

Muskoka Bible Centre



stepping stones Handbook 2018

Adapted from and in conjunction with the MBC Staff Handbook v.2.0
*Policies apply to Muskoka Bible Centre Inc. (doing business as MBC and Camp Widjiitiwin),
Muskoka Bible Ministries, and Muskoka Bible Foundation*

WELCOME

It is my great pleasure to invite you on board the MBC Team! This is a welcome to join us in a high calling – that of encouraging and facilitating positive change in the lives of people as they encounter God through their experience at MBC and Camp Widjiitiwin.

This staff handbook provides a description of the guidelines, procedures and behaviour expected of our team mates. However, it is your attitude that will make all the difference in the world - both for you and our guests. Each of you has the opportunity to bring a spirit and attitude of Joy, Peace and Unity that can't be dictated by a set of behavioural guidelines.

I'd like to encourage your pursuit of a steadfast journey with God, made possible through His Son, Jesus Christ. Out of this relationship and the instruction and presence of His Spirit, will flow the fullness of life and joy that spills over into those around you! You will be a delight to work with and our guests will be positively impacted by your interaction.

Pray for the heart of a servant and then throw yourself joyfully into all the opportunities to serve - the big and the small things!

Our VISION for the MBC Team Community is described in the following three statements:

- MBC will be led by an engaged, motivated, competent and supported staff and volunteer community.
- Our team members will be working in their area of strength, complemented by others to build a balanced, effective team.
- Our team members will thrive in an environment where trust, compassion, stability and hope are paramount.

We are delighted to welcome you to the united pursuit and realization of this vision!

A handwritten signature in black ink, appearing to read 'John Friesen'.

John Friesen CEO, Muskoka Bible Centre

MBC MISSION (SUMMARY OF WHY & HOW)

Muskoka Bible Centre exists to exalt Jesus Christ by renewing, connecting and equipping the family of God in the splendour of His creation. This is accomplished through the provision of camp, conference and retreat experiences where the teaching of God's Word is central.

WHAT IS MUSKOKA BIBLE CENTRE?

Muskoka Bible Centre is an independent, inter-denominational organization that was founded in 1930 by the Fellowship of Evangelical Baptists. While recognizing its roots in the Fellowship Baptist movement, it embraces and supports the cultural diversity of Christ-centred Kingdom ministries and people in accordance with its statement of faith. **Bible Centre Ministries** is a registered charity that operates the chapel ministry and children's & youth ministries which take place at MBC and Camp Widjiitiwin. **Muskoka Bible Foundation** (MBF) is a separate charitable entity that exists to financially support the ministry activities operated by Bible Centre Ministries.

WHAT DOES MUSKOKA BIBLE CENTRE DO?

MBC operates a 230 acre conference and retreat centre, as well as a children's camp facility (Camp Widjiitiwin), in the Muskoka region of Ontario, Canada. MBC plans and executes an annual schedule of compelling community experiences in support of its over-riding mission. **These experiences are focused on teaching the Word of God with an emphasis on encouraging and strengthening families.** MBC also offers the facilities and services of the centre to other like-minded ministry organizations in support of their spiritual retreat objectives.

MBC EXPERIENCES – 'STRATEGIC PRIORITIES'

MBC will focus its energy and resources on the following priorities:

1. **Family Ministry – *Our vision is to be a catalyst in building thousands of healthy, Christ-centred families.*** This will consist of designing impactful experiences for families including summer vacation sessions, marriage retreats, winter family reunions and men/women specific retreats.
2. **Conference & Retreat Centre – *Excellence in service and a proactive approach to group partnerships will become the trademark of the MBC Conference & Retreat Centre.*** MBC will offer its facilities and services to other like-minded ministries in support of their spiritual retreat objectives and to maximize the use of the facility on a year round basis.
3. **Camp Widjiitiwin (Residential & Day Camps) – *Camp Widjiitiwin will be focused on demonstrating the gospel message to children and youth through teaching God's Word, positive relationships and creative interactions.*** Camp Widjiitiwin will plan and execute nine weeks of outreach orientated residential and day camp experiences on a self-sustaining organizational model. The leadership of Camp Widji will endeavour to establish partnerships with churches and other ministry organizations for greater impact and effectiveness.

