



LOST TIMBER BIBLE CAMP

2020 Ministry Team Application

Application Deadline: April 1, 2020

(We will continue to accept applications until all positions are filled.)

Serving at Lost Timber is possibly the most important job you will ever hold. Not only are you responsible for the lives and safety of youth, you also have the opportunity to impact their spiritual growth. If you are chosen to serve with us you will be challenged physically, emotionally, mentally, and spiritually. That's a good thing though, being challenged will open up opportunities for you to grow, mature, and learn more about yourself. Most importantly, challenges give you an opportunity to rely on God and grow closer to Him.

The Application Process

Our application process is an easy four-part process and can be done on paper or online.

Complete your application and submit it to Lost Timber.

Send your references to the appropriate people. Be sure to include an addressed and stamped envelope or send them the link to the online reference form.

Lost Timber reviews your application and references and will set up a web interview with you.

Lost Timber decides to accept or deny your application. If you are accepted, we will place you in the position we think you will be most effective; trying to give preference to your selections. If you are placed in a position other than what you indicated, we will contact you to discuss. If you are denied, you will be contacted and invited to apply again next year.

Application Deadline: April 1, 2019

Application can be completed online at: www.losttimber.org/summer-staff

Mail completed applications to:

Lost Timber Bible Camp, PO Box 165, Chandler, MN 56122

We will let you know whether or not you have been accepted and what capacity we would like you to serve in by April 15. In the meantime, please begin praying about the summer and your effectiveness on our ministry team.

Application checklist

Your application is not complete until all of these items are received.

- Staff Application
- Copy of Your Insurance Card
- Copy of Your Drivers License (if you have one)
- Pastor's Reference
- Reference of Choice (non-family member)
- Parent's Reference (if under 18yrs)





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Sharing your faith and being an example to youth is a privilege and a great responsibility. Young people need Christian examples to follow and we seek staff members who are deeply committed to the Lord Jesus Christ. Therefore, our concern is to find capable people with a high degree of Christian maturity and enthusiasm, who are willing to set aside some of their own needs and desires to serve campers that come to Lost Timber.

Applicants Should Have...

- A life which exhibits a personal relationship with Jesus Christ as Savior and Lord
- A life that exhibits maturity in lifestyle
- A desire to communicate their personal faith to campers
- A genuine enjoyment of working with campers
- An ability to work well with other staff
- A love for the outdoors



Job Descriptions & Duties

Additional jobs & responsibilities may be assigned during the week.

Cabin Counselor

In charge of daily supervision of a cabin group (6-10 campers), prior camp experience is preferred. Counselors are expected to be prepared in leading cabin groups in activities, discussions, and evening devotions. The nature of this position allows little down time.

Jr. Cabin Counselor

Assist the Cabin Counselor in their roles (see Cabin Counselor description). Usually a first-time counselor position.

Kitchen Staff

Responsible for dining hall set up and clean up. Assist Kitchen Cooks as requested. Maintain cabin/bathroom cleanliness throughout camp. May assist other staff as time allows.

Program Staff

Assist Program Directors in facilitating the camp program. Set-up/clean-up craft room, sports fields, etc. Run canteen. Maintain Chapel cleanliness. Take pictures and video of the camp program and post to social media daily.

Project Staff

Maintain facilities and equipment and make repairs as needed. Work on projects as assigned by Project Staff lead and Operation Director. May assist other staff as time allows.

Director In Training

Training with program directors to learn the role. Assist with pre-camp planning and program execution during the program week. Will assist in overseeing program activities.

Kitchen Cook

Conducts food preparation and food service for the camp. Ensures food safety by following food preparation guidelines as instructed by Kitchen Coordinator. This position requires volunteer to be on their feet for extended periods of time.

Waterfront/Lifeguard

Supervise all waterfront activities, lead waterfront orientation for campers each week, test campers' swimming ability, and maintain a safe and neat setting for all waterfront activities. Typically serve as a counselor or support staff member when not on duty. Lifeguard training is required.

First Aid/Nurse

Assist at check-in to discuss medications and health concerns with parents. Distribute medications, keeping detailed health records, attending to medical needs of campers and staff. RN certification desirable. Red Cross First Aid certification required.

Summer Internship

Typically serve from Mid-May through Mid-August (flexible). Serve as counselor/support staff during program weeks. Assist Operations Director during non-program weeks to prepare camp and conduct site maintenance. Position may be able to meet college internship requirements. More details will be discussed with candidates.



