

Harvey Cedars Bible Conference Summer Staff Handbook

Updated Jan. 2024

The Summer Staff program at Harvey Cedars Bible Conference (HCBC) is an exciting opportunity for you! Our desire is to create an environment in which each staffer will grow emotionally, socially, and spiritually while living in community with others.

The guidelines in this handbook have been developed to ensure this type of experience. Even if you do not agree with everything you read, it is important that you are willing to commit to abiding by this handbook in its entirety during your time with us.

Please read this handbook carefully and prayerfully as you consider whether God is calling you to this summer of significance. You will have to mark on your application that you have read and will abide by the handbook.

If you have any questions or concerns about your ability to adhere to the guidelines in this handbook, please contact us before signing and sending in your application.

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Personal Appearance and Dress

Dress is casual, but as a representative of Christ and HCBC, you will be expected to maintain a neat, conservative appearance at all times. Because we minister to families and groups with a wide variety of backgrounds, we must be sensitive to the convictions of others in an effort to avoid offending a brother or sister in Christ. (Romans 14)

1. Wear approved uniform at all times when working.
2. Keep a neat appearance when not working. Avoid clothing with holes, rips, or inappropriate images/text.
3. Girls are to wear one-piece bathing suits or tankinis showing no midriff. Boys' bathing suits must be board shorts.
4. Girls are not to wear tops that are too tight or show midriff, undergarments, etc., even when bending or turning.
5. Exercise attire may only be worn to and from the gym. Leggings are not approved for work. When wearing leggings, shirts must cover the backside. Boys are to wear shorts and pants at the waist, not showing any undergarments.
6. Lifeguards may wear shirts with sleeves or sides cut out while on duty in the pool area.
7. Shorts must not be too tight or too short. Consult your room counselor if you have a question about modesty. Girls' shorts should be fingertip length or longer. Running shorts are not approved for work.
8. Girls are to wear straps wide enough to cover undergarments. Spaghetti strap tops are prohibited.
9. All skirts and dresses are to be of modest length (just above the knee).
10. When traversing the HCBC campus and traveling to the beach, shirts/cover-ups must be worn.
11. Hairstyles should be conservative and worn neatly. Boys must keep hair above the collar and away from the face. Avoid extreme hair color or style changes.
12. Facial hair must be neatly trimmed. If a staff member arrives clean-shaven, they are to remain that way while here. Beards must be approved by the staff directors in advance of arrival.
13. Visible body piercings are not permitted while working and living at HCBC. These include: multiple ear piercings (more than 3), brow piercings, nose and septum piercings (small stud only), tongue piercings, and lip piercings. Boys may not wear earrings. No gauges.
14. Visible tattoos are not permitted while on campus.
15. Shoes are required inside buildings Flip-flops and sandals are permitted only when not working.
16. Please do not make any extreme appearance changes while you are on staff. (i.e. piercings, tattoos, hair, etc.) We would like you to go home looking like the same person who arrived!

Please be advised that a member of the leadership staff may speak to you if they feel you are not abiding by the guidelines listed above.

Dormitory Life

We provide housing arrangements for all Summer Staff members. Because it is a challenge for so many people to live together peacefully, we have established the following guidelines for dormitory life:

1. We provide mattresses, pillows, pillowcases, mattress covers, sheets, and blankets. Do not bring comforters, sleeping bags, rugs, or curtains. You may bring your own pillow.
2. Upon arrival, remove items from your suitcase. All items will be placed in a dryer on high heat for 30 minutes. A leader will help transport all items to your place in the dorm. Your suitcase will be sent home or stored in an approved location until departure.
3. A reading light is acceptable. Adding lights, including string lights, is not permitted.
4. Nothing may be attached to walls. No tacks, tape, stickers, glue, or Command strips.
5. Nothing may be written or drawn on walls or furniture.
6. You may be charged for the cost of repairs due to damage caused by writing or adhering items to walls or furniture.
7. All food and drinks must be placed in sealed bags or containers. No fresh food (i.e., produce or cooked food) is to be stored in dorms.
8. The dorms and accompanying bathrooms must be neat and clean in accordance with posted sanitation guidelines.
9. Used bedding is to be stripped Monday morning by 9 AM and made available for housekeeping. Beds are to be remade using provided clean linens.
10. All staff are expected to shower daily.

Summer Staff Directors (“Parents”): Dormitory life is the responsibility of the Summer Staff Directors. Dorm leaders work closely with them and report any issues that must be addressed. The Summer Staff Directors report to conference directors as needed. The Summer Staff Directors conduct dorm inspections Tuesday through Saturday.

Dorm Leaders: The dorms for each gender have a Dorm Leader. It is his/her responsibility to maintain order, cleanliness, and a godly environment. Dorm leaders meet with Summer Staff Directors weekly to keep up on dorm life and relationships.

