

# Resident Staff Orientation Checklist

Team \_\_\_\_\_ Hire Date \_\_\_\_\_

- Explain history and purpose of the organization and his or her department team.
- Explain organizational chart, letting new staff member know his or her team leader.
- Show new staff member his or her work area (explain supplies and procedures, give keys to buildings)
- Present copy of Resident Staff Manual and have the employee complete the following forms (if they haven't already—Ministry Bound grads should have some of the completed forms in the Ministry Crew office):
  - New Staff/Family Information Sheet
  - Doctrinal Statement
  - Code of Conduct
  - Confidentiality Acknowledgment
  - Receipt of Staff Policy Manual
  - Staff Agreement
  - Child Abuse Policy
  - Personality Inventory
  - Dismissal Acknowledgment
  - Strength Finder
  - Personal Vehicle Use
  - Disclosure and Authorization for Background Check
- Web (ironwood.org, Telegraph) & digital Toolbox
- Office orientation
- IT orientation
- Mentorship (e.g., weekly schedule, calendar, meetings)
- Present copy of All-Purpose Tool
- Explain the following benefits and procedures:
  - Attendance reporting (SoftTime), work hours, work week
  - Breaks, vacations, personal days, sick days, holidays
  - Meals
  - Ironwood Christian Academy / Pygmy Post
  - Western cottages
  - Safety procedures (logged on safety check off list)
  - Performance reviews
  - Pay procedures (end of month; staff bill payments)
  - General Store discounts
  - Insurance for resident staff (include Workman's Comp letter)
  - Pertinent guidelines for dress and personal grooming
  - Personal vehicle use for camp business
- Take new staff member to Payroll Office to complete the following forms.
  - I-9 Form
  - W-4 Form
- Complete Payroll and Team Status Change form.

Director \_\_\_\_\_ Date \_\_\_\_\_

# Information Sheet

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## PERSONAL/FAMILY INFO

Date of Birth \_\_\_\_\_

*If applicable, list family members names and birthdates.*

Spouse \_\_\_\_\_ Anniversary \_\_\_\_\_

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

## EDUCATION

Highest Grade/Level Completed \_\_\_\_\_

Major \_\_\_\_\_

Minor \_\_\_\_\_

Degree (Include school) \_\_\_\_\_

Special skills or additional training (e.g., mountaineering classes, classes taken at Barstow College, first aid classes, CPR training, lifeguard training) \_\_\_\_\_

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

## EMERGENCY CONTACTS

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number(s) \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number(s) \_\_\_\_\_

# DOCTRINAL STATEMENT

*The following doctrinal statement shall be signed each year by every board member, officer, and staff member of Fundamental Christian Endeavors Inc., Ironwood Camp, Ironwood Christian Academy, Ironwood Institute of Ministry, Iron Sharpeneth Iron Publications, Ministry Bound, Ministry Connect, or any other organization owned, operated, or controlled by Fundamental Christian Endeavors Inc.*

## **I am a born-again believer and I believe**

1. in the biblical account of creation;
2. in the plenary, verbal inspiration of the Bible;
3. in the eternal triune God;
4. in the incarnation and virgin birth of the Lord Jesus Christ;
5. in the sinless life and the substitutionary atonement of Jesus Christ on the cross;
6. in the bodily resurrection of Jesus Christ from the grave;
7. in the second coming of Jesus Christ;
8. in the eternal punishment of the unsaved in a literal, burning hell;
9. in salvation by faith through the shed blood of Jesus Christ;
10. in a separated stand from the world and unto the Word of God;
11. in a separated stand from any ecumenical group, such as World Council of Churches and National Council of Churches, cults, charismatic movement, etc;
12. in the God-ordained institution of marriage between one man and one woman, and that all moral sexual relations are exercised solely within marriage.

