



Dear Friend in Christ,

On behalf of the C.A.B. committee, it is with pleasure that I am giving this staff application form to you. We would really appreciate you reading and filling it out carefully and prayerfully.

A position at C.A.B. is being part of a ministry to serve God and to experience life in Christian community. You will have the opportunity to work with children and show them God's love. We believe that – although it may not always be easy – it is a privilege to serve in this way.

*But you are the ones chosen by God, chosen for the high calling of priestly work, chosen to be a holy people, God's instruments to do his work and speak out for him, to tell others of the night-and-day difference he made for you - from nothing to something, from rejected to accepted.*

1 Peter 2:9 from *The Message*

Please note that Camp d'action biblique has to maintain a relationship of trust with God, the Church, the government, the community and parents. We ask the Staff to meet the following criteria:

1. follow the camp policy & expectations – included in the package
2. fill in a Police Records Check form which you'll obtain later on
3. attend pre-camp and possibly other training opportunities mandated by the C.A.B. committee
4. meet the requirements of the following staff application (qualifications, etc.)

We are excited to see what God has in store for us this summer!  
God bless you as you seek God's will.

Randy Johnston  
497 Covey Hill Road  
Havelock, Quebec  
J0S 2C0

Phone: 450-826-4599

[cabqc@yahoo.ca](mailto:cabqc@yahoo.ca)

# Camp d'action biblique ~ Staff Application Form

Please send (without letter of reference) to: **Camp d'action biblique**, c/o program committee  
Randy Johnston - 497 Covey Hill Road, Havelock, Quebec, QC J0S 2C0

**Please Print**

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

Gender: M/F \_\_\_\_\_

Permanent Address \_\_\_\_\_

Birthday(d/m/y) \_\_\_\_\_

Phone number (\_\_\_\_) \_\_\_\_\_

Postal Code \_\_\_\_\_

E-mail address \_\_\_\_\_ @ \_\_\_\_\_

FAX number (\_\_\_\_) \_\_\_\_\_

Present Address (if different from above) \_\_\_\_\_

Valid until(d/m/y) \_\_\_\_\_

Phone number (\_\_\_\_) \_\_\_\_\_

Postal Code \_\_\_\_\_

First Language \_\_\_\_\_ Other languages \_\_\_\_\_

Which church are you attending at the present time? \_\_\_\_\_

## **Your commitment is very important!**

A Christian camp staff is a team of people working together for all the same goal. We are Christ's ambassadors to the world and must show God's love to everyone. We ask that you would prayerfully consider how to use your gifts and talents in serving at CAB this summer. **Attendance at Pre-camp is required** for all staff and is a paid week provided you can work at least 2 weeks during the summer. It is the camp's responsibility to the public that all our staff has gone through a sufficient training program. Each year, we update the program to encourage spiritual growth and leadership and to meet the requests made by the Quebec government.

### **Indicate the position(s) you feel best suits your abilities (refer to summary of positions):**

\_\_\_\_ Program Animator

\_\_\_\_ Lifeguard

\_\_\_\_ Head Cook

\_\_\_\_ Cook's Helper

\_\_\_\_ Cabin Counsellor

\_\_\_\_ Dishwasher

**Preference will be given to Staff who can work all six weeks.** However, should there be weeks you are unable to serve, please indicate here: \_\_\_\_\_

**The mission of Camp d'action biblique** is to assist in leading young people and the wider community to a living faith in Christ and to a continuing discovery of the abundant life of Christian discipleship.

Do you agree with Camp d'action biblique's mission? Are you prepared to work towards accomplishing it?

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

**Please write a paragraph for each statement below:**

1. Describe how you have experienced God's presence in your life, recently.

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2. What gifts do you feel that God has given you to help serve at CAB this summer.

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3. We would like our CAB staff to work together as a team. How do you think that you can contribute?

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**REFERENCES: Please Print**

1. An employer **familiar** with your work (not required for returning Staff):

Name \_\_\_\_\_  
Position \_\_\_\_\_  
Address \_\_\_\_\_  
Post Code \_\_\_\_\_ Phone # (\_\_\_\_) \_\_\_\_\_  
E-mail \_\_\_\_\_ FAX# (\_\_\_\_) \_\_\_\_\_

2. A person **familiar** with your spiritual life (minister/ youth leader/elder- not a close relative)\*:

*Please have your spiritual reference complete the attached staff reference form. \* If they do not know you well, please arrange a meeting with that person. The person you choose must know more about you than that you sit in church every Sunday.*

Name \_\_\_\_\_  
Position \_\_\_\_\_  
Address \_\_\_\_\_  
Postal Code \_\_\_\_\_ Phone# (\_\_\_\_) \_\_\_\_\_  
E-mail \_\_\_\_\_ FAX# (\_\_\_\_) \_\_\_\_\_

**The Presbyterian Church in Canada's Camping Ministry Policy**, requires us to obtain Police Records Checks for **all** of our Staff. You will receive form that needs to be completed before being accepted. All results will be kept confidential.

