

# STEPPING STONES

## Application Kit 2023-24 Internship Program



A DISCIPLESHIP PROGRAM OF

**FAIR HAVENS**  
CAMP & CONFERENCE CENTRE



## APPLICATION PROCESS

Applying to become part of stepping stones Internship involves a simple three step process described below:

1. Completely read the 2023/24 stepping stones Internship Application Kit (the document you're reading now).
2. Complete the Online Application Form. Go to the stepping stones website, <http://steppingstones.fairhavens.org>, and follow the links.
3. Have your References complete the Online Reference Forms that will be emailed to them.
  - a. New Applicants must have **three** reference forms. One reference must be completed by each of the following (*Note: References should know you well!!*)
    - i. **Church Reference:** Pastor, youth sponsor or leader in the church.
    - ii. **Employer:** Adult who has supervised paid or volunteer work you have done.
    - iii. **Adult Mentor/Teacher/Friend:** Known you personally for several years.
  - b. Returning Applicants must complete **two** reference forms.
    - i. **Church Reference:** Pastor, youth sponsor or leader in the church.
    - ii. **Employer/Teacher/Mentor:** Adult who has supervised paid/volunteer work you have done. This should not be a parent or guardian.

Once Fair Havens feels that it has the right individuals for the offered service role, with ALL reference forms completed and submitted, the applicant may be accepted before application deadlines, so apply as early as possible.

## WHO SHOULD APPLY FOR THE INTERNSHIP?

stepping stones is looking for those individuals who are committed to actively growing in their relationship with Christ and want to continue growing in their faith while serving with a ministry year round. The stepping stones Internship Program is unique from our summer program as we focus on practical life skills such as cooking, spiritual disciplines, finance training, community outreach etc.

**This program is not for those who simply want a job. It is for those who are serious about intentionally growing with Christ, being a disciple, and are willing to work hard at every task.** It is our desire to have fully committed individuals for the months/term of their signed Service Agreement. (Along the way, we hope to have lots of fun and also make great friends as we train, serve, and live in community together).

All of those accepted into stepping stones need to know Jesus Christ as their personal Saviour and redeemer from the curse of sin, and that there is one God (Father, Son and Holy Spirit) and He loves you.

## IMPORTANT DATES

July 15, 2023	- Application Online
July – August, 2023	- Interview Dates (Applicants will be contacted through email)
September 9, 2023	- <b>Fall Internship Start/Arrival</b>
December 16, 2023	- Internship Christmas Break ( <b>Date may be earlier depending on needs in department</b> )
January 7, 2024(TBD)	- <b>Winter Internship Start/Arrival (Date may change based on Internship)</b>
April 21, 2024	- Internship Term End

# Stepping Stones Internship...

...a small staff team of 5-10 staff members hired to work together in a positive community to provide impactful ministry to our guests at Fair Havens while growing together and fixing our eyes on God!

...an experience that focuses on discipleship and equipping young people with the practical skills, experiences and encouragement to flourish and discover who they are as disciples of Christ.

## WHAT IS STEPPING STONES?

**stepping stones** is a youth and young adult discipleship program, which aims to bring youth towards maturity in Christ, through **Work Excellence** (spring/summer positions with Fair Havens Camp and Conference Centre and an Internship in the fall/winter), **Spiritual Formation** (Bible studies – Cabin Devos, teaching sessions - Breakout, spiritual disciplines, etc.), and **Community Life** (fellowship with other believers).

**stepping stones** was created to make the most of the opportunity God has given Fair Havens Ministries to influence the students that work with us; building them up to be a new generation of God-directed leaders. This intentional approach, to encourage and equip our team has led to exceptional ministry.

Fair Havens Ministries, through **stepping stones**, each year recruits and enrolls around 90 youth (15-25 yrs. old) to serve and grow in our summer program and 5-10 in our internship program. It is our hope that all that participate are better equipped to bring glory to God and build up the church.

## WHAT IS FAIR HAVENS CAMP AND CONFERENCE CENTRE?

Fair Havens Camp and Conference Centre is a multi-faceted ministry that has been involved in the process of discipleship and leadership training since its inception in 1941, through our camp and staffing programs. Beginning as a summer bible conference, it has grown into a year-round ministry that includes a thriving Outdoor Creation Experiences program (OCE), Retreat & Conference Ministry, **stepping stones**, and numerous partnerships that support other Christian ministries.

