

FAIR HAVENS

CAMP & CONFERENCE CENTRE

STEPPING STONES

2023 Handbook

Welcome

It is my great pleasure to invite you on board the Fair Havens Team! This is a welcome to join us in a high calling – that of encouraging and facilitating positive change in the lives of people as they encounter God through their experience at Fair Havens Ministries.

This staff handbook provides a description of the guidelines, procedures and behaviour expected of our team. However, it is your attitude that will make all the difference in the world - both for you and our guests. Each of you has the opportunity to bring a spirit and attitude of Joy, Peace and Unity that can't be dictated by a set of behavioural guidelines.

We would like to encourage your pursuit of a steadfast journey with God, made possible through His Son, Jesus Christ. Out of this relationship and the instruction and presence of His Spirit, will flow the fullness of life and joy that spills over into those around you! You will be a delight to work with and our guests will be positively impacted by your interaction.

My prayer is that you will come and realize the importance of your faith and make an effort to discipline yourself to live out and be an example of Christ to those you come in contact with. Our theme this summer is "Armour up". It is based on the armour of God (Ephesians 6:10-18). The importance of this is to prepare us for the different schemes that the devil throws at us daily. We need to depend on God in all things and guard our hearts against the things of this world.

I am looking forward to working with you all and seeing God use you in the different roles he has placed you in.

Blessings,

Noah Ecker
Stepping Stones Director

FAIR HAVENS MISSION AND VISION

Vision Statement- **Transformed Lives, Transforming Lives, Transforming the World, in Jesus Name.**

Mission Statement- **FHBC exists to create Life-Changing experiences that equip people to passionately grow in their relationship with Jesus; while living purpose-filled lives that impact the world around them through the transforming power of God.**

WHAT IS FAIR HAVENS?

Fair Havens was established in 1941 as a Family Bible Conference Centre to serve as an extension of the Associated Gospel Churches of Canada (it is not longer associated under them). It was part of an effort to combat the erosion of the authority of Scripture taking place in many of the mainstream churches. Addressing prevalent needs in the church and in society as God leads is still the focus of this ministry.

Core Principles

- **We value people** – Every person is esteemed as created in the image of God and of great worth in his/her uniqueness.
- **We strive for unity in relationships** – We will work interdependently, pursuing a true sense of belonging to one another and pursuing unity in all of our relationships (staff, guests, suppliers, churches, etc.).
- **We are passionate about impact** – We are rigorous about evaluating our programs and activities and exploring new ideas in order to increase life transforming impact, to the glory of God.
- **We believe in strategic partnerships** – We value the synergy that comes from working together with other like-minded ministries as together we work to advance the Kingdom of God.
- **We believe in ‘getaway’ experiences** - We believe that intentional ‘getaway’ experiences (retreats, conference, camps, travel, solitude, etc.) are a highly effective tool in bringing people to maturity in Christ.

Ways in which these are applied across Fair Havens

- **Bible Teaching-** The accurate preaching and teaching of the bible as the trustworthy, accurate, authoritative, and inspired Word of God will be central to all we do.
- **Family Ministry-** We see families being encouraged and experiencing JOY as they learn to navigate life based on God’s design and promises.
- **Reproducing Disciples-** We see people of all ages passionately following Jesus Christ, living purpose-filled lives; reproducing themselves in the lives of others. This captures the vision of Stepping Stones
- **Conference and Retreat Centre-** Excellence in service and a proactive approach to group partnerships
- **Outdoor Creation Experiences (OCE)-** We see people GROWING in knowledge & experience of God, His Creation and its Care. We see people connecting with people through a compelling curriculum that advances classroom goals.

Fair Havens Bible Conference exists for the purpose of religious instruction based on Biblical Scriptures and our teaching will not contradict the following statement of faith: (Adopted from the Evangelical Fellowship of Canada)

- The Holy Scriptures, as originally given by God, are divinely inspired, infallible, entirely trustworthy, and constitute the only supreme authority in all matters of faith and conduct. (2 Timothy 3:16; 2 Peter 1:21)
- There is one God, eternally existent in three persons: Father, Son and Holy Spirit. (Deuteronomy 6:4; Matthew 28:19)
- Our Lord Jesus Christ is God manifest in the flesh; we affirm his virgin birth, sinless humanity, divine miracles, vicarious and atoning death, bodily resurrection, ascension, ongoing mediatorial work, and personal return in power and glory. (1 Peter 1:20, 21; 1 Corinthians 15: 3-8)
- The salvation of lost and sinful humanity is possible only through the merits of the shed blood of the Lord Jesus Christ, received by faith apart from works, and is characterized by regeneration through the work of the Holy Spirit in our lives. (Ephesians 2:8,9; Titus 3:5)
- The Holy Spirit is a gift from God, an advocate that enables believers to live a holy life, to witness and work for the Lord Jesus Christ. (John 14:16,17; John 14:25,26)
- The Church, the body of Christ, consists of all true believers (Ephesians 4:4-6; Matthew 18:20; Luke 24:47; Matthew 28:18-20)
- Ultimately God will judge the living and the dead, those who are saved unto the resurrection of life, and those who are lost unto the resurrection of damnation. (2 Corinthians 5:10; Revelation 20:11-15)