4. **Youth Discipleship – *Our vision is to see young people passionately following Jesus Christ, living purpose-filled lives.*** The launch of **stepping stones** in 2010 marks the start of an intentional discipleship experience for our student staff; including an 8 month INTERNship program from September through April. Spiritual Formation (renewal), Community Life (connecting), and Work Excellence (equipping) are the three content pillars of this program.

WHY DOES MUSKOKA BIBLE CENTRE MATTER?

In an era of urbanization, personal mobility, the deterioration of the family and the ever increasing influence of a secular based culture, MBC will serve to provide a consistent place where all of God's people can gather to be renewed, connected and equipped within the natural amphitheatre of His creation. Each year thousands of individuals and families are encouraged as a result of an MBC experience. As guests leave MBC they are renewed and equipped to more effectively be ambassadors for Christ – changing their world and expanding His Kingdom! (2 Cor 5:11 – 21)

Renewed: An experience at MBC will serve first and foremost as a call to engage in a vibrant, personal relationship with God through the redeeming work of His Son Jesus Christ and the teaching ministry of the Holy Spirit. Inspiration through His creation, instruction in His written Word and the working of the Holy Spirit in the inner person serve to revive the spirit to bring about the fullness of life we were created for. (2 Corinthians 5:11 – 21, Psalm 19, 1 Thessalonians 2:13)

Connected: Relationships will be strengthened and people encouraged as they take time to unite with their families and friends in an unhurried environment; building memories and relationships that serve as a stabilizing foundation for the day to day challenges of life. The camaraderie of unified relationships around the common bond of Jesus Christ brings strength and joy to the family of God. The sharing of one another's joys and burdens is testimony of God at work in our lives as we spur each other on to perseverance and good works. (2 Corinthians 1:4, Hebrews 10:24 – 25, Prov 11:25)

Equipped: Guests will understand their unique giftedness and subsequent call to serve as part of the body of Christ. They will be motivated to effectively fulfill their role in their family and local community; better equipped to participate in the good works God has prepared for them in advance. (Ephesians 4, 1 Corinthians 12, Ephesians 2:10)

A Special Place: The importance of a special place that represents the timelessness of God's existence and truth. This is perhaps best understood by those who have had the privilege of consistently enjoying a Christ-centred camp or conference experience as they were growing up. These camp veterans would testify that these experiences have been unmatched in their significance to the development of personal and family milestones and memories. The natural beauty of God's creation in such a place can inspire the soul to higher perspectives; helping guests rise above their circumstances and see the awesome power and loving care of an ever-present God. (Mark 6:31, Luke 12:22-34, Mark 9:2-8)

MISSION OF STEPPING STONES

The **stepping stones** name has a twofold meaning. It first refers to the 'stepping' of its participants from one level of training to the next, each one designed for a specific level of age and maturity. Secondly, it refers to an underlining philosophy that each person progresses, or 'steps', in the areas of Renewing, Connecting and Equipping. Throughout the summer you will learn more about the three **stepping stones** pillars (Renewing, Connecting & Equipping) and how they relate to your lives.

stepping stones Structure

To accomplish the mission of **stepping stones**, while striving for excellence in MBC's existing ministries, the program is structured into a number of enrolment levels. Each of these levels is designed to serve Christian youth at different stages of maturity and age and to serve in various ways.

CORE –University/college aged individuals who have been selected for both their demonstrated, and potential, leadership abilities. These people provide oversight to a number of programs and have been given significant responsibility. As part of the CORE team we will focus on building transferable ministry skills and help each staff's ministry be more effective.

Frontline –These individuals (17+ years) provide the dynamic drive behind much of the work done each summer. Frontliners provide a solid core of mature workers and eager learners. In the Frontline program we look at the importance of Christ's church and living a life dependent on Christ.

STAND – The STAND experience provides its participants an opportunity to grow in their abilities, leadership, knowledge and experience. STANDs will balance a demanding work and learning schedule. During this program we will look closely how God has made each believer uniquely and how that adds to the body of Christ. We hope that all involved will become **Servants Trained And Now Doing**.

SIT – This level provides many with their first taste of working and living away from home. Through the summer SITs will be **Servants In Training** and develop through a balanced mix of teaching, training and work experience. Through their time with Muskoka Bible Centre we hope that each one will grow in their knowledge, and their application of God's word.

Each level of enrolment will engage in a variety of experiences designed to aid in their development. These experiences fall under three categories and vary between the enrolment levels.