Room Leaders/Counselors: Room leaders work with the dorm leader to help with devotions, supervision, and general oversight. Each leader oversees 5-7 staff members. Room leaders also meet with Summer Staff Directors weekly to keep up on dorm life and relationships.

Curfew: All staff members are required to be in the dorm by 10:30 PM unless involved in an approved outing event or working an assigned shift. Curfew may be set earlier at the discretion of the dorm leaders or Summer Staff Directors.

Lights out and quiet hours begin at 11:15 PM.

Dorm and Lounge Cleanliness: The dorms and lounges are viewed as places of rest from work. Dorm and Room Leaders enforce neatness in these areas. There is a daily cleaning schedule posted for dorm and lounge areas. These places are inspected daily. Your cleanliness reflects your commitment to HCBC, your fellow workers, and God.

Laundry: We provide coin-operated laundry facilities for your use. For the boys, these are located in the Bert Room in the Oldham Chapel. For the girls, these are in the laundry room in The Marsh. Do not use the guest laundry rooms in Bayview Lodge or Poolside Lodge.

Lifestyle

As a Christian organization seeking to honor God in all we do, we expect our staff to adhere to and abide by biblical standards of living. As Paul wrote in Philippians 1, we should conduct ourselves in a manner worthy of the gospel of Christ. Additionally, according to 1 Thessalonians, we are to abstain from every appearance of evil. With that in mind, we expect our staff to refrain from:

1. Drugs, alcohol, tobacco, and vaping on or away from HCBC grounds
2. Pornography or other inappropriate media
3. Foul or insulting language such as swearing, gossip, disrespect of authority, crude jokes, etc.
4. Inappropriate sexual activity of any kind (including engaging in, endorsing, or advocating any beliefs or activities contrary to Scripture)
5. Advances, comments, jokes, or anything else that might make other staff members uncomfortable in working or living environments
6. Attendance of night clubs, bars/casinos, or concerts (including the Wednesday concerts at Sunset Park)
7. Harassment of any kind
8. Any other activities contrary to guidelines in Scripture

General Life: We ask that behavior would reflect how God would have us treat one another. There will be no bullying, gossip, inappropriate jokes, extreme horseplay, hazing, or any other demeaning behavior towards others. We must treat others with respect (Philippians 2:1-4).

Social Media: While on staff, you are a representative of HCBC. In general, we view social networking sites, personal websites, and blogs positively and respect the right of staff to use them as a medium of self-expression. Do not post anything on social media that misrepresents Christ or the conference center. HCBC reserves the right to approve posts from the conference grounds. Management may review your social media activity, if applicable, during the hiring process. We ask parents to discuss the risks of sexual solicitation, cyberbullying, and reputation damage associated with social media with their children before arrival.

- Be respectful in all communications related to or referencing HCBC, its employees, and its guests.
- Do not use obscenities, profanity, or vulgar language on social media.
- Do not use social media or personal websites to harass, bully, or intimidate others. Behaviors that constitute harassment and bullying include, but are not limited to, derogatory comments with respect to race, religion, gender, sexual orientation, color, or disability; sexually suggestive, humiliating, or demeaning comments; and threats to stalk, haze, or physically harm another person.
- Do not use social media or personal websites to discuss conduct that is prohibited by HCBC policies, including, but not limited to, the use of alcohol and drugs, sexual behavior, harassment, and bullying.

Television, Movies, and Video Games: Televisions may be used for video games and movies at the discretion of the Summer Staff Directors. These activities are reserved for Saturday after dinner to Sunday night. Video games must not contain extreme content of violence or adult situations. Please confer with leadership staff as to the appropriateness of a game. Movies must be G or PG rated and may only be watched when guests are not on the conference property. Consult with the Summer Staff Directors for all other movies. All movies must be approved in advance. You may not attend movie theaters while on staff.

Phones: Phones may not be used from 11:15 PM to morning devotions. Phones may not be used during work hours, except by leaders for work communications. Phones may not be used during chapel services, devotions, or meals.

Laptops and Tablets: These may be used in the staff lounge. They may not be used in dorms unless permission is granted by the Summer Staff Directors. We encourage limiting your use of technology in general.

Music: Please remember our goal to glorify God when selecting music. Only Christian music may be played aloud and must be approved by leadership. Supervisors will approve and manage music choices during work hours.

Personal Relationships: We understand personal relationships are developed while serving on staff. We expect everyone to observe godly principles in public and private. Please adhere to the following:

- Dating staff or guests while on staff is not permitted. We do not allow physical displays of affection including back rubs, sitting on laps, holding hands, snuggling, sharing blankets, etc., whether it is with the opposite or same sex. We expect observation of godly principles in public and in private.
- Exclusive contact with only a few individuals is discouraged. We encourage staff members to get to know as many others as possible.
- Boys and girls may not leave HCBC grounds or be in isolated areas of the conference center alone.