Introduction & Background of Stepping Stones

Introduction - Stepping Stones is an entity of Fair Havens Ministries. It is an experience that is designed to support your development as you follow Christ, growing in spiritual maturity. It is our prayer that during your weeks serving with Fair Havens Ministries you will be encouraged to daily strengthen your relationship with God and learn to more effectively impact the world around you, to the glory of God.

To understand the objective of **Stepping Stones**, it is important to look at its history. The development of this exciting ministry was influenced by a number of factors:

1. **The need for 'servant-hearted' staff** – Fair Havens Ministries seeks well-trained, effective summer staff to implement the programs God is directing. There is a universal need for believers to be effectively living and serving the cause of God here on earth – to build His Kingdom as He directs in the *here and now*.
2. **Stewardship** – God blesses Fair Havens with more than ninety youth and young adults living and serving with us each year. This is a large responsibility – one that the leadership team of Fair Havens must take seriously – making the most of this opportunity to positively impact and develop one of the church's most precious resources: its young people.
3. **Testimony** – Fair Havens saw that by intentionally investing in our staff, it had tremendous impact for the Kingdom and our Ministry and prompted us to choose an intentional discipleship ministry.

Out of these and other factors, the leadership of Fair Havens decided to create **Stepping Stones**, which has turned both the summer and our year-round student staffing program into a more intentional vehicle for training our youth. Our desire is to see youth and young adults living lives worthy of the calling they have received in Christ (Ephesians 4:1); a calling to walk in close fellowship with their God, growing in godliness and fully developing their desires and abilities to serve as effective members of the Church, all the while eagerly awaiting the return of our Lord and Saviour Jesus Christ. (see Proverbs 2:1-12)

Mission of Stepping Stones

The **Stepping Stones** name has a twofold meaning. It first refers to the 'stepping' of its participants from one level of training to the next, each one designed for a specific level of responsibility and maturity. Secondly, it refers to an underlying philosophy that each person progresses, or 'steps', in the areas of Learning, Living, and Leading. Throughout your term with us you will learn more about the three **Stepping Stones** pillars and how they relate to your lives.

The Mission – To bring youth toward maturity in Christ. We want each one of our young staff to leave having grown in their spiritual maturity. 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**.

3 Aspects of Stepping Stones

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

To accomplish the mission of **Stepping Stones** (seeing youth come to maturity in Christ) while striving for excellence in Fair Havens' existing ministries, the program is structured into a number of enrollment levels. Each of these levels is designed to serve Christian youth at different stages of maturity, helping them impact in various ways.

Coordinator (COORD) – These mature individuals (20+ years) act as Supervisors/Assistant Department Heads in the planning, preparation, implementation and evaluation of the programs and ministries at Fair Havens. They are responsible for some training and program development from February - August.

Intern – Individuals (18+ years) who are available September – November and January – April who are wanting to grow personally, professionally and spiritually in our year-round discipleship program.

Core – Individuals (18+ years) who provide oversight to a number of programs and have been given significant responsibility in their specific area of service during the spring and summer.

Frontline + (FL+) – These individuals (17-18+ years old) provide the dynamic drive behind much of the work done each summer. Frontline students provide a solid group of mature workers and eager learners.

Frontline (FL) – These individuals (16-17+ years old) provide the dynamic drive behind much of the work done each summer. Frontline students provide a solid group of mature workers and eager learners.

STAND – These Individuals (15+ years) will balance a demanding work and learning schedule throughout the summer. We hope that all involved will become **Servants Trained And Now Doing**.

SIT – This level (14+ years) are our **Servants In Training** and will get their first taste of working and living away from home while experiencing what it's like to live in community with others while serving God throughout the summer.

Each level of enrolment will engage in a variety of experiences designed to aid in their development. These experiences fall under three categories and vary between the enrolment levels.

Spiritual Formation – This encompasses a great number of directed opportunities for **Stepping Stones** participants to learn and grow. Through teaching, chapels, readings and bible studies we hope that each individual will **Learn** more, **Live** more abundantly, and **Lead** others to follow Christ.

Work Excellence – Each participant in **Stepping Stones** will have a role to play in the broader function of Fair Havens and its ministries. Through working in the various departments, from Children's ministry to Housekeeping, the summer students can make a lasting positive impact on the guests/campers and be wonderfully impacted in their own lives.

