

Summer Exploration 2024
Montebello Plymouth Congregational Church
144 South Greenwood Avenue, Montebello, CA 90640
Tel: (323) 721-5568 Email: summerex@montebelloucc.org

To all new and prospective staff members:

Summer Exploration is just around the corner and we're looking for staff members with a heart for serving God. The dates for our program will be July 8th through July 21st. Our training sessions will begin on July 1st through July 3rd.

The purpose of Summer Ex is to provide a fun, learning environment for children and to expose them to the teachings of the Bible. Many of our children do not attend church and this is a great opportunity to teach and be a model of your faith. It is also an opportunity for young adults to develop leadership skills that they will carry on throughout their lives.

We strongly encourage you to turn in your application on time even if you are not entirely sure of your availability. Applications that are turned in late may effect the position and responsibility to which you are appointed.

Please read the attached job description and requirements. Applicants need to fill out a staff application, emergency medical form, obtain a letter of reference and go through the process of an interview. Incomplete applications will not be considered. Please also pay close attention to the training schedule as these are very important to the cohesiveness of our staff.

We pray that you will search your heart and perhaps find that God is calling the servant inside you to serve His children. If you have any questions, please let us know via email, we are more than happy to give you more information.

In His Love and Promise,



Bielena Woo
Director

Applications must be submitted
By June 9, 2024

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SUMMER EXPLORATION 2024 NEEDS STAFF!

- Who and what we are:** Summer Exploration 2024 is a two-week Vacation Bible School for from preschool through 8th grade. We use the facilities and run under the auspices of Montebello Plymouth Congregational Church. In addition to teaching a Bible-based curriculum, we also include other various activities such as: arts and crafts, cooking, physical education, performing arts, field trips, and multimedia.
- When:** The program begins on Monday, July 8th and ends Sunday, July 21st. Summer Ex hours are from 9:00 a.m. – 3:00 p.m. weekdays, however, staff is expected to arrive one hour early and stay two hours late for meetings, set-up and cleaning. There are additional trips planned, and teachers are expected to be on duty during these times as well. All staff are required to attend the finale performance on Sunday, July 21st.
- Training:** Staff members are required to attend training and set-up from July 1st until July 3rd. This will allow time to learn and review program procedures, review curriculum, and meet other staff members. First aid training dates will be announced at a later date.
- Requirements:** Teachers/Aides - High School graduate, college or seminary student preferred. Jr. Aides – high school students who have completed their sophomore year. All staff members must be able to work in a team ministry situation. The Summer Ex staff member works with the directors, other teachers, and the Church Pastor. They must also show maturity in their Christian faith and a willingness to work and play with youth.
- A letter of recommendation from a church pastor or layleader will be required with the application. (A letter of recommendation is not required if attending MPCC on a regular basis).
- Scholarship Fund:** Scholarships will be awarded to all staff enrolled in a college, trade tech or university upon completion of Summer Ex. All other staff will receive an honorarium which is taxable according to state and federal laws and will be distributed also upon completion of Summer Ex.
- How to apply:** Complete the application and emergency medical forms. These must be submitted no later than **Sunday, June 9th** although it is highly recommended to apply early. Applications will be accepted via mail or email. A reference letter from a pastor or youth pastor is required for all applicants who do not attend MPCC regularly. A formal interview is then set up with the director. The actual number of staff is based on the total student enrollment. A background check will be completed on all applicants, returning or new. Submitting an application or completing an interview does not guarantee a position. Incomplete applications will not be considered.
- Where:** **Summer Exploration 2024**
Director: Bielena Woo
Montebello Plymouth Congregational Church
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Summer Exploration Staff Application
for new staff

Name: _____ **Home Ph:** (____) _____

Address: _____ **City:** _____ **Zip:** _____

Email Address: _____ **Cell Ph:** (____) _____

Date of Birth: _____

Emergency Contact Name: _____ **Phone:** (____) _____

How do you plan on getting to/from Summer Ex? _____

Do you have a first aid certificate? _____

List any days/hours you are NOT available between July 8 – July 21:

Education:

High School: _____ **Grade Completed:** _____

List school related extra-curricular activities: _____

College: _____ **Major:** _____ **Degree:** _____

Do you speak any other languages? _____ **Fluency:** _____

Work Experience (if none, most recent volunteer experience):

***Last/Current Employer:** _____

Dates Employed: _____ **to** _____

Name of Supervisor/Manager: _____ **Bus.Phone:(____)** _____

Responsibilities: _____

Do you plan to keep working during Summer Ex? Yes _____ **No** _____

If yes, what will your hours of availability be: _____

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Work/Volunteer Experience (Please feel free to use the back of this page)

Have you ever worked with young children before? _____ What were their ages and your responsibilities? _____

How would you describe yourself and why (choose from the selections below):

- 1) Self-starter 2) Team Player 3) Organizer 4) Glue that holds everything together
-

Christian Experience (Please feel free to use the back of this page)

How many times do you attend church each month? _____ When was your last visit? _____

Name of church: _____

Name of Pastor or Youth Minister: _____

(Please attach a letter of reference from the person listed above).

What do you hope to gain by working at Summer Ex? _____

What are your struggles (we all have them), and what's going well?

How would you describe your relationship with God right now?

