



Camp St. Raphael 2020

Mail to: Erin Ghata 2825 NW 168th Terrace,
Emond, OK 73012

Phone: 405.410.9456 – E-mail: erin@campstraphael.org
www.campstraphael.org



Application for New Staff Instructions

Philosophy All members of the Camp Staff are responsible for carrying out the Mission of Camp St. Raphael, which is to present to young people a living experience of the Holy Orthodox Faith in their relationship with God and other campers in an uncluttered, natural environment. They must help strengthen the Camper's grasp of the basics of the Christian life: participation in the liturgical, sacramental, and ascetical life of the Church and living in community with fellow members of the Body of Christ with peace towards all of God's creation.

Age Camp Staff must be at least 18 years of age by June 26, 2020.

Duration Camp Staff are expected to attend the entire Staff Training weekend, **THREE** weeks of the camping season and a closing debriefing day (Friday, June 26—Saturday, July 18, 2020). Arrival date for Staff is Friday, June 26 by 12pm. Any and all anticipated absences must be requested in writing with this application. No exceptions to these procedures will be permitted. Emergency leave absences during the camping season are granted at the discretion of the Camp Director.

References A completed application includes four recommendation/reference forms, one to be completed by your parish priest, and one by a former or current teacher, employer, or coach. It is your responsibility to either collect the completed, sealed references and include them with your application or make sure they are sent to the Camp by the appropriate deadline. Please carefully follow the instructions given on the recommendation/reference forms.

Applications **All applications must be on or before February 15, 2020.** Every attempt will be made to send out notification of acceptance on or before March 31, 2020.

A completed application must include the following:

- ☐ A completed and signed Staff/Counselor Application Form (attached).
- ☐ A photocopy of your Driver's License or other Government issued I.D.
- ☐ A photocopy of any relevant certifications (CPR, Lifeguarding, etc.)
- ☐ Four recommendation/reference forms (see page 3)
- ☐ A signed copy of the Camp St. Raphael Staff Policy for Online Social Networking and Blogging Websites
- ☐ All narrative sections (submitted via email—MSWord, Google Doc or PDF)

*** All items must be submitted on or before the deadline, in order to receive consideration for a staff position. Please send the above items via mail in one complete packet. References may be mailed separately if being sent by the reference writer. The narrative sections should be emailed to erin@campstraphael.org.**

Selection Applications will be judged based on information provided from the following sources: performance evaluations from any previous experience as a Camp St. Raphael CIT or staff member; Skype or phone interview, the skills and interest in skills in the various activity areas; the neatness, promptness and completeness of the application; the insight provided by the essays; willingness to serve in areas requiring extra training; and the testimony of the references.

Camp St. Raphael Staff General Responsibilities/Requirements

Please contact the Camp Office for complete Job Descriptions,
or if you would like to view a Staff Manual or Program Manual for a particular position.

AFTERNOON PROGRAM COORDINATOR*

- Prior to camp, work with Program Director to plan camp's afternoon programs including rainy day activities and non-sport activities.
- Be knowledgeable in the rules and equipment requirements for common outdoor sports like baseball, basketball, soccer, angle ball, etc.
- Supervise Counselors in execution of program.
- Set up daily afternoon schedules.

ARTS AND CRAFTS COORDINATOR*

- Prior to camp, work with Program Director to develop 4 craft projects for use during each session.
- Coordinate daily arts and crafts program.
- Supervise Counselors in execution of program.

Media Coordinator*

- Prior to camp submit a short video displaying knowledge of videos
- Working knowledge of creating and editing videos.
- Ability to upload video to website with a password (Video should not exceed 12 minutes)
- Each day take photos of the campers and their experiences at camp.
- Provide Camp Director with all videos and photos no later than August 1st.

COUNSELOR

- Live with and provide for the needs of six to eight campers in each cabin.
- Cooperate with Program Staff in carrying out programs.
- Simultaneously fulfill the roles of father, mother, big brother/sister, teacher, coach, friend and police officer.

