

# Spring Canyon

## Summer Staff Standards of Conduct - 2024

(“Love Your Neighbor and Don’t Be Stupid”)

*“But be sure to fear the LORD and serve him faithfully with all your heart; consider what great things he has done for you.” (1 Samuel 12:24; NIV84)*

*“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. It is the Lord Christ you are serving.” (Colossians 3:23-24; NIV84)*

Spring Canyon is a Christian Retreat and Conference Center, owned and operated by Officers' Christian Fellowship (OCF) and dedicated to God's glory and His work. While at Spring Canyon, you must honor Jesus Christ and conduct yourselves in accordance with **OCF's Guidelines of Biblical Conduct**:

- Strive to follow Jesus, obey his teachings, and become more Christ-like (Phil 4:8-9, 2 Tim 3:16-17, 1 Pet 1:14-16, 1 John 1:8-10, 1 John 2:4-6)
- Serve as unto the Lord (Matt 5:16, Acts 5:29, Col 3:23-24)
- Let God judge the heart while we examine the fruit of fellow believers (Matt 7:15-20, 1 Cor 5:12-13, 2 Tim 2:24-26)
- Do not glorify, condone or live in unrepentant sin (Rom 6:1-2, 1 Cor 6:9- 11, Gal 2:20, 1 John 2:1)

**Spring Canyon's Core Values** describe our “*LEGACY*” of faithful ministry - we are together stewards of a sacred trust. Our Core Values define *how* we serve guests and fellow staff members:

- **Living Water:** *Offering renewal and refreshment (John 4:13-15; John 7:37-38)*
- **Earnest Excellence:** *Exceptional quality; Serving with a whole heart (Colossians 3:23)*
- **Grace-Filled Hospitality:** *We need grace to be hospitable (Philippians 2:4-7)*
- **Actions Worthy of the Gospel:** *Motives and attitude behind our actions (Col. 1:10-13)*
- **Christ-like Community:** *“Behold, how good and pleasant it is when brothers dwell in unity!” (Psalm 133)*
- **Yes! Welcome Home. Adventure Awaits!** *(Philippians 2:5-8; John 14:3)*

While at Spring Canyon we ask you to live by the following summer staff standards of conduct in addition to OCF's Guidelines of Biblical Conduct and Spring Canyon's Core Values.

### **GENERAL**

1. Honor the Lord in all you do! Don't be mean or stupid.
2. If a teammate is breaking one of these standards, then lovingly confront him/her directly. Uphold the standards and encourage others to do the same. Don't let your teammates be mean or stupid.
3. Help cut down on everyone's workload by cleaning up after yourself and leave all areas better than you find them. You can even clean up other people's trash! That's totally acceptable.

4. Attend all scheduled activities (to include devotions). The only exceptions are days off. Be on time to all activities. Tardiness will be humiliating.
5. "The Rule of Three (or more)": Two members of the opposite sex will not be alone together in a private place. When one-on-one conversations need to happen, these should be conducted in a public area, where there is less temptation, more accountability, and limited potential for people to assume the worst. Exceptions (i.e., a male and female staff member going to coffee together) require specific approval from the directors of both staff members. Please look out for each other and help one another remain accountable... and totally above reproach. No "purpling" in private.
6. Swearing, gossiping, complaining, or unwholesome talk is not acceptable. Whiners don't prosper. "If you need to talk to more than one person about a problem, you don't want help, you want attention." - Elon Musk's Mom
7. Do not listen to music on the job unless explicitly approved by a director. Tune-in to the task at hand and the people around you. Music can be distracting to the guest experience and may reduce safety (working at the woodpile or around machinery, etc.). God-honoring music is allowed in the kitchen and laundry room at a low volume.
  - a. Earbuds may not be worn while working, without express permission from the supervisor for that specific job. One-time approval is not blanket approval.
8. We encourage you to minimize watching movies – use the time to do other things with other staff members. For Cornerstone, watching movies is only allowed with supervisor approval.
9. Cornerstone Staff only: Do not bring laptops to Spring Canyon unless previously approved by the Director of Operations or Center Director for required work. Do not bring electronic gaming systems or handheld gaming devices. Cell phones are only allowed during your day off each week. Your supervisor will retain your cell phone throughout the remainder of the week.
10. Spring Canyon will make every effort to accommodate legitimate food allergies, sensitivities and intolerances. We may ask for a doctor's medical confirmation of these issues. Spring Canyon makes no assurances that we can accommodate dietary preferences that are not medical in nature. In these cases, it may be advisable to bring your own food to supplement the meals Spring Canyon will serve. Glu-tards unite!
11. NO ALCOHOL, TOBACCO, OR DRUG USE during your time of service here, including off-camp. If wine is served for the sacrament of communion or mass, it is an exception. No "rocky mountain highs" allowed!
12. DO NOT BRING FIREARMS OR WEAPONS to the conference center. A basic pocket knife is acceptable.
13. Return all tools, equipment, etc. to their proper location at the end of each day. Restore all work areas to a clean and neat condition. While hide-and-seek with tools might be fun during your off time, we'd prefer not to deal with that while working.
14. Do not borrow anything without the owner's permission. That's thievery!
15. Do not remove any equipment from the Camp Buxton storage area without permission from the Director of Interns & Outdoor Leadership or the Senior Guide. More thievery!
16. Do not remove anything from the fenced maintenance area, including the shop, without approval from the Director of Facilities & Maintenance or the Maintenance Manager. Still more thievery!
17. No climbing on Sheep Mountain. The loose rocks make the mountain unsafe to climb. A splat on the hillside you will be.

