

TUNNEL RIDGE RANCH



Voluntary Staff

Being on staff at Tunnel Ridge Ranch can make heavy demands upon a person, **YET** it can be one of the most rewarding and exciting experiences of your life. Serving God in the natural surrounding of the ranch provides a unique opportunity to build relationships and share the Love of our Lord Jesus Christ not just through what we say, but more importantly as a day to day living witness.

If you come to serve God with a humble heart and a teachable attitude then the time you spend at Tunnel Ridge Ranch will be a great training ground for you, which can help to equip you for all future ministries.

Our desire is that all staff members, both paid and volunteer, will seek to live according to God's ways, in dependence on Him and motivated by love for Him. Those who do not yet know God in this way are encouraged to "come and see, to come to know and appreciate His goodness to all mankind".

Two of the greatest reasons for serving God in this ministry are:

1. **OBEDIENCE** to the Lord, as He gave us the Great Commission..."Go you into all the world, and preach the gospel to everybody" (Mark 16:15).
2. A deep **DESIRE** that young Australians should hear the good news – "That God so loved the world that He gave His only Son, that whoever believes in Him shall not perish, but have everlasting life." (John 3:16). And that..."There is salvation in no one else! Under all heaven there is no other name for men to call upon to save them." (Acts 4:12).

To do this effectively in a camping situation we must work together as the body of Christ (1 Cor. 12:12-27)... v. 27 "Now here is what I am trying to say: All of you together are the one body of Christ and each one of you is a separate and necessary part of it." This applies to every member of staff, speakers and leaders, cooks and kitchen staff, cleaners, horse staff, groundsmen, musicians, craft leaders and builders. Each one plays a separate and necessary part in this camping ministry.

All staff are ultimately responsible to Paul & Cheryl Fishburn, the Directors of Tunnel Ridge Ranch, (or their appointed person), then to any head of department such as Catering Manger or Horse Manager.

The Purpose of Tunnel Ridge Ranch

Tunnel Ridge Ranch has been built to glorify God, by presenting a safe and stimulating place for young people, both campers and staff to come and experience Gods love and peer friendship in new and exciting activities.

We want to present TRR in excellence, in the buildings, property, our activities and our staff. We would like you to think of serving here as a privilege and that your staffing experience is one of personal growth and fun.

We urge you to "Do your best to present yourself to God as one approved, a workman who does not need to be ashamed and who correctly handles the word of truth" (2 Tim 2:15), and "Whatever you do, work at it with all your heart, as working for the Lord, not for men, since you know that you will receive an inheritance from the Lord as a reward. (Colossians 3:23-24).

Tunnel Ridge Ranch

Policies for Voluntary Staff

Not in order of importance but all equally significant

1. Illness:

Any illness must be reported to Paul or Cheryl immediately.

2. Accidents:

Pray daily for safety and use the God-given commonsense to prevent accidents.

If an accident does occur, *report it immediately to Paul or Cheryl.*

DON'T PANIC! – PRAY!

3. Medication:

No one is allowed to take medication (including Panadol) without the permission of the person in charge of 'First Aid'. All medication must be kept in the designated safe place, unless authorized by Camp Directors or person in charge.

4. Tobacco, Alcohol, Drugs:

All staff members must not take or be under the influence of any of the above whilst on staff for camps.

5. Staff Relationships:

NO Girls allowed in the Boys staff room and NO Boys allowed in the Girls staff room **AT ANY TIME**. The ranch is a great place to form lasting relationships; however we are here to serve. Finding the man or woman of your dreams may be a bonus, but don't let it be at the expense of the ministry or our campers.

6. Telephone:

The Ranch telephone may not be used without permission. No phone calls by campers are to be made by staff unless authorized by the person in charge. Staff Mobile Phones are to be used sparingly (consider the time you're on FB & other social media), don't let the campers use your phone for anything.

7. Vehicles:

All Ranch vehicles are to be driven only by those authorized. PERSONAL vehicles are to be kept locked in the parking area and not to be used for Ranch/Camp business unless permission is given.

8. Lights Out:

Leaders have 'lights out' at the same time as campers, or as arranged by the Program Manager. All other staff must have 'lights out' half an hour after campers and no later than 11.00pm.

Remember if you get tired and irritable we all suffer!

9. Leaving the Property:

No staff member is to leave the property during camp without notifying the person in charge.

10. Staff Devotions:

Staff will meet together once a day for devotions and group prayer. All staff are expected to be at Staff Devotions, unless they are appointed to watch the campers.