Spiritual formation – This encompasses a great number of directed opportunities for stepping stones participants to learn and grow. Through teaching, chapels, readings and bible studies we hope that each individual will Know more, Be more and Do more in Christ.

Work Excellence – Each participant in **stepping stones** will have a role to play in the broader function of Muskoka Bible Centre and its ministries. Through working in the various departments, from Children's ministry to Housekeeping, the summer students can make a lasting positive impact on the guests/camper and be wonderfully impacted in their own lives.

Community Life – A great part of the Christian walk is personal growth through relationships with fellow believers. MBC is a great place to live, learn and serve with other believers. We hope that each and every summer staff will be both encouraged and an encourager; helping, inspiring and pointing each other toward Christ.



MBC VALUES

The following values and behaviours have been identified by our team as being the most important things we believe in as team members of MBC. These concepts will influence our planning, decision making and the way we act on a daily basis.

o **God is Central**

- We will look for team members who have made God their 'centre'
- We will hold all we do with an 'open hand' (stewards, not owners)
- We will not be afraid – God is our provider and protector
- God must be honoured in ALL we do!

o **Team Work**

- We KNOW we are designed by God to work as a team
- We will find solutions as a team
- We will ask for help when needed
- No one (person or department) is an 'island' unto themselves

o **Joyful Service**

- We will all strive to bring an attitude of JOY to our work place
- Service beyond expectations is our goal
- Guests are the object of our service
- We love saying 'thanks'
- Our attitude of service is our greatest testimony of Christ in our lives

o **People**

- We love and accept each other as someone of great worth
- We embrace each person's unique personality and giftedness
- We extend grace and forgiveness to others as we would want it extended to us
- We don't talk negatively behind each other's backs
- We grow people to realize their potential as leaders and influencers for God
- We help our team members develop and serve in their area of strength
- We are committed to teaching the next generation to lead
- We allow team members to fail and grow in a supportive environment

o **Stewardship**

- We will live within our means
- We will do things the right way (compliance, no short cuts, etc.)
- We will always strive to improve our effectiveness for impact
- We take care of our equipment
- We care for God's creation in a sustainable manner
- We will seek ways to recycle our resources for minimal impact on our environment



CODE OF CONDUCT

Our mission as a conference, camp and retreat centre is to bring ultimate glory to God and His Kingdom. In this context it is of paramount importance that our staff members conduct themselves in a way that is honouring to men and above all—honouring to God. Therefore, all staff members serving at MBC are required to abide by certain standards and practices. Specifically, MBC considers the following conduct to be inappropriate in our context as a Christ-centred ministry organization:

- ▶ Abusive behaviour of any kind (e.g. foul language, blatant insubordination, etc.)
- ▶ Malicious acts, physical aggression or threat to the safety of others.
- ▶ Immoral sexual behaviour: premarital, extramarital or homosexual.
- ▶ Use of illicit drugs
- ▶ Abuse of tobacco or alcohol
- ▶ Criminal activity of any kind
- ▶ Theft and fraud
- ▶ Lying or deceit
- ▶ Disregard for MBC policies.

Participation in any of the above by staff **on or off** MBC property, and by any means (physical, verbal, text, email, social media, etc.) may initiate investigation and appropriate disciplinary action, as necessary. Note that staff designated as ministry and/or management will be held to a higher level of accountability regarding off-site behaviour and conduct than other staff.

Furthermore, we encourage all staff to practice wisdom and careful judgment in the exercise of personal freedom. This includes things such as the responsible use of time and material resources, the honest pursuit of spiritual growth—including attendance at staff bible studies and chapel when possible. **Abstinence from alcohol, tobacco, gambling and any type of substance abuse is required at all times for Stepping Stones, Widjiitiwin Summer Staff and INTERNSHIP program participants.** Modest behaviour and dress is important as well as maintaining personal relationships that are above reproach (I.e. guy/girl relationships). **All staff members MUST remain out of the residential quarters of the opposite sex.** Choice of entertainment (TV, movies, music) both on-site and off-site must also be a matter of discernment and wisdom. Staff and volunteers of MBC will refrain from profession or promotion of religious beliefs incompatible with Christian faith.