18. Males and females may not camp out alone overnight together; groups of males and females may camp out on official Spring Canyon functions or by approval of a Director. "Purpling" in tents is only for married couples.

### **DATING AND PUBLIC DISPLAYS of AFFECTION (PDA)**

In an effort to remove the many distractions that can hinder your ability to serve, learn, and grow this summer, we have a no-dating policy for all Cornerstone volunteers - don't even think about it. Senior Staff may date other Senior Staff members, per the standards of conduct below.

Teamwork is important and "pairing off" can damage the team. We realize that healthy romantic relationships can develop among staff members, but we discourage you from actively seeking such relationships. Remember that you volunteered to serve in a professional manner that honors God, our guests and fellow staff, and the ministry of OCF and Spring Canyon. "Pairing off" - especially when done in secrecy - is usually visible and uncomfortable for both guests and fellow staff members, often detracts from work, and damages team morale and cohesion. Enjoy this summer and the opportunity for no-expectations, no-strings-attached friendships with godly men and women. We support healthy, responsible, and appropriate dating (and great couples have come from Senior Staff!) when these standards are honored and upheld. There is a right way and a wrong way to approach dating. The wrong way is to participate in "stealth dating". Stealth dating takes the sneaky approach and finds ways to justify time spent together or deny that you are overstepping boundaries. Here are some examples of appropriate and inappropriate interactions:

- *Appropriate Interaction:* Going out in groups, OCCASIONAL one-on-one chats in public areas, getting to know each other as friends and learning each others' character.
  - *Inappropriate Interaction (before approval for dating):* Going out one-on-one, daily hanging out one-on-one, common knowledge by most of the staff that the two of you are "kind of together," etc.
1. Absolutely no "pairing off" or dating by minors or Cornerstone staff members.
  2. Senior Staff members 18 years and older must obtain approval from their supervisors and the Director of Operations or Center Director before dating. You will be thoroughly briefed on all things acceptable and will be interrogated as by the father of each of you. Senior Staff who have obtained approval may date during off-duty times and are still subject to the standards of conduct regarding curfews, travel, and director notification. Maintain discretion in all your actions.
  3. Obtaining supervisor and director approval for dating also applies if Senior Staff are requesting to date a year-round Spring Canyon staff member or a family member of year-round staff.
  4. Do not attempt to avoid accountability and responsibility by dating or "pairing off" in secrecy - this has a corrosive effect on the entire team.
  5. Dating couples must maintain proper decorum at all times, on and off property. If a dating relationship starts to decrease team cohesion and distract from performance, then the Director may ask that this relationship be curtailed while still at Spring Canyon.
  6. No dating couples may be parked in a vehicle on property.
  7. No romantic physical contact is allowed among staff members. No holding hands, kissing, snuggling, romantic hugging, backrubs for the opposite sex, or other intimate contact. This is important for several reasons:
    - Your actions are seen by our guests and set a tone for the conference center. We aren't a matchmaking operation!
    - You set an example for other staff members.

- Physical contact typically escalates.

## **CELL PHONES**

1. Cell phones are to be used during off duty times only.
  - a. Cell phones will NEVER be out when working with children or when at any dining room table (even if it's your day off).

## **APPEARANCE**

At Spring Canyon, please maintain a modest and respectable standard of appearance because:

