

# Summer Exploration 2025

Montebello Plymouth Congregational Church

144 South Greenwood Avenue, Montebello, CA 90640

Phone: (323) 721-5568 Email: [summerex@montebelloucc.org](mailto:summerex@montebelloucc.org)

To all new and prospective staff members:

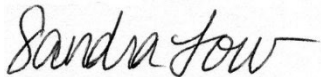
Summer Ex is just around the corner and we're looking for staff members with a heart for serving God. The dates for our program will be July 7<sup>th</sup> through July 20<sup>th</sup> with staff training sessions from Monday, June 30<sup>th</sup>, through Thursday, July 3<sup>rd</sup>. We will have a staff dedication during our worship service on Sunday, June 29<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 staff applications is Sunday, June 8<sup>th</sup>. Applications that are turned in late may affect the position and responsibilities to which you are appointed. Furthermore, please understand that completing the application does not automatically guarantee you a position on our staff.

Please read the attached job description and requirements. You will need to fill out both the staff application and emergency medical form, obtain a letter of reference, and submit all of them by our deadline. An incomplete application will not be considered. After reviewing your application packet, we will schedule you for an interview if we feel there is a place for you on our team. If you know that you will be busy this summer and it may interfere with our staff training sessions and/or work days, let us know as soon as possible since good attendance is vital for staff cohesiveness and teamwork.

We pray that you will search your heart to determine if God is again calling you to join us in providing a caring, safe haven for the children in our care. If you have any questions or concerns, please email me at [sandra.low.summerex@gmail.com](mailto:sandra.low.summerex@gmail.com) or call my cell (323) 899-0138.

Looking forward to a summer filled with God's love and grace,



Sandra Low  
Director

Applications must be submitted by Sunday, June 8, 2025.

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**SUMMER EX 2025 NEEDS TEACHERS & AIDES!**

**Who and what we are:** Summer Exploration 2025 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 (MPCC). In addition to teaching a Bible-based curriculum, we also include other various activities such as arts and crafts, games, cooking, physical activity, performing arts, field trips, and multimedia.

**When:** Our program begins on Monday, July 7<sup>th</sup> and ends Sunday, July 20<sup>th</sup>. Program hours for kids are 9:00 a.m. – 3:00 p.m. weekdays; however, staff are expected to arrive by 8:00 a.m. and stay until 5:00 p.m. for cleanup, meetings, and preparation. If sleepovers and trips are scheduled, the staff is expected to be on duty during these times as well. All staff are required to attend the finale performance at MPCC on Sunday, July 20<sup>th</sup>.

**Training:** Staff members are required to attend training sessions June 30<sup>th</sup> - July 3<sup>rd</sup>. These sessions are for learning and reviewing program procedures, going over curriculum, and meeting the other staff members. First aid training may be included or scheduled for at a later date.

**Requirements:** All staff members must be able to work in a team ministry environment. They must also show maturity in their Christian faith as well as a willingness to work and play with youth. Teachers must be high school graduates; college or seminary student preferred. A teacher will work with the directors, other teachers, and our church pastor. Aides and junior aides must be high school sophomores or above. A letter of recommendation from a church pastor or lay leader will be required with your application. However, a letter of recommendation is not required if you are attending MPCC on a regular basis.

**Compensation:** Upon completion of the program, scholarships will be awarded to all staff *enrolled in a college, trade tech or junior college*. Other staff will receive an honorarium, taxable according to state and federal laws. While the specific amount for scholarships and honorariums is not publicized, we will share a chart with the staff explaining the different factors that determine the amount given. If there are further questions, 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 8<sup>th</sup>**. Applications will be accepted online, via mail, or via email. Again, a reference letter from a pastor or lay leader is required for all new applicants. A formal interview will then be set up with the director. A background check will be completed on all applicants, returning or new. Again, submitting an application or completing an interview does not guarantee a position, and incomplete applications will not be considered. The number of staffers that we hire is based on our total student enrollment.