Background and History

Would you feel comfortable if a student were able to see all of your social media content (facebook, instagram, snapchat, twitter, etc.)? Why or why not? _____

Is there any circumstance or pattern in your life which would make it inappropriate for you to serve with minors or would compromise the integrity of Summer Exploration and/or MPCC?

Yes _____ No _____ If yes, please explain: _____

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Hobbies and Leisure Activities:

List any hobbies or leisure activities that you feel would be helpful to our program:

List your attributes that will help you connect with kids:

List your attributes that will make it hard for you to connect with kids:

Please check if you have any experience in the following:

- Camping:** to what extent _____
- Art/Music:** description _____
- Counseling:** what level _____
- Leading Worship:** to what extent _____
- Cooking:** to what extent _____

How do you like to spend your free time? What do you do for fun? _____

What are your favorite praise and worship songs? _____

References:

List three people (adults who are not relatives) who have known you for more than three years. You should include at least one person with religious or organizational affiliations.

Name	Relationship	# yrs known	telephone#

By my signature below, I give to Summer Exploration and/or Montebello Plymouth Congregational Church and its agents authorization to contact references for the purpose of evaluating my character and reputation and to check criminal history records, motor vehicle records, education and employment verification. I further understand that any information will be used strictly for evaluating my qualification (or disqualification) as a staff member.

Applicant's Signature _____

Date _____

Parent/Guardian's Signature if under 18 _____

Date _____

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Applicant's Statement

I authorize any references or organizations listed in this application to give you any information they may have regarding my character and fitness for children and youth work. I release all such references from liability for any damage that may result from furnishing such evaluations to you, and I waive any right to inspect references provided on my behalf.

Should my application be accepted, I agree to be bound by the rules and regulations and policies of Summer Exploration and Montebello Plymouth Congregational Church, and to act in accordance with those, in the performance of my services on behalf of the church.

I hereby attest and certify that I have never been arrested for, charged with, convicted of, nor pled guilty to: child abuse, endangering children, gross sexual imposition, sexual imposition, voyeurism, public indecency, any offense of violence, or any existing or former offense of any municipal corporation, any state, United States, or any other nation that is substantially equivalent to any of the above offenses. (If you have been convicted of or pled guilty to any of the above offenses and wish to explain the circumstances thereof, please do so on a separate sheet.) I further certify that I have never been discharged from employment or a volunteer position because of any activity covered by the foregoing.

I hereby authorize any present or former employer, person, firm, corporation, physician, or government agency to answer any and all questions and to release or provide any information within their knowledge or records, and I agree to hold any and all of them harmless and free of any liability for releasing any truthful information that is within their knowledge and records. I further authorize Montebello Plymouth Congregational Church to conduct a check of my police criminal records and agree that I will fully cooperate in providing all information and signing all documents necessary to conduct such a check.

I hereby attest and certify that the above information provided by me is true and correct to the best of my knowledge. I understand that misrepresentations or omissions may disqualify my application or result in my immediate dismissal if I am already serving in a children- and youth-related position.

Applicant's Signature _____ Date: _____

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Medical Permission & Status Form for Staff

Name of staff member(last/first)_____ Home Phone (____)_____

Father Or Guardian Name_____ Bus. Phone (____)_____

Mother Or Guardian Name_____ Bus. Phone (____)_____

Address_____ City_____ Zip_____

Date of Birth_____

Driver's License#:_____ Auto Ins. Policy:_____

Completing the following information will not have bearing on your hiring or position.

Are you insured to transport other than family members? Yes_____ No_____

Have you ever been found at fault in an auto accident? Yes_____ No_____

If yes, please explain:_____

Alternate Emergency Contact:_____ Bus. Phone(____)_____

Doctor's Name_____ Bus. Phone(____)_____

Medical Plan & Number:_____

Allergies/Health Problems (please list food allergies) _____

(I)(We), the undersigned parent(s) of the named above, a minor, do hereby authorize the staff of Summer Exploration and Montebello Plymouth Congregational Church as agents for the above named to consent to any x-ray examination, anesthetic, medical or surgical diagnosis or treatment and hospital care which is deemed advisable by any physician or surgeon licensed under the provisions of the Medical Practice Act on the medical staff at any hospital, whether such diagnosis or treatment is rendered at the office of said physician or at said hospital.

It is understood that this authorization is given in advance of a specific diagnosis, treatment, or hospital care being required but is given to provide authority and power on the part of (my) (our) aforesaid agents to give specific consent to any and all such diagnosis, exercise of his/her best judgment may deem advisable.

This authorization is given pursuant to the provisions of Section 25.8 of the Civil Code of California.

(I)(We) hereby authorize any hospital which has provided treatment to the above named minor pursuant to the provisions of Section 25.8 of the Civil Code of California to surrender physical custody of such minor to (my)(our) above named agent(s) upon the completion of treatment. This authorization is given pursuant to Section 1283 Health and Safety Code of California.

These authorizations shall remain effective until December 31, 2024 unless sooner revoked in writing delivered to said agents.

A photocopy of this authorization shall have the same force and effect as the original.











Date_____ Signature (Parent or Guardian if under 18)_____

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July 2024



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30 	1	2	3	4	5	6
	Staff Training July 1-3					
7	Lesson 1 8 	9 	Lesson 2 10 	11 	Lesson 3 12 	13
14	Lesson 4 15 	16 	Lesson 5 17 	18 	19 	20
21 	22 Staff Outing					

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