- You are a representative of Jesus Christ. We believe that everything about you, including your physical appearance, portrays a witness for Christ. You are also a representative of Spring Canyon.
  - We are here to minister to our guests. We must keep our appearances conservative and acceptable to a broad range of faith traditions, which may be more stringent than your personal standards.
1. Wear your Spring Canyon Staff T-shirt as much as possible while serving, especially at mealtimes and staff introductions.
  2. No tank tops, tube tops or spaghetti-strap tops, low v-necks, or tight T-shirts. Your armpits nor cleavage should be seen. If you aren't sure, your supervisor will be sure to inform you.
  3. No torn, holey or cut-off clothes. No "sagging" type of clothes, no mini-skirts, form fitting dresses or skirts. If you wear leggings, your shirt must be long enough to reach your thighs. You will be sent back to change your clothes if your clothing is not appropriate. In short, ensure your clothing isn't short (or missing parts).
  4. No short shirts that expose your belly when your arms are held straight out sideways at the same time. (Spread your arms ready to play "airplane" to test this). Shirts must tuck in or extend over the pants.
  5. Ladies' dress/skirt length must be at least one inch past fingertips when both arms are hanging straight down at your side (at the same time) and fingers are extended.
  6. Shorts must be long enough to fall NO MORE THAN 6 INCHES ABOVE your knee (it's easy to evaluate this with a common ruler, so please do so before packing). Running shorts are acceptable for designated fitness activities in your off time.
  7. No pajama articles may be worn outside of your quarters.
  8. Two-piece swimsuits are not permitted. Swimsuits must be modest and respectable - not drawing undue attention to the body. Gentlemen - no Speedos, please!
  9. Everyone will wash up for meals. Wear clean clothes if you are serving the meal.
  10. Ladies are permitted a single conservative nose stud or nose ring, but other facial piercings are not allowed. No gages or extravagant earrings for the ladies. No piercings for guys. Modest jewelry for all (as determined by the Spring Canyon leadership, not personal opinion).
  11. Mens' facial hair must be neatly trimmed and clean; nothing extravagant or scraggly (as determined by the Spring Canyon leadership, not personal opinion).
  12. Tattoos should be reasonably concealed or inconspicuous. If you need a "sleeve" to reasonably conceal your tattoo, plan to wear it at all times.
  13. Close-toed shoes will be worn to ALL meals. If open-toed shoes are worn to the dining room (unless it's your day off and you don't plan to enter the kitchen) they will be removed and given to your supervisor. You'll depart the dining room and return only when you have close-toed shoes on.

## **PRIVATE QUARTERS**

1. Male quarters are OFF LIMITS to all females, and female quarters are OFF LIMITS to all males.
2. QUIET HOURS:
  - Quiet hours throughout the conference center are 10 pm to 7 am every day.
  - Cornerstone Curfew (in your room or building) is 10 pm.
  - Senior Staff Curfew is midnight.
  - Love your neighbor well (especially fellow staff members living with you) by practicing responsible noise and light discipline so they can sleep!
  - Remember that you volunteered to serve here in a professional manner. Lack of sleep adversely affects performance and attitudes and leaves us vulnerable to temptation. If staying up late adversely affects your duties and behavior, you may be assigned an earlier curfew or additional duties.
  - Be considerate of others if you rise early to run or do devotions.
3. Keep your living area neat and clean at all times (picked up prior to devotions). Clean and vacuum common areas, bathrooms, and refrigerators weekly at a minimum. Staff leaders will establish a plan to accomplish this.
4. Sleep in your assigned room so we can find you in the case of an emergency.
5. Rooms may be inspected by your supervisor at any time (don't leave your underwear out). Rooms will be inspected a minimum of once per week.
6. Do not enter another person's room without permission.

## **PUBLIC BUILDINGS/AREAS**

1. ANY building you use should be left in better condition than you find it.
2. Keep personal gear in your room or with you. You may keep a minimum of items in HHL.
3. Stay out of the First Aid cabinet. Admittance by supervisors only.
4. Do not enter the pumphouses or any part of the water system.
5. No sunbathing anywhere on camp.
6. Turn off lights when not needed. Close doors and windows at night if the heat is turned on.
7. No staff is permitted on any rooftops except when assigned to specific maintenance tasks by the Director of Facilities & Maintenance, and then only with required safety equipment and supervision.
8. Do not hang out in the sofa area of the Dining Room or the lounge area outside Conference Rooms A & B - these areas are for guests. Conference Room B is designated as a staff lounge. Please note that no food is allowed. Drinks are only allowed when actively drinking. Do not leave any cups/mugs/etc in the staff lounge. Please observe and abide by the staff lounge posted "rules."
9. HOC / Weight equipment:
  - a. The HOC is not a hang out. You may be in the HOC for work or to use the weights only during posted hours. If you are under 18, you must be accompanied by a staff member 18 or older to use the weights. Replace all weights and workout equipment when done EVERY TIME.

## **MAIN OFFICE and GUEST OFFICE**

1. Summer Staff should not enter the office unless you have official business or are specifically authorized by office staff.
2. No personal calls from the office or kitchen phones, except in cases of emergency.

