

# Shiloh Summer Staff Policy Guidelines and Practices

Dear Shiloh Staffer:

Since you have expressed a desire to work with us, we would like to this time to share with you the purpose and work of Shiloh Ministries. Shiloh Ministries is an interdenominational organization whose primary purpose is to transform our inner-city with the love of Christ through sports, arts, and meaningful relationships. We believe that only Jesus Christ can change a person from within; and give meaning, purpose and direction in life. Thank you for considering Shiloh Ministries as a place to use the skills, knowledge and abilities God has given you.

In His Name,

Stephan Moore  
Executive Director  
Shiloh Ministries

**Spiritual Gifts:** Shiloh Ministries is an interdenominational ministry. We desire to lift up the name of Jesus and stand unified in Christ. We are open to the fact that God may choose to express Himself miraculously today. The gifts are given sovereignly as God desires 1 Corinthians 12:18. Difference of opinion exists within the Body of Christ over the matter of public displays of tongues and dramatic healing. Shiloh Ministries will not be a place for public display of these acts during Shiloh camps or events. This allows for the use of the gift in public worship or privately for Shiloh representatives in non-work capacities.

**Conduct and Character:** Because of the nature and purpose of Shiloh Ministries, people tend to judge the entire organization and Christians in general by the lives they see our employees demonstrate. Therefore, indulgence in any lifestyle or pastime that is illegal, scripturally questionable/forbidden, or outside of Shiloh's conduct policy (sex outside of marriage, drinking, smoking or drug use) may result in termination including those displayed on social network sites like Facebook or Instagram.

**Dress/Appearance:** Hair must be kept neatly and appropriate for a Christian ministry environment. Sideburns, mustaches, and beards are to be short and neatly trimmed. Appropriate dress for the summer camp environment includes t-shirts, shorts of knee length. All body piercing must be removed prior to camp; Tattoos may not be displayed at camp. Excessively sheer clothing, low cut blouses, tight fitting clothing, short shorts, or clothing containing and/or promoting secular artists are not appropriate. Shiloh staff should always wear closed toed shoes while at camp.

**Valuables:** Please do not bring valuables to camp. Shiloh will not be responsible for lost, stolen or damaged items at camp including but not limited to cameras, computers, mp3's, cell phones, jewelry, musical instruments, etc. Also, no weapons (firearms, knives, pepper spray, etc) on premises, including inside vehicles.

**Phones/Listening Devices/Computers:** Our focus at camp is the campers; therefore summer staff is not allowed to use cell phones, computers, texting devices, email, iPods, radios, CD players, etc. when on duty at camp unless expressly told to do so by a Director.

**Dates and Lengths of Employment:** Summer paid staff will work 4 complete sessions. Note: **Camper Caregivers** may work one or more sessions M-F and C.I.T.'s (**teen/adult volunteers**) may work one or more sessions.

**Staff Training Dates:** June 4 – June 8 (8 a.m. to 5 p.m. except on Friday- 8am – 9pm) Training required for all paid staff unless written pre-approval.

**Camp Sessions:** June 11<sup>th</sup> –15<sup>th</sup>, June 18<sup>th</sup> –22<sup>th</sup>,

**Leadership Week:** July 15 – 18 (This special leadership camp will only be requiring part of the summer team to return to work. We look forward to you being with us!) *\*Any Staff not hired to work this week is still very much welcomed to volunteer, and be a part of this dynamic week!*

\*Certain positions, such as ropes team, may require extra time for preparation, set up, tear down, and training. Please make sure you are available & willing to fulfill that requirement.

**ATTENDANCE:** Dependability on the job is essential. All employees are to be on time each work day. The employee must call his/her immediate supervisor at the beginning of the work day if he/she will be late or absent on any particular day. Tardiness/absences can result in docking of pay or dismissal from staff. Please check your summer schedule to confirm that you are available for mandatory staff training and each camp session. Any planned absence must be **pre-approved** before signing camp contract.

Because of the intensity of the summer schedule and the role as overseers responsible for children, Shiloh is unable to accommodate absences outside of emergencies. All appointments, etc. must be planned before/after camp or during the 2 weeks between terms.

**Commitment Letters:** After your interview, you will receive a letter of commitment that must be signed to complete your hiring process. Sign this letter of commitment only if you are in agreement with the policy and guidelines and are able to commit to the terms offered. Make a copy for personal records, and return original letter of commitment to the Shiloh office.