Driving: You must be 18 years or older to drive a vehicle while on staff. Written permission from parents is required before being permitted to have passengers in your vehicle and to drive outside approved areas. This does not apply to self-insured drivers, owning their own vehicle.

For anyone 17 or under, you must have written permission from your parents to travel off conference grounds with anyone, staff or not. This can be a blanket permission or a case-by-case basis, as your parents wish. We provide a consent form to parents to make their wishes known. This includes the use of the LBI shuttle service.

Signing Out: All staff must sign out when they leave the conference property, except for all-staff outings. A sign-out book is kept in a central location accessible to all staff. Staff must include all required information on the sign-out sheet and sign back in immediately upon return. This policy helps leadership staff find staff members in case of emergency.

Visitors: Friends and family are welcome to visit you during your time off. Summer Staff Directors must give permission when anyone other than immediate family wishes to take you off the grounds. If a visitor wishes to stay for any meals, permission must be obtained and a meal ticket purchased. Visitors are not permitted to stay overnight in the dorms but may purchase a room at a reduced cost depending on availability. All visitor arrangements must be approved by the Summer Staff Directors and should be made more than a week in advance.

Free Time: While you are at HCBC, you have a significant amount of free time. We want you to have time to relax and have fun. You may visit the conference beaches between the hours of 7 AM and 8 PM without specific permission. Please do not swim or surf if lifeguards are not on duty, typically from 10 AM to 5 PM. No swimming at night. When observing free time, please remember you are representing HCBC and are expected to continue to abide by biblical standards and the guidelines in this handbook. The LBI Shuttle runs the length of the island and is available for a fee. Do not take the shuttle after 7 PM as it is likely you will not make it back before curfew. Please use the staff lounge if you would like to use your phone, laptop, or other similar device while on the grounds. You are still expected to attend chapel services and staff events on your day off, unless away with family.

Sickness: To protect the staff from widespread sickness, anyone with a fever or vomiting may be removed from the dorm. If symptoms persist for 48 hours or more, you may be asked to return home until you are well. Anyone being excused from work for illness must remain on conference grounds for the entire day. Your room leader will bring meals to you and take care of any other needs you have during your illness. Leadership staff will also be responsible for getting you to a doctor, medical center, or emergency room if necessary.

Staff Events: There are staff outings and activities scheduled regularly. These activities are mandatory for all staff unless otherwise noted. Leadership staff are encouraged to take another night of the week to have an activity with their small group or room to promote unity among the staff and encourage everyone to build community.

Chapel Services: Working at HCBC is more than just filling a position. Our prayer is that you will cultivate a deeper relationship with Jesus Christ through personal devotion times, chapel services, and other ministry opportunities. Depending on the event of the week, the number of mandatory chapel services per week will vary and will be communicated by the Summer Staff Directors. There will always be a mandatory staff chapel service each week where we enjoy music, study, prayer, and fellowship as we grow together as a team. We also have church services on Sunday mornings that are open to local residents and visitors. Our hope is that you will pray about how you can be involved and serve in numerous services throughout the summer, with the gifts and talents God has given you.

Work

Each staffer is assigned to a primary department (food service, guest service, housekeeping, etc.). This will be your primary department, but you may occasionally be required to work in others when needed. Your primary department may be changed at the discretion of the Summer Staff Directors or other management to best fit the needs of the conference and your gift set. You are expected to work hard and equitably with fellow staffers. Your work week will normally be 35 to 40 hours.

You will have a job supervisor in charge of training and management. A weekly schedule will be posted in an easily accessible location. It will display when and where you are to report to work. We expect your work to be done with excellence, that you arrive on time, that you serve with a good attitude, and that you are dressed appropriately.

To fulfill your duties, you may be asked to use conference equipment such as keys, tools, and uniforms. If you misplace any conference equipment, you will be asked to replace the item. Copying of any conference keys will be grounds for immediate dismissal.

Pay Schedule: Staff members are paid every other week, unless in volunteer positions. Pay varies based on department, experience, and leadership positions.

Time Off and Switching: There may be times you need to request a day off or switch a shift with another staff member. You will need to consult with your supervisor. If permission is granted, your leader must know, a staff parent must be informed, and you must sign out if leaving premises.

Discipline

While we spend a lot of time vetting a great team, we need to state our discipline policy very clearly should a problem arise.

Even though every staff member is considered an at-will employee, theft, drug use, sexual misconduct, demeaning behavior towards others, or any other extreme behavior that would damage God's work at the conference may result in immediate dismissal.