Failure to adhere to the above guidelines may be just cause for disciplinary action up to, and including dismissal. MBC expressly reserves the right under this policy to terminate an individual's employment or service for just cause upon violation of the specific or general elements of this policy.

In the event of a violation or breach of this policy, MBC will attempt to bring about restoration of the individual in order to restore a working relationship with MBC. Actions taken may include, at MBC's discretion, review of the problem by the CEO with the alleged offender, professional counseling, accountability measures and / or probation. MBC may also choose to dismiss the individual based on the severity of the situation and results of any restoration process.

Should any staff or volunteer member, having signed this code of conduct, find themselves in a position where they can no longer uphold these standards, they should immediately advise the CEO.

EXPECTATIONS OF **stepping stones** PARTICIPANTS

This section provides the guidelines and policies pertaining to staff conduct and behaviour. Some modifications to these guidelines may yet be made – staff will be notified of any changes.

INTRODUCTION

The following section outlines the expectations placed upon those enrolled in **stepping stones**. The expectations, guidelines and policies are in place to serve both the ministry as a whole and to create a positive environment for guests, campers, staff and volunteers. All **stepping stones** participants are to abide by the outlined ground rules. Any individual(s) that fail to do so will see disciplinary action.

MBC is also committed to the truth and standards set forth in Scripture. We must dedicate ourselves to live out, and act in accordance to, this truth in our daily lives. All of us need to have an attitude in keeping with the love and servant hood of Christ.

ATTITUDE

Staff should demonstrate a servant attitude where they are willing to go beyond the call of duty to accommodate the needs of guests/campers and to accomplish the objectives of Muskoka Bible Centre. Our attitudes can be greatly influenced by a conscious decision to act in humility and service. Staff members who are loyal to God, to each other and to the purposes of the ministry are one of the keys to our success.

DEVELOPMENT

Chapel times, Staff devotionals, Meetings and Small Groups are an important part of **stepping stones**. **All staff must attend these events as scheduled and attend Sunday morning chapel, unless working a scheduled shift.** We also strongly encourage staff to attend chapel whenever possible, as this is a great opportunity to learn and develop spiritually. Each staff member will be receiving a schedule of the events that they are expected to attend during the week. Remember that group Bible studies, meetings, and chapel times do not replace personal study and devotional time.

CONCERNS AND CONFLICTS

All staff members should feel free to express concerns regarding workload and working environment to their supervisor or one of the directors. Concerns not directly involving your service work should be brought to the attention of your **stepping stones** leader or **stepping stones** director. It is **not acceptable** to complain to guests, campers, family members, or fellow staff members other than those to whom you are responsible. Staff members are not to take sides with a camper against another staff and staff problems are **never** to be discussed with a camper.

In all cases it is best to deal with issues in their infancy and not allow them to grow. When problems or conflicts arise they are to be discussed with those involved and your immediate supervisor in the effort to solve the problem. Often the source of conflict is miscommunication so please be willing to ask questions and to listen to others. No one member is perfect; let us strive to accept each other's shortcomings, recognize and admit our own mistakes and support one another in all that we do.

MISCONDUCT AND DISCIPLINE

Job performance and adherence to staff policies and procedures will be closely monitored for all staff. Failure to perform the duties of a position, as assigned by your supervisor, or failure to abide by staff policies and procedures as outlined in the handbook will result in disciplinary action. As a ministry we will seek to correct and restore the staff. We are committed to work with all those that come on staff and seek their development.

Disciplinary action will generally include the following:

- I. A verbal warning to clarify expectations and identify specific areas where these expectations have not been met. This warning will be given by either your supervisor, stepping stones leader or a director and a note will be placed in your file.
- II. A written warning when a verbal warning has already been given. This written warning will indicate the nature of the misconduct or standard of job performance or behaviour that is in question. It will also stipulate any ramifications / actions that will be taken as a result of the misconduct.
- III. Dismissal – consistent misconduct or serious misconduct or consistent failure to adequately perform service duties may result in dismissal. Staff will be issued a written notice of dismissal.

Certain behaviours or misconduct may result in immediate dismissal. For example: theft, abusive behaviour, malicious misuse or abuse of equipment.