## PRAYER PARTNERS

Paul sums up his teaching on the armour of God (Ephesians 6:18) with these important words:

*Pray hard and long. Pray for your brothers and sisters.  
Keep your eyes open. Keep each other's spirits up  
so that no one falls behind or drops out.  
from The Message*

This is both good advice and fundamental! As front-line staff this summer, you will need to pray and to have prayer partners praying for you.

Therefore, in order to support you this summer, you should have at least three people commit to pray for you. One could be your minister or an elder in the church that you attend. The other two are up to you. If possible, you should try to have a family member or a friend praying for you. Please have them officially commit to praying for you by filling in this form.

1. Name \_\_\_\_\_ Signature \_\_\_\_\_

2. Name \_\_\_\_\_ Signature \_\_\_\_\_

3. Name \_\_\_\_\_ Signature \_\_\_\_\_

Most importantly, do you commit to all these things that you have read in the application; camp policy & expectations and that it's you who has written in this application form?

Signature \_\_\_\_\_ Date (d/m/y) \_\_\_\_\_

•**Interviews:** We will contact you to confirm the date, time and location.

**Thank you for taking the time to complete this application  
and for your interest in serving at CAB!**

## **Brief Positions Summary\***

\* All positions are open to those who have a personal faith in our Lord Jesus Christ and meet the requirements that are set by the Camp d'action biblique committee.

### **Main Staff**

#### **Summer Camp Director (21+ years old):**

- organizes and implements camping program & site
  - supervises and gives direction to camp staff
  - responsible person on site (e.g. familiar with emergency procedure)
- (Qualifications: extensive experience in leading and supervising large groups, bilingual in English & French)

#### **Program Animator (21+ years old):**

- organizes and implements activity program
  - ensures program equipment & supplies are available & maintained in safe condition
- (Qualifications: experience in and planning for leading large groups, bilingual in English & French)

#### **Chaplain (21+ years old):**

- provides pastoral counseling & spiritual support to camp staff and campers
  - develops and co-ordinates staff devotions, chapel talks, campfire talk
- (devotional and spiritual materials will be provided)
- (Qualifications: experience in leading large groups and is a minister, lay minister or has theological training)

#### **Head Cook (21+ years old):**

- organizes and supervises the food service operation
  - receives information from Summer Director or Nurse regarding special food needs
  - ensures kitchen Staff, equipment, service and storage meet to governmental health requirements
- (qualifications: able to manage & has experience in meal preparation for large groups, leadership skills)

#### **Lifeguard (18+ years old):**

- in charge of waterfront
  - involved in waterfront program, and safe keep of swimmers
  - receives information from Director regarding special needs
  - ensures that the waterfront is clean and safe
- (qualifications: Lifeguard certification (National and Beach Option), leadership skills)

#### **Counsellor (17+ years old):**

- guides the Campers & assigned C.I.T. & guards their well being
  - involved with campers, program, devotionals, support of other Staff
  - receives information from Director regarding special needs of campers
  - ensures that cabin and site is clean, safe and in order
- (qualifications: CIT program, leadership skills)

#### **Cook's Help (16+ years old)(except Youth Camp is 17+):**

- under supervision of Cook
  - is a help to the Cook
  - involved in kitchen work (food & table preparation & clean up) and follows guidelines
- (qualifications: experience in food preparation, willingness to follow direction, ability to get along with others)

#### **Maintenance (18+ years old):**

- under the supervision of Director & Property Manager
  - involved in property maintenance
  - ensures that the site is safe and in order by regular checks (smoke detectors, UV system...)
- (qualifications: ability to do repairs, maintaining property and get along with others)
- (honorarium based on experience)

Dishwasher (16+ years old)(except Youth Camp is 17+):

- under supervision of Cook & Camp Director
  - washes dishes and pots, etc....
- (qualifications: willingness to follow direction, ability to get along with others)

For any questions or more information, please contact:

Randy Johnston  
497 Covey Hill Road  
Havelock, Quebec  
J0S 2C0

Phone: 450-826-4599

[cabqc@yahoo.ca](mailto:cabqc@yahoo.ca)

## Brief Staff Information and Camp Expectations:

Please keep this sheet as a reference and reminder!