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Name _____ Male Female Cell Phone _____
 Have you served with us in the Past? Yes No Home Phone _____
 Birthday _____ Age _____ Email _____
 Grade Fall of 2020 _____ Shirt Size S M L XL XXL XXXL
 Address _____ Drivers License # _____ St _____
 City _____ St _____ Zip _____ *Include a copy of drivers license when submitting application.*
 Social Security # _____

Emergency Information

Include copy front and back of insurance card and attach to application. *(Full Sheet - do not trim down.)*

Health Insurance Company _____ Policy Number _____
 Emergency Contact Name _____ Cell Phone _____
 Relationship to Applicant _____ Home Phone _____

Please notify us on a separate piece of paper of any medications you are taking, food/drug allergies, and activity limitations.

Weeks Applying for & Positions

May 1-3 Impact Staff Training
Mandatory for all staff, contact us if you are unable to attend.
 Arrival: May 1 @ 8pm | Departure: May 3 @ 2pm

I would like to apply for Lost Timber's Summer Internship program.

<input type="checkbox"/> June 6-13 Breakaway Camp <i>Staff must be entering freshman year of high school.</i> Arrival: June 6 @ 5pm Departure: June 13 @ 1pm	<input type="checkbox"/> Cabin Counselor <input type="checkbox"/> Jr. Cabin Counselor <input type="checkbox"/> Dir. in Training	<input type="checkbox"/> Lifeguard <input type="checkbox"/> First-Aid <input type="checkbox"/> Kitchen Cook	<input type="checkbox"/> Support Staff <i>Rank preferred roles 1-3, 1=highest.</i> ___ Kitchen ___ Program ___ Project
<input type="checkbox"/> June 13-20 Expedition Camp <i>Staff must be entering junior year of high school.</i> Arrival: June 13 @ 5pm Departure: June 20 @ 1pm	<input type="checkbox"/> Cabin Counselor <input type="checkbox"/> Dir. in Training <input type="checkbox"/> Lifeguard	<input type="checkbox"/> First-Aid <input type="checkbox"/> Kitchen Cook	<input type="checkbox"/> Support Staff <i>Rank preferred roles 1-3, 1=highest.</i> ___ Kitchen ___ Program ___ Project
<input type="checkbox"/> June 20-27 Ignite (Senior) Camp <i>Staff must have completed freshman year of college.</i> Arrival: June 20 @ 5pm Departure: June 27 @ 1pm	<input type="checkbox"/> Cabin Counselor <input type="checkbox"/> Dir. in Training <input type="checkbox"/> Lifeguard	<input type="checkbox"/> First-Aid <input type="checkbox"/> Kitchen Cook	<input type="checkbox"/> Support Staff <i>Rank preferred roles 1-3, 1=highest.</i> ___ Kitchen ___ Program ___ Project
<input type="checkbox"/> July 4-10 Trailblazer 1 <i>Staff must be entering freshman year of high school.</i> Arrival: July 4 @ 5pm Departure: July 10 @ 1pm	<input type="checkbox"/> Cabin Counselor <input type="checkbox"/> Jr. Cabin Counselor <input type="checkbox"/> Dir. in Training	<input type="checkbox"/> Lifeguard <input type="checkbox"/> First-Aid <input type="checkbox"/> Kitchen Cook	<input type="checkbox"/> Support Staff <i>Rank preferred roles 1-3, 1=highest.</i> ___ Kitchen ___ Program ___ Project
<input type="checkbox"/> July 11-17 Trailblazer 2 <i>Staff must be entering freshman year of high school.</i> Arrival: July 11 @ 5pm Departure: July 17 @ 1pm	<input type="checkbox"/> Cabin Counselor <input type="checkbox"/> Jr. Cabin Counselor <input type="checkbox"/> Dir. in Training	<input type="checkbox"/> Lifeguard <input type="checkbox"/> First-Aid <input type="checkbox"/> Kitchen Cook	<input type="checkbox"/> Support Staff <i>Rank preferred roles 1-3, 1=highest.</i> ___ Kitchen ___ Program ___ Project
<input type="checkbox"/> July 19-24 Guest Group 1 - Support Staff <i>Staff must be entering sophomore year of high school.</i> Staff Arrival: July 19 @ 2pm Departure: July 24 @ 5pm			
<input type="checkbox"/> July 26-30 Guest Group 2 - Support Staff <i>Staff must be entering sophomore year of high school.</i> Arrival: July 26 @ 2pm Departure: July 30 @ 5pm			
<input type="checkbox"/> Aug 2-7 Guest Group 3 - Support Staff <i>Staff must be entering sophomore year of high school.</i> Arrival: Aug 2 @ 2pm Departure: Aug 7 @ 5pm			