HARASSMENT

Muskoka Bible Centre recognizes the right of all staff to work in an environment that is free from harassment, which is defined as “vexatious comments or conduct that is known or ought reasonably to be known as unwelcome” (Human Rights Code Section 10.1). Any form of violence or harassment, including sexual harassment, will not be tolerated. This policy extends to:

- Interactions between staff members and any other members of the MBC community: guests, volunteers, contractors, staff parents, etc.
- Violence and harassment in any form: physical, verbal, text, email, social media, etc.
- Violence and harassment incidents that occur while working on site or off site

Complaints arising from “a course of vexatious comments or conduct” will be investigated by an independent party, in an environment of confidentiality, and with 90 days. Where a complaint of harassment is substantiated, the offender, regardless of seniority of positions, will be subject to appropriate disciplinary measures up to and including dismissal. Employees will always be afforded due process in the investigation of any alleged harassment. An accused person will always be presumed innocent until proven otherwise.

CHILD PROTECTION POLICY

Our ministry works with a large number of children and has developed a child abuse policy. It is important that ALL staff are familiar with this policy and follow its guidelines and protocols. The Child Protection Policy will be reviewed during Staff Development Week.

SOCIAL MEDIA & ELECTRONIC MEDIA POLICY

Social media can be a great way to connect, and can also be a powerful tool for ministry. MBC encourages staff to use social media and all electronic communication the right way.

The MBC Code of Conduct applies to your social media posts. We are to bring glory to God and His Kingdom in all we do and say.

The MBC Harassment Policy also applies. Speaking negatively about someone online can be considered harassment under Canadian law and can result in termination and legal action.

When communicating electronically with children or youth, follow the requirements of the Child and Youth protection policy. Staff are not to minister to members of the opposite sex, and all communication needs to be in an open forum. For example, Facebook wall posts are acceptable and private messages are not.

Be cautious about posting information which may be considered personal or confidential. Before posting a picture seek the permission of those in the picture.

Work under the assumption that EVERYTHING you post, text, or tweet will be seen by EVERYONE, not just your Facebook friends or Twitter followers. Any electronic communication can be captured and re-transmitted before you have time to retract it. Think before you post, and when in doubt don't!

APPEARANCE AND ATTIRE

At **all** times, one must be aware of the effects of their choice of clothing and appearance has upon fellow staff members, campers and guests. Our desire is to not offend anyone and to be an example of respectful appearance.

Please do not wear:

- clothing that calls excessive attention to one's body (including tight or revealing clothing)
- Spaghetti strap shirts, tube tops, shirts that expose midriff, etc...
- Shirts that are too short and reveal your underwear/pants so low that they reveal your underwear
- short skirts/shorts –shorts must be mid thigh length or longer
- tights/leggings/spandex for males & females
- Clothing with pictures, logos and/or sayings not in keeping with a Christ-like testimony.

As a staff member, your standard of dress will often be followed by the campers - **conservative** bathing suits (one-piece) are expected. Please use appropriate and suitable footwear for activities you are involved in. If a leadership team member or senior staff member deems any clothing or attire to be inappropriate then please respect their position do not wear the outfit.

All staff members must be conscious of personal cleanliness, hygiene, and appearance. Good appearance gives poise and self-confidence - qualities that are noted by guests, visitors, constituents and others that we come into contact with daily.

We have a very diverse population of guests who come from a large variety of backgrounds, beliefs, and cultures. We must be sensitive to this. Piercings, tattoos and hair style may offend, so please be sensitive to this. Follow the discretion of your supervisor on these matters- if you are asked to remove a piercing while at work- do it. In regards to piercings and tattoos- If it was not a part of your body when you arrived, do not add it.

Uniforms and Attire

All MBC staff are required to wear approved uniforms when guests are on site.

Office Staff, AV Staff, Campground Store Staff, Bookstore Staff: Approved green or black shirt (dress shirt, golf shirt) with MBC logo, black or khaki pants, name tags. In addition to an MBC shirt, approved MBC jackets, black or gray sweaters, etc. are permitted with approval of the department manager. Hoodies or sweat shirts are not permitted. Name tag should always be clearly visible.

Maintenance Staff: Green or black T-shirt or sweatshirt with logo (T-shirt or sweatshirt are acceptable), black or khaki pants or work pants are acceptable, black shorts to just above the knee are acceptable in summer, name tags. Jeans are not permitted.

Dining Room and Hub Staff: Black or green dress shirts with MBC logo, black pants, black aprons if required, black shoes, name tags. Shorts are not permitted. Dress shirts and aprons will be available in the staff dining room.