Community Life – A great part of the Christian walk is personal growth through relationships with fellow believers. Fair Havens Ministries is a great place to live, learn and serve with other believers. We hope that each and every summer staff will be both encouraged and an encourager; helping, inspiring and pointing each other toward Christ.

Responsibilities of a Stepping Stones Student

Our mission as a conference, camp and retreat centre is to bring ultimate glory to God and His Kingdom. It is of paramount importance that our staff members conduct themselves in a way that is honouring to everyone and above all—honouring to God. Therefore, **Stepping Stones** staff serving at Fair Havens Ministries are required to abide by certain standards and practices. Specifically, Fair Havens considers the following conduct to be inappropriate in our context as a Christ-centred ministry organization:

- Abusive behaviour of any kind (e.g. foul language, blatant insubordination, etc.)
- Malicious acts, physical aggression or threat to the safety of others
- Immoral sexual behaviour: premarital, extramarital or homosexual
- Use of illicit drugs or marijuana
- Abuse of tobacco, alcohol, or vaping
- Criminal activity of any kind
- Theft and fraud
- Lying or deceit
- Disregard for Fair Havens Ministries policies

Participation in any of the above by staff **on or off** Fair Havens property may initiate investigation and appropriate disciplinary action, as necessary. Note that staff designated as ministry and/or management will be held to a higher level of accountability regarding off-site behaviour and conduct than other staff.

Furthermore, we encourage all staff to practice wisdom and careful judgment in the exercise of personal freedom. This includes things such as the responsible use of time and material resources, the honest pursuit of spiritual growth—including attendance at staff bible studies and chapel. **Abstinence from alcohol, tobacco, marijuana, vaping, gambling, and any type of substance abuse is required at all times for Stepping Stones Summer Staff and Internship program participants.** Modest behaviour and dress is important as well as maintaining personal relationships that are above reproach (i.e. guy/girl relationships). **All staff members MUST remain out of the residential quarters of the opposite sex and adhere to the Fair Havens policy on dating.** Choice of entertainment (TV, movies, music) both on-site and off-site should be rated PG13, E for everyone and not contain any vulgar language. All Media is subject to removal under the discretion of the **Stepping Stones** Leadership Team. Please use discernment and wisdom when choosing how to entertain your mind. Staff and volunteers of Fair Havens Ministries will refrain from profession or promotion of religious beliefs incompatible with Christian faith.

Failure to adhere to the above guidelines may be just cause for disciplinary action up to, and including dismissal. Fair Havens expressly reserves the right under this policy to terminate an individual's employment or service for just cause upon violation of the specific or general elements of this policy.

In the event of a violation or breach of this policy, Fair Havens Ministries will attempt to bring about restoration of the individual in order to restore a working relationship with Fair Havens. Actions taken may include, at Fair Havens' discretion, review of the problem by the Executive Director with the alleged offender, professional counseling, accountability measures and/or probation. Fair Havens may also choose to dismiss the individual based on the severity of the situation and results of any restoration process.

Should any staff or volunteer member, having signed this document (as a part of the Service Agreement), find themselves in a position where they can no longer uphold these standards, they should immediately advise the Stepping Stones Director.

EXPECTATIONS OF Stepping Stones PARTICIPANTS

This section provides the guidelines and policies pertaining to staff conduct and behaviour. Some modifications to these guidelines may yet be made – staff will be notified of any changes.

INTRODUCTION

The following section outlines the expectations placed upon those enrolled in **Stepping Stones**. The expectations, guidelines and policies are in place to serve both the ministry as a whole and to create a positive environment for guests, campers, staff and volunteers. All **Stepping Stones** participants are to abide by the outlined ground rules. Any individual(s) that fail to do so will see disciplinary action.

Fair Havens Ministries is also committed to the truth and standards set forth in Scripture. We must dedicate ourselves to live out, and act in accordance to, this truth in our daily lives. All of us need to have an attitude in keeping with the love and servanthood of Christ.

REPRESENTATIVES OF CHRIST

At all times you are ambassadors for Fair Havens Ministries, and more importantly, for Jesus Christ. Remember this as you make decisions, because your actions, positive and negative, reflect on Fair Havens and your commitment to Jesus Christ.

ATTITUDE

Staff should demonstrate a servant attitude where they are willing to go beyond the call of duty to accommodate the needs of guests/campers and to accomplish the objectives of Fair Havens Ministries. Our attitudes can be greatly influenced by a conscious decision to act in humility and service. Staff members who are loyal to God, to each other, and to the purposes of the ministry, are one of the keys to our success.