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*Signature*

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*Date*



# CODE OF CONDUCT

*The following Code of Conduct shall be signed each year by every board member, officer, and staff member of Fundamental Christian Endeavors Inc., Ironwood Camp, Ironwood Christian Academy, Ironwood Institute of Ministry, Iron Sharpeneth Iron Publications, Ministry Bound, Ministry Connect, or any other organization owned, operated, or controlled by Fundamental Christian Endeavors Inc.*

I believe and adhere to the following standards of personal conduct as a member of the board of directors, an officer, or an employee of Fundamental Christian Endeavors Inc., Ironwood Camp, Ironwood Christian Academy, Ironwood Institute of Ministry, Iron Sharpeneth Iron Publications, or Ministry Bound.

This personal code of conduct includes abstaining from ungodly or immoral entertainment (music, videos, literature, etc.), dishonesty, smoking, use of alcohol or drugs, filthy language, sexual immorality, adultery, and greed. The code of conduct also includes maintaining a personal appearance in dress and lifestyle that is modest and consistent with our distinctive fundamental position.

In order to maintain harmony in the organization and among the staff, all staff members, board members, officers, and their spouses must be loyal to all positions of the ministry in regard to doctrine, evangelism, operating policies, and decisions. Constructive suggestions are appreciated when they are given in the proper spirit and to the proper executive: the president, director, or team directors. If after such a meeting one cannot maintain a quiet loyalty, that individual should resign. Fundamental Christian Endeavors Inc. retains the authority to discharge anyone who while in the employment of the corporation criticizes the administrative policies, gripes or complains, or fails to cooperate in maintaining the positions and policies of this ministry.

Staff members, board members, and officers must maintain a growing and maturing walk with God in order to always be ministering to the needs of others.

Staff members, board members, and officers must be faithful, dependable, responsible, and diligent in the performance of their duties, obligations, and responsibilities to the Lord Jesus Christ, to this ministry, to their family, and to the fundamental local church of which they are a member.

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*Signature*

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*Date*



# Confidentiality Acknowledgement

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I shall respect the privacy concerns of those I work with and serve at Ironwood: campers, students, summer staff, Ministry Connect, Ministry Crew members, resident staff members, pastors, or anyone using our ministry. Information I may learn about the spiritual condition, character, and general performance of those individuals will only be shared with those who need to know or are in the position to be of spiritual help to that person (e.g., campers' parents or pastor would be appropriate, but not just a friend).

I shall hold in confidence information from staff meetings considered confidential.

I shall store or dispose of confidential records in ways that maintain confidentiality.

If in the future I leave Ironwood, I shall maintain the confidentiality of those I served and my co-workers, and I shall hold confidential any information about sensitive situations at Ironwood.

I understand that repeated violation of this confidentiality statement may be grounds for immediate dismissal.

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*Staff Member*

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*Date*

# Receipt of Resident Staff Policy Manual

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I have received a copy of the Ironwood Resident Staff Policy Manual and have either read it or have had it read to me carefully. I agree that my employment is terminable at-will so that both Ironwood and I remain free to end our work relationship.

I understand that this manual has been prepared for the information and guidance of staff members and that it is intended to cover the procedures, rules, and policies most often applied to day-to-day work activities.

I understand that some of the information will change since the policies are under constant review and are revised when appropriate. I understand that I will be notified in writing of such changes.

I understand that there is no guarantee of employment made to any staff member, either expressly or implied, in this manual.

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*Staff Member*

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*Date*

# Resident Staff Agreement Between

\_\_\_\_\_ and Ironwood

The starting date of this agreement shall be \_\_\_\_\_, and shall be in force until \_\_\_\_\_, or until either party wishes to terminate this agreement, and at their own will, does so either verbally or in writing according to the considerations listed in the resident staff manual.

In signing this agreement and thus accepting a position on the resident staff team, the staff member agrees to abide by all the terms listed in the resident staff manual. It is understood that it is the duty of all resident staff to have read the manual and agree to abide by the doctrines, code of conduct, policies, purposes, and procedures listed therein.

Because all staff are on a twenty-four hour call for emergency response, supervision of campers, maintenance, and security needs, all staff are required to live in ministry-provided housing.

