

Dear LFR Staff 2010 Applicant,

Thank you for considering our ministry team at Lake Forest Ranch as you begin to make plans for the summer. Please prayerfully and carefully complete and return the enclosed staff application (**type or print neatly**). After we receive your application, we will give your responses prayerful consideration. All of the people whom you list as references will need to receive a copy of the attached reference form to fill out and return to us (all staff references must be received by March 1). The form can be obtained on our website in a Word document, filled out and then emailed to me at – **rich@lakeforestranch.com**. If the reference does not have Microsoft Word software then the form is also available in a PDF format. Much of our basis of decision will come from our contact with these references and through what they say about you on the form. Special attention will be given to recommendations given by former Lake Forest staff and others who are closely associated with the ministry here. Try to include some of those on your reference list if possible. However, it is most important that you choose credible references who know you well and who have a good knowledge of your relationship with Christ. It would be very helpful if you could also include references who have observed you in some ministry setting. We may initiate contact with others who know you who are not listed as references such as classmates, employers or friends. Please understand that we must be thorough in our screening process. Also, you will need to submit to us a signed copy of the attached permission form for us to obtain a background check on you. Our administrative staff will file this with the proper authorities that provide those.

Due to the distance from which many of our applicants come, it is not always possible for us to conduct personal interviews with everyone who applies. We rely heavily on the recommendations of others. Our summer staff will be finalized sometime during the month of March, but don't expect to hear from us before March 31. If you must know something before then, give us a call and we'll try to give you an idea of your hiring status.

Below is a list of ministry requirements and brief ministry descriptions for both Counselor and Workstaff applicants. If you're interested in a Support Staff position (Lifeguard, Administrative Assistant, Office Assistant, Resident Cook, Photographer, Nurse, Groundskeeper or Wrangler), go to our web site www.lakeforestranch.com and then go to the "staff" menu; then go to "summer staff" and you will see a listing of job descriptions there. Staff applications are in two formats for you to download. Check these out carefully before applying. Once completing the application, we prefer that you USPS mail it to us, but emailing it or faxing it will be permitted also. Don't forget to attach the photo of yourself to the cover page.

COUNSELOR APPLICANTS:

Prerequisites:

1. Have completed at least one year of college or be at least 19 years old.
2. Have an authentic and growing relationship with Christ.
3. Have a desire and ability to share the Gospel with campers in small group settings and one-on-one.
4. Have a genuine love for the age group that you will be serving (ages 7-18)
5. Be able to get along with and work well with peers (fellow staff).
6. Have a good grasp of Scripture to be able to teach in various situations.
7. Commit to a complete summer of work (May 14 - Aug. 6, 2010).
8. Have leadership skills.
9. Be willing to work hard and remain focused on Christ and your ministry for the summer.
10. Live a life worthy of imitation.

Basic Ministry Job Description:

1. Attend all of pre-camp training May 14-25, 2010
2. Be in charge of a cabin of 7-10 campers for up to one week for twelve different camp weeks.
3. Lead or assist in small group Bible studies; begin preparations well before camp begins as assigned.
4. Lead or assist in daily activity classes (sports, crafts, and skills).
5. Help organize and supervise recreational activities.
6. Personally counsel on a sensitive spiritual level each camper in your cabin.
7. Be available to meet any physical, emotional or spiritual needs of your campers.
8. Correspond with campers as they write to you and follow up on decisions and special needs.

WORKSTAFF APPLICANTS:

Prerequisites:

1. Be at least 16 years of age by summer camp.
2. Have attended Lake Forest Ranch as a camper at least once. (preferred though not required)
3. An ability to get along well with others.
4. A desire to work and study hard for little pay.
5. A commitment to personal spiritual growth and maturing in Christ under the supervision of a summer mentor.

Basic Ministry Job Description:

1. Work in and clean Dining Hall, run dishwasher, clean Kitchen.
2. Work in Snack Shop, Bookstore, Rec Hall, and Lakefront Shop serving campers: clean up afterwards; afternoon recreation helper
3. Other camp clean up as directed; and other duties as assigned
4. Assist counselors in cabin devotions and activities when asked.
5. Live a life worthy of imitation.
6. Be available for all of training just prior to the half in which you work.
7. Complete all discipleship reading and assignments and remain focused on Christ during your training time.