DEVELOPMENT

Chapel times, Staff devotionals, House Chats, Encounter, and Small Groups are an important part of **Stepping Stones**. **All staff must attend these events as scheduled and attend Sunday morning chapel, unless working a scheduled shift.** Each staff member will be receiving a schedule of the events that they are expected to attend during the week. Remember that group Bible/book studies, House Chats, and chapel times should not replace personal study and devotional time.

CONFLICTS AND CONCERNS

All staff members should feel free to express concerns regarding workload and working environment to their supervisor or one of the directors. Concerns not directly involving your service work should be brought to the attention of the Stepping Stones Leadership Team and/or Stepping Stones Director. It is **not acceptable** to complain to guests, campers, family members, or fellow staff members other than those to whom you are responsible. Staff members are not to take sides with a camper against another staff and staff problems are **never** to be discussed with a camper.

In all cases it is best to deal with issues in their infancy and not allow them to grow. When problems or conflicts arise they are to be discussed with those involved and your immediate supervisor in an effort to solve the

problem. Often the source of conflict is miscommunication so please be willing to ask questions and to listen to others. No one member is perfect; let us strive to accept each other's shortcomings, recognize and admit our own mistakes and support one another in all that we do.

MISCONDUCT AND DISCIPLINE

Job performance and adherence to staff policies and procedures will be closely monitored for all staff. Failure to perform the duties of a position, as assigned by your supervisor, or failure to abide by staff policies and procedures as outlined in the handbook will result in disciplinary action. As a ministry we will seek to correct and restore the staff. We are committed to work with all those that come on staff and seek their development.

Disciplinary action will generally include the following:

- I. A verbal warning to clarify expectations and identify specific areas where these expectations have not been met. This warning will be given by either your supervisor or the Stepping Stones Director and a note will be placed in your file.
- II. A written warning is issued when a verbal warning has already been given. This written warning will indicate the nature of the misconduct or standard of job performance or behaviour that is in question. It will also stipulate any ramifications / actions that will be taken as a result of the misconduct.
- III. Dismissal – consistent misconduct or serious misconduct or consistent failure to adequately perform service duties may result in dismissal. Staff will be issued a written notice of dismissal.

Certain behaviours or misconduct may result in immediate dismissal. For example: unwillingness to abide by the code of conduct or seek restoration.

HARASSMENT

Fair Havens Ministries recognizes the right of all staff to work in an environment that is free from harassment, which is defined as “vexatious comments or conduct that is known or ought reasonably to be known as unwelcome” (Human Rights Code Section 10.1). Any form of violence or harassment, including sexual harassment, will not be tolerated. This policy extends to:

- Interactions between staff members and any other members of the Fair Havens community: guests, volunteers, contractors, staff parents, etc.
- Violence and harassment in any form: physical, verbal, text, email, social media, etc.
- Violence and harassment incidents that occur while working on site or off site

Complaints arising from repetitive unwelcome comments or conduct, or any kind of harassment, will be investigated by an independent party, in an environment of confidentiality, and within 90 days. Where a complaint of harassment is substantiated, the offender, regardless of seniority of positions, will be subject to appropriate disciplinary measures up to and including dismissal. Employees will always be afforded due process in the investigation of any alleged harassment. An accused person will always be presumed innocent until proven otherwise.

CHILD/ YOUTH PROTECTION POLICY

Our ministry works with a large number of children and youth and has developed a child abuse policy. It is important that ALL staff are familiar with this policy and follow its guidelines and protocols. The Child/Youth Protection Policy will be reviewed during Staff Development Week.

SOCIAL MEDIA & ELECTRONIC MEDIA POLICY

Social media can be a great way to connect, and can also be a powerful tool for ministry. Fair Havens Ministries encourages staff to use social media and all electronic communication in a way that honours God:

- The Fair Havens Ministries Code of Conduct applies to your social media posts. We are to bring glory to God and His Kingdom in all we do and say.
- The Fair Havens Harassment Policy also applies. Speaking negatively about someone online can be considered harassment under Canadian law and can result in termination and legal action.
- When communicating electronically with children or youth, follow the requirements of the Child and Youth protection policy. We are not to be the first people to initiate any contact over Social Media. Campers may ask to befriend you on social media, but it is necessary for you to **receive parental permission prior to engaging in any conversation online** with a minor. Staff are not to minister to members of the opposite sex, and all communication needs to be in an open forum.
- Be cautious about posting information which may be considered personal or confidential. Before posting a picture seek the permission of those in the picture. Please refrain from posting a picture of a camper online, whether child or youth, through any social media platform, unless given parental permission.
- Work under the assumption that EVERYTHING you post, text, or tweet will be seen by EVERYONE, not just your online friends and followers. Any electronic communication can be captured and re-transmitted before you have time to retract it. Think before you post, and when in doubt - don't!