Furthermore, it is the responsibility of the Ironwood organization to provide, as long as it exists, all the benefits listed in the staff manual and in this agreement and to abide by all rules and obligations listed therein for the benefit of the resident staff team. It is also the responsibility of Ironwood to provide an organization and atmosphere conducive to the ultimate performance of its stated purpose, goals, and objectives by the resident staff team.

\_\_\_\_\_  
*Executive Director*

\_\_\_\_\_  
*Resident Staff Member*

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

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

# Ministry Connect Staff Agreement Between

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and Ironwood

The starting date of this agreement shall be \_\_\_\_\_, and shall be in force until \_\_\_\_\_, or until either party wishes to terminate this agreement, and at their own will, does so either verbally or in writing according to the considerations listed in the Ironwood Resident Staff Manual.

In signing this agreement and thus accepting a position on the Ministry Connect team, the staff member agrees to abide by all the terms listed in the resident staff manual. It is understood that it is the duty of all Ministry Connect to have read the manual and agree to abide by the doctrines, code of conduct, policies, purposes, and procedures listed therein.

Because all staff are on a twenty-four hour call for emergency response, supervision of campers, maintenance, and security needs, all staff are required to live in ministry-provided housing.

Furthermore, it is the responsibility of the Ironwood organization to provide, as long as it exists, all the benefits listed in the staff manual and in this agreement and to abide by all rules and obligations listed therein for the benefit of the Ministry Connect team. It is also the responsibility of Ironwood to provide an organization and atmosphere conducive to the ultimate performance of its stated purpose, goals, and objectives by the Ministry Connect team.

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*Executive Director*

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*Ministry Connect Member*

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*Date*

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*Date*



# CHILD ABUSE POLICY & DISCLOSURE STATEMENT

*Each staff member must sign this policy, agreeing to abide by the following guidelines:*

Ironwood does not condone or permit child abuse of any kind. In a camp or school setting, physical abuse is most likely to occur when a staff member is disciplining a rebellious or unruly camper or student. No hitting, slapping, spanking, shaking, squeezing or similar type punishment is permitted at Ironwood. In addition, intense physical exercise, unreasonable isolation, or other forms of psychological abuse are not permitted.

The difference in physical size and strength between campers/students and staff members necessitates that we use discretion and restraint in any physical contact activities with campers/students. Recreation that encourages competition and involves physical contact between campers/students must always be done in a safe manner, supervised closely by non-participating staff members.

We must also be very careful in the area of sexual abuse. Even the appearance of wrong, resulting in a false allegation, can cause irreparable damage to the reputation of the accused staff member and the testimony of the Ironwood ministry. Therefore, all staff members must be very cautious so as not to do anything that could possibly be interpreted as sexually suggestive conduct. Never touch the genital area or buttocks of any camper/student. Also, rule “number seven” for campers also applies to staff members: “Nobody touches members of the opposite sex.”

Even hugging may be interpreted as sexual abuse. Therefore, Ironwood's official policy is “A hug is acceptable, but hugging is not.” A hug refers to a single act of three seconds or less. Hugging is embracing or having one arm around a camper/student for more than three seconds. Therefore, staff members must not allow campers/students to sit on their laps or sit with their arm around their campers/students. Even during counseling situations, staff members must keep their hands to themselves.

Although your personal opinion may differ from the above information, as an Ironwood staff member you are required to conform to these guidelines while you are here, or resign.

Any actions you may observe that are not in conformity with these guidelines should be reported to the director, principal, or a team director immediately. Any allegation of sexual or other serious abuse prior to the camper's arrival at Ironwood or regarding the student's life away from school must also be reported.

**I have not been convicted or charged with any violent crimes or crimes against children.**

\_\_\_\_\_  
*Print Name*

\_\_\_\_\_  
*Signature*

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



# Dismissal Acknowledgement

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I understand that the following behaviors are grounds for immediate dismissal. They include, but are not limited to, the following.