Please be sure that your application, all references, and the signed background check request form is returned to us **along with a recent photograph of yourself** by Sunday Feb. 28, 2010 (earlier is better though). We will be praying with you about God's will for your life for the summer of 2010. He is faithful to show the way.

Looking to Jesus,

Rich Malone

Rich Malone, Director
Enclosures

Lake Forest Ranch 2010 Summer Staff Application



OFFICE USE: _____

Please Type or Print Neatly/ and Prayerfully Answer Each Question

I am applying for: (you may apply for more than one position)

___ **Counselor** (must be age 19 by summer camp or have completed 1 year of college)

___ **The Twelve (Workstaff)** (ages 16 and up)

___ **Support Staff** (Circle the position(s) below in which you are interested; we will contact you with more information. Age recommendation is in parentheses – see LFR website for some of these job descriptions)

Lifeguard (18+ & certified)

Groundskeeper (19+)

Photographer (16+)

Wrangler (18+)

Office Asst. (19+)

Nurse (LPN or RN)

Administrative Asst. (19+)

Sound/Video Technician (16+)

Internet/ Website Tech (16+)

1. Personal Information:

Name: _____

Home Address: _____ Is this your parents' address too? **Yes No**

City/State/Zip: _____

Home Phone #: () _____ Best Phone Number to reach you: () _____

When is the best time of day to reach you by phone? _____ Sex: ___ Age: ___ D/O/B: / / .

Polo Shirt Size: ___ T-Shirt Size: ___ Social Security #: _____

Driver License #: _____ State: _____ Best E-mail Address to reach you: _____

→ **Only if you live away from home while attending college will you need to complete the following three lines:**

Name of college: _____

Your Personal Address at College: _____

City/State/Zip _____

Do you have an account with "Facebook?" **Yes No** How about "My Space?" **Yes No**

Have you ever been convicted of a misdemeanor or felony? **Yes No**

If "yes", on a separate page please explain in detail what happened and attach.

2. Church Background:

Name of church to which you now belong: _____ Denomination: _____

Church address: _____ City/State/Zip: _____

Phone # () _____ Pastor or Youth Pastor's Name: _____

In what ways are you involved in this church and/or in para-church ministry (ie Young Life, Campus Crusade, FCA, etc)?

3. Camp Background: (Camps that you have attended or worked at, including L.F.R.)

Camp Name	City/State	Position	Dates
a. _____	_____	_____	_____
b. _____	_____	_____	_____

4. Education:

Current Classification: (Circle One) **High School** **College** **Graduate**
(Circle One) **Freshman** **Sophomore** **Junior** **Senior** **Graduate School**

If in college, what is your major? _____

What are the dates for your 2010 Spring Break? (so we'll know when not to call) _____

When's your last day of class for 2010 (earliest you could come to LFR?) _____

LAKE FOREST RANCH STAFF APPLICATION PAGE TWO

Applicant's last name: _____

5. **Employment:** (Please list most recent employment first)

	Employer	City/State	Your Position	Dates Employed	Employer Phone #
a.	_____				
b.	_____				
c.	_____				

6. **References:** (Please provide names of the 4 references to whom you will give or send the staff reference form – this can be done by mail or by sending them a link to the LFR website). The reference form is on the last page of this application; please give no relatives; but do give either a teacher, minister, spiritual mentor, or **former LFR staff member who knows you well and can discuss your walk with Christ**. References themselves preferably need to have a solid walk with Christ.

	Name	City & State	How they know you	Email Address	Work Phone # /Home or cell #
1)	_____ / _____				
2)	_____ / _____				
3)	_____ / _____				
4)	_____ / _____				

*Please provide **full and accurate** information on all above references in case we need to contact them; feel free to list others on a separate page if desired. Be sure to send reference forms to each of these and make sure that they get these back to us by the March 1st deadline.