We encourage all staff to apply the **T.H.I.N.K. Principle** before posting or sending any online message, photo, communication, etc.: **Ask yourself:**

T – Is it **TRUE?**

H – Is it **HELPFUL?**

I – Is it **ILLEGAL?**

N – Is it **NECESSARY?**

K – Is it **KIND?**

Use of Electronic Devices

- Personal use of cell phones, smart phones, tablets, etc. is permitted only during break periods. Some supervisors may permit cell phone usage for work purposes. After one warning, supervisors may require that cell phones be left at home or in your accommodations during work hours.
- Internet usage is monitored on grounds, and internet use is a privilege, so please treat it as such. Facebook, Twitter, Instagram, SnapChat, TikTok, etc. are great resources, but remember that other people can and do see what you post.

- Remember that your taste in music and entertainment may not be shared by everyone else; please respect that. Movies or Games played on the television in Trent Lounge or on any Fair Havens television, projector, etc. must be rated no higher than PG13 or E10+. You may be asked to put away/send home any media that is not deemed suitable for this environment.

APPEARANCE AND ATTIRE

Everyone has their own set up expectations and “normalities” for their appearance and attire. As a ministry we hope to demonstrate professionalism and consideration of others in our appearance and therefore ask our staff to be conscious of their choices in regards to appearance and attire.

All staff members should maintain personal cleanliness when it comes to hygiene and appearance. Good appearance gives poise and self-confidence - qualities that are noted by guests, visitors, constituents and others that we come into contact with daily.

At **all** times, one must be aware of the effects that their choice of clothing and appearance has upon fellow staff members, campers and guests.

Please **avoid** wearing:

- Revealing clothing (exposed undergarments, midriff, cleavage, or excessively tight clothing)
- Skirts or shorts ought to be **mid-thigh length or longer**
- Tights/leggings/spandex should not be worn without another article of clothing that covers bottom and groin region
- Clothing with inappropriate pictures, logos and/or sayings

One-piece/Tankini **Bathing suits** are expected (not revealing cleavage or midriff), no speedos.

Please use appropriate and suitable footwear for all activities you are involved in. If a leadership team member or senior staff member deems any clothing or attire to be inappropriate, then please respect their position and refrain from wearing the outfit.

We have a very diverse population of guests who come from a large variety of backgrounds, beliefs, and cultures. We must be sensitive to this. Piercings, tattoos and hair style may offend, so please be sensitive to this. Follow the discretion of your supervisor on these matters. In regards to piercings and tattoos - if it was not a part of your body when you arrived, do not add it.

UNIFORMS

The uniform identifies our staff to the guests and campers and as such, it can either communicate a positive or negative message. The following uniform policies will be enforced across Fair Havens:

- Uniforms must be worn only when on duty.
- Uniforms must be kept in clean and neat condition.
- Worn out pants, shirts or hats must be replaced.
- No additional markings or slogans can be added to the uniform without direct permission from your supervisor and management.

Shirts and hats will be ordered by Fair Havens and must be purchased through the main office, pants and shorts must be sourced by each staff member individually. All shorts should be modest (at least mid thigh).

The uniform for the spring, summer conference and fall retreat season at Fair Havens will be as follows:

Staff – Corporate coloured shirts (with FHCC logo) with tan, khaki or black pants. Kitchen staff are to wear appropriate cook’s attire (i.e. Black top, dark pants); must be presentable at all times and follow general uniform policy guidelines if entering the dining room. No baseball caps are to be worn by staff in the dining room.

Directors, Managers and Office Staff– Button down shirts (corporate colours with FHCC logo) with tan, khaki or black pants. Golf shirts are acceptable during milder weather.

All Fair Havens staff will be provided with a name badge that must be worn on the front left lapel at all times when on duty during events or when guests are on site.

Note: **Program staff (i.e. teens, skills, etc.) need not wear uniforms during evening outdoor programming.** Some special uniform considerations may be made for activity specific leaders (e.g. skills staff wear sports t-shirt or mesh shirt when instructing sports activities).

GIRL/GUY RELATIONSHIPS

The staff’s primary focus for the summer should be on God and the ministry to our guests and campers. Therefore, the pursuit of relationships with members of the opposite sex is not to take priority.

Christian camps are a great place to meet your potential future spouse, however, camp relationships can become a distraction for those involved and those around. If you are in a relationship already, or find a significant other at camp, please respect those around you, and keep displays of affection to a respectable minimum.

When in public areas, lights must always be on, and doors must always be open. If others are uncomfortable being around you, then there is a problem. Use discretion when entering into a relationship. Remember that there are always people watching, and so it is best to never be alone in any situation with a member of the opposite sex because it can give a wrong impression. A third party is always the best solution.

Staff members are NOT to enter into a relationship with guests.

Inappropriate relationships may result in dismissal.

