance.

2020 Schedule for Staff Interviews

Contact the Camp office for appointments, or stop in to sign up for an interview on the day of the campus visit. Interview times generally run from about 10:00 a.m. to about 4:00 p.m. Contact college Career Centers or listed campus ministries for additional details. While face-to-face conversations are always ideal, Facetime/Skype works well when that's not possible. Check our website for dates as they become available.

MIDWEST:

Moorhead, MN. TBD	Concordia College
Brookings, SD. TBD	SDSU Ascension Lutheran Church
Sioux Falls, SD. TBD	Augustana University
St. Peter, MN. TBD	Gustavus Adolphus College
Northfield, MN. TBD	St. Olaf College
Decorah, IA. TBD	Luther College

Washington:

Tacoma, WA	TBD	Pacific Lutheran University
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WEST:

Billings, MT	Any time: call our office at 406 656-1969 to make an appointment	
Bozeman, MT	Date as arranged	MSU Christus Collegium
Missoula, MT	Date as arranged	Emmaus Campus Ministry

STAFF POSITIONS

The following are brief sketches of each position. Detailed job descriptions are issued with Work Agreements, and are available at our Web site: www.christikon.org

Counselor 14 positions (7 of each gender).

On-site: reside in cabin with 4-8 youth campers. Sometimes work shared with another counselor; other sessions you work solo. Lead "family group" of 6-19 campers in program, including Bible study and discussion, work projects, hiking, games, worship, devotions, overnight away from camp, cleaning duties, service projects, etc. Serve in support positions(s) one or more sessions as assigned. Follow and support all Christikon policies and procedures relating to staff and campers. Trails program: lead backpack groups, working closely with one other counselor. Assume responsibility for safety, health, social development and spiritual growth of assigned campers.

Head Cook 1 position.

Supervise food preparation and meal planning according to Christikon food service policies and

procedures. Supervise and train staff assigned to kitchen. Maintain menu files. Monitor food/supplies inventory, and order as needed for efficient, cost-effective use. Maintain a clean, sanitary food service. Meals are generally served family style, averaging about 90 persons per meal. Previous large-group cooking experience desirable.

Assistant Cook 1-2 positions

Directly responsible to Head Cook. Assist with food preparation and other kitchen responsibilities.

Lodge Supervisor 1 position

Directly responsible to Head Cook. Supervise campers and staff in pre-meal setting and after-meal clean-up of kitchen, dining area and Lodge. Maintain a clean and well-ordered kitchen and Lodge at all times. Assist cooks with pre-meal food preparations. Appreciation for order and cleanliness, and for working with people, desirable.

Secretary 1 position

Assist Director with office work, record keeping, correspondence, filing, registration, reporting, handling of funds, cabin assignments, and other administrative duties as needed. Operate office equipment, including computer, typewriter, copier. Supervise operations of the Canteen. Needs ability to type, work with computer. Previous office experience helpful.

Trails Room Coordinator 1 position

Works with an Assistant. Coordinate use of equipment and food for trails programs according to Christikon trails room policies and procedures. Maintain records of inventories and equipment. Pack out and check in food and equipment for trails groups. Monitor supplies and request ordering as needed. Repair equipment. Trails experience and appreciation for detail work helpful.

Maintenance Supervisor1 1 position

General maintenance of buildings, grounds and equipment according to Christikon maintenance policies and procedures. Daily waste collection from all waste receptacles; daily chlorination monitoring. Supervise camper/staff work projects. Primary operator of camp truck, making occasional trips to town for supplies. Monitor maintenance supplies. Must be at least 21 years old. Ability to drive pickup truck and do maintenance tasks. Experience with carpentry, plumbing, etc. helpful.