After-Camp Cleanup and Departure

All staff are required to remain on the grounds and assist in camp cleanup in order to prepare for the next camp. Once cleanup is complete, we will have lunch and a short re-cap meeting, staff are then released (typically 1pm).
Staff serving multiple weeks need to return to the grounds at 5pm on Saturday to prepare for the following week. It is expected that time in between programs will be used for staff to prepare (laundry, rest, etc.) for their next week of service.



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Best Interview Dates

Part of the application process includes a live interview either in person or via web meeting. Please provide three dates/times that work best for you to conduct this interview.

Choice #1

Date _____ Time _____

Choice #2

Date _____ Time _____

Choice #3

Date _____ Time _____

Church you Currently Attend

Church Name _____ City/Town _____

How often do you attend? _____ Church Affiliation? _____

Previous Camp/Church Experience

List your other experiences in previous years serving at other camps.

Year: _____ Camp: _____ Position: _____

Year: _____ Camp: _____ Position: _____

Year: _____ Camp: _____ Position: _____

Work/Volunteer Experience

What work/volunteer experiences this year have helped you develop your skills and abilities to work with others?

Employer or Volunteer Supervisor: _____ Phone: _____

List positions and responsibilities: _____

Personal Assessment

Rank your relationship with Jesus on a scale of 1-10 with 10 being the best.

Non-existent _____ Perfection
1 2 3 4 5 6 7 8 9 10

Explain Your Ranking:

Have you received CPR training?

[] Yes [] No

If yes, certification date _____

Have you received First Aid training?

[] Yes [] No

If yes, certification date _____

Have you received Water Safety training?

[] Yes [] No

If yes, certification date _____

Have you received Lifeguard training?

[] Yes [] No

If yes, certification date _____





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Think About This . . .

By serving on Lost Timber's Ministry Team, you become an ambassador for Lost Timber Bible Camp in addition to being an ambassador for God. Are there any issues in your life right now that would prevent you from being truly effective in serving Christ at Lost Timber? *If so, we would ask you to examine and deal with those issues before being involved in any camp ministry. To ignore those things in your life that require attention would be a disservice to yourself, to Lost Timber, and to the Lord.*

By completing and signing this application, I agree to the following:

This is an application for a volunteer position of service at Lost Timber Bible Camp.

I affirm and acknowledge that all of the information provided and all of my answers to the questions asked are true and complete, and that any misrepresentations or omission may be grounds for rejection or dismissal.

If accepted, I will be required to abide by all camp policies, standards, and regulations.

I have neither been convicted of, nor am I the subject of pending charges, for any offense involving actual or attempted child abuse or sexual molestation in any jurisdiction.

I hereby authorize an agent of Lost Timber Bible Camp to contact all prior employers and references listed herein to verify all information provided and to obtain any and all information related to my character and past work performance. I further hereby release all references and prior employers from any liability for information provided in good faith.

I authorize Lost Timber Bible Camp to conduct a criminal background check if they choose.

I authorize Lost Timber Bible Camp to conduct a character screening using social media and the internet.

I understand that Lost Timber Bible Camp reserves the right to dismiss a Ministry Team member for incompetence, misconduct, illegal activity, or failure to comply with camp policies.

Any portraits or video of the applicant taken at camp may be used by Lost Timber Bible Camp or their assigned agents for print and electronic advertising and promotional marketing. I waive my right to inspect or approve the finished product or copy.

In case of medical emergency, I hereby give permission to the physician, selected by Lost Timber Bible Camp, to hospitalize; secure proper treatment for; and order injection, anaesthesia or surgery for the applicant. I understand that my insurance will be primary in all medical situations.

Applicant Signature _____ **Date** _____

Parent Consent (if applicant is under 18)

I give my child permission to serve on staff at Lost Timber Bible Camp. I agree to the above stated conditions and voluntarily waive any and all claims against Lost Timber Bible Camp, its sponsors, directors and officials for any and all causes that may arise from activities of the camp. I agree that if my son/daughter disregards camp rules, he/she is subject to being sent home at my cost. If medical attention is necessary, I agree to be responsible for all costs not covered by insurance.

Parent Name _____ **Signature** _____ **Date** _____

Thank you for applying to serve on our ministry team!