**Where:** **Summer Exploration 2025**  
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Director: Sandra Low, [sandralow.summerex@gmail.com](mailto:sandralow.summerex@gmail.com)

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

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**Summer Exploration Staff Application  
for New and Prospective Staff**

Name \_\_\_\_\_ Home Phone (\_\_\_\_) \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
Email Address \_\_\_\_\_ Cell Phone (\_\_\_\_) \_\_\_\_\_  
Date of Birth \_\_\_\_\_  
Emergency Contact Name: \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_  
How do you plan on getting to/from Summer Ex? \_\_\_\_\_  
Do you have a first aid certificate? If so, date issued? \_\_\_\_\_  
List any days/hours you are NOT available between July 7 – July 20. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**EDUCATION**

High School \_\_\_\_\_ Grade Completed \_\_\_\_\_  
List school related extra-curricular activities. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
College \_\_\_\_\_ Major \_\_\_\_\_ Degree \_\_\_\_\_  
List any other languages you speak. \_\_\_\_\_ Fluency \_\_\_\_\_

**WORK EXPERIENCE (if none, most recent volunteer experience)**

Last/Current Employer \_\_\_\_\_  
Dates Employed \_\_\_\_\_  
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? Yes No

If yes, 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 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?

**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 of your 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 adults who are not relatives but have known you for more than three years. You should include at least one person with religious or organizational affiliations.

Name	Relationship	Number of Years Known	Phone
1) _____			
2) _____			
3) _____			

By signing below, I give to Summer Exploration, Montebello Plymouth Congregational Church, and their agents authorization to contact references for the purpose of evaluating my character and reputation as well as permission to check criminal history records, motor vehicle records, and 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**

**Print Parent/Guardian's Name (if applicant is under 18)** \_\_\_\_\_

\_\_\_\_\_

**Parent/Guardian's Signature (if applicant is 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, regulations, and policies of both Summer Exploration and Montebello Plymouth Congregational Church, and to act in accordance with those, in the performance of my service on behalf of both organizations.

I hereby attest and certify that I have never been arrested for, charged with, convicted of, nor pled guilty to child abuse, child endangerment, any form of sexual imposition, voyeurism, public indecency, any offense of violence, or any other existing or former offense substantially equivalent to any of the above offenses in violation of any municipal, corporation, state, the United States, or any other nation. (If you have been convicted of or pled guilty to any of the previous 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 listed above.

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 on staff.

**Applicant's Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

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**MEDICAL PERMISSION & STATUS FORM FOR STAFF**

Name of Staff Member(last/first) \_\_\_\_\_  
Home Phone (\_\_\_\_\_) \_\_\_\_\_ Cell Phone (\_\_\_\_\_) \_\_\_\_\_  
Father/Guardian Name \_\_\_\_\_ Cell Phone (\_\_\_\_\_) \_\_\_\_\_  
Mother/Guardian Name \_\_\_\_\_ Cell Phone (\_\_\_\_\_) \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
Date of Birth \_\_\_\_\_  
Driver's License# \_\_\_\_\_ Auto Ins. Policy \_\_\_\_\_

Completing the following information will not have any 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 \_\_\_\_\_ Cell Phone (\_\_\_\_\_) \_\_\_\_\_  
Doctor's Name \_\_\_\_\_ Phone(\_\_\_\_\_) \_\_\_\_\_  
Medical Plan & Number \_\_\_\_\_  
Allergies/Health Problems (please list food allergies) \_\_\_\_\_

I/We, the undersigned parent(s) of the minor named above, do hereby authorize the staff of Summer Exploration and Montebello Plymouth Congregational Church as agents for said minor to consent to any x-ray examination, anesthetic, medical/ surgical diagnosis or treatment, and hospital care deemed advisable by a 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 aforesaid agents to give specific consent to any and all such diagnosis, treatment, or hospital care that in their 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 the agent(s) identified above 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, 2025 unless revoked sooner in writing delivered to said agents.

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

\_\_\_\_\_  
**Signature of Parent/Guardian (if staff member is under 18)**

\_\_\_\_\_  
**Date**

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## July 2025



SUN	MON	TUE	WED	THU	FRI	SAT
29 	30	1	2	3	4 	5
Staff Training June 30–July 3						
6	7 Lesson 1 Starting at the Beginning 	8 Lesson 2 Swim Day 	9 Lesson 3  Let the Games Begin!	10 Lesson 4 Water Day  (Possible Sleepover)	11 Lesson 5  It's a Jungle Out There	12
13	14 Lesson 6  Time to Tie-dye	15 Lesson 7 Swim Day 	16  AMERICA'S 1 <sup>ST</sup> THEME PARK	17 Lesson 8  Meet & Greet (Possible Sleepover)	18 Rehearsal  Prepping for Super Sunday	19
20 Church Service & Lunch 	21	22	23	24	25	26

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