Kitchen Staff: Green T-shirt with logo, black pants, aprons and chef hats if required.

Program, Housekeeping, Other Staff: Green T-shirt with logo, black or khaki casual pants (or shorts to just above the knee), name tags. Green golf shirts or dress shirts are also permitted.

Our guests expect our clothing and overall appearance to be neat and tidy. Neatness and good taste in dress contribute to the positive impression we leave with our guests. Appropriate clothing and appearance are also required for staff who are living on site but are off duty. Modest attire is required at all times. Pictures, logos and sayings on clothing must be in keeping with a Christ-like testimony. Off-duty staff should not wear uniforms in order to avoid confusion for guests.

GUY/GIRL RELATIONSHIPS

The staff's primary focus for the summer should be on God and the ministry to our guests and campers. Therefore, the pursuit of relationships with members of the opposite sex is not to take priority.

Christian camps are a great place to meet a special someone, however, camp relationships can become disturbances for those involved and those around. If you are in a relationship already, or find a special someone at camp, please respect those around you, and keep displays of affection to a respectable minimum.

When in public areas, lights always must be on, and doors must always be open. If others are uncomfortable being around you, then there is a problem. Use discretion when entering into a relationship. Remember that there are always people watching, and so it is best to never be alone in any situation with a member of the opposite sex because it can give a wrong impression. A third party is always the best solution.

Staff members are NOT to enter into a relationship with guests.



Inappropriate relationships may result in dismissal.

- ❑ There are to be NO back rubs or massages between male and female staff member.
- ❑ There will be NO staff /camper relationships
- ❑ While on MBC property, all couples are to refrain from public displays of affection and overt physical affection (i.e. kissing, caressing, etc.).

Above all else, Guests must never feel they are the second choice for the attention of staff members!

CURFEW

Adequate rest is essential for success in every area. MBC enforces an 11:00 pm quiet time for its guests and as such, curfew for ALL **stepping stones** students is 11:00 pm every night. Curfew means that...

- By 11:00 pm, all students MUST be in their OWN room, and are expected to remain in the dorm for the duration of the night – from 11 pm until 6 am.
- Respect Community Life Directors and Night Security team

Failure to abide by the curfew without direct permission from either the **stepping stones** Director or Chief Executive Officer will result in disciplinary action.

ACCOMMODATIONS

All staff living on-site will be assigned to one of our staff accommodation facilities (Founders Hall/Tree Tops Dorm) upon arrival. Staff must not change rooms without permission from the **stepping stones** director. Living on-site is a privilege and all will be required to observe the following:

- ❑ Keep their accommodation **clean** and **tidy** during the summer.
- ❑ Provide their own sleeping bag or bedding.
- ❑ NOT defacing accommodations in any way- ex. putting holes in the walls, writing on bunks, etc...
- ❑ Comply with and live up to the standards of the periodic inspections to ensure cleanliness and observe any damage to the facility or furniture.
- ❑ Pay for any damage they incur. Layout of staff quarters (i.e. furniture, etc.) must be returned to the 'start of summer' status before the staff member leaves. A summer-end damage inspection will be conducted and any damages will be deducted from their last pay cheque.
- ❑ Staff members must respect each other's privacy by not interfering with each other's belongings.

All staff members must remain out of the residential quarters of the opposite sex- this includes hallways in Founders Hall which are designated as male and female only, the treetops dorm, and any other allocated living quarters. Failure to adhere to this is grounds for immediate dismissal.

PERSONAL BELONGINGS

Due to the number of people and the limited space available it is important for everyone to try to limit the amount of personal 'stuff' you bring. Please also be mindful of how your belongings might affect others, such as guests, campers and roommates

Please use godly wisdom on what you forms of entertainment you bring during the summer and how that affects you and those around you. If a movie, CD, or other item is not deemed appropriate you will be asked to store it away for the summer.

DAYS OFF

Days off will be scheduled by your supervisor. All requests for time off, or specific off days, should be given to **stepping stones** director **and** your department supervisor as far in advance as possible, in writing or by email.