Please mail your application to:

Lost Timber Bible Camp, PO Box 165, Chandler, MN 56122

Lost Timber Bible Camp will contact you to confirm receipt of your application.
Once all references are received and reviewed, we will contact you to schedule an interview.





Pastor/Youth Leader

Reference Questionnaire

Complete and Return by April 1, 2020

Questionnaire is available online at www.losttimber.org/pastor-ref

DIRECTIONS

Thank you for taking the time to complete this reference for the applicant! We know this is no small task but we believe that it is necessary in order to provide the best camp ministry possible. We hope that the applicant's time serving at Lost Timber will be filled with spiritual growth and maturity that you can enjoy and continue to build on in your ministry.

It is our desire to hire staff that are trustworthy and capable of caring for and discipling our campers. It is also imperative that our staff be positive spiritual role models for our campers. Please evaluate the applicant as you have seen him/her in daily life, at work, or in church settings. When filling out this reference, please try to be as objective and honest as possible. This enables Lost Timber to build an effective ministry team that operates efficiently and, in the end, has a greater impact on the lives we minister to. Your feedback will become a part of the applicant's confidential file. Your time and effort is greatly appreciated!

Applicant's Name _____ Position(s) Applying For _____

Applicant's Signature _____ Date _____

By signing this reference, I hereby waive my right to examine the following reference. I hereby release any individual firm, partnership, corporation, public official or public entity from any liability on any theory whatsoever, for providing information on my previous employment, my veracity, my skills and/or abilities to Lost Timber Bible Camp and its ministries.

Reference's Name _____ Relationship to Applicant _____

Organization _____ Phone _____

Position _____ Email _____

Address _____ Signature _____ Date _____

City _____ St _____ Zip _____

I confirm that I have answered the following questions completely, accurately, and to the full extent of my knowledge of the applicant.

Narrative Report -

Please state specific instances in which you have observed the applicant's behavior as it applies to any of these items.

1. How long have you known the applicant? _____ In what capacity? _____

2. Have you been a reference for this applicant before? Yes No

3. Does the applicant take an active interest in Christian service other than Lost Timber? Yes No

4. How often does applicant attend church? Weekly 1-2/Month < 1/Month Unsure

5. How often does applicant attend youth group or Bible studies? Weekly 1-2/Month < 1/Month Unsure

6. In what ways does the applicant actively demonstrate their faith? _____

7. How has the applicant grown spiritually in the last year? _____

8. How has the applicant grown in their leadership ability in the last year? _____

9. In what ways does the applicant need to grow/mature? _____

10. How does the applicant relate to younger kids? _____

11. How does the applicant relate to kids their own age? _____

12. Please rank the applicant in the following areas:	Poor		Good		Great
Ability to lead and influence others	<input type="checkbox"/>				
Ability to work as a member of a team	<input type="checkbox"/>				
How they react to suggestions or criticisms by others	<input type="checkbox"/>				
How well do they demonstrate a Christ-like lifestyle?	<input type="checkbox"/>				
How well they display responsibility	<input type="checkbox"/>				
Ability to control emotions	<input type="checkbox"/>				

13. List three strengths and three weaknesses.

Strengths

Weaknesses

14. Would you hire the applicant to serve on your staff? Yes No

15. Would you like to discuss your responses further over the phone? Yes No

Best Day(s)/Time(s) to Call: _____

Return Completed Reference by April 1, 2019 to:
Lost Timber Bible Camp, PO Box 165, Chandler, MN 56122

Questions? Call Aaron & Emily Ahlquist @ 507-677-2555



**Federal law gives applicants the option to waive their rights to see specific letters of recommendation. If the applicant has not signed the waiver statement on the reverse side, we will assume that you are giving the information with full knowledge that the applicant may see it. If the above waiver is signed, the information will remain confidential.*



466 Valley Road | PO Box 165 | Chandler, MN 56122
507-677-2555 | www.losttimber.org





Choice Reference
Reference Questionnaire
 Complete and Return by April 1, 2020

Reference must be 18yrs or older and have no relation to applicant.
 Questionnaire is available online at www.losttimber.org/parent-ref

DIRECTIONS

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Applicant's Name _____ Position(s) Applying For _____

Applicant's Signature _____ Date _____

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Reference's Name _____ Phone _____

Relationship to Applicant _____ Email _____

Address _____ Signature _____ Date _____

City _____ St _____ Zip _____

I confirm that I have answered the following questions completely, accurately, and to the full extent of my knowledge of the applicant.