Health Care Manager 1 position

Working under physician's standing orders, supervise health care and screening of campers and staff. Maintain health records and inventories of medical supplies. Receive, store and dispense all camper medications in on-site program, and supervise medication procedures with trails staff. Assist in preparing and training other staff in health care responsibilities. Supervise infirmary. Prepare first aid kits for trails. Preference given to Registered Nurse, Graduate Nurse, EMT, or equivalent. First Aid certification provided. May be combined with Service Aid.

Service Aid 1 position

Daily launder kitchen and cleaning items. Stock bath house cleaning supplies. Daily clean bath house stools. Maintain clean guest rooms, bath houses, laundry, storage. Help with necessary housekeeping at *the Living Center*, Christikon's adult retreat center. May be combined with another position, such as Health Care Manager or Trails Room Assistant.

To be completed by the Applicant:

Name _____

Position(s) for which you are applying: _____

This reference form is available on-line at www.christikon.org and may be imported into a word processor for completion.

To the person completing this Reference Questionnaire: The person named above is applying to serve our summer staff.. Your evaluation of her/his potential is very helpful in the selection process. Thank you for your sincere and candid appraisal of her/his character and ability.

1. How long, how well, and in what capacity have you known the applicant?

In each of the following items, please check the phrase that most accurately describes the applicant's usual behavior with regard to that specific quality or trait. Additional comments welcomed.

2. Leadership: How does this person direct and influence others in group work?

- Poor leader; incapable of directing or working with others
- Usually follows the lead of others
- Normally successful in directing and leading others
- Very successful in leading others
- Exceptional leader; inspires others along desired lines of action.

3. Cooperation: How well does this person work with others in a group?

- Cooperates grudgingly; makes trouble; obstructs group efforts
- Cooperates somewhat, but tends to choose own interests over the common good
- Cooperates actively; helps things run smoothly
- Exceptionally successful in working with others and inspiring confidence

4. Responsibility/trustworthiness: How responsible is this person?

- Irresponsible even under supervision
- Usually needs detailed instructions with regular checks of work
- With close supervision will do satisfactory work
- Carries out routine activity on own responsibility
- Exceptionally able to accomplish work without close supervision

5. Willingness to improve: How does this person react to suggestions/criticisms by others?

- Takes criticism as a personal insult; resents suggestions
- Listens to suggestions but often acts without considering them
- Follows suggestions willingly when appropriate
- Asks for criticisms and suggestions

6. Depth of conviction: How does this person put principles/convictions into action?

- Displays a seriously under-developed system of values
- Holds convictions, but fails to carry them out under adverse conditions
- Acts according to convictions under normal circumstances
- Carries out convictions constantly and boldly, even in face of obstacles

7. Persistence: How well does this person follow through on tasks?

- Needs much prodding to complete work
- A bit indifferent unless deeply interested; may not finish task
- Completes assigned tasks of own accord
- Industrious, energetic, dependable at all times
- Unusual perseverance; does more than expected

8. Stability: How well does this person control emotions?

- Tends to over-respond (to stress, good fortune, etc.); over-emotional
- Tends to be unresponsive; apathetic
- Has difficulty expressing emotions; over-controlled
- Usually well-balanced
- Excellent balance of both responsiveness and self-control

9. Maturity of judgment: How does this person make decisions?

- Immature; untrustworthy in situations of stress
- About average for his/her age in judgments made
- Above average; can always be counted upon to use good common sense
- Exceptionally mature; decides wisely and prudently, even under stress

10 If you have any reason to believe that it may not be appropriate for this person to work closely with children, a further explanation on a separate sheet of paper is invited. Any such comments will not be kept as part of the reference, and will be destroyed after they are reviewed.