11. Out of Bounds and Private residences

There are a number of residences on the Ranch property and for obvious reasons these are private. Underneath buildings and in storage areas are out of bounds. If you have need to go into one of these areas permission must be given from the person in charge.

12. Be Responsible:

Be responsible for the jobs you are given, we must work together. For example: If you are asked to prepare the camp fire and it is not ready, then the program suffers! Care and respect the property, the buildings and equipment of TRR. If you see rubbish – pick it up!

13. Supervision:

Campers MUST BE SUPERVISED AT ALL TIMES – on a hike, at least one leader in front and back, the rest of the leaders/staff in amongst the kids. Swimming – there is to be at least one person at each end of the pool - **NOT TALKING - on Life Guard Duty**. All other leaders with the kids in your group and other staff can join in.

14. Staff – Camper Relationships:

In terms of boyfriend/girlfriend relationships between Staff and Campers, THERE WILL BE NONE!!! This is neither the time nor place for starting this type of relationship with children under our care. In terms of Staff/Camper friendship and counselling – in this day and age we must be VERY CAREFUL. Whenever talking to campers one on one, ALWAYS make sure you are in a public and visible place, and that you are in eyesight of another staff member. Don't spend time alone with campers indoors or in secluded areas NO MATTER WHAT! (Leaders in your bunkrooms if this situation arises leave the door open and be on your guard!) As for counselling someone of the opposite sex, this is NOT ON either. By any means talk and share with the campers, but when the conversation gets too serious suggest they see their leader as they will best able to help them.

Sadly this is the state of our society today, and unfortunately these precautions are necessary for all concerned: Campers, Staff and the ministry of Tunnel Ridge Ranch.

15. Confidentiality

All staff members are required to maintain strict confidentiality regarding information related to Ranch business, fellow staff members and campers and any other information known.

16. Social Media and contact

Staff members are not to obtain contact details such as email, phone and address of campers. Social Media such as Facebook, Instagram etc. are to be guarded carefully. Consider your age and the age of campers and what is 'appropriate' for them. Do not give your own contact details to a camper. Cabin leaders can contact campers and, even then, only within certain guidelines. As with "staff/camper relationships" care must be taken to ensure safety on both sides.

17. Child Protection Policy

Our society regards abuse of children with the utmost seriousness. Our child protection policy details guidelines relating to the screening of staff, physical contact, personal privacy, sleeping arrangements, reporting of abuse and the maintenance of a healthy

physical and emotional environment for campers. These guidelines are to protect the children and young people from harm as well as protecting staff members and the organisation from misunderstanding and allegations. These guidelines are highlighted at the beginning of each camp and all staff members are expected to fully adhere to them.

18. Misconduct of a Staff Member

Sadly, but only occasionally, a staff member steps outside these standards of staff conduct. In these situations, senior staff members have a responsibility to protect campers and staff from harm, to maintain the good name of Tunnel Ridge Ranch in the local community and to honour God and His reputation. Disciplinary action may need to be applied to the staff member concerned and may involve restrictions on their future involvement with the Ranch. In each situation, senior staff will seek to conduct the process in a prayerful, fair and considerate manner, seeking to reflect God's attributes of truthfulness, justice, mercy and love to all concerned.

Expectations & Responsibilities of all Staff

Tunnel Ridge Ranch is a Christian Youth Camp and the majority of voluntary staff, are Christians, whose involvement is an expression of their commitment to God. However, some staff may be just beginning to consider the truths of Christianity and are encouraged to "come and see, so that they may come to know and appreciate God's goodness to all mankind".

We encourage staff to have a personal relationship with God through having accepted Jesus Christ into their life.

As a staff member you will be expected to:

- a. Accept Tunnel Ridge Ranch policies and statement of faith and abide by them.
- b. Accept and respect the authority of leaders over me and act in accordance with their directions.
- c. Pre-understanding of others! You will be living in close proximity with people of varied temperaments, cultural backgrounds, religious traditions, and standards of grooming and housekeeping.
- d. Be neat and tidy in all personal habits. Be a good 'advertisement' for the Ranch and God. Your appearance should be neat and tidy, however your clothing for working around the property and participating in activities, should be practical and modest. Shoes must be worn for safety, consider the safeness of wearing of thongs or sandals. Remember campers are asked not to wear thongs..
- e. Show a willingness to work in harmony with others on staff to achieve the common objective of Tunnel Ridge Ranch. Be aware of others needs and emotions.
- f. Attend all required staff training sessions, and be prepared personally for the responsibility.
- g. Arrive for camp at the designated time before each camp.

