



Volunteer Handbook

Black Rock Retreat Philosophy of Ministry

Motto

“To Know Christ and Make Him Known”

Mission Statement

“Black Rock Retreat is dedicated to spreading the Gospel of Jesus Christ and strengthening His church. We provide quality facilities, programs and a serving team member within a refuge of God’s creation which encourages spiritual growth and restoration.”

Core Values

Black Rock Retreat follows a set of core values which are fundamental to our operations and relationships with both team members and those we serve. These core values are:

Ministry – We recognize that the primary focus of this organization is evangelism and ministry. We are committed to remaining true to our Faith Statement as we provide an atmosphere where both children and adults can experience spiritual and personal growth, restoration and encouragement. We are committed to recognizing the diverse and changing needs of those we serve and being willing to adapt our ministry to meet those needs as the Lord leads.

People - Because we are all created in God’s image, we are committed to treating everyone with dignity, respect and love. We strive to create an atmosphere where all people feel valued in their relationship with Black Rock Retreat.

Teamwork – We are a team combining our talents and resources to serve our guests and each other in a Christ-like manner. To do this we commit to: trust each other’s unique contributions, transparently engage in open dialogue, embrace differences rather than avoid conflict and ultimately support each decision with personal action and mutual accountability.

Stewardship – Stewardship means managing all of the resources God has entrusted to us wisely and responsibly. These resources include but are not limited to our guests, grounds, facilities, natural environment, finances, staff, volunteers and Board of Directors. We are committed to exercising good stewardship in every facet of our ministry.

Quality – Quality is recognizing and establishing appropriate standards and then managing ourselves and our organization to meet those standards. We will strive to maintain excellence in our grounds, facilities, programs and services as well as employing and training quality team members.

Safety – Safety is the value we place on the well-being of ourselves and those we serve. Recognizing that God is our protector, we are also committed to providing both training and a safe work environment for our team member and our volunteers, as well as a place of physical and emotional safety for those we serve.

Faith Statement

We Believe In:

- The complete inspiration of the Old and New Testaments as the Word of God
- The triune God who is Father, Son and Holy Spirit
- The deity of the Lord Jesus Christ, His substitutionary atonement for sin and His bodily resurrection
- The person of the Holy Spirit and His work of conviction, regeneration and sanctification; who indwells every believer
- The necessity of the new birth, in salvation by faith in Jesus Christ alone
- The importance of a life fully committed to the will of God in Christ
- Human life is a gift of God culminating in eternal life for the believer or eternal separation from God for the unbeliever

Conduct Statement

All guest groups, individuals and team members shall honor Black Rock Retreat's standards of conduct while on the premises of Black Rock Retreat. This includes, but is not limited to:

- Refraining from the use of alcohol, illegal drugs, firearms, weapons, explosives, profanity
- Refraining from practicing or condoning sexual activity outside the relationship of marriage between a man and woman
- Smoking is prohibited anywhere on grounds except at the designated smoking facility
- Modest attire required, including swimwear

Black Rock Retreat reserves the exclusive and sole right to decline at its discretion facility/grounds requests, use or to issue associated rental contracts to those groups or individuals that its Board of Directors, Executive Committee or Executive Director determines have positions or practices that are inconsistent with the Faith Statement and Standards of Conduct of Black Rock Retreat.

Black Rock Retreat is a non-profit Christian organization. Founded in 1954 by Reverend Frank, Pastor of Vine Street Mennonite Church and his wife Betty, Black Rock Retreat was first established to bring city children to the country for teaching and ministry. The staff continues to guard that vision by offering sponsorships to low-income families, currently one-third of summer campers. The summer camp program continues to introduce young people to the Gospel of Jesus Christ and to integrate Christian values in all activities.

The camp has always opened its facilities to strengthen the church. The adult ministry greatly expanded in 1983 when the Maranatha Retreat Center was built and expanded again in 1998 when a major addition was completed.

Another milestone was reached in 1988 when the Outdoor Education program was added to bring school-aged children to use our main camp facilities during the week in the spring and fall months. A Challenge Ropes Course also was added that same year to serve youth and young adult groups for a day of adventure, group problem solving, building self-esteem, and overcoming fear.

Oakwood Chapel and Dining Hall was enlarged and rebuilt in 2018 to better suit the needs of current and future guests and campers. Many areas of the grounds and facilities are refreshed to better suit the growing needs.

Today, while the majority of Black Rock's retreat center activity is in serving rental groups, we also provide some of our own program retreats throughout the year. These programs include; Ladies Retreats, Silent Sanctuary Retreats, and Family Camp.