- There are to be NO back rubs or massages between male and female staff members.
- There will be NO staff /camper relationships
- While on Fair Havens property, all couples are to refrain from public displays of affection and overt physical affection (i.e. kissing, caressing, etc.)
- Holding hands is acceptable when not in uniform

Above all else, we ask that you consider your priorities this summer!

CURFEW

Adequate rest is essential for success in every area. Fair Havens Ministries enforces an 11:00 pm quiet time for its guests.

SPRING CREW & INTERNSHIP – There is no specific enforced curfew for our 18+ staff, however if staff are unable to manage sleep, respect sound curfew, get to work on time etc. a curfew may be put in place.

SUMMER SEASON – Curfew for ALL **Stepping Stones** staff is 10:30 pm Sunday to Thursday. Curfew is 11:00 pm Friday and Saturday.

Curfew means that...

- ALL staff **MUST** be in their **OWN** room, and are expected to remain in their accommodation for the duration of the night – from curfew until 6 am.
- Respect Community Life Coordinators and Security Team

Failure to abide by the curfew without direct permission from the Stepping Stones Director will result in disciplinary action.

ACCOMMODATIONS

All staff living on-site will be assigned to one of our staff accommodation facilities upon arrival. Staff must not change rooms without permission from the Stepping Stones Director. Living on-site is a privilege and all will be required to observe the following:

- Keep their accommodation **clean** and **tidy** during their stay
- Provide their own sleeping bag or bedding
- NOT deface accommodations in any way- ex. putting holes in the walls, writing on bunks, etc...
- Comply with and live up to the standards of the weekly inspections during the summer, bi-weekly inspections during Spring Crew and/or monthly inspections during Internship, to ensure cleanliness and observe any damage to the facility or furniture
- Pay for any damage they incur. The accommodations must be returned to the original layout (i.e. furniture, etc.) before the staff member leaves. A summer-end damage inspection will be conducted and any damages will be deducted from their last pay cheque
- Staff members must respect each other's privacy by not interfering with each other's belongings

All staff members must remain out of the residential quarters of the opposite sex and any other allocated living quarters. Failure to adhere to this is grounds for immediate dismissal.

DAYS OFF

Days off will be scheduled by your supervisor. All requests for time off, or specific off days, should be given to the Stepping Stones Director and/or the Administration Assistant **and** your department supervisor as far in advance as possible, in writing or by email.

LEAVING GROUNDS

SPRING CREW & INTERNSHIP – Staff members must notify Stepping Stones Director and/or Community Life Team, and use the designated sign out procedure (Binder and/or Signal Chat).

SUMMER SEASON – Staff members under 18 may leave Fair Havens Ministries property only if granted permission by their parents. If the staff member chooses to leave Fair Havens property he/she becomes the sole responsibility of said Parents/Guardians, but the expectation is that **Stepping Stones** participants off site continue to abide by the Fair Havens Ministries Code of Conduct for the duration of their contract.

Students may sign out overnight or until 1:00 am (if 18+) only if they do not work the following morning.

All Stepping Stones Staff are expected to use the Sign Out Binder.

FRIENDS/ FAMILY VISITS

Friends and/or families are welcome to visit you. To make it easier for friends and family to visit, all **Stepping Stones** participants will receive a discount meal and accommodation vouchers. These can be redeemed in the office only with the staff member present.

All **Stepping Stones** participants will receive 10 meal vouchers for 20% off the price of a Riverside Inn Dining Room meal, as well as 5 vouchers for 25% off the price of a room in Fair Havens accommodations. **Rooms must be booked at least one week in advance in order to receive the discount.**

Friends and family are welcome to visit you, however these individuals should not be allowed entrance to your accommodation, and general rules for any guests/camper of Fair Havens would apply to them, such as not being within The Glen outside of designated Program times.

HEALTH & SAFETY

It is very important that all staff are conscientious of the health and welfare of those around them and yourself. Please consider the larger ramifications of your actions on yourself and others. If you have a concern regarding health and safety, please ensure to speak to a member of our Health and Safety Committee.

Medication

Fair Havens Ministries is not responsible for the dispensing of medicines other than emergency first aid. Staff members must submit their completed **Stepping Stones** health form, and will be responsible for any medication, prescriptions or hospital expenses. **There should be no sharing of medication amongst staff.**

Sick Days

If you are unable to go to work due to illness, please ensure that you (1) communicate with your department head and (2) inform your cabin leader or a member of the Stepping Stones Leadership Team as soon as possible. **You are then expected to be resting and not out and about socializing with people.**

Hospital/Walk In Clinic

If you ever feel like you are in need of medical attention please ensure that you contact a member of the Stepping Stones Leadership Team immediately. They will be able to arrange a trip for you appropriate for your

needs. All Hospital/Walk in Clinic visits will be documented and recorded in our Emergency Binder. If the staff member is under 18, parents will be contacted.