LEAVING GROUNDS

Staff members may leave MBC property only granted permission by their parents if under the age of 18. If the staff member chooses to leave MBC property he/she becomes the sole responsibility of said Parents/Guardians, but the expectation is that **stepping stones** participants off site continue to abide by the MBC Code of Conduct for the duration of their contract. **stepping stones** students are permitted to spend the night before their day off at their parent's/guardian's accommodations (trailers, cottages, rooms, etc...) only. Students may sign out overnight only if they do not have an early morning work service shift.

FRIENDS/FAMILY VISITS

Friends and/or families are welcome to visit you on your day off. To make it easier for friends and family to visit all **stepping stones** participants will receive discount meal and accommodation vouchers. These can be redeemed only with the staff member present.

HEALTH & SAFETY

It is very important that all staff are conscientious in regards to the health and welfare of those around them and yourself. Please consider the larger ramifications of your actions on yourself and others.

Muskoka Bible Centre is not responsible for the dispersing of medicines other than emergency first aid. Staff members must submit their completed **stepping stones** health form, and will be responsible for any medication, prescriptions or hospital expenses.

USE OF FACILITIES AND EQUIPMENT

All staff are reminded that the facilities and equipment owned and used by MBC are here to serve our guests and to fulfill our ministry mandate. These facilities are a gift from God to conduct the ministry He has ordained here. As such, all staff must treat this facility with an attitude and action of Godly stewardship.

It is imperative that MBC staff and volunteers exercise good stewardship and safety practices with regards to its vehicles. This policy addresses three priorities:

1. Safety of guests and staff
2. Care of Vehicles
3. Availability for Intended Purposes

Vehicles

This policy applies to all powered vehicles registered to MBC including golf carts, ATV's, tractors, excavators, cars, vans, trucks, etc.

Responsibility

Responsibility for the use and care of a vehicle and the safety of guests and vehicle occupants rests with the DRIVER! Any incidents and accidents will be measured first against the driver's actions. Shared responsibility also rests with the maintenance team that must ensure vehicles are safe for use and also with the person last using the vehicle (in the case of a problem not reported in a timely fashion).

Safety

The DRIVER must be aware of and take responsibility for any safety risks to themselves, vehicle occupants and guests in the vicinity. The following checklist will help in this regard:

- ▶ Vehicle check prior to use (tire inflation, lights working, etc.)
- ▶ Avoid parking in such a way where you will need to use reverse (whenever possible)
- ▶ If needing to reverse in a guest or staff traffic area – always ensure there is a spotter outside of the vehicle providing direction.
- ▶ ALWAYS REMOVE KEYS!! – Never leave engine running or keys in ignition when not in vehicle!
- ▶ If there are any safety concerns with the vehicle – please notify the Maintenance Manager immediately, in writing if possible (use the work order spreadsheet)

- ▶ Loading Vehicles
 - Be sure your load is balanced (nothing should shift)
 - Be sure your load is secure (nothing should fall off)
 - Practice safety when loading and unloading (lifting, etc.)
- ▶ People Limit – person load must not exceed capacity of vehicle (seatbelts in licensed vehicle). No more than 3 people on a golf cart unless seating for more exists.
- ▶ Non-licensed vehicles must **NEVER** be taken on a public road.
- ▶ Always operate vehicle according to its safety operating manual. Avoid situations where rollovers could result. Turn off engine when not in vehicle.
- ▶ Any vehicles without working headlamps and tail lamps must not be used after dusk.

Care of Vehicles

Maintenance staff will do their best to keep all vehicles well-maintained and safe for operation. However, each driver is responsible for the following:

- ▶ **Avoid Causing Damage** - All people using vehicles must avoid any activities that could unnecessarily damage the vehicle. This includes simple things such as causing dents, scrapes on the exterior or spills or damage to the interior of the vehicle as well as more serious damage. Horseplay or dangerous driving could result in immediate dismissal.
- ▶ **Reporting Damage** - If the vehicle is damaged when you are using it – you **MUST** immediately report this to the Maintenance Manager who **MUST** complete an incident report so we can track such damage. If the damage was caused unnecessarily, you may forfeit your privilege to use MBC vehicles at the discretion of the Maintenance Manager and the CEO.
- ▶ **Equipment** - You must remove and put in their proper storage location any equipment you may have been carrying on the vehicle (grass trimmers, lawnmowers, etc.). Equipment must not be left on vehicles when the vehicle is being returned.
- ▶ **Garbage** - You must remove any garbage (interior or exterior) from the vehicle when you are finished using it.