EVENING PROGRAM COORDINATOR*

- Prior to camp, work with Program Director to develop 6 evening activities for use during each session, with back-up plans in case of rain.
- Prepare materials and equipment for each activity.
- Supervise Counselors in execution of program.

*Assist with airport runs



Camp St. Raphael 2020

Mail to: 2825 NW 168th Terrace, Edmond, OK 73012
 Phone: 405.410.9456 – E-mail: erin@campstaphael.org
 www.campstaphael.org

Application for New Staff

Attach a recent
 photograph of
 yourself here

Applicant Information

Instructions

Name: _____ Email address: _____
 First Name MI Last Name Nickname

Permanent Address (home): _____ _____ _____ Home Phone #: _____ Cell Phone #: _____ Home Parish Name, City & State _____ _____ Birthdate: ____/____/____	College or University (if applicable): _____ School Address: _____ _____ Church attending at school & address _____ _____ Priest's name: _____ Do you attend regularly? _____	Previous Camp Experience: Name of Camp: _____ Date/Yr: ____ Position: _____ Name of Camp: _____ Date/Yr: ____ Position: _____ Name of Camp: _____ Date/Yr: ____ Position: _____ TShirt Size: S M L XL 2XL Pant Size: S M L XL 2XL
--	--	--

Teaching/Youth Ministry Experience

Program/Ministry: _____ Dates (Years): _____ Duties/Position: _____

 Program/Ministry: _____ Dates (Years): _____ Duties/Position: _____

 Program/Ministry: _____ Dates (Years): _____ Duties/Position: _____

Work Experience

Company Employment	Position	Supervisor	Phone number	Dates of
_____	_____	_____	_____	_____
Company Employment	Position	Supervisor	Phone number	Dates of
_____	_____	_____	_____	_____

Company Employment	Position	Supervisor	Phone number	Dates of
Education				
School	Dates Attended	Year in School (as of 9/2020)	Degree	Grad Date
School	Dates Attended	Year in School (as of 9/2020)	Degree	Grad Date
References				
In addition to my parish priest, I have given the three remaining reference forms to the following:				
Former or Current Teacher or Coach:		Name: _____ Phone #: _____		
Former or Current Employer:		Name: _____ Phone #: _____		
Personal Reference:		Name: _____ Phone #: _____		
(Known 3 or more years)				

Position
<i>You may indicate more than one position if desired, in order of preference (1 = first choice, 2 = second choice, etc.)</i>
<input type="checkbox"/> Counselor <input type="checkbox"/> Afternoon Program Coordinator <input type="checkbox"/> Evening Program Coordinator <input type="checkbox"/> Arts and Crafts Coordinator <input type="checkbox"/> Media Coordinator (please submit a sample of a video with application)

Activities/Certifications
<i>Preferences: If applying for Counselor, please rank, in order, your preference in terms of being assigned to a particular aspect of camp life (1=highest preference, then 2, 3, etc.)</i> <input type="checkbox"/> Morning Program <input type="checkbox"/> Afternoon Program
Pool Safety: <i>Do you now have, or will you have by the beginning of Camp:</i> Lifeguarding Certification (or equivalent)? <input type="checkbox"/> Yes Expiration Date: _____ <input type="checkbox"/> No <input type="checkbox"/> Willing to obtain Water Safety Instructor (or equivalent)? <input type="checkbox"/> Yes Expiration Date: _____ <input type="checkbox"/> No <input type="checkbox"/> Willing to obtain
First Aid: <i>It is recommended that all CSR Staff have current certification in Red Cross First Aid and Adult CPR (or their equivalents), valid until July 20, 2020. Are you currently certified?</i> <input type="checkbox"/> Yes (attach certification) <input type="checkbox"/> No Expiration Dates: CPR Certification: ____/____/____ First Aid Certification: ____/____/____ <i>If not currently certified, are you interested in obtaining certification before arriving at camp?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No
Restrictions: <i>Would you have any difficulty in performing any of the essential elements of the job for which you have applied? If so, explain:</i> _____

Narrative
In an electronic format (Microsoft Word or PDF), please answer the attached narrative questions. (2 – 4 sentences each) and then email them to erin@campstraphael.org : * Please see our website to download a Microsoft Word file of this narrative section if you do not want to type the questions out. Please remember to include your name on your document.
Agreement

☐ I attest that all of the above information is true. I have read the accompanying staff information sheet and agree to all of its contents.