Waterfront

Always ensure that you have the appropriate equipment for boating. No staff member should go swimming/boating alone. Please ensure that you also let someone outside of your boating/swimming group know that you are going out on the water. **Swimming/Boating after dusk or before dawn is strictly forbidden.**

Tornado

In the event of a Tornado **Watch**, programming and events will continue as normal. In the event of a Tornado **Warning**, staff will be directed to move to a basement for safety. If this occurs during work hours, please follow directions from your direct supervisor and/or Duty Manager.

Fire

In the event of a fire on grounds, (1) call 911, (2) inform a member of the Stepping Stones Leadership Team and (3) all staff meet at the first tee off on the golf course.

PERSONAL TRANSPORTATION

Vehicles

If you have a personal vehicle with you at camp, please ensure that it is parked in either the main Fair Havens or The Glen parking lots. Personal Vehicles are not to be parked outside of your cabin. Please use wisdom if leaving grounds and ensure that all passengers are kept safe and have proper permission to leave grounds.

Bicycles

Bikes are a great way of getting around the camp and a good form of exercise. To promote safe use of these vehicles on the grounds and to set a good example to guests, **ALL Stepping Stones** staff are required to wear a helmet whenever riding a bicycle during the summer. No one on grounds is permitted to ride bikes in the dark without an affixed, properly functioning bike light.

USE OF FACILITIES AND EQUIPMENT

All staff are reminded that the facilities (buildings, lounges, etc.) and equipment (canoes, trampolines, sports equipment etc.) owned and used by Fair Havens are here to serve our guests and to fulfill our ministry mandate. These facilities are a gift from God to conduct the ministry He has ordained here. As such, all staff must treat this facility with an attitude and action of Godly stewardship. If you ever notice any damage, please ensure that you report this to the Main Office.

VEHICLE USE POLICY

It is imperative that Fair Havens Ministries' staff and volunteers exercise good stewardship and safety practices with regards to its vehicles. This policy addresses three priorities:

1. Safety of guests and staff
2. Care of Vehicles
3. Availability for Intended Purposes

Vehicles

This policy applies to all powered vehicles registered to Fair Havens including golf carts, ATV's, tractors, excavators, cars, vans, trucks, etc.

Responsibility

Responsibility for the use and care of a vehicle and the safety of guests and vehicle occupants rests with the DRIVER! Any incidents and accidents will be measured first against the driver's actions. Shared responsibility also rests with the maintenance team that must ensure vehicles are safe for use and also with the person last using the vehicle (in the case of a problem not reported in a timely fashion).

Safety

The DRIVER must be aware of and take responsibility for any safety risks to themselves, vehicle occupants and guests in the vicinity. The following checklist will help in this regard:

- Vehicle check prior to use (tire inflation, lights working, etc.)
- Avoid parking in such a way where you will need to use reverse (whenever possible)
- ALWAYS REMOVE KEYS!! – Never leave engine running or keys in ignition when not in vehicle!
- If there are any safety concerns with the vehicle – please notify the Maintenance Director immediately, in writing if possible (use the work order spreadsheet)
- Loading Vehicles
 - Be sure your load is balanced (nothing should shift)
 - Be sure your load is secure (nothing should fall off)
 - Practice safety when loading and unloading (lifting, etc.)
- People Limit – person load must not exceed capacity of vehicle (seatbelts in licensed vehicle). No more than 3 people on a golf cart unless seating for more exists.
- Non-licensed vehicles must **NEVER** be taken on a public road.
- Always operate vehicle according to its safety operating manual. Avoid situations where rollovers could result. Turn off engine when not in vehicle.
- Any vehicles without working headlamps and tail lamps must not be used after dusk.

Care of Vehicles

Maintenance staff will do their best to keep all vehicles well-maintained and safe for operation. However, each driver is responsible for the following:

- **Avoid Causing Damage** - All people using vehicles must avoid any activities that could unnecessarily damage the vehicle. This includes simple things such as causing dents, scrapes on the exterior or spills or damage to the interior of the vehicle as well as more serious damage. Horseplay or dangerous driving could result in immediate dismissal.
- **Reporting Damage** - If the vehicle is damaged when you are using it – you **MUST** immediately report this to the Maintenance Director who **MUST** complete an incident report so we can track such damage. If the damage was caused unnecessarily, you may forfeit your privilege to use Fair Havens vehicles at the discretion of the Maintenance Director and the Executive Director.
- **Equipment** - You must remove and put in their proper storage location any equipment you may have been carrying on the vehicle (grass trimmers, lawnmowers, etc.). Equipment must not be left on vehicles when the vehicle is being returned.
- **Garbage** - You must remove any garbage (interior or exterior) from the vehicle when you are finished using it.