Fair Havens' mission is: Transformed Lives, Transforming Lives, Transforming the World, in JESUS' name.

We provide a safe place, a shelter from the storm, so that individuals and families, young and old, can *reFresh*, *reFocus* - be recharged by God and then *reConnect* - impacting the world for His glory. Fair Havens is very intentional about their summer youth staff, understanding that today's young people are the leaders of tomorrow. Because of this, it is our desire to best serve our staff by aiding them in their relationship with Jesus Christ in every area of their life.



**stepping stones** desires to create a 24/7 environment that will provide countless opportunities for youth to grow; building them into disciples of Christ that will serve and lead God's people while positively impacting the world. To achieve this, **stepping stones** teaches, encourages and reinforces biblical truths and principles, which will change these three aspects of their life: Learning, Living and Leading.

**Learning:** All of us need to learn about God. Everyone participating in stepping stones is greatly encouraged to get to know their Creator with ever increasing familiarity. This is done by spending time in God's word, discussion, prayer, and worship. Youth will learn many things about God and His majesty, and the joy of knowing Him personally. This also involves learning about others, ourselves, and the world that God has created. stepping stones promotes constant learning and places young people in an environment to stimulate productive and profitable learning in a variety of areas.

"Indeed, I count everything as loss because of the surpassing worth of knowing Christ Jesus my Lord. For his sake I have suffered the loss of all things and count them as rubbish, in order that I may gain Christ and be found in him, not having a righteousness of my own that comes from the law, but that which comes through faith in Christ, the righteousness from God that depends on faith..." Phil 3:8-9

**Living:** Our knowledge of, and relationship with, God should change who we are; our very living. stepping stones aims to positively influence the growth and spiritual development of each participant. Youth will be encouraged to pursue God first! Striving to live a godly life and demonstrating a holy lifestyle are important values that penetrate all aspects of the stepping stones experience. Personal discipline that produces godly character is emphasized.

"...so as to walk in a manner worthy of the Lord, fully pleasing to him, bearing fruit in every good work and increasing in the knowledge of God." Col 1:10

**Leading:** Our actions, our leading, are the out workings of our knowledge (Learning) and character (Living). Fruitful activity for God is not pursued in and of itself; it comes by way of learning, and living in line with, God. A balanced schedule of service, training and community allows the students to continually grow and be effective disciples, imitating the example of Jesus Christ who came to serve, not to be served. Youth will follow a program involving spiritual disciplines, including prayer/quiet times, worship, Bible study, and reading. They will also be trained in and serve in practical areas of ministry, which may include such areas as food and guest services, administration, program implementation for youth and children and maintenance.

"For Him the whole body, joined and held together by every supporting ligament, grows and builds itself up in love, as each part does its work." Eph. 4:16



## Spiritual Formation

All **stepping stones** participants will learn a variety of God and ministry focused material through various methods. Each enrollment level has different degrees of depth of content, areas of emphasis, and level of accountability related to the learning experience. During the Internship, structured learning will take place mainly through small groups, instructor-led teaching sessions, and personal readings. As individuals progress through the **stepping stones** program they will be given the opportunity to learn both theoretically and practically.



## Work Excellence

**stepping stones** participants make up the staffing for Fair Havens Camp and Conference Centre. Each person plays an important part in ministering to the thousands of guests that come on grounds. It is during these times of practical services that the **stepping stones** participants put into practice the things that they have learnt, acquire many new skills, and make a lasting impact in the lives of the guests.

**stepping stones** Interns may apply for a wide variety of service opportunities including: Food Services-Kitchen, Dining Room & Cafe, Housekeeping, Maintenance, Front Office, Accounting, and Outdoor Education.