Signature _____ Date ____/____/____

NON-DISCRIMINATORY NOTICE: Camp St. Raphael does not and will not discriminate against any student, employee, or other person because of race, color, religious creed, ancestry, national origin, age, sex, veteran's status, or disability.

Application Checklist

Is my application complete? Did I....

- ___ fill out all portions of the application neatly?
- ___ attach a recent photograph?
- ___ email the narrative portion of the application?
- ___ confirm that all my references sent in their recommendation, must all be in by February 15?
- ___ include copies of any certifications (i.e. First Aid, CPR, Lifeguarding, etc)?
- ___ include photocopy of my Driver's License or other Government issued I.D.?
- ___ sign the Staff Agreement section of the application above?
- ___ include a signed copy of the CSR Staff Policy for Online Social Networking and Blogging Websites?
- ___ ensure that everything was received at CSR by the February 15 deadline?

Please answer the following (2—4 sentences each) and then email them to erin@campstraphael.org:

Applicant's Name:

1. Please explain why you are interested in youth ministry in a camp setting.
2. What experiences have you had sharing your Christian faith?
3. Describe the essentials of the Gospel message that you would communicate to a person who is not a Christian.
4. Who is one person who has impacted your life as a Christian in a very significant way? What about his or her character and lifestyle has impressed you?
5. How do you respond to conflict with roommates or suitemates or neighbors or friends? Give an example.
6. At camp, there are structures and rules to which all staff must adhere. How do you think you will respond to having freedoms that you currently enjoy being limited for the sake of the program, campers & community?
7. Please complete the following:
 - a. I would describe my personality as...
 - b. The important characteristics of being a good leader are...
 - c. My relationship with, and the way I respond, to an individual in authority over me is...
8. Please include a one-page essay containing:
 - a. A brief biographical sketch
 - b. What you hope to offer to the Campers who will be placed in your care
 - c. What you hope to offer to the staff with whom you will work
 - d. What you hope to gain by serving at Camp St Raphael.

The remaining questions are only for those applying for admin/program positions. If you are ONLY applying for male/female counselor positions, you do not need to answer the questions in this section.

9. Present a summary of strengths that you will bring to the position(s) you are applying for.

10. Why are you applying for and are excited about a particular position?

11. Do you have any previous experience/jobs of similarity, etc? Please explain

Applicant Name:

Email:

Phone:



Camp St. Raphael 2020

Mail to: 2825 NW 168th Terrace, Edmond, OK 73012
Phone: 405.410.9456 – E-mail: erin@campstraphael.org
www.campstraphael.org



Parish Priest Reference Form

INSTRUCTIONS FOR THE APPLICANT: Please complete this part of the form before giving it to the reference writer.

I, the undersigned, have agreed to waive my right to read this reference. After my reference writer completes this form, I will collect this reference inside a signed and sealed envelope and send it together with all other application materials.

Applicant Name _____ Signature _____ / / _____
Date _____

Priest's Name _____ Parish _____ City, St/Pr _____

INSTRUCTIONS FOR CLERGY REFERENCE WRITER: After completing this form, please place it in an envelope and sign your name over the outside flap and return it to the applicant. Your prompt completion of the form is greatly appreciated.

Part I: Rating of Personal Qualities

How long have you known the applicant? _____

Please candidly evaluate the applicant by circling one for each category.

