

Alpine Ministries

Full-Time Staff Guidelines

"...in honor preferring one another." Romans 12:10

I. Church Attendance

All Alpine Staff members are expected to regularly attend church services.

II. Personal Relationships

A. Personal relationships should not interfere with duties.

B. Socializing with the opposite sex must be done in public areas.

(Socializing in group settings is strongly recommended.)

C. Inappropriate displays of public affection are unacceptable.

D. Staff is not to engage in intimate personal relationships with guests.

E. No unmarried staff member is to be off campus as a couple alone in any home.

III. Music, Video Entertainment and Electronic Devices

A. As there is a wide variety in music preferences we ask that you enjoy your music privately.

B. Refrain from discussing/debating music with or in the presence of guests.

C. Any public playing or singing of music must be in keeping with the standard and preference of Alpine Ministries. (a ministry of ABC).

D. Visual Media including videos and Apps should honor God. (Do not watch movies rated above PG-13 or TV programs rated TV/MA)

E. Movie theatre attendance is **not allowed!**

- F. Video games must be appropriate. (ESRB rated A, M, RP are inappropriate)
- G. There should be no texting, listening, viewing, or browsing on devices while you are with guests, including in vehicles, during services, or while waiting for activities to start.

IV. Dress and Appearance

- A. Cleanliness and modesty are the guiding rule. All staff must be neat in appearance. (Ladies: Modest necklines are required!)
- B. Wear appropriate footwear for your activities. (Division heads will give detailed guidelines for their staff).
- C. Loose fitting modest shorts (Guideline is no higher than 3 inches above the knee). Board shorts are acceptable for guides.
- D. Swimsuits: Two-piece swimsuits exposing the midriff and French-cut swimsuits are not permitted. Clothing must be worn over swimsuits to and from the lake/pool area. (River Guides; board shorts must be worn).
- E. Class dress is required for Sunday services.

Men: Collared shirt (tucked in)
 Khaki or dress pants
 Dress shoes (Sandals are not permitted)

Women: Dresses or skirts-
 Must go to bottom of knee
NO -Tank tops, Spaghetti straps or tight fitting garments

V. Dining Hall and Meals

- A. Food/beverages are the property of Aladdin Foods.
- B. Clothes must be clean and dry in the dining hall.

VI. Staff Housing

- A. Maintain neat and orderly quarters. This includes the kitchen, rooms, hallways, and bathrooms.
- B. Members of the opposite sex are not allowed in living quarters.
(This includes Village Apartments of single students/staff).
- C. Do NOT block doors open, climb in and out of windows or disable door locks.

VII. Miscellaneous

- A. Staff is paid bi-weekly on Fridays. Money owed to Alpine may be withheld from pay.
- B. Your personal laundry is your responsibility and should be done regularly.
- C. All staff is expected to obey the campus wide speed limit of **15MPH**, and **5mph** in the camp area.
- D. Any maintenance needs should be put in writing and given to the Leadership Staff.
- E. **Curfew is 11:30pm**. This will be strongly enforced!
Any special circumstances **MUST** be pre-approved by division Supervisor

VIII. STAFF DISCIPLINE POLICY

- A. The following offenses may result in immediate dismissal:
 - 1. Use or possession of alcohol, tobacco, or illegal substances.
 - 2. Inappropriate physical, emotional, or mental treatment of any guest or staff member.
 - 3. Criminal activity - theft, drugs, etc.
 - 4. Possession of or viewing pornographic or obscene materials.

5. Inappropriate behavior or relationship with the opposite sex.

B. Disciplinary Procedures

1. First Offense - Confrontation from a Leadership Team member.
2. Second or Severe Offense - Meeting with Director to discuss how to remedy the problem; disciplinary action will depend on severity of violation.
3. Fines may be assessed! Details given by Department Director.
4. Third Offense - suspension or termination.

I have read and understand the Alpine Ministries Full Time
Staff Guidelines
and will abide by them with a God honoring attitude.

(Eph. 6:5-8)

Signature

Print Name (legibly)

Date