7. **Doctrinal Statement:** (Please read the following and sign if in agreement)

LAKE FOREST RANCH DOCTRINAL STATEMENT

Doctrinal Statement:

1. **The Bible** is the infallible word of God. It is our final authority in all matters of doctrine, faith and practice.
2. **God** is eternal and exists in perfect unity as the Holy Trinity: He is God, the Father; God, the Son; and God, the Holy Spirit.
3. **Jesus Christ**, the eternal Son of God, is fully God and fully man.
4. **Jesus Christ** is without sin and was, thereby, a perfect sacrifice for the full payment of mankind's sin, which He accomplished on the cross. His resurrection proves God's satisfaction with the work of Christ on the cross.
5. **The Holy Spirit** convicts the world of the sin of rejecting Jesus Christ, of righteousness, and of judgment by testifying to the truth concerning Jesus Christ. He regenerates, indwells, and seals every believer in Jesus Christ.
6. **Mankind**, created in God's image, lost perfect standing with God through rebellion and became separated from God, a helpless slave to sin, self, and Satan.
7. **Salvation** is through the work of Jesus Christ alone. The full penalty of sin was carried out when God laid all the sins of mankind upon His Son. He died in our place. Salvation is the free gift of God to all who place their faith in Christ.
8. **The Church** is composed of all believers in Christ, and is the body of "called-out-ones," called out from the world and separated unto Jesus Christ for His divine purposes.
9. **Jesus Christ** is presently at God's right hand in resurrection victory, and **is personally coming again** to deliver His Church, judge the unbelieving world, and create a new heaven and a new earth where righteousness dwells.

Applicant's Signature: _____ Date: _____.

LAKE FOREST RANCH STAFF APPLICATION PAGE THREE

Please use a separate typed page for almost everything on this page

Applicant's last name: _____

8. Personal Christian Life Journey

- a. **Your Testimony: Describe your personal Christian experience and background. Include information about your conversion, your present ministry involvement and your present relationship with Christ.**

- b. **Why would you like to serve at Lake Forest this summer?**

- c. **What are your vocational plans?**

- d. **What book and person other than the obvious (the Bible and Jesus Christ) have had the greatest impact on your life and why?**

- e. **Describe your relationship with your parents.**

9. Personal Values and Understanding of the Christian Life.

Please use Scripture telling how your views are consistent with what God's Word teaches:

- a. **What is your attitude about the Bible and what place does it have in your life?**

- b. **What do you think 2 Peter 3:18 means when it says, "Grow in the grace and in the knowledge of the Lord Jesus Christ."? How is that being fulfilled in your life?**

- c. **Could you explain the Good News to a young person or a child and help him/her to receive Christ as Savior? (Circle Answer) Yes No Unsure**
If "yes" what would you say?

- d. **What is your attitude about dating a non-Christian?**

- e. **What is your attitude about pre-marital sex?**

- f. **What is your attitude about drugs, alcoholic beverages and smoking?**

- g. **What is your attitude about homosexuality?**

Lake Forest Ranch Staff Application Page Four

Applicant's last name: _____

10. Please let us know how you feel about leading in the following areas on a 1-10 scale:

1= No Can Do 5= Inexperienced but willing 10= Experienced and enthusiastic

(Please answer these carefully and thoughtfully; your honest personal evaluation is vital to us.)

- | | |
|--|---|
| <input type="checkbox"/> *Small Group Bible Study
(teaching with a partner)
<input type="checkbox"/> *Leading Small Group Devotional
(like cabin devotionals)
<input type="checkbox"/> *Leading Large Group Devotional
(like Morning Watch)
<input type="checkbox"/> *One-On-One Spiritual Counseling
with Campers
<input type="checkbox"/> *Sharing the Gospel One-On-One
*(the above five are most significant for
counselor and support staff)
<input type="checkbox"/> Worship Leadership
<input type="checkbox"/> Play an Instrument (What instrument do you
play? _____)
<input type="checkbox"/> Sing Solo or with Small Group
<input type="checkbox"/> Drama; What is your drama
experience? _____
<input type="checkbox"/> Video Photography
<input type="checkbox"/> Still Photography
<input type="checkbox"/> Sound System Operation
<input type="checkbox"/> Lifeguarding
<input type="checkbox"/> Art (Lettering and Poster Design)
<input type="checkbox"/> Art (T-shirt design, caricatures); other
art/craft abilities: _____ | <input type="checkbox"/> Archery
<input type="checkbox"/> Basketball
<input type="checkbox"/> Boating
<input type="checkbox"/> Crafts
<input type="checkbox"/> Fishing
<input type="checkbox"/> Horsemanship
<input type="checkbox"/> Organized group games
<input type="checkbox"/> Paint Ball
<input type="checkbox"/> Riflery/Hunting
<input type="checkbox"/> Ropes Course
<input type="checkbox"/> Rock Climbing
<input type="checkbox"/> Scrap Book Layout & Lettering
<input type="checkbox"/> Ski Boat Driving
<input type="checkbox"/> Soccer
<input type="checkbox"/> Swimming
<input type="checkbox"/> Tennis
<input type="checkbox"/> Volleyball
<input type="checkbox"/> Cooking
(List any other abilities you have that might be
useful at camp: _____

