



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

When: May 28-August 12

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.

Most nights at Brookhaven, we have a different devotion or activity with the intent of knowing Christ and sharpening one another in our faith. These times together vary among group studies, guys/girls studies, worship, games and private devotion times.

Come join us this summer. 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, 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 May 29; the last camp leaves around August 12. To allow for training, you will need to have May 28 to August 12 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. We can usually work around other commitments if we know ahead of time.

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 mail, e-mail, or fax them directly 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.

I look forward to hearing from you!

In Christ,

Heather Phillips
Summer Ministry Team Director



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

High School (Name, location, dates attended): _____

Awards, Honors, Activities: _____

College (Name, location, dates attended): _____

Awards, Honors, Activities: _____

Other Education/Training/Certifications _____

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

Organization	Position	Dates	Age Group Served	Supervisor	Phone
1	Responsibilities:				
2	Responsibilities:				
3	Responsibilities:				

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

Organization	Position	Dates	Age Group Served	Supervisor	Phone
1	Responsibilities:				
2	Responsibilities:				
3	Responsibilities:				



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 | ___ |
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| 5. Discipline | ___ | 12. Punctuality | ___ | 19. Hard Worker | ___ |
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Please answer the following questions thoroughly:

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5. Are there tendencies or traits which you feel might reduce the effectiveness of the applicant in a camping program? Yes___ No___ Please Explain:
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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:

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- | | |
|--|--|
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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: _____

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Staff Reference Personal

Name of Applicant: _____

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- Good ability
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- Meets average expectations
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