

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

To all returning 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 8<sup>th</sup> through July 21<sup>st</sup>. Our training sessions are from July 1<sup>st</sup> through July 3<sup>rd</sup>. We will have a Staff dedication during our Worship Service on June 30<sup>th</sup>.

We strongly encourage you to turn in your application early **even if** you are not entirely sure of your availability. The deadline for returning staff is June 11<sup>th</sup>. Applications that are turned in late may effect the position and responsibility to which you are appointed. Furthermore, please understand that completing the application does not guarantee you a position.

Please read the attached job description and requirements. There have been some important changes to the application and requirements. You will be advised by mid-June if you will go through the process of an interview. If you already know that you have restricted time this summer please 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 once again serve His children. If you have any questions, please let me know via email, I am more than happy to give you more information.

In His Love and Promise,



Bielena Woo  
Director

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**SUMMER EXPLORATION 2024 NEEDS TEACHERS & AIDES!**

- Who and what we are:** Summer Exploration 2024 is a two week Vacation Bible School for children from preschool through 8<sup>th</sup> 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 8<sup>th</sup> and ends Sunday, July 21<sup>st</sup>. Summer Ex hours are from 9:00 a.m. – 3:00 p.m. weekdays, however, staff are expected to arrive one hour early and stay two hours late for meetings, set-up and cleaning. There are additional sleepovers and 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 21<sup>st</sup>.
- Training:** Staff members are required to attend training and set-up from July 1<sup>st</sup> until July 3<sup>rd</sup>. 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: High School graduate, college or seminary student preferred. All staff members must be able to work in a team ministry situation. The Summer Ex teacher 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. Aides and Jr Aides: Must be a High School sophomore or above.  
All returning staff must be attending MPCC or another church, a Christian fellowship or Bible Study regularly.
- Scholarship Fund:** Scholarships will be awarded to all staff enrolled in a college, trade tech or Jr. College upon completion of Summer Ex. We do not publicize the amount of scholarships, however, if this is a concern, please feel free to contact the director.
- How to apply:** Complete the application and emergency medical forms. These must be submitted no later than **Sunday, June 9<sup>th</sup>**. Applications will be accepted via mail or email. A reference letter from a pastor or youth pastor is required for all applicants who did not work in 2023. 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.
- Where:** **Summer Exploration 2024**  
Director: Bielen Woo  
Montebello Plymouth Congregational Church  
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Tel: 323-721-5568 Email: [summerex@montebelloucc.org](mailto:summerex@montebelloucc.org)

**COMPLETION OF THIS APPLICATION IS NOT A GUARANTEE OF HIRING**

Applications must be submitted By June 9, 2024

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**Summer Exploration Staff Application**  
**for returning 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:**

\_\_\_\_\_  
\_\_\_\_\_

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**Past Summer Ex Experience**

**\*Last Summer Ex staff position:** \_\_\_\_\_ **Year** \_\_\_\_\_

**Describe any difficulties or issues you experienced including those with staff, directors, or with the program in general:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Were those issues resolved? Yes** \_\_\_\_\_ **No** \_\_\_\_\_ **If no, please explain:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**In the past, what was the most difficult aspect of serving as a staff member?**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**What do you feel you can do differently to make a positive change?**

\_\_\_\_\_  
\_\_\_\_\_

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

How many times have you been attending 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? \_\_\_\_\_

\_\_\_\_\_

How would you describe your spiritual journey and relationship with God right now:

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

What is your personal vision for ministry at Summer Exploration? Do you have any ideas of how God might accomplish that through you? If so, please explain:

\_\_\_\_\_

\_\_\_\_\_

**Background and History**

Would you feel comfortable if a student were able to see all of your social media content (facebook, instagram, snapchat, tiktok, 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: \_\_\_\_\_

\_\_\_\_\_

If you could choose any age/grade level to work with, what would it be and why: \_\_\_\_\_

\_\_\_\_\_

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**Hobbies and Leisure Activities:**

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

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In choosing to serve God with your gifts and talents, please answer the following questions:

Are you.....

willing to mentor and assist in the training of new staff?    yes \_\_\_ no \_\_\_

If yes, how: \_\_\_\_\_

If no, why not?: \_\_\_\_\_

willing to lead in planning theme days?    yes \_\_\_ no \_\_\_

If yes, how: \_\_\_\_\_

willing to lead with music and/or arts?    yes \_\_\_ no \_\_\_

If yes, how: \_\_\_\_\_

willing to lead devotionals and prayers?    yes \_\_\_ no \_\_\_

If yes, how: \_\_\_\_\_

If no, why not?: \_\_\_\_\_

**Comments and/or suggestions:**

**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 the Community of Christ 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)** \_\_\_\_\_

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**(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
<b>30</b> 	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
	Staff Training July 1-3					
<b>7</b>	<b>Lesson 1 8</b> 	<b>9</b> 	<b>Lesson 2 10</b> 	<b>11</b> 	<b>Lesson 3 12</b> 	<b>13</b>
<b>14</b>	<b>Lesson 4 15</b> 	<b>16</b> 	<b>Lesson 5 17</b> 	<b>18</b> 	<b>19</b> 	<b>20</b>
<b>21</b> 	<b>22</b> Staff Outing					

Applications must be submitted By June 9, 2024