



## **The Facts:** Serving Christ on the Summer Ministry Team (SMT)

**When:** May 28-August 15

**Where:** 25 miles north of Tyler, TX, near the town of Hawkins

**What I Do:** Serve campers and fellow staff members. Typically, this includes lifeguarding at swim time each afternoon, facilitating low challenge course elements each morning, and working in the dish room and dining room during each meal. At the end of each camp, Summer Staff cleans and prepares Brookhaven for the next group.

### **Specifics:**

- Summer Staff salary is \$180 per week for first-year staff.
- While the camp is in operation 24/7, Summer Staff works five days a week and has two (rotating) days off.
- All meals and housing are provided for the entire summer.
- We provide lifeguard and ropes course certification during Training Week.
- Nightly activities solely for staff designed to unify, teach, and have fun and fellowship.

### **The Focus:**

- 1) Service to others while exhibiting a humble, teachable spirit.
- 2) To know God so that you might glorify Him.
- 3) Growing in wisdom and stature while walking with God.
- 4) Forging lasting friendships of mutual trust with your peers.

Each night at Brookhaven, we have a different devotion or activity with the intent of knowing Christ and sharpening one another in our faith. These sessions of spiritual focus vary among large group studies, guys/girls studies, group prayer meetings, worship services, and private devotion times.

**Come join us for the summer of 2010. See what God can do.**

*Colossians 3:23 – “Whatever you do, work at it with all your heart, as working for the Lord, not for men...”*

**Brookhaven Christian Retreat • 748 CR 3909 • Hawkins, TX 75765**  
**www.brookhavenretreat.org • Fax: (903) 769-4647**  
**Phone: (800) 933-1894 or (903) 769-2811**



Dear Applicant,

Thank you for your interest in Brookhaven Christian Retreat! We're gearing up for an awesome summer in 2010, and we hope that you can be part of that excitement.

Enclosed you will find an application and three reference forms. Our first camp is scheduled to arrive on June 5; the last camp leaves on August 15. To allow for training, you will need to have May 28 to August 15 cleared on your calendar to commit to work at Brookhaven. Additionally, please notify us if you feel an activity in the summer will conflict with your work commitment.

Please fill out the application and return it to Brookhaven as soon as possible. Give your reference sheets to the three people you wish to use as references. Try to ensure their position complies with the description for each sheet: a teacher or employer, a pastor or youth minister, and someone who knows you well on a personal level. Please do not use family members or peers as your references. Provide the form with an envelope already addressed to the camp so your references can mail it when it's completed. Remember, these references are confidential, so they need to send them to the camp.

After receiving your completed application I will contact you by phone or e-mail to discuss some specifics about the camp and to get to know you a little better.

If you have any questions we would love to talk to you and help you out in any way we can. Please feel free to call the office at (800) 933-1894 or (903) 769-2811. You can also e-mail me at [info@brookhavenretreat.org](mailto:info@brookhavenretreat.org).

I look forward to hearing from you!

In Christ,

Nathan Tunnell  
Summer Ministry Team Director

*Never be lacking in zeal, but keep your spiritual fervor serving the Lord. Be joyful in hope, patient in affliction, faithful in prayer.*

— Romans 12: 11-12



# Staff Application

## Personal Data

Name \_\_\_\_\_ SSN \_\_\_\_\_  
Last First Middle

Present Address \_\_\_\_\_  
Street City State Zip

Phone ( ) \_\_\_\_\_ E-mail \_\_\_\_\_

Permanent Address \_\_\_\_\_  
Street City State Zip

Phone ( ) \_\_\_\_\_ Are you over 18 years of age? \_\_\_\_\_ Over 21? \_\_\_\_\_

Date of Birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ T-shirt size \_\_\_\_\_  
month day year

School Attending \_\_\_\_\_ Major \_\_\_\_\_ GPA \_\_\_\_\_

Year in: \_\_\_High School \_\_\_College (circle classification) Freshman Sophomore Junior Senior

Parent/Guardian (if minor): \_\_\_\_\_ Phone ( ) \_\_\_\_\_  
Name

Address \_\_\_\_\_  
Street City State Zip

Are you a citizen of the United States? \_\_\_\_\_ If not, what certification do you have to work in the U.S.?

Have you ever pleaded guilty or been convicted of a crime other than traffic violations? If so, give date, place and offense, using a separate sheet of paper if necessary.

Are there any health problems that might hinder your work at Brookhaven? \_\_\_\_\_

I am willing to serve in whatever capacity asked of me even if it was not in the original job description. I understand that situations change daily and weekly and may be asked to step into a different role for a short time. I also understand the summer staff responsibilities and what will be expected of me while at Brookhaven.

\_\_\_\_\_ Yes \_\_\_\_\_ No Signature \_\_\_\_\_

# Christian Life

How would others around you describe your relationship with God? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What church do you attend? \_\_\_\_\_ How long at this church? \_\_\_\_\_

**Use extra paper if necessary when answering the following questions:**

Describe your personal relationship with Jesus Christ.