Further information will be sent after you have been accepted into a position.

Here are a few hints to help you prepare for your work at Camp this summer:

- Regularly attend church services
- Daily spend time reading & studying the Bible
- Spend time in prayer.

**Expectations:** Please be aware of the following if you are invited to be staff at CAB:

- In order to have sufficient numbers of counsellors for each week, CAB may not be able to place you in a requested week. If so, we will contact you to arrange an alternate week, if possible.
- Interviews:** We will contact you to confirm the date, time and location.
- Police Records Check:** All Staff are mandated to have a Police Records Check which must be completed before your final acceptance to CAB can take place.
- Pre-Camp Training:** You are expected to attend Pre-Camp.
- Arrival/Departure Times:** You will be expected to arrive at camp on the Sunday of your week by 3 p.m. (lunch will be provided if you arrive before noon) until the following Saturday at around noon.
- Dating:** Come to camp with the intention to serve the campers to the fullest! There is NO time for flirting or the dating scene at CAB, since this is not the focus of our ministry.  
When at CAB and on our excursions, we ask you to focus on the real reason for being at camp.
- Prohibited:** It is forbidden to smoke cigarettes, consume alcohol and illegal drugs during your time at camp.
- Staff are to remain « on site » during their session, except for scheduled excursions & emergencies or during time off that is arranged by the Summer Camp Director.  
**NOTE:** Staff under 18 years old must have their parent's written permission to leave the site.

If you have any questions please contact

Randy Johnston  
497 Covey Hill Road  
Havelock, Quebec  
J0S 2C0

Phone: 450-826-4599

[cabqc@yahoo.ca](mailto:cabqc@yahoo.ca)

## *Camp d'action biblique's Staff Reference Form*

Staff person,

Please fill out the top portion of this form and give it to the person you have chosen to be your reference. Ask them to fill it out and mail it to the camp.

First Name: \_\_\_\_\_ Family Name: \_\_\_\_\_ Age: \_\_\_\_\_  
Position applying for: \_\_\_\_\_  
Session applying for: \_\_\_\_\_ Year: 20\_\_\_\_\_

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Reference person,

Thank you for taking the time to fill out this staff reference form. Being on Staff at CAB is very demanding. It is an intensive summer ministry and it is important that our staff is growing in spiritual and emotional maturity, is caring, responsible, creative, and physically fit. Please help us discern whether or not this applicant is suited for these conditions of our ministry. All comments are confidential. Your honest evaluation of the applicant's character and capabilities will be greatly appreciated.

How long have you known the person? \_\_\_\_\_ In what capacity? \_\_\_\_\_  
How well do you know the person? \_\_\_\_\_

Please evaluate the following characteristics below? 1. Strong 2. Above Average 3. Average 4. Acceptable 5. Weak 6. Not sure

Committed? _____	Team worker? _____	Physically strength? _____	Spiritual maturity? _____
Love of children? _____	Peace maker? _____	Sense of humour? _____	Emotional maturity? _____
Responsible? _____	Encourager? _____	Organizational Skills? _____	Respected by peers? _____
Teachable? _____	Attitude to authority? _____	Able to lead activity? _____	Able to lead devotional? _____

Does he/she demonstrate respect towards the opposite gender? \_\_\_\_\_

Describe the relationship between the applicant and his/her family or peers? \_\_\_\_\_

What is this person's greatest strength? \_\_\_\_\_

What is the person's biggest weakness? \_\_\_\_\_

Is there anything else that we should know about this person? \_\_\_\_\_

Do you recommend this applicant as a staff member for our summer staff? Yes \_\_\_\_\_ No \_\_\_\_\_ Maybe \_\_\_\_\_  
Why? \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Work Phone \_\_\_\_/\_\_\_\_/\_\_\_\_ Email \_\_\_\_\_

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

Thank you for your help. Please feel free to contact me if there is anything that you would like to discuss with me regarding this applicant, or this form. Our telephone number at camp is 819-826-5400 (May to August) or 450-826-4599 (Randy Johnston) any time.

**Please mail this form to: Randy Johnston,  
497 Covey Hill Road,  
Havelock, QC  
J0S 2C0**