<i>In my opinion, the applicant:</i>	Completely Agree	Agree	Somewhat Agree	Disagree	Completely Disagree	No Basis For Rating
Can be depended on to follow through with responsibilities	5	4	3	2	1	NB
Seems more mature than his/her peers	5	4	3	2	1	NB
Is considered to be a motivated person	5	4	3	2	1	NB
Is perceptive to situations going on in his/her/surroundings	5	4	3	2	1	NB
Shows initiative in taking on responsibility	5	4	3	2	1	NB
Demonstrates good judgment in decision making	5	4	3	2	1	NB
Shows leadership in either official or unofficial capacities	5	4	3	2	1	NB
Is often insensitive to the needs of others	5	4	3	2	1	NB
Would be easily entrusted with the care of my own children	5	4	3	2	1	NB
Works as a team member	5	4	3	2	1	NB
Would probably respond well in crisis situations	5	4	3	2	1	NB

Part II: Narrative Report

1. How would you describe the applicant's attendance at Liturgical Services?

☐ Weekly ☐ Monthly ☐ Attends irregularly

Comments: _____

2. How would you describe the applicant's participation in the Sacraments (Confession and Communion)?

☐ Weekly ☐ Infrequently ☐ Almost Never ☐ Never

Comments: _____

3. In which parish organization has the applicant been active? (circle as many as apply)

☐ Youth Group/Teen SOYO ☐ Choir ☐ Altar Server ☐ Church School Teacher

Other: _____

4. Please comment on the applicant's Christian education through Church School:

☐ Presently attends ☐ Graduated from Church School ☐ Rarely attended

Comments: _____

5. In what ways do you think the applicant would benefit from a camp position?

6. How capable is the applicant of inspiring youth in the spiritual objectives of the camp? Ability to lead evening prayer in the cabin or unit? Example of life?

7. To your knowledge, does the applicant have any tendency toward child or sexual abuse?

☐ Yes ☐ No

8. Would you wholeheartedly recommend this applicant for a position at Camp St. Raphael?

☐ Yes ☐ No

9. Please make any additional comments you think might be helpful to us in determining whether this applicant has the qualifications to be a moral, Christian model for youth and to assume responsibility over young people in a camping situation.

Comments: _____

To the best of my knowledge, all statements made on this Reference Form are true and represent my honest appraisal of the qualifications of the applicant. **MUST BE RETURNED BY FEBRUARY 15TH**

Signature of Reference Writer

Daytime Phone Number: _____

Email Address: _____



Camp St. Raphael 2020

Mail to: 2825 NW 168th Terrace, Edmond, OK 73012
Phone: 405.410.9456 – E-mail: erin@campstraphael.org
www.campstraphael.org



Teacher/Coach Reference Form

INSTRUCTIONS FOR THE APPLICANT: Please complete this part of the form before giving it to the reference writer.

I, the undersigned, have agreed to waive my right to read this reference. After my reference writer completes this form, I will collect this reference inside a signed and sealed envelope and send it together with all other application materials.

_____	_____	____/____/____
Applicant Name	Signature	Date
_____	_____	_____
Teacher/Coach's Name	School	City, St/Pr

INSTRUCTIONS FOR TEACHER/COACH REFERENCE WRITER: After completing this form, please place it in an envelope and sign your name over the outside flap and return it to the applicant. Your prompt completion of the form is greatly appreciated.

How long have you known the applicant? _____

In what capacity? Please check one: ☐ Coach ☐ Teacher

How recently have you been in regular contact with him/her? _____

Part I: Narrative Report

1. What talents or strengths do you think the applicant will bring to the camp setting?

2. All staff members face challenges during their time at camp. Some challenges are a result of the tremendous responsibility placed on the camp staff. Other challenges stem from personal weaknesses, which all human beings have. Which difficulties do you think the applicant would be most likely to encounter if selected to be a staff member, based on his or her unique challenges?

Part 2: Rating of Personal Qualities

Please candidly evaluate the applicant based on your observed knowledge using the following scale definitions. Please circle one for each category