1. Doctrinal statement violations (e.g., works salvation)
2. Repeated violation of Code of Conduct and/or conduct unbecoming a staff member
3. Disloyalty to staff member or ministry, as displayed through griping and/or gossiping to those within or without, or by violation of confidentiality statement
4. Dishonesty—lying or theft
5. Failure to respond to correction or responding in a stubborn or rebellious way
6. Inability and/or refusal to do assigned work as per agreement
7. Child abuse
  - a. Striking a camper/student in anger
  - b. Improper sexual advances to a minor
8. Sexual harassment
9. (Repeated) action detrimental to our main purpose and goals
  - a. Leaving an area of assigned responsibility and supervision
  - b. Willful violation of safety rules
10. Drugs/Alcohol—possession, use, sale, purchase or distribution of alcohol or any illegal drug
11. Falsifying or altering Ironwood records
12. Willfully damaging Ironwood equipment or the property of other staff members
13. Absence for three consecutive working days without notice, in which event the offending staff member will be deemed to have quit voluntarily

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*Executive Director*

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*Staff Member*

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*Date*

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*Date*

# Strength Sort List

1 Peter 4:10, Romans 12:3–8

## COMMUNICATION

*Gifts of Prophecy, Teaching, and Exhortation*

1. Consulting others
2. Editing/proofreading
3. Good listener
4. Making people laugh
5. Motivational speaking
6. Negotiator
7. Preaching
8. Public speaking
9. Putting a team together
10. Teaching
11. Team work
12. Thinking on your feet
13. Training others
14. Salesman
15. Studying languages
16. Writing

## MANAGEMENT

*Gift of Leadership/Organization*

17. Accounting/finance
18. Conflict resolution
19. Delegating tasks
20. Develop systems/processes
21. Engineer
22. Finishing assigned tasks
23. Good with numbers
24. Initiate projects
25. Inspire others
26. Keeping accurate records
27. Logical thinker
28. Making decisions
29. Managing a group
30. Managing time
31. Meeting deadlines
32. Organizing
33. Organizing an event
34. Promoting an event
35. Put theories into practice
36. Setting priorities
37. Solving problems
38. Strategizing
39. Supervise
40. Take responsibility
41. Working with technology

## CREATIVE

*Gifts of Service and Giving*

42. Adapting to new ideas
43. Acting/dramatics
44. Artistic
45. Baking/cooking
46. Brainstorm new ideas
47. Compose
48. Create images/logos
49. Decorating
50. Designing parts
51. Designing programs
52. Entrepreneur
53. Painting/drawing
54. Photographer
55. Playing a musical instrument
56. Singing
57. Teaching music
58. Think visually
59. Sewing/crocheting
60. Wrapping packages

## RESEARCH AND

## INVESTIGATION

*Gifts of Teaching and Leadership/Organization*

61. Analyze data
62. Analyze ideas
63. Calculate/compare
64. Calm and calculated
65. Critical thinking
66. Developing spreadsheets
67. Energetic/fast paced
68. Enjoy a flexible, changing environment
69. Enjoy a structured environment
70. Formulate hypotheses/ theories
71. Independent worker
72. Outline/diagram
73. Play it safe
74. Research/study
75. Self-motivated and determined
76. Take risks

## HUMAN SERVICE

*Gifts of Service, Mercy, Giving, and Exhortation*

77. Care provider
78. Coaching a team
79. Competitive
80. Counseling
81. Empathize with others
82. Encourager
83. Get along with people
84. Giver
85. Hosting an event
86. Interpersonal skills
87. Meeting new people
88. Sensitive to others' needs
89. Serving others
90. Social interaction
91. Working behind the scenes
92. Working with children

## PHYSICAL

*Gifts of Service, Giving, and Leadership/Organization*

93. Building/construction
94. Exercising/working out
95. Green thumb
96. Hunting/tracking
97. Inventing
98. Naturally athletic/ coordinated
99. Operate machines/ equipment
100. Protector
101. Repair/restore things
102. Sports/games
103. Woodworking
104. Working with tools
105. Working with your hands

# Personal Vehicle Use

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I give permission for my personal vehicle(s) to be used for Ironwood business purposes.