Can you drive a car with standard
 transmission? YES NO |
|--|---|

11. Check any of the following certifications you have received:

- Lifeguard Training? YES NO Is your certification current? YES NO If "yes" until when? _____
 C.H.A. Horsemanship Training (or similar) Ropes Course Training Archery
 Senior Lifesaving First Aid Training Hunter Safety CPR
 Boating Education Course (6 hours – online course will meet this requirement)

12. Are you interested in helping with Worship and/or Kids Praise in addition to your other camp duties?
 YES NO If "yes" could you come early for music training on **Wed. May 12?** YES NO

13. Are you interested in lifeguard training and certification between now and summer camp if LFR pays for this? YES NO If "yes" we will contact you regarding how this can be set up.

14. Counselor and Support Staff Applicants Only - Can you arrive Friday May 14 by noon and remain through noon Friday Aug. 6? YES NO If "no", please explain conflicts you have with those dates _____

15. The rest is for The Workstaff Twelve Applicants Only – If you have been a camper at LFR what was your most recent camp counselor's Name: _____ Year: _____

IMPORTANT FOR WORKSTAFF - Please check which session you would prefer to serve on Workstaff:

- Session One; May 21- June 28, 2010** **Session Two; June 30- Aug. 6, 2010**
 Both Sessions **Either Session But Not Both**

→ Would you be available for ropes course training May 21-23? YES NO MAYBE

(Please Note: All summer staff applicants will be notified about their hiring status by March 31, 2010. Please do not call us before that date unless you have a personal deadline.)

LAKE FOREST RANCH SUMMER STAFF REFERENCE FORM 2010

Name of Summer Staff Applicant: _____

Position for Which Applicant is Applying: _____

General Description of Responsibilities of Summer Staff Positions: Camp Counselors will live with and care for 5-10 children (ages 8-11) or youth (ages 12-18) for up to a week at a time for 12 camp weeks; some of the responsibilities include sharing the gospel with the campers, leading Bible study and devotionals, enforcing cabin discipline, prayer without ceasing, facilitating recreation activities as trained to do, and basically pouring his/her heart, time, and life into groups of campers each week. Support Staff positions must have had experience or training for their specific responsibilities (ie lifeguard, wrangler, nurse, etc) and also be qualified to serve as a substitute Camp Counselor if needed. Workstaff members must be hard workers, "team players", servant hearts, and be hungry disciples of Jesus Christ.

1. How long and in what capacity have you known the applicant?
2. How well do you feel that you know the applicant right now? (circle one)
 - a. Acquaintance only and have never had a close relationship (do not feel qualified to be a reference)
 - b. Have known applicant in the past but have lost touch for some time (uncertain reference)
 - c. Employee or Church member and known only in relation to work or church (limited reference)
 - d. Friend - not real close lately but stay in touch regularly (semi-confident as a reference)
 - e. Close Friend - stay in touch regularly and talk together about sensitive issues regularly (confident reference)
 - f. Confidant - mentor relationship or heart-friend – investing regularly in this relationship and we are both deeply committed to it (deepest and most accountable reference)
3. How does the applicant respond to authority and how well does he/she follow instructions?
4. From your observation, what are the two most obvious weaknesses in this applicant's life? How aware of these weaknesses is the applicant?
5. What areas of strength, talent and/or spiritual gifting have you observed in the applicant's life?
6. Does the applicant demonstrate a love for God and a love for people flowing out of a sincere faith in Christ and would you consider him/her well grounded biblically in his/her walk with Christ? _____ Please briefly give evidence of this.
7. How well does this person work in a group setting with peers as a "team-player?"
8. **Counselor & Support Staff Applicants Only:** Does the applicant love children and youth and could you see the applicant effectively ministering to these ages in a one-on-one ministry setting?
YES NO MAYBE
Please briefly explain and include any known experience applicant has had in ministry with these age groups.