Volunteer Process

1. Feel led to assist the ministry as a volunteer team member – contact us!
2. Receive Volunteer Handbook
3. Complete Volunteer Application – expressing interest in a field – Maintenance, Housekeeping or Kitchen
4. Complete Reference/Background Check form
5. Receive acceptance for volunteer position – assigned area of interest
6. Contact from your designated area leader – expressing start date and time
7. Welcome to the team, ministering to those God brings on the grounds

Volunteer Positions

Maintenance – assistance to a member of the Maintenance Team; this could entail firewood splitting/staking, grounds keeping, trash clean-up, physical work with needs of the camp. Report to Rick Lockhart.

Housekeeping – assistance to a member of the Housekeeping Team; this could entail bedroom cleaning, bathroom cleaning, closet organization, laundry, physical work with needs of the camp. Report to Deb Beacham.

Kitchen/Dining Hall – assistance to a member of the Kitchen Team; this could entail food preparation, cleaning of kitchen, washing dishes, cleaning the dining hall, physical work with the needs of the camp. Report to Steve Bishop.

Unique Personal Skills – Assist where your skills/knowledge fit within the ministry.

Black Rock Retreat Structure

The Board of Directors of this organization is responsible for setting policies. The Board employs the executive director, to whom it delegates responsibility for the day-to-day administration of the organization. The executive director manages the team, using policies approved by the Board of Directors.

Peter Fiorello, Executive Director

Titus McGrath, Director of Operations

Kendall Keeler, Development Director

Rick Lockhart, Facilities Director

Jaime Sensenig, Guest Services Director

Steve Bishop, Food Service Director

Cole Sommi, Summer Camp Director

Jon Hill, Outdoor Education Director

Open Door

All are encouraged to provide input and suggestions concerning the overall operation and programs of Black Rock Retreat. This organization operates in an “open door” manner. All input is considered and can be presented without fear of personal recriminations.

Totality

The policy manual is not speaking to every issue and any questions should be given to the Executive Director or Leadership Team. No policy should be assumed. It is the responsibility of volunteers to know policies or ask when unsure.

Harassment

Black Rock Retreat will not tolerate bullying or harassment. Bullying and harassment are against federal, state and local policy, and are not tolerated by Black Rock Retreat. Black Rock Retreat is committed to providing all with a safe and civil work environment in which every team member of the ministry are treated with dignity

and respect. To that end, Black Rock Retreat has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment. Bullying and harassment by fellow team members will not be tolerated.

Firearms

Volunteers and team members are not to bring firearms or weapons of any kind onto the premises.

Smoke-Free

Black Rock Retreat promotes a smoke-free environment. Guests and team members alike are not permitted to smoke on the grounds, in vehicles or in the buildings, with the exception of the designated smoking shed located behind the Maranatha Retreat Center. Team members who must smoke, must drive off of the property to smoke in their personal vehicle or use the designated smoking area (after receiving permission from their supervisor).

Disciplinary Action

Dismissal occurs when other disciplinary action has failed to achieve improvement or when the volunteer commits a serious or criminal offense. Prior to release, the Executive Director and the appropriate department head would assure that the volunteer has been properly counseled concerning any deficiencies in performance, given sufficient time to correct these deficiencies, and informed that failure to correct them may result in release.

However, some offenses warrant immediate release. These include but are not limited to:

1. Theft of company property or that of another team member or guest.
2. Possession, use, sale, purchase or distribution of illegal drugs or alcohol on company property or reporting to work while under the influence of illegal drugs or alcohol.
3. Falsifying or altering company records.
4. Sabotaging or willfully damaging company property or that of other team members.
5. Walking off the job without supervisory permission.
6. Insubordination involving, but not limited to, defaming, assaulting or threatening to assault a supervisor, and refusing to carry out the order of a supervisor where personal safety is not a problem.
7. Fighting or provoking a fight on company premises.
8. Carrying concealed weapons on company property with or without a permit.
9. Immoral conduct on or off the grounds.

Dress Code

As representatives of this organization, volunteers are expected to exhibit a neat, well-groomed appearance. Our desire is to present a relaxed yet professional appearance which shows a respect for our guests and each other. Departure from acceptable dress or personal grooming is not permitted. Volunteers should refer to their individual department dress code for details.

Tattoos should be covered by clothing whenever possible. Body piercing aside from earrings is generally discouraged. Small nose chips are acceptable for most departments. For safety reasons, removal of earrings and/or other piercing may be required during certain tasks and/or games. Volunteers may also be required to remove rings, necklaces and bracelets for safety reasons.

Team members should ask department heads or the administrator if they have questions regarding appropriate dress for various departments. The organization will not be held liable for damage to clothing or accessories while working.