### **KITCHEN/MEALS**

1. If you are not working in the kitchen, please stay out! No loitering in/around the kitchen doors.
2. You must wear closed-toed shoes when working in the kitchen, therefore closed-toed shoes MUST be worn to EVERY meal by EVERY staff member unless it is your day off. Clearing tables is EVERYONE'S job.
3. All non-kitchen summer staff are PROHIBITED from entering and/or taking food from the freezers, walk-in refrigerator, or storage room at any time.
4. Don't walk through the kitchen to get to the dining room or parking lot. Use designated staff entrance/exits.
5. If you expect to miss a meal, notify your supervisor and ensure he/she updates the Staff Schedule. You are always on the meal count unless your supervisor edits the Staff Schedule.
6. All meals are part of your work day. They are optional only if you are off.

### **VEHICLES**

1. All staff who will drive camp vehicles must be over 21 and pass the driver's safety class.
2. Everyone will use seatbelts at all times. This includes all drivers and passengers - no matter how short the trip. Staff may sit in the bed of the camp pickup trucks only when making short trips on conference center property, never on the public road.
3. Speed limit for all vehicles on grounds is 10 mph.
4. Privately owned vehicles (POV) may be borrowed only with owner's permission.
5. Conference center vehicles are used only with permission of the person assigned that vehicle.
6. Conference center vehicles are not available for personal use.
7. No summer staff POV parking in the kitchen lot, Critter Gulch driveway, Guest Welcome lot or Maintenance Yard.
8. All tools, equipment, trash, etc. must be cleaned out of all vehicles at the end of a workday. If vehicles are not kept clean, vehicle privileges may be suspended.
9. The grader and skid-steer are off-limits to summer staff. The ATV, Gator and Chuckwagon may be driven by authorized Senior Staff only.
10. CORNERSTONE ONLY: Cornerstone staff may only bring a POV to Spring Canyon with advance permission from the Director of Operations. Permission will be given based on extenuating circumstances and availability of parking. Cornerstone staff will not be allowed to use his/her POV while serving on Cornerstone (aside from official business as approved by the Center Director or Director of Operations). The keys must be turned in to a supervisor when the vehicle is not in use.

### **LEAVING SPRING CANYON GROUNDS**

1. All summer staff (regardless of age or responsibility) must sign out and sign in on the clipboard at the front desk.
2. Cornerstone and Senior Staff (20 years and younger): You must obtain approval from both your supervisor and director by 7 pm for departure that evening. Plan ahead!
3. Senior Staff (21 years and older): Specific permission is not required for travel in the local area. "Local Area" is defined as the cities of Buena Vista, Leadville and Salida; the Continental Divide and Cottonwood Lake. Travel outside the local area (i.e., Denver, Colorado Springs, etc.) requires approval from your supervisor and director by 7 pm for departure that evening.
4. All summer staff under 18 must have prior signed approval from their parents (Travel Permission Form) to travel with another staff member outside the local area (i.e., Buena Vista, Salida, Leadville).
5. All summer staff under 18 must have prior signed approval from their parents (Travel Permission Form) to borrow another staff member's Privately Owned Vehicle (POV), or to ride with another staff driver in a POV.
6. If you climb any mountain, you must climb with a team of at least three climbers. You must brief the Director of Interns and Outdoor Leadership, Director of Operations, or Center Director at least one day prior to climbing. Provide the director a copy of your itinerary and climbing map. If cell service is available, provide the director periodic updates as the team climbs. Coordinate with the Director of Interns and Outdoor Leadership, Senior Guide, or Outdoor Logistics Coordinator to sign out a DeLorme tracker for emergency communications.

### **TIME OFF POLICY**

1. "Time Off" means time off from work duties - not from standards of conduct and proper procedures. All standards of conduct apply when taking time off.
2. Normal time off is one day per week as your supervisor assigns.
3. Regular curfew and regular lights out still apply.

### **LAUNDRY**

1. Laundry room is available for staff use only at specific times. Laundry soap is available in the laundry room.
2. Do your personal laundry during your time off and observe the posted laundry room hours. Staff doing conference center laundry and guests have first priority.
3. Do not use commercial machines (the big machines in the back) for personal laundry - they are for conference center laundry only.
4. Do not leave laundry in machines; it will be bagged and set aside.

### **PRACTICAL JOKES AND PRANKS**

We want this summer to be a challenging and encouraging time of growth! Pranks and practical jokes will not be tolerated - these only lead to a spirit of vengeance.

## **CONSEQUENCES**

Consequences for breaking these standards of conduct will be appropriate and proportionate to the offense(s). We desire that discipline will be redemptive and reasonable, resulting in growth of all parties involved, restoration of relationships, and good order and discipline of the Spring Canyon staff. However, flagrant violations can damage your witness and degrade your trustworthiness. Serious or repeat violations may result in dismissal from Spring Canyon staff. Depending on the circumstances and nature of the offense, disciplinary consequences may include the following:

1. Discussion / counseling with your supervisor and director
2. Additional work duties (related to the offense, when possible)
3. Loss of privileges, including adjusted curfew hours, loss of days off, and/or restriction to Spring Canyon property
4. Dismissal from Spring Canyon staff and return home