<i>In my opinion, the applicant:</i>	Completely Agree	Agree	Somewhat Agree	Disagree	Completely Disagree	No Basis For Rating
Can be depended on to follow through with responsibilities	5	4	3	2	1	NB
Seems more mature than his/her peers	5	4	3	2	1	NB
Is considered to be a motivated person	5	4	3	2	1	NB
Is perceptive to situations going on in his/her/surroundings	5	4	3	2	1	NB
Shows initiative in taking on responsibility	5	4	3	2	1	NB
Demonstrates good judgment in decision making	5	4	3	2	1	NB
Shows leadership in either official or unofficial capacities	5	4	3	2	1	NB
Is sensitive to the needs of others	5	4	3	2	1	NB
Should not be entrusted with care of children	5	4	3	2	1	NB
Demonstrates good problem solving skills	5	4	3	2	1	NB
Manages his/her time well	5	4	3	2	1	NB
Works as a team member	5	4	3	2	1	NB
Would probably respond well in crisis situations	5	4	3	2	1	NB
Would be easily entrusted with the care of my own children	5	4	3	2	1	NB
Has difficulty taking direction from those in authority	5	4	3	2	1	NB
Is a source of inspiration to others	5	4	3	2	1	NB
Gets along well with most people	5	4	3	2	1	NB

MUST BE RETURNED BY FEBRUARY 15TH

If needed, may we contact you for further information? ☐ Yes ☐ No

Name: _____

Daytime Phone: _____

Address: _____

Email Address: _____

City, St/Pr, Zip _____

To the best of my knowledge, all statements made or on this Reference Form are true and represent my honest appraisal of the qualifications of the applicant.

Signature of Reference Writer

____/____/____
Date



Camp St. Raphael 2020

Mail to: 2825 NW 168th Terrace, Edmond, OK 73012
Phone: 405.410.9456 – E-mail: erin@campstaphael.org
www.campstaphael.org



Employer Reference Form

INSTRUCTIONS FOR THE APPLICANT: Please complete this part of the form before giving it to the reference writer.

I, the undersigned, have agreed to waive my right to read this reference. After my reference writer completes this form, I will collect this reference inside a signed and sealed envelope and send it together with all other application materials.

_____	_____	____/____/____
Applicant Name	Signature	Date
_____	_____	_____
Employer's Name	Business	City, St/Pr

INSTRUCTIONS FOR EMPLOYER REFERENCE WRITER: After completing this form, please place it in an envelope and sign your name over the outside flap and return it to the applicant. Your prompt completion of the form is greatly appreciated.

How long have you known the applicant? _____

In what capacity? _____

How recently have you been in regular contact with him/her? _____

Part I: Narrative Report

1. What talents or strengths do you think the applicant will bring to the camp setting?

2. All staff members face challenges during their time at camp. Some challenges are a result of the tremendous responsibility placed on the camp staff. Other challenges stem from personal weaknesses, which all human beings have. Which difficulties do you think the applicant would be most likely to encounter if selected to be a staff member, based on his or her unique challenges?

Part 2: Rating of Personal Qualities

Please candidly evaluate the applicant based on your observed knowledge using the following scale definitions. Please circle one for each category

<i>In my opinion, the applicant:</i>	Completely Agree	Agree	Somewhat Agree	Disagree	Completely Disagree	No Basis For Rating
Can be depended on to follow through with responsibilities	5	4	3	2	1	NB
Seems more mature than his/her peers	5	4	3	2	1	NB
Is considered to be a motivated person	5	4	3	2	1	NB
Is perceptive to situations going on in his/her/surroundings	5	4	3	2	1	NB
Shows initiative in taking on responsibility	5	4	3	2	1	NB
Demonstrates good judgment in decision making	5	4	3	2	1	NB
Shows leadership in either official or unofficial capacities	5	4	3	2	1	NB
Is sensitive to the needs of others	5	4	3	2	1	NB
Should not be entrusted with care of children	5	4	3	2	1	NB
Demonstrates good problem solving skills	5	4	3	2	1	NB
Manages his/her time well	5	4	3	2	1	NB
Works as a team member	5	4	3	2	1	NB
Would probably respond well in crisis situations	5	4	3	2	1	NB
Would be easily entrusted with the care of my own children	5	4	3	2	1	NB
Has difficulty taking direction from those in authority	5	4	3	2	1	NB
Is a source of inspiration to others	5	4	3	2	1	NB
Gets along well with most people	5	4	3	2	1	NB

MUST BE RETURNED BY FEBRUARY 15TH

If needed, may we contact you for further information? ☐ Yes ☐ No

Name: _____

Daytime Phone: _____

Address: _____

Email Address: _____

City, St/Pr, Zip _____

To the best of my knowledge, all statements made or on this Reference Form are true and represent my honest appraisal of the qualifications of the applicant.