11. Suitability as a camp staff person: Rate this person by circling a number from one to ten:

Poor prospect 1 2 3 4 5 6 7 8 9 10 Truly exceptional

12. Further comments on any of the following items, or others of your own choosing, are appreciated:

- Other significant strengths or weaknesses
- Christian character and commitment
- ability to articulate his/her faith
- theological perspective and/or style

Signature _____

Print/type name: _____

Mailing address _____

Date _____

Telephone _____

Staff applications cannot be considered complete until references are received. Please return this by February 28 or as soon thereafter as possible to: **CHRISTIKON • 1108 24th St. W • Billings, MT 59102**

Christikon Staff Application

Name: First: _____ Middle: _____ Last: _____

If you prefer to be addressed by a nickname or shortened name, please indicate it here:

Mailing Address:

Mark an "x" in box where mail should currently be sent

Home:

Phone: _____

School:

Phone: _____

E-mail address: _____

Date of Birth: _____

Church Affiliation:

Staff position you're applying for:

List position(s) for which you are available, in order of your preference. Refer to the current description of staff positions. While staff often serve in several positions, each holds a primary designated position (e.g. counselor, cook, etc.)

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

Educational background:

Are you currently a student? Yes No If Yes, indicate your year (e.g. 3rd, grad, etc.) _____
 School(s) attended beyond high school: _____

Previous organized camping experience: List camps you have attended, dates (years) you were there, approximate length of your attendance, and any staff positions you held.

Employment background: List your other work experience (previous five years: use additional sheet if needed.) Include Employer Name, Address, and Telephone number.

Availability:

Are you able to attend the entire staff training period?
 Yes No

Are you able to serve the entire basic camping season?
 Yes No

Are you able to stay until August 18th?
 Yes No

If answer is "No", please specify and explain dates you would be unable to attend Staff Training:

If answer is "No", please specify and explain dates you would be unable to serve at Christikon during the basic season:

CHRISTIKON STAFF APPLICATION (continued)

¹⁰ **Special skills and interests**

Check any that are applicable:

- Music: vocal
- Music: Instrumental (list):
- Hiking
- Creative Writing
- Bible study leadership
- Drama
- Oral interpretation
- Geology
- Arts and Crafts
- Dance
- Sports (list):
- Cooking
- Backpacking
- Speech/debate
- Worship leadership
- Graphic/plastic arts
- Ecology
- Photography
- Music: teach singing/s
- Office skills
- Carpentry
- Clowning/Mime
- Plant/animal identification
- Other:

Health Care Certifications (list expiration date after each):

- Wilderness First Aid
- Graduate Nurse
- Other certifications:
- Wilderness First Responder
- Registered Nurse
- CPR
- EMT

¹¹ **References**

List three personal references. If you have previously worked on a camp staff, your former camp director (or immediate supervisor) should be one of these. Ask each to complete the confidential Reference Questionnaire and mail it directly to our office.

Name	Address, City, ZIP	Telephone	Position/Relationship
1			
2			
3			

¹² **On a separate sheet of paper, please respond to the following:**

- a) *Why do you want to be a part of the Christikon staff community? What are your expectations for spending the summer with us?*
- b) *In addition to those marked above, do you have other interests, skills, abilities or other qualities that could be resources for your work in outdoor ministry?*
- c) *Describe your present life of faith. What and/or who have been the major influences on your growth in the faith?*
- d) *Special considerations: Are you able to fulfill the essential functions of the position(s) for which you are applying? If your answer is "no," please explain. (If you are unclear about the essential functions, please check our Web site or contact us for a detailed description.) If you wish, you may describe personal commitments, dietary restrictions, necessary reasonable accommodations or other personal situations that invite consideration.*
- e) *If there is anything else you would like to add, or if there are additional things you would like us to know in considering your application, please feel free to include them in your comments.*

¹³ Please include the "**Voluntary Disclosure Statement/All Camp Staff**" form with this Application.

¹⁴ If you are unable to participate in an in-person interview, it would be helpful to have a recent photo.

¹⁵ **Please sign and date:** To the best of my knowledge, the information contained in this application is accurate. I hereby give permission to Christikon to make any necessary background and/or reference checks and/or verification of previous work (including volunteer) history.

Signature_____ Date_____

Mail your completed application to

CHRISTIKON

1108 24th Street West
Billings, MT 59102-3810