Driver limitations

MBC vehicles are intended to help the mission and operation of MBC and must be reserved for such purposes. Keys for vehicles will be stored in a controlled area and permission for use of vehicles must be obtained from an MBC Manager prior to use.

- ▶ Drivers of licensed vehicles must have a G license and be listed on MBC's insurance policy.
- ▶ Drivers of non-licensed cars, vans, and trucks must have at least a G2 driver's license. Non-licensed vehicles are for use on grounds only.
- ▶ All drivers of vehicles such as golf carts and gators must be 16 yrs of age or older.
- ▶ Drivers of vehicles such as tractors and dump trucks must be 19 years of age or older and must have permission of the MBC Maintenance Manager
- ▶ Vehicle keys will be kept in a locked key cabinet and must be signed out by anyone using the vehicle and returned when finished.
- ▶ Vehicles are **ONLY TO BE USED FOR MBC purposes** (this includes licensed vehicles, lawnmowers, equipment, etc.). Any personal use must be **FIRST** authorized by the CEO.
- ▶ Vehicles **MUST** be **RETURNED** to where they were picked up and parked properly.
- ▶ Any guests or staff driving their own golf carts must be a minimum of 16 yrs of age.

Laundry

Staff members are responsible for doing their own laundry. Facilities are free to use, and are located on the 2nd floor at Founders Hall. Please use the sign up list provided and respect one another and the equipment. Report equipment damage and malfunction immediately to the main office so that it may be repaired quickly.

Phones Calls

Staff are not to use office phones for personal calls. There are pay phones located around the grounds and in Founders Hall, so please purchase a phone card so that you may call home. Phone messages for students will be directed to **stepping stones** director if urgent, or will be written out and placed in your mailbox (located in Founders Hall).



Mail

Mail can be sent to you while at MBC. It will go to the Main Office, and then to your mailbox. Please check for mail regularly. Please note that mail can sometimes take more than a week to arrive. You may also send mail by dropping it off at the office. Stamps may be purchased at the main office.

Mailing address: **your name** c/o Muskoka Bible Centre
PO Box 10020
Huntsville, ONTARIO
P1H 2K1

Use of Social Media, internet, cell phones, iPods, etc...

- Personal use of cell phones, smart phones, ipods, etc. is allowed only during break periods. After one warning, managers may require that cell phones be left at home or in the dorm during work hours.
- Internet usage is monitored on grounds, and internet use is a privilege, please treat it as such. Facebook, Twitter, msn Messenger, MySpace, Skype, etc... are great resources, but remember that other people can and do see what you post.
- Remember that your taste in music & movie choices may not be shared by everyone else- please respect that. Movies played on the television in Founders Hall or on any MBC television, projector, etc... must be rated no higher than PG.
 - Please do not bring movies/video games that are rated above PG13 or Teen. You may be asked to put away/send home any media that is not deemed suitable for this environment

Internet & Electronic Use Policy pg. 38-41 MBC Staff Handbook

STAFF LOUNGES

During the summer the staff can use Founders Hall Lounges, when not designated for teaching sessions. Please keep the area clean and respect the equipment and furniture. **These rooms must always have doors open and lights on.** Do not leave garbage behind. At times these rooms may be designated for other purposes. Please respect these times.

OUT OF BOUNDS AREAS

All work areas are off limits to staff that are not designated to be in the area by a supervisor. This includes: Kitchens, Fellowship Centre, behind the HUB Counter & Beachside Grill, Chapel Office, Maintenance and utility rooms, equipment storage areas, and offices. After hours, all buildings will be locked, and staff are expected to stay out.



MEALS AND EATING ARRANGEMENTS

All on-site (resident) summer staff will be provided with full room and board, including 3 meals daily. Meals will be served in the staff dining room, and staff will eat outside in the Carousel. Please be on time for meals.

REPRESENTATIVES OF CHRIST

Whether you are in or out of uniform, you are ambassadors for MBC and more importantly, for Jesus Christ. Remember this as you make decisions, because your actions, positive and negative reflect on MBC and your commitment to Jesus Christ.

SUMMARY

This handbook is designed to promote unity and harmony. These are absolutely necessary if we are to minister effectively as a body. All standards are the result of scriptural conviction, government regulations and/or experience. We believe these standards will help all staff members have an enjoyable and profitable time at Muskoka Bible Centre.