Signature of Reference Writer

____/____/____
Date



Camp St. Raphael 2020

Mail to: 2825 NW 168th Terrace, Edmond, OK 73012
Phone: 405.410.9456 – E-mail: erin@campstraphael.org
www.campstraphael.org



Personal Reference Form

INSTRUCTIONS FOR THE APPLICANT: Please complete this part of the form before giving it to the reference writer.

I, the undersigned, have agreed to waive my right to read this reference. After my reference writer completes this form, I will collect this reference inside a signed and sealed envelope and send it together with all other application materials.

Applicant Name

Signature

____/____/____
Date

Reference's Name

INSTRUCTIONS FOR REFERENCE WRITER: After completing this form, please place it in an envelope and sign your name over the outside flap and return it to the applicant. Your prompt completion of the form is greatly appreciated.

How long have you known the applicant? _____

In what capacity? _____

How recently have you been in regular contact with him/her? _____

Part I: Narrative Report

1. What talents or strengths do you think the applicant will bring to the camp setting?

2. All staff members face challenges during their time at camp. Some challenges are a result of the tremendous responsibility placed on the camp staff. Other challenges stem from personal weaknesses, which all human beings have. Which difficulties do you think the applicant would be most likely to encounter if selected to be a staff member, based on his or her unique challenges?

Part 2: Rating of Personal Qualities

Please candidly evaluate the applicant based on your observed knowledge using the following scale definitions. Please circle one for each category

<i>In my opinion, the applicant:</i>	Completely Agree	Agree	Somewhat Agree	Disagree	Completely Disagree	No Basis For Rating
Can be depended on to follow through with responsibilities	5	4	3	2	1	NB
Seems more mature than his/her peers	5	4	3	2	1	NB
Is considered to be a motivated person	5	4	3	2	1	NB
Is perceptive to situations going on in his/her/surroundings	5	4	3	2	1	NB
Shows initiative in taking on responsibility	5	4	3	2	1	NB
Demonstrates good judgment in decision making	5	4	3	2	1	NB
Shows leadership in either official or unofficial capacities	5	4	3	2	1	NB
Is sensitive to the needs of others	5	4	3	2	1	NB
Should not be entrusted with care of children	5	4	3	2	1	NB
Demonstrates good problem solving skills	5	4	3	2	1	NB
Manages his/her time well	5	4	3	2	1	NB
Works as a team member	5	4	3	2	1	NB
Would probably respond well in crisis situations	5	4	3	2	1	NB
Would be easily entrusted with the care of my own children	5	4	3	2	1	NB
Has difficulty taking direction from those in authority	5	4	3	2	1	NB
Is a source of inspiration to others	5	4	3	2	1	NB
Gets along well with most people	5	4	3	2	1	NB

If needed, may we contact you for further information? ☐ Yes ☐ No

Name: _____

Daytime Phone: _____

Address: _____

Email Address: _____

City, St/Pr, Zip _____

To the best of my knowledge, all statements made on this Reference Form are true and represent my honest appraisal of the qualifications of the applicant.

MUST BE RETURNED BY FEBRUARY 15TH

Signature of Reference Writer

_____/_____/_____
Date



Sexual Misconduct Policies

Policies and Procedures Regarding Sexual Misconduct at Camp St. Raphael

These *Policies and Procedures* are in addition to the Antiochian Orthodox Christian Archdiocese of North America's *Policies and Procedures Regarding Sexual Misconduct* adopted June 3, 1999.

At Camp St. Raphael we are concerned with what campers take home with them. We are also concerned with how they grow physically, emotionally and spiritually. We are concerned with their growth in human relations and how they interact with one another.