Describe two or three qualities you feel should be most evident in a Christian's life.

In what ways are you actively growing as a Christian?

How does someone become a Christian?

In one sentence: why are you applying to work at Brookhaven?

# Experience

## Education

Name, City, State

Dates Attended

Awards, Honors, Activities

High School \_\_\_\_\_

College \_\_\_\_\_

Other Education/Training \_\_\_\_\_

**Ministry/Leadership** – List paid and volunteer ministry experience you have had.

Organization	Position	Dates	Age Group Served	Supervisor	Phone
1					
	<b>Responsibilities:</b>				
2					
	<b>Responsibilities:</b>				
3					
	<b>Responsibilities:</b>				
4					
	<b>Responsibilities:</b>				

**Employment Record** – List your most recent employment first. Exclude positions listed above.

Organization	Position	Dates	Age Group Served	Supervisor	Phone
1					
	<b>Responsibilities:</b>				
2					
	<b>Responsibilities:</b>				
3					
	<b>Responsibilities:</b>				
4					
	<b>Responsibilities:</b>				

# Personal References

List the people who have agreed to provide a reference for you. Please do not list relatives or peers. Be sure the person giving the reference fits the title description. Please be sure **they** mail or fax the reference sheets back as soon as possible. All references must be at Brookhaven no later than **April 1<sup>st</sup>**.

**Pastor/Youth Pastor** \_\_\_\_\_  
Name Relationship Phone

**Employer/Teacher** \_\_\_\_\_  
Name Relationship Phone

**Personal Reference** \_\_\_\_\_  
Name Relationship Phone

**How did you hear about Brookhaven?** \_\_\_\_\_

**Yes No**

\_\_\_ \_\_\_ I would consider it a privilege to undertake any responsibility assigned to me by leadership. I agree to follow all present and subsequently issued policies and expectations of Brookhaven Christian Retreat.

\_\_\_ \_\_\_ I certify that I am in good health and have no chronic conditions that would limit my ability to perform my job. I can lift over 50 pounds and withstand a dusty work environment.

\_\_\_ \_\_\_ I consent to a background check that includes a criminal records check and a sex offender check.

\_\_\_ \_\_\_ I authorize my former employees and references to give information concerning me, whether or not it is on their records. I release them and their companies from any liability whatsoever.

\_\_\_ \_\_\_ I will produce my driver's license and original social security card upon arrival to fulfill the governmental I-9 form requirement or employment eligibility.

\_\_\_ \_\_\_ I agree in obedience to 1 Corinthians 6:1-8 that I will not bring a lawsuit against Brookhaven for any reason. I reserve the right of arbitration if necessary to settle all grievances that may arise.

\_\_\_ \_\_\_ By my signature below, I certify that all statements given on this application are accurate, and I realize misrepresentation of this or any other personal record may result in my discharge.

I am able to begin work on: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Please send your completed application to:  
Brookhaven Christian Retreat • 748 CR 3909 • Hawkins, TX 75765  
info@brookhavenretreat.org • Fax: (903) 769-4647**



# Staff Reference *Pastor/Youth Pastor*

Name of Applicant: \_\_\_\_\_

*Please rate the applicant in the following areas on a scale of 1 to 5 (1=Poor an 5=Excellent)*

- |                        |     |                   |     |                          |     |
|------------------------|-----|-------------------|-----|--------------------------|-----|
| 1. Leadership Ability  | ___ | 8. Initiative     | ___ | 15. Dependability        | ___ |
| 2. Integrity           | ___ | 9. Creativity     | ___ | 16. Judgment             | ___ |
| 3. Attitude            | ___ | 10. Appearance    | ___ | 17. Spiritual Commitment | ___ |
| 4. Emotional Stability | ___ | 11. Tact          | ___ | 18. Servant Spirit       | ___ |
| 5. Discipline          | ___ | 12. Punctuality   | ___ | 19. Hard Worker          | ___ |
| 6. Friendliness        | ___ | 13. Courtesy      | ___ | 20. Sense of Humor       | ___ |
| 7. Cooperation         | ___ | 14. Social Skills | ___ |                          |     |

***Please answer the following questions thoroughly:***

1. How long have you known the applicant? \_\_\_\_\_ In what capacity? \_\_\_\_\_
2. Is this individual a Christian? \_\_\_\_\_ How long? \_\_\_\_\_
3. Does he/she appear to have a healthy, growing relationship with Christ? What evidence do you see in his/her life?
4. Does the applicant show a willingness to be taught? Yes\_\_\_ No \_\_\_ Please Explain:
5. Are there tendencies or traits which you feel might reduce the effectiveness of the applicant in a camping program? Yes\_\_\_ No\_\_\_ Please Explain:
6. Describe the applicant's personality. (Characteristics, strengths, areas that need improvement.)
7. Would you want your child or teenager placed under the direct charge or influence of this person?