OFFICE TEAM MEMBER AND WEEKDAY HOSTESSES:

- Clothing that is deemed acceptable: Dress pants, skirts, dresses, blouses, knit tops, sweaters, dress shorts (when worn with tights or pantyhose), ties, polo and Henley shirts. Dress shoes are required, although sneakers can be worn when medically necessary.
- Clothing that is deemed unacceptable: Blue jeans, sweatshirts, casual shorts, t-shirts, sneakers (unless medically necessary).
- These guidelines are subject to change as needed.

PROGRAM DEPARTMENT:

- The dress would depend on some of the following criteria:
- Always clean and neat even if informal or indoor/outdoor attire.
- Office attire is casual to work professional.(see above)
- Outdoor attire would depend on the activities and/or weather conditions (i.e. cleaning trails to teaching outdoor education school.
- Summer would include modest (mid-thigh) loose shorts, t-shirts for games, etc.

FOOD SERVICE:

- The Food Service Director, Assistant Food Service Director and/or Cook on Duty reserve the right to determine that a particular outfit is unacceptable.
- Head covering must be worn at all times (except Sundays and Banquets –including Lion’s Club). Acceptable head coverings: hat, visor, hairnet, bandana (females), sweatband (males).
- Shirts must have sleeves and be “Logo-free” unless it is a Black Rock Retreat logo.
- Sweatshirts may be worn, but should not display any offensive material.
- Long pants or capris may be worn – shorts that are below the knee in length; Females may wear dresses that are below the knee in length.
- Clothing should be clean and not torn in any way.
- Close-toed shoes with socks must be worn at all times. Shoes should be comfortable with good tread.
- Banquets – white shirt, black or blue pants or skirts. (some banquets may require khaki instead)
- No dangling earrings
- No rings except for wedding bands (diamond rings should not be worn).
- Team member may not wear fingernail polish to work. During homecoming or prom, team members may keep their polish on provided they wear gloves. Students in a vo-tech cosmetology program may also wear polish provided they wear gloves.

MAINTENANCE:

- Clothing that can get dirty but appropriate for representing Black Rock Retreat to guests
- Close-toed shoes with socks must be worn at all times. Shoes should be comfortable with good tread.
- Outdoor attire would depend on the activities and/or weather conditions

Application for Volunteer Work



Name _____

Street Address _____

City, State, Zip Code _____

Telephone # _____

Email _____

How did you learn of this opportunity? _____

Volunteer Position:	Maintenance	Housekeeping	Food Service	_____
Date you are available to start	_____		Age, if under 18	_____
Available on a regular basis?	YES	NO	ONE DAY ONLY	SEASONAL

Why would you like to volunteer at Black Rock Retreat and how can you benefit the camp?

Do you understand and will you respect and honor the Black Rock Retreat mission and Faith Statement stated previously in the Volunteer Handbook? YES NO

If no, please explain _____

Special Skills and Training

Current Employer _____

Position _____

References: name, relationship, contact #

1. _____

2. _____

3. _____

Black Rock Retreat Background Check Authorization

Print:

Name (First) _____ (Middle) _____ (Last) _____

Former Name(s): _____

Current Address Since: (Mo/Yr) _____

Previous Address Since: (Mo/Yr) _____

Social Security Number: _____

Date of Birth: _____

Telephone Number: _____

Driver's License Number/State: _____

Email Address: _____

The information contained in this application is correct to the best of my knowledge. I hereby authorize **Black Rock Retreat** and its designated agents and representatives to conduct a comprehensive review of my background causing a consumer report and/or an investigative consumer report to be generated for employment and/or volunteer purposes. I understand that the scope of the consumer report/investigative consumer report may include, but is not limited to the following areas: verification of social security number; current and previous residences; employment history, employment credit history, education background, character references; drug testing, civil and criminal history records from any criminal justice agency in any or all federal, state, county jurisdictions; driving records, birth records, and any other public records.

I further authorize any individual, company, firm, corporation, or public agency (including the Social Security Administration and law enforcement agencies) to divulge any and all information, verbal or written, pertaining to me, to Black Rock Retreat or its agents. I further authorize the complete release of any records or data pertaining to me which the individual, company, firm, corporation, or public agency may have, to include information or data received from other sources.

I hereby release **Black Rock Retreat**, the Social Security Administration, and its agents, officials, representative, or assigned agencies, including officers, employees, or related personnel both individually and collectively, from any and all liability for damages of whatever kind, which may, at any time, result to me, my heirs, family, or associates because of compliance with this authorization and request to release.

Signature: _____ Date: _____

Signature of guardian: _____ Date: _____