As a spiritual retreat all activities at Camp St. Raphael adhere to Orthodox Christian virtues. Among these virtues are the affirmation and acknowledgement that each person is a child of God and a Temple of the Holy Spirit (1 Cor. 6:19) created in the image and likeness of God (Gen. 1:26). It is to affirm that each person is our neighbor (Luke 10:25 et seq.) and that we are to treat each person as we wish to be treated (Matt. 7:12), i.e., with kindness, respect, patience and agape love.

Christ instructed us to love one another as He loved us (John 15:12-13), giving His life for our sakes. Accordingly, any behavior that exhibits Christian virtue is expected. Conduct which is contrary to Christ's teachings is a sin and unacceptable.

It is essential that all priests, leaders, workers, counselors, volunteers, CITs and others involved at Camp St. Raphael understand the overwhelming public concern regarding abuse and sexual conduct issues. Violations can quickly lead to the involvement of law enforcement officials and can quickly destroy the reputation and work of the Camp.

This written policy statement is designed for clarification of the issues among all staff members, volunteer or paid, counselors or CITs, clergy or laity. Admittedly it is conservative. The impressions that campers (who come from a variety of backgrounds) take home with them and pass along to their parents or friends, or parents gain when visiting CSR, help determine whether campers will return or recommend the camp to others. These same impressions or perceptions affect the reputation of the CSR. A reputation of having an outstanding camping program can take years to gain and a single inappropriate experience to lose. Members of the CSR community, including campers and staff must not be uncomfortable with their own impressions and reactions to the sexual behavior of others.

We cannot be too careful in the area of sexual abuse. Even the appearance of inappropriate conduct or the filing of a false allegation can cause irreparable damage to the reputation of the accused staff member and Camp St. Raphael. Therefore, all staff members must be very cautious in order to avoid doing anything that could be interpreted as sexual abuse or sexually inappropriate conduct.

As a result these procedures are read broadly and expansively to protect the interest of the children, campers, counselors, CITs and other staff, both volunteer and paid, clergy and laity. Conduct proscribed here is not all-inclusive. Staff must avoid even the appearance of impropriety.

There are, consequently, certain behaviors that must be mentioned that are prohibited for CSR employees and volunteers during their stay at Camp St. Raphael. These include engaging in any physical touching of any kind including but not limited to kissing, petting, caressing, or any other contact or conduct intended for sexual gratification with any other person related in any way to the camp, including but not limited to campers, counselors, CITs, employees or volunteers.

Sexual misconduct also includes verbal misconduct. Vulgar, obscene, suggestive or profane talk or behavior is strictly forbidden. Such conduct includes narrative accounts of sexual activities, sexual innuendoes, comments about one's body or that of another person, discussions of sexual activities or experiences, or obscene jokes.

There are additional behaviors, while not necessarily intended for sexual gratification, that are inappropriate due to the appearance of possible impropriety. These include interactions between staff members and other staff members (counselors and/or CITs) and/or campers such as: massages, hand holding, sitting on laps or full body hugs.

Some general guidelines for counselor behaviors with campers, CITs, and other counselors include:

Never touch anyone against the person's will (verbally or non-verbally expressed) unless it is to prevent an accident.

Appropriate touching, that takes into account the touched one's comfort level, may include pats on the back, touch on the shoulder, hugs of welcome, hello, goodbye, thanks, congratulations (however not full body or excessively long hugs), hand shakes, high fives, arms around shoulders. Appropriate touching can become inappropriate such as excessive tickling, wrestling with or teasing a camper.

Inappropriate touching is any physical contact that violates the touched person's comfort level. It is touch that is given or forced on another person for the primary satisfaction of the actor not the one touched. Touching of the genitals, buttocks or any touching for sexual gratification is always inappropriate and cannot be consensual.

It is inappropriate to share information about your personal sexuality or sex life or to inquire about another person's.

It is inappropriate to show favoritism or to encourage crushes or romantic fantasies that campers may have about you.

Respect the privacy of campers during the times when they are changing clothes or showering.

It is inappropriate to share a bed or sleeping bag with a camper.

It is inappropriate to show signs of affection to other staff in front of the campers. Behavior of the staff should be circumspect around campers so that at no time do they associate any two staff members as a couple. Any and all behavior in a camp setting must allow for perceptions and concerns of others.