Yes\_\_\_ No\_\_\_ Please Explain:

8. Would you recommend this person for work at Brookhaven? Yes\_\_\_ No\_\_\_ Please Explain:

9. Does this applicant possess leadership ability?

- |  |  |
|--|--|
| <input type="checkbox"/> Not applicable in our situation | <input type="checkbox"/> Some promise                |
| <input type="checkbox"/> Makes no effort to lead         | <input type="checkbox"/> Good ability                |
| <input type="checkbox"/> Tries, but lacks ability        | <input type="checkbox"/> Exceptional ability to lead |

10. Choose a description that fits the applicant's ability to form, execute, and follow through on plans:

- |  |  |
|--|--|
| <input type="checkbox"/> Needs constant supervision  | <input type="checkbox"/> Does over and above the assignment  |
| <input type="checkbox"/> Begins, but does not finish | <input type="checkbox"/> Superior ability and follow through |
| <input type="checkbox"/> Meets average expectations  |  |

11. Choose a description that fits the applicant's emotional temperament:

- |  |  |
|--|--|
| <input type="checkbox"/> Tends to be moody         | <input type="checkbox"/> Usually balanced and controlled |
| <input type="checkbox"/> Over-responds emotionally | <input type="checkbox"/> Well balanced and mature        |
| <input type="checkbox"/> Sometimes well-balanced   |  |

12. In relationships, the applicant is most often:

- |                                    |                                     |   |
|------------------------------------|-------------------------------------|---|
| <input type="checkbox"/> Avoided   | <input type="checkbox"/> Liked      | <input type="checkbox"/> Sought by others |
| <input type="checkbox"/> Tolerated | <input type="checkbox"/> Well liked |   |

13. How does this applicant respond to authority?

- |  |  |
|--|--|
| <input type="checkbox"/> Rebels openly               | <input type="checkbox"/> Sometimes resentful       |
| <input type="checkbox"/> Rebels inwardly             | <input type="checkbox"/> Responds after discussion |
| <input type="checkbox"/> Cooperates without question |  |

14. Are there any additional comments you could make that might prove helpful?

*Thank you for your assistance! May God bless you.*

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Position: \_\_\_\_\_

Company/Organization: \_\_\_\_\_ Phone: \_\_\_\_\_

**Please mail or fax this completed reference to:  
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# Staff Reference Employer/Teacher

Name of Applicant: \_\_\_\_\_

Please rate the applicant in the following areas on a scale of 1 to 5 (1=Poor an 5=Excellent)

- |                        |     |                   |     |                          |     |
|------------------------|-----|-------------------|-----|--------------------------|-----|
| 1. Leadership Ability  | ___ | 8. Initiative     | ___ | 15. Dependability        | ___ |
| 2. Integrity           | ___ | 9. Creativity     | ___ | 16. Judgment             | ___ |
| 3. Attitude            | ___ | 10. Appearance    | ___ | 17. Spiritual Commitment | ___ |
| 4. Emotional Stability | ___ | 11. Tact          | ___ | 18. Servant Spirit       | ___ |
| 5. Discipline          | ___ | 12. Punctuality   | ___ | 19. Hard Worker          | ___ |
| 6. Friendliness        | ___ | 13. Courtesy      | ___ | 20. Sense of Humor       | ___ |
| 7. Cooperation         | ___ | 14. Social Skills | ___ |                          |     |

**Please answer the following questions thoroughly:**

1. How long have you known the applicant? \_\_\_\_\_ In what capacity? \_\_\_\_\_
2. Is this individual a Christian? \_\_\_\_\_ How long? \_\_\_\_\_
3. Does he/she appear to have a healthy, growing relationship with Christ? What evidence do you see in his/her life?
4. Does the applicant show a willingness to be taught? Yes\_\_\_ No \_\_\_ Please Explain:
5. Are there tendencies or traits which you feel might reduce the effectiveness of the applicant in a camping program? Yes\_\_\_ No\_\_\_ Please Explain:
6. Describe the applicant's personality. (Characteristics, strengths, areas that need improvement.)
7. Would you want your child or teenager placed under the direct charge or influence of this person?

Yes\_\_\_ No\_\_\_ Please Explain:

8. Would you recommend this person for work at Brookhaven? Yes\_\_\_ No\_\_\_ Please Explain:

9. Does this applicant possess leadership ability?

- |  |  |
|--|--|
| <input type="checkbox"/> Not applicable in our situation | <input type="checkbox"/> Some promise                |
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Signature: \_\_\_\_\_ Position: \_\_\_\_\_

Company/Organization: \_\_\_\_\_ Phone: \_\_\_\_\_

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# Staff Reference Personal

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| 6. Friendliness        | ___ | 13. Courtesy      | ___ | 20. Sense of Humor       | ___ |
| 7. Cooperation         | ___ | 14. Social Skills | ___ |                          |     |

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Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Position: \_\_\_\_\_

Company/Organization: \_\_\_\_\_ Phone: \_\_\_\_\_

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