Driver Limitations

Fair Havens Ministries' vehicles are intended to help the mission and operation of Fair Havens and must be reserved for such purposes. Keys for vehicles will be stored in a controlled area and permission for use of vehicles must be obtained from a Fair Havens Supervisor prior to use.

- Drivers of licensed vehicles must have a G license and be listed on Fair Havens insurance policy.
- Drivers of non-licensed cars, vans, and trucks must have at least a G2 driver's license. Non-licensed vehicles are for use on grounds only.
- All drivers of vehicles such as golf carts must be 16 years of age or older and have their G2 or ROT.
- All rental carts must be driven by the age assigned to the cart by insurance (will be labelled with a STOP sign)
- You **MUST** have your G or G2 to drive any gas powered vehicle.
- Drivers of vehicles such as tractors and dump trucks must be 19 years of age or older and must have permission of the Fair Havens Maintenance Director
- Vehicle keys will be kept in a locked key cabinet and must be signed out by anyone using the vehicle and returned when finished.
- Vehicles are **ONLY TO BE USED FOR FAIR HAVENS'** purposes (this includes licensed vehicles, lawnmowers, equipment, etc.). Any personal use must first be authorized by the Executive Director
- Vehicles **MUST** be **RETURNED** to where they were picked up and parked properly.
- Any guests or staff driving their own golf carts must be a minimum of 16 years of age.

LAUNDRY

Staff members are responsible for doing their own laundry. Facilities are free to use, and are located in designated areas for specific accommodations (Park Washrooms for Dorm, and The Glen Washrooms for all other cabins). Please use the sign up list provided and respect one another and the equipment. Report any machine damage and/or malfunction immediately to the main office so that it may be repaired quickly. **Make sure that you empty lint traps BEFORE and AFTER laundry.**

PHONE CALLS/ TEXTS

Staff are not to use office phones for personal calls. Staff without personal devices can ask the Stepping Stones Director if they need access to a phone. Phone messages for students will be directed to Stepping Stones Director or Leadership Team if urgent, or will be written out and given to you. Messages may also be communicated by your cabin leader.

Please refrain from sharing other people's contact information without getting consent from the individual.

MAIL

Mail can be sent to you while at Fair Havens. It will go to the Main Office during our fall, winter and spring seasons OR the Sport Shop during the summer. Please check for mail regularly. Please note that mail can sometimes take more than a week to arrive. You may also send mail by dropping it off at the office. Stamps may be purchased at the main office.

Mailing address: ***your name*** c/o Fair Havens Ministries
 B2215 Hwy 48 East RR#3

STAFF LOUNGES

SPRING CREW & INTERNSHIP – staff can use areas such as Café, Riverside and Trent Basement with the approval of the Stepping Stones Leadership Team as long as they leave the room better than they found it and ensure that the area has not been booked, cleaned or set up for a retreat group.

SUMMER SEASON - staff can use Trent Lounge, when not designated for teaching sessions. Please keep the area clean and respect the equipment and furniture. **All common spaces must always have doors unlocked and lights on** when in use. Do not leave garbage behind. At times these rooms may be designated for other purposes. Please respect these times.

OUT OF BOUNDS AREAS

All work areas are off limits to staff that are not designated to be in the area by a supervisor. This includes: Kitchens, Dining Rooms, behind the Café counter, Office, Maintenance and utility rooms, equipment storage areas, etc. After hours, all buildings will be locked, and staff are expected to stay out.

MEALS AND EATING ARRANGEMENTS

All Stepping Stones Staff will be provided with full room and board, including 3 meals daily. Meals are a great time of community and fellowship, so personal devices should not be out during meals times. Please be on time for meals and check schedules/calendars for where meals will take place.

SUMMER SEASON - Meals will be served in The Glen Dining Room with the exception of Saturday Brunch in Fair Havens Dining Room and Saturday BBQ (Dinner) at the Pavilion.

SPRING CREW - Meals will be served mainly in The Glen Dining Room, however students are to check the Calendar posted in each cabin. Some ‘fends’ can be expected where staff will eat leftovers/prepare their own food in FG Kitchen when groups are not on grounds.

INTERNSHIP – Meals during the internship change every week. Interns are to check the Calendar posted in each cabin for when/where meals will take place. When retreat groups are up, Interns will eat with guests. When no retreats are on grounds, a grocery allowance will be allocated to prepare meals. Planned community dinners with Full-Time staff members, family, friends etc. will also take place bi-monthly.

SUMMARY

This handbook is designed to promote unity and harmony. These are absolutely necessary if we are to minister effectively as a body. All standards are the result of scriptural conviction, government regulations and/or experience. We believe these standards will help all staff members have an enjoyable and profitable time at Fair Havens Ministries.