Each service role opportunity has different expectations for the maturity and competency displayed by the staff. The service experience will be used to train students in doing everything as unto the Lord, under the leadership of service placement supervisors in different areas of technical skills as well as encourage growth in learning to lead as servants. *(Please refer to the Service Role section for details on the service opportunities.)*



## Community Life

One of the greatest advantages of the **stepping stones** experience is the community that is formed. The **stepping stones** community is made up of young adults who work, live and worship together. The community is



one of Christian fellowship and seeks to encourage the growth of its members to fulfill their unique role in the body of believers. Those onsite will live in 'Houses', where students of varied ages and roles live together in cabins where the older experienced staff can teach and care for the younger ones. Every student can learn responsibility, healthy life practices and interpersonal skills in a supportive Christian environment. Participants will be involved in group devotionals, community dinners with full-time staff, training in practical life skills such as cooking, finance, and so much more.

**\*NEW\*- Missions Trip Opportunity-** One of the ways in which we will be practically using what we learned is through an opportunity to go on a mission trip. There will be fundraising that will be a part of the trip but it will be an experience where we will have the opportunity to go to the Dominican Republic with Samaritan Foundation to be on mission in a different part of the world to help build a house for women in need. We will be working with Compassion to be able to invest in the lives of young kids and bring joy to their life and have intentional conversations with locals about who Jesus is. **\*This will only be available to individuals who come in the FALL SEMESTER as we want to prepare our hearts and minds as we find ways to be a light to another community. This trip is going to be happening in MID-TO-LATE JANUARY\***

The selection of participants will be based on three main areas; **Spiritual Formation** (is the student desiring to grow in their faith?), **Community Life** (will they be a positive influence on the Fair Havens Community?) and **Work Excellence** (are they hard working, can they work well in a team, and be an asset to their department, while doing it to the best of their ability?).

All Department Heads will be involved in the selection process. All information available will be taken into consideration including: previous involvement with Fair Havens Camp and Conference Centre, Application, Interviews, References, and Recommendations.

Every applicant, who has completed the application process, should be prepared to have at least one interview. Applicants will not be accepted at the time of their interview. Applicants will be contacted by email or phone with an offer of acceptance prior to receiving a contract.

## Paid & Volunteer Service Structure

Fair Havens Ministries relies on stepping stones students to serve our guests in all departments. As an organization, Fair Havens Camp and Conference Centre recognizes the value of its students and their sacrifice and contribution to the ministry. As such, FH offers all Interns the opportunity to live on site and receive an honorarium in thanks for their service. Additionally, all students in the stepping stones program are provided with room, board and a uniform for the duration of their contract.

### ONSITE STRUCTURE

Enrollment Level	Weeks of Service	Honorarium	Honorarium/Week
Intern (Full term Sept – April)	28	\$8400	\$520 (value) - \$100 (room/utilities) - \$120 (food allowance/catered meals) <b>\$300</b> (weekly take home)
Intern (Fall term Sept – Dec)	14	\$4200	
Intern (Winter term Jan – April) <b>(It may be less weeks due to Missions Trip)</b>	14	\$4200	
Bonus for returning staff based on # of years in StSt	1 year = \$50 2-3 years = \$100	4 years = \$200 5 years = \$400	Note: in order to receive full bonus, staff must complete full contract term, otherwise will be divided based on weeks worked

**OFFSITE STRUCTURE** – If an intern lives locally and would like to join the Stepping Stones Discipleship Program they may opt out of living onsite and will receive minimum wage (*but will not be provided with room or board during their employment and be subjected to deductions*).

**IMPORTANT: All stepping stones students are required to have a Police Check and Social Insurance Number (SIN), before starting work.** If you do not have a SIN please start that application process to receive it ASAP (it is done through Service Canada, <http://www.servicecanada.gc.ca>). International students are not permitted to serve with us unless they have the appropriate Visas and a Canadian Social Insurance Number, and are accepted for service through Citizenship & Immigration Canada.

**Stepping Stones/Intern Sponsorship:** Fair Havens Camp and Conference Centre, in its efforts to remain in good standing with the Canada Revenue Agency (CRA), does not offer staff or volunteer team members the opportunity to raise financial support as missionaries, with the funds being channelled through FH or any of its affiliated organizations. However, FH does recognize the impact each of its team members have in accomplishing our Christ-centred mission. Therefore, FH will offer encouragement and help to its team members who are looking to raise financial support over and above any remuneration provided by FH. Any gifts contributed to an individual must be given **directly** to the individual, and will not be processed through FH or its affiliates; and as such these gifts are not eligible for tax receipts for income tax purposes.