Narrative Report -

Please state specific instances in which you have observed the applicant's behavior as it applies to any of these items.

1. How long have you known the applicant? _____ In what capacity? _____
2. Have you been a reference for this applicant before? Yes No
3. Does the applicant take an active interest in Christian service other than Lost Timber? Yes No
4. How often does applicant attend church? Weekly 1-2/Month < 1/Month Unsure
5. How often does applicant attend youth group or Bible studies? Weekly 1-2/Month < 1/Month Unsure
6. In what ways does the applicant actively demonstrate their faith? _____

7. In what ways does the applicant need to grow/mature? _____

8. How does the applicant respond in stressful situations? _____

9. How does the applicant relate to younger kids? _____

10. How does the applicant relate to kids their own age? _____

11. Please rank the applicant in the following areas:	Poor		Good		Great
Ability to lead and influence others	<input type="checkbox"/>				
Ability to work as a member of a team	<input type="checkbox"/>				
How they react to suggestions or criticisms by others	<input type="checkbox"/>				
How well do they demonstrate a Christ-like lifestyle?	<input type="checkbox"/>				
How well they display responsibility	<input type="checkbox"/>				
Ability to control emotions	<input type="checkbox"/>				

12. List three strengths and three weaknesses.

Strengths	_____	Weaknesses	_____
	_____		_____
	_____		_____

13. Would you hire the applicant to serve on your staff? Yes No

14. Would you like to discuss your responses further over the phone? Yes No

Best Day(s)/Time(s) to Call: _____

Return Completed Reference by April 1, 2019 to:
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Parent / Legal Guardian

Reference Questionnaire

If Applicant is under 18 - Complete and Return by April 1, 2020

Questionnaire is available online at www.losttimber.org/parent-ref

DIRECTIONS

Thank you for taking the time to complete this reference for the applicant! We know this is no small task but we believe that it is necessary in order to provide the best camp ministry possible. We hope that the applicant's time serving at Lost Timber will be filled with spiritual growth and maturity that you can see and enjoy when they return home.

It is our desire to hire staff that are trustworthy and capable of caring for and discipling our campers. It is also imperative that our staff be positive spiritual role models for our campers. Please evaluate your son/daughter as you have seen him/her in daily life, at work, or in church settings. When filling out this reference, please try to be as objective and honest as possible. This enables Lost Timber to build an effective ministry team that operates efficiently and, in the end, has a greater impact on the lives we minister to. Your feedback will become a part of the applicant's confidential file. Your time and effort is greatly appreciated!

Applicant's Name _____ Position(s) Applying For _____

Applicant's Signature _____ Date _____

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Reference's Name _____ Phone _____

Relationship to Applicant _____ Email _____

Address _____ Signature _____ Date _____

City _____ St _____ Zip _____

I confirm that I have answered the following questions completely, accurately, and to the full extent of my knowledge of the applicant.

Narrative Report -

Please state specific instances in which you have observed your son/daughter's behavior as it applies to any of these items.

1. Does your son/daughter show an active interest in Christian service other than Lost Timber? Yes No
2. How often does your son/daughter attend church? Weekly 1-2/Month < 1/Month Unsure
3. How often does your son/daughter attend youth group or Bible studies? Weekly 1-2/Month < 1/Month Unsure
4. In what ways does your son/daughter actively demonstrate their faith? _____

5. How has your son/daughter grown spiritually in the last year? _____

6. How has your son/daughter grown in their leadership ability in the last year? _____

7. In what ways does your son/daughter need to grow/mature? _____

8. How does the applicant relate to younger kids? _____

9. How does the applicant relate to kids their own age? _____

10. Please rank the applicant in the following areas:	Poor		Good		Great
Ability to lead and influence others	<input type="checkbox"/>				
Ability to work as a member of a team	<input type="checkbox"/>				
How they react to suggestions or criticisms by others	<input type="checkbox"/>				
How well do they demonstrate a Christ-like lifestyle?	<input type="checkbox"/>				
How well they display responsibility	<input type="checkbox"/>				
Ability to control emotions	<input type="checkbox"/>				

11. List three strengths and three weaknesses.

Strengths	_____	Weaknesses	_____
	_____		_____
	_____		_____

12. Why do you recommend your son/daughter to serve at Lost Timber Bible Camp? _____

13. Would you like to discuss your responses further over the phone? Yes No
 Best Day(s)/Time(s) to Call: _____

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