All staff must be concerned for the safety and protection of the campers and others at CSR. As a result, it is required of all staff that they report any violations or other improprieties even if it involves another staff member. Failure to report an incident or complaint that is made known to a staff member can result in discharge.

If a child confides in a staff member about another camper or staff member, the staff member shall discuss the disclosure personally with the Executive Camp Director, or if that is not possible with the Camp Director, Program Director. The staff member should refrain from investigating the complaint independently or from discussing it with other staff.

Any violations of the above guidelines and procedures must be reported at once to the Executive Camp Director and to the Archdiocese Headquarters. If for any reason one feels unable to report the violation to the Director, the violation may be reported directly to the Overseeing Bishop at the

Archdiocese Headquarters. All violations will be investigated for both the protection of the child and for the protection of the one alleged to have committed the violation.

The Executive Camp Director, in consultation with the Archdiocese, will contact the appropriate authorities in accordance with relevant state and local law and the parents. Investigations of violations will follow the procedures set forth in the Archdiocese's *Policies and Procedures* June 3, 1999.

In the event the reported incident involves child or sexual abuse by a staff member, paid or volunteer, the Executive Camp Director will, without exception suspend the person from the camp. The parents or legal guardian of the child(ren) involved will be promptly notified in accordance with the directions of the relevant state or local agency.

In the event the reported incident involves an alleged violation of the guidelines less than that of abuse, the Executive Camp Director will consult with the Archdiocese to determine whether the person should be suspended pending the complete investigation.

Whether the incident or alleged offense takes place on or off camp property, it will be considered camp related. Reinstatement of the staff person will occur only after all allegations have cleared to the satisfaction of the investigative committee and the Metropolitan Primate. All camp staff and volunteers must be sensitive to the need for confidentiality in the handling of this information and should only discuss the incident with the Executive Camp Director and the investigative committee.

All staff, counselors, CITs and volunteers, lay and clergy must read and sign this policy.

SIGNATURE_____DATE_____

PRINT NAME_____



Camp St. Raphael Staff Policy for Online Social Networking and Blogging Websites

Once a person accepts a position as a member of the staff at Camp St. Raphael, they accept a great responsibility that lasts well beyond the time that one spends on the camp grounds in Wagoner, Oklahoma. Staff members will forever be recognized by campers, parents, clergy, fellow staff members, and many others as a representative of Camp St. Raphael and, more importantly, the Orthodox Christian faith.

In general, Camp St. Raphael views social networking sites (e.g., Instagram, Facebook, Snapchat, etc.), personal Web sites, and Weblogs positively and respects the right of staff to use them as a medium of self-expression. With the advent of internet technology and social networking websites, information can be posted on the internet and seen by just about anyone with access to the internet.

Each Camp St. Raphael staff member who posts information (text and photos) on the internet in any format including social networking websites, personal websites, instant messenger profiles and away messages, and any other information posted on the internet, must do so in accord with that of an Orthodox Christian lifestyle. In addition, Camp St. Raphael requires that staff observe the following guidelines when referring to the camp, its programs or activities, its campers, and/or other staff, in a blog or on a Web site:

- 1) Any photos or messages that are linked or "tagged" from "friends" and attached to your site(s) or profile(s) that are inappropriate should be removed.
- 2) Staff must be respectful in all communications and blogs related to or referencing Camp St. Raphael, its campers, and/or other employees.
- 3) Staff must not use obscenities, profanity, or vulgar language.
- 4) Staff must not use blogs or personal Web sites to disparage Camp St. Raphael, other campers, or staff of Camp St. Raphael.
- 5) Staff must not use these venues to discuss engaging in conduct prohibited by camp policies and an Orthodox Christian lifestyle, including, but not limited to, the use of alcohol and drugs, sexual behavior, sexual harassment, and bullying.

Any staff member found to be in violation of any portion of this policy will be subject to immediate disciplinary action, up to and including the staff member's voluntary dismissal from the staff at the discretion of the Camp Director.

By signing below, I agree to the policy listed above.

Print Name

Signature

____/____/____
Date