**Student Honorarium Policy:** To remain in compliance with the Canada Revenue Agency (CRA), FH pays its student staff the minimum hourly rate, based upon their age, to a maximum of their agreed upon honorarium amount. Additional hours served are agreed upon in their signed contract and are designated as volunteer. Example \$200/week honorarium is equivalent to 14.29 hours paid at minimum wage (14.29 hours x \$15.00 = \$200), and 20.71 hours volunteered

## BENEFITS OF STEPPING STONES ONSITE

- |                |                            |  |
|----------------|----------------------------|--|
| ★ Room & Board | ★ Free onsite laundry      | ★ Sports & Rec Access                  |
| ★ Free Wi-Fi   | ★ 10% Word Shoppe Discount | ★ Beautiful Grounds as your 'backyard' |
| ★ Easy commute | ★ Great Community          | ★ Chef catered meals with community    |

## SERVICE ROLES

The following section describes the service role opportunities available to stepping stones participants in our Internship season (Fall/Winter). When applying for a service role please indicate your top 3 choices as well as what other departments you would be willing to serve in. **Interns will be hired for a specific service role, however will be scheduled and asked to also help out in other departments when there is need. Everyone will be doing Dining Room as there are many retreat groups on weekends.**

# Internship Department Overview

**Outdoor Creation Experiences (OCE):** Interns will serve as Outdoor Educators for school groups attending day or overnight trips to The Glen's 130 acre Outdoor Classrooms. Programs change each season and can include: canoeing, triathlon events, nature hikes, orienteering challenges, team building, high ropes, rock climbing, pond study, cross country skiing, maple syrup education/demonstrations and more - refer to our website for program information: [www.discoverOCE.com](http://www.discoverOCE.com)

**Maintenance:** A major part of Fair Havens Ministries' responsibilities is to maintain our God given property and facilities, ensuring readiness for the spring and summer seasons. General responsibilities may include snow removal, landscaping, renovations, preparing the RV's, grounds, campsites etc. for use during Family Conference, doing special projects etc. Expect hard work and fulfillment as you prepare the grounds and buildings for ministry. (\* PPE Required – i.e. CSA approved footwear)

**Food Services:** Our Fair Havens and Fair Glen kitchens will be busy with retreat groups during this season. Some Interns will serve in the Riverside Dining Hall (main Fair Havens site) and on the Dish Crew alongside our full-time dining room and kitchen personnel. The food is delicious! Let us know if you have a particular interest in cooking or serving in the dining room. **\*almost all interns will have to work dining room regardless of choice since some groups are big\***

**Housekeeping:** Helping the Housekeeping department prepare for and clean up after retreat groups includes tasks such as cleaning guest accommodations i.e. rooms and trailers and cleaning washrooms! Housekeeping plays an integral role in the delivery of a great ministry. We strive to make a lasting first impression so that our Guests can come to Fair Havens and be blessed by the accommodations!

**Main Office/Accounting:** Interns in both our Main Office and Accounting Department will serve in Office learning the online registration system, processing payments, answering phones, greeting our guests and gathering forms, directly assisting our Finance Director and Office Manager in the administrative roles that help make Fair Havens run smoothly!



## OUTDOOR CREATION EXPERIENCES (OCE)



### Outdoor Educator

This work placement will be at the Fair Havens Outdoor Education Centre (previously called Fair Glen) Staff will teach students (Kindergarten to Grade 12) about God through His Creation.

Public, Christian and Catholic schools are hosted for day or overnight trips at The Glen for learning across our 130 acre Fair Havens Outdoor Classroom.

For examples of programs visit [www.discoverOCE.com](http://www.discoverOCE.com) Other responsibilities include: greeting schools, giving welcome tours & hosting mealtime announcements. Basic program maintenance & meal clean-up with attending students will also be scheduled. Staff will also be asked to help prepare a short devotional or

testimony to share with students as we grow together in our faith! Morning or evening meal hosting shifts and support for weekend retreat group programs will also be required as you help serve guests.