- h. All staff are to be at 'Camp Fire' for Time Out. If you cannot stay for all of time out you must leave before the singing has finished, so as not to interrupt from the message. Kitchen Staff may be required to finish duties before attending..
- i. To do the best job that you possibly can. You should be striving for excellence and efficiency in all that you do, which means making the best possible use of your time to do your job properly. This does not mean sacrificing a job well done for a few extra minutes of spare time. Be complete in every job you do and if you are ever in doubt, don't hesitate to ask someone.
- j. Complete training as required and attend Staff training events.
- k. Understand that any perpetration of verbal, emotional, physical or sexual abuse or harassment is unacceptable and will be treated seriously and sensitively.
- l. Will act with courtesy, consideration and good judgment in all interpersonal relationships. Treat all people with respect and dignity regardless of age, gender, religious/denominational affiliation, sexual orientation or personal circumstances.
- m. Will not use TRR to promote my own agenda or a particular denominational or religious belief, behaviour or practice.
- n. Maintain a good attitude.
All the tasks/jobs during camp are different and may require you to sacrifice not being involved in something you would like to because you have work to do.

Kitchen staff may be working whilst a fun activity is happening, but this is necessary so that the campers and staff can have great meals. Leaders are on the job 24/7 so may get tired. Horse Staff get up early. There are pros and cons in every job and we ask that you do what is necessary to complete your part in the running of the camp. All these jobs are part of having a great camp. Like the body we are all 'parts working together' to bring about the BEST camp. If you have a problem or request to attend a particular activity, then talk with your supervisor to work towards a solution.

You may know those with whom you'll work before you get here, or it may be an opportunity to make new friends. In any case, when individual personalities live and work together in close quarters, there is potential for strife, which hinders both your work and the Ranch's ministry.

Bad attitude will cause hurt to you and those around you. Check out your own attitude – is your complaint valid in the light of your own performance? If not, clean up your own act before criticizing someone else's. If you feel you have a valid complaint or problem, and it concerns someone, explain your feelings to your supervisor and they'll handle the matter. Attitude toward the Campers: Service with a smile' may sound corny, but it is an order and essential to your ministry. Especially with the younger campers, your patience may wear a bit thin, but try to keep smiling, be calm and helpful. Remember, they're why you're here. Take time and make opportunities to meet and get to know campers on an individual basis during your spare time. It may be as simple as starting up a conversation with a camper while walking on a hike, or sitting around the campfire. You'll find it a personal blessing to share in campers' lives, and God may use you to speak to them.

And last but not least.....

- o. Maintain a close daily relationship with God. Read your bible and/or devotional daily, and pray. If you are still to find a relationship with God, then we ask that you be open to the teachings and ethos of Tunnel Ridge Ranch.

Tunnel Ridge Ranch agrees to:

- i Educate and train volunteers in their duties and responsibilities.
- ii Support volunteers as they carry out their roles.
- iii Provide policies and procedures for best practice.
- iv Have adequate insurance to cover volunteers and programs.

**Tunnel Ridge Ranch Association Incorporated
Statement of Faith**

We believe:

- a. the Bible is the written word of God, divinely inspired by God the Holy Spirit.
- b. in the one-eternal God, Creator, and Lord of the world. Father, Son and Holy Spirit.
- c. that Jesus Christ, being the son of God, gave his life so that we, sinners may have eternal life.
- d. in the fall of man who although created by God in the image of God sinned against God.
- e. that all men are perishing because of sin, but God loves all men, and wants no one to reject Him but that all should repent.
- f. the Lord Jesus Christ died for our sins and that all who believe in Him by faith and accept of Him as Lord and Saviour are fully justified by faith on the ground of Christ's shed blood on Calvary's cross.
- g. that Jesus Christ died for our sins and was raised bodily from the dead.
- h. that all who receive by faith the Lord Jesus Christ as personal Lord and Saviour are born again of the Holy Spirit and thereby become children of God, entitled to the privileges of being a son/daughter.
- i. in the power of the Holy Spirit.
- j. that Jesus Christ will return personally and visibly, in power and glory.
- k. the responsibility of every born again believer is obedience to Christ's commission to the Church to "go into the world and preach the gospel to every nation:.
- l. we believe in the eternal existence of the spirit, the bodily resurrection of everyone and the judgement of the world by our Lord Jesus Christ.

*Note: this is an abridged version of the 'statement of faith'
Contained in the Tunnel Ridge Ranch Articles of Association.*

A full version is available on request.