Lateness to work, violation of handbook guidelines/policies, disobedience or disrespect to supervisors, and patterns of delinquent behavior may prompt disciplinary action.

If discipline is required, you can expect the following procedure:

1. A verbal warning from job supervisors, dorm leaders, or Summer Staff Directors for any infraction listed in this handbook.
2. A formal meeting with the Summer Staff Directors and any others deemed necessary for correction and accountability.
3. A formal meeting with the Summer Staff Directors and conference Executive Director. Results may include dismissal from the Summer Staff program.

General Operational Statement: Every staff member is considered an at-will employee of the conference. The leadership staff reserves the right to terminate the employment of any employee we feel is functioning with an attitude or through actions we deem to be a detriment to the mission of Harvey Cedars Bible Conference. Leadership staff also reserves the right to reduce work hours based on the needs of the conference.

Harassment and Complaint Procedure

Employees at all levels of HCBC are expected to conduct themselves in a business-like and professional manner at all times, and to refrain from conduct which might cause, or contribute to sexual harassment, or any other form of discriminatory harassment.

For purposes of this policy, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly, or implicitly a term, or condition of an individual's employment;
- Submission to, or rejection of such conduct is used as the basis for employment decisions affecting the individual; or
- Such conduct has the purpose, or effect of unreasonably interfering with an individual's work performance, or creating an intimidating, hostile or offensive working environment.

Some examples of what might cause, or contribute to sexual harassment are: threatening, or taking adverse employment actions if sexual favors are not granted; demands for sexual favors in exchange for favorable, or preferential treatment; unwelcome flirtations, propositions, or advances; unwelcome physical contact; whistling, leering, improper gestures, or offensive remarks, including unwelcome comments about appearance; sexual jokes, or other inappropriate use of sexually explicit, or offensive language; the display in the workplace of sexually suggestive objects, or pictures, using any media, including tele-communications, or computer systems, to send, receive, or exhibit oral, written, or graphic material which is sexually offensive. The above list is not intended to be all-inclusive. Even one instance of such conduct, if severe enough, may constitute sexual harassment.

For purposes of this policy, discriminatory harassment is defined as conduct that denigrates, or shows hostility, or aversion toward an individual because of his or her race, religion, color, gender (including pregnancy, gender identity, and sexual orientation), parental status, national origin, age, disability, family medical history or genetic information, political affiliation, military service, or other non-merit based factors, and that;

- Has the purpose or effect of creating an intimidating, hostile, or offensive work environment;
- Has the purpose or effect of unreasonably interfering with an individual's work performance; or
- Otherwise adversely affects an individual's employment opportunities

Some examples of conduct that might cause, or contribute to discriminatory harassment are; using epithets, slurs, or negative stereotypes; threatening, intimidating, or engaging in hostile acts that relate to a protected characteristic; purported jokes, or pranks; placing on wall, bulletin boards, or elsewhere on HCBC premises, circulating in the workplace via any media, including tele-communications, or computer systems, any oral, written, or graphic material that denigrates, or shows hostility, or aversion toward a person, or group because of a protected characteristic; or engaging in other offensive conduct toward an individual because of any protected characteristic.

Complaint Procedure

Harvey Cedars Bible Conference, Inc. (HCBC) treats all complaints of discriminatory harassment very seriously, and your prompt notification of any problems is essential to maintaining a respectful, and harassment free workplace. It is very important for any employee who feels he or she has a complaint under this policy to utilize the complaint procedure specified below.

If an individual has a complaint, or concern regarding discriminatory harassment, including sexual harassment, he/she should report the matter to their Supervisor. If the employee does not feel comfortable reporting the harassment to their Supervisor, they can report the harassment to the Executive Director. If the employee does not feel comfortable reporting the harassment to the Executive Director, they can report the harassment to the Reporting Officer.

When making a report of discriminatory harassment, it is important that you provide as much information as possible, including the details of the alleged harassing conduct, any physical evidence of the harassment that may exist, the names of all employees involved in the harassment, any other employees who may have experienced similar harassment, and any individuals who observed, or witnessed the harassment, and the desired resolution. We encourage that all complaints, or reports be submitted in writing to ensure a prompt response. HCBC will treat such information as confidential, to the extent possible consistent with our obligation to conduct a thorough and appropriate investigation.

This document may be amended at any time.

All of these guidelines exist so that we can have an exciting, peaceful, and productive summer together serving the Lord! They are not meant to be restrictive but rather to be helpful as we seek to accomplish our mission as a team. Please be advised that leadership staff will approach anyone felt to be acting outside the guidelines set forth in this handbook. If you have any questions or concerns, please feel free to contact us for clarification.

We are looking forward to spending summer here with you at Harvey Cedars Bible Conference!