**It's more than just a job, perfect for students considering careers in:** teaching, early childhood education, environmental science, camp ministry and/or recreation would greatly benefit from this professional development opportunity. ***Co-op placements and school experience hours can also be arranged.***

**Each program season is unique!** Fall applicants will focus on team-building program delivery - take part in high ropes/ropes/rock wall belay training; Winter/Spring applicants will lead unique programs like cross-country skiing, wilderness survival fires, help at our Winter Family Day community event and teach programs & help operate our Maple Sugar Bush during March/April.

## OFFICE ADMINISTRATION

### Front Office Team Member

As a friendly, computer-savvy, multi-tasking, team player you are the ideal candidate to join our Front Office staff. You will be working closely with our Office staff in preparing guest registrations, taking payments, giving direction to our guests, answering questions and helping with the day-to-day duties in the Front Office. We are looking for an enthusiastic, young Christian person who is mature, competent, has a good understanding of Microsoft Office, quick to learn new tasks and loves to serve the Lord.



### Accounting Assistant

Our Accountant needs the assistance of a dedicated, trustworthy, and focused young adult with strong organizational skills. This person will need to be good with numbers and money for bookkeeping and data management. Knowledge of QuickBooks and Microsoft Excel would be beneficial. This position is ideal for someone wanting to gain financial life skills or pursue a career in accounting and/or business.

## MAINTENANCE/GROUNDS

### Maintenance Lead Hand

The Maintenance Lead positions are for people who enjoy the value of a hard day's work and who can be a help to the Maintenance Manager by leading and being responsible for a small crew. Duties will include grass cutting, painting, moving equipment and furniture and all other types of odd jobs. A solid work ethic, the ability for strenuous physical labour (pushing, lifting, etc.), and the ability to work independently and with a team are important. Experience in handy work, landscaping, lawn



mowing is an advantage. **\*Must be at least 18 years old. A Current G2/G license is required. PPE required.**

## FOOD SERVICES

### Cook/Prep Cook

You are someone who loves to cook, has some experience, and is ready to learn from the best! Duties include assisting the Chefs at Riverside Inn and/or The Glen Kitchen in preparing the mouth-watering meals that Fair Havens Ministries is known for. Preparing desserts, cooking breakfast, preparing soups and salads, etc. are just some duties that await our prep cooks. This is an excellent opportunity for those desiring a future career in food service! Individuals will work with the cooks in a variety of ways from washing dishes, scrubbing pots to preparing vegetables, salads and filling the buffet line.



### Host/Hostess/ Dining Room Team Member

Students will be selected for ensuring our Dining Room service continues to live up to its reputation! Maintaining high standards of cleanliness and service to guests will be the responsibility of our hosts/hostesses. Most importantly, these folks must have a contagious, positive personality that will minister to our guests and staff alike!



## HOUSEKEEPING



### Housekeeping Team Member

The Housekeeping department ensures that guests enjoy clean and comfortable surroundings. You will be assisting the Housekeeping Supervisor to clean trailers, accommodations and private and public bathrooms. This is a great leadership opportunity for someone who has a solid work ethic and the ability to understand what it means to WOW the guest through clean and ready accommodations. Students with a passion for cleanliness and a joy in serving should apply for this role!

**\*Must be at least 18 years old. A current G or G2 driver's license is required.**

## \*NEW\* CABIN LEADING

### \*NEW\* Cabin Leader

We are looking for two individuals (one Male and one Female) who are willing to take on a leadership role within the community. You will be working with the Stepping Stones Director to provide a healthy community within the dorm environment to create a good experience for all that are involved. This would include doing one on ones with their dorm mates and planning one night of house chats (A small devo, an interacting activity) once a week to develop ways to connect with one another. They also from time to time would be helping out with events with the Stepping Stones Director and communicating that well with the students involved in the program. They will make an extra 50 dollars per week for this extra responsibility.

**\*Must be at least 22 years old. Has a willingness to interact and be a good example to those around them. Be mature in their walk with Christ. Can get along with others well, but also is able to handle and deal with conflict. Having experience in mentorship and leading a small team is an asset\***