9. Circle all of the following that apply to the applicant's relationship with the opposite gender:
 a. physically inappropriate b. flirtatious c. awkward d. inexperienced in dating e. has a steady dating relationship
 f. comfortable and gracious with the opposite gender g. dissatisfied with dating life or lack thereof
 h. disinterested in romantic involvement with the opposite gender i. I have no idea

Please comment or clarify any of these that might be important for us to know about:

10. Is there anything about this applicant that would be a "red flag" concerning his/her suitability for working with and leading children and youth in a Christian camp setting?

YES NO **If "yes" please explain.**

11. On a 1-10 scale with "1" indicating NO WAY i.e., "This person is not qualified at all for the position listed," and "5" being "JUST AVERAGE," and "10" indicating "WONDERFULLY SUITED" and I would recommend him/her to care for and/or do the work on behalf of my best friend's young child.

1 2 3 4 5 6 7 8 9 10

12. Please place a check mark next to or highlight all of the following words which would apply to the applicant.

Enthusiastic	Outspoken	Opinionated	Tactful	Self-conscious	Shy	Patient
Dependable	Follower	Resourceful	Intense	Teachable	Irresponsible	Confident
Loyal	Rebellious	Slow	Responsible	Leader	Takes Initiative	Respectful
Insecure	Sheltered	Loner	Self-centered	Serious	Imaginative	Immature
Servant	Nervous	Cheerful	Physically fit	Organizer	Sensitive	Personable
Healthy	Humble	Happy	High-strung	Attention Deficit	Average	Lazy
Independent	Intelligent	Outgoing	Moody	Courteous	Legalistic	Gracious
Fun-loving	Naive	Flirtatious	Follower	Energetic	Introvert	Easy-going

13. Circle which of the following statements that you feel would be most accurate concerning this applicant:

- a. Serving at Lake Forest Ranch would be a wonderful blessing for the applicant but maybe not good for LFR
 b. Serving at Lake Forest Ranch would be a wonderful blessing for the applicant and for LFR
 c. Serving at Lake Forest Ranch would not be a blessing for either the applicant or for LFR.

Note: Feel free to attach any additional information that would be helpful to us in making a decision about selecting this applicant as a member of the LFR 2010 Summer Staff Family.

Would you like for us to call you about any of the information on this form? YES NO ONLY IF FOR CLARIFICATION
 In case we need it, your phone number _____ and best time to reach you: _____

Signature: _____ *Keep this info confidential? YES NO

Print Your Name: _____ Date: _____

Reference's Occupation and Place of Employment : _____

Thank you so much for your kind help with this reference form. I know that it required valuable time and thought on your part and we do not consider your gift of these to be a small thing. Please pray with us for this applicant as he/she considers the possibility of a summer of ministry with kids and teens at Lake Forest Ranch. *Your answers will be kept completely confidential if so requested next to your signature above.

Rich Malone

Executive Director

By March 1, 2010 please mail this form to Rich Malone/ 5326 Lake Forest Rd./ Macon, MS 39341, or fax it to LFR at (662) 726-4388, or email it to rich@lakeforestranch.com.

LAKE FOREST RANCH

BACKGROUND INVESTIGATION CONSENT

I _____ (applicant print complete name), hereby authorize Lake Forest Ranch and/or its agents to make an independent investigation of my background, references, character, past employment, education, criminal, or police records, driving records, child abuse registries, including those maintained by both public and private organizations and all records for the purpose of confirming the information contained on my Application and/or obtaining other information, which may be material to my qualifications as a volunteer or for employment now, and if applicable during the tenure of my volunteering or employment with Lake Forest Ranch.

I release Lake Forest Ranch and/or its agents and any person or entity, which provides information pursuant to this authorization, from any and all liabilities, claims, or lawsuits in regards to the information obtained from any and all of the above referenced sources used.

The following is my true and complete legal name, and all information is true and correct to the best of my knowledge.

Full Name (Printed)

Maiden name or other names used

Present street address

How long?

City

State

Zip-code

Former street address

How long?

City

State

Zip-code

Date of birth

Social security #

Driver's license #

State

Signature

Date