Attached is a copy of my

- driver license;
- proof of insurance;
- vehicle registration.

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*Staff Member*

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*Date*

# Disclosure and Authorization

*Please read carefully before signing authorization.*

**DISCLOSURE REGARDING BACKGROUND INVESTIGATION:** Ironwood (“the Company”) may obtain information about you for employment purposes from a third party consumer reporting agency (CRA). Thus, you may be the subject of a “consumer report.” These reports may contain information regarding your criminal history, social security verification, motor vehicle records (“driving records”), or other background checks. Please be advised that the consumer reports obtained with regard to applicants for employment is conducted by LexisNexis Screening Solutions Inc, P.O. Box 105108, Atlanta, GA 30348-5108, 1-800-845-6004. The scope of this notice and authorization is all-encompassing, however, allowing the Company to obtain from any outside organization all manner of consumer reports now and throughout the course of your employment to the extent permitted by law.

**ACKNOWLEDGMENT AND AUTHORIZATION:** I acknowledge receipt of the DISCLOSURE REGARDING BACKGROUND INVESTIGATION (Stated above) and A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT (enclosed with letter) and certify that I have read and understand both of those documents. I hereby authorize the obtaining of “consumer reports” by the Company at any time after receipt of this authorization and throughout my employment, if applicable. To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, employer, or insurance company to furnish any and all background information requested by LexisNexis Screening Solutions Inc., P.O. Box 105108, Atlanta, GA 30348-5108, 1-800-845-6004, another outside organization acting on behalf of the Company, and/or the Company itself. I agree that a facsimile (“fax”), electronic or photographic copy of this Authorization shall be as valid as the original.

**New York applicants or employees only:** By signing below, you also acknowledge receipt of Article 23 -A of the New York Correction Law.

**Minnesota and Oklahoma applicants or employees only:** Please check this box if you would like to receive a copy of a consumer report if one is obtained by the Company.

**California applicants or employees only:** By signing below, you also acknowledge receipt of the NOTICE REGARDING BACKGROUND INVESTIGATION PURSUANT TO CALIFORNIA LAW.

**Employer please note:** If a Minnesota or Oklahoma consumer checks “YES” regarding the consumer report, or if a California consumer checks “YES” regarding the credit report (and you do request a credit report), please fax this form to your LexisNexis service center. If consumer checks “YES” regarding the full consumer report, and consumer resides in California, you will need to provide the individual with a copy of their consumer report, unless you have made prior arrangements for LexisNexis to do so on your behalf. Account #: \_\_\_\_\_

Last Name \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

*If requesting driving records, we recommend having this form notarized.*

**Please note:** Nothing contained herein should be construed as legal advice or guidance. Employers should consult their own counsel about their compliance responsibilities under the FCRA and applicable state law. LexisNexis expressly disclaims any warranties or responsibility or damages associated with or arising out of information provided herein.

## Consumer Information

Other Names/Aliases (e.g., nicknames, maiden name) than above \_\_\_\_\_

\*Social Security Number \_\_\_\_\_ \*Date of Birth \_\_\_\_\_

\*Driver License # \_\_\_\_\_ \*State of Driver License \_\_\_\_\_

Current Home Address \_\_\_\_\_ Phone Number \_\_\_\_\_  
(or where you are registered to vote)

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

*\* This information will be used for background screening purposes only and will not be used as hiring criteria.*

<h1 style="margin: 0;">Payroll or Team Status Change</h1>	Effective Date _____
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Name *Cheyenne Olson*

NEW TEAM MEMBER INFORMATION	
Social Security Number	
Date of Birth	
Date of Hire	
Team Status	
Full-time / <sup>3</sup> / <sub>4</sub> -time / Part-time	

CHANGE TEAM MEMBER STATUS		
CHECK ONE OR WRITE IN	FROM	To
<input type="checkbox"/>	Ministry Bound	Team Intern
<input type="checkbox"/>	Team Intern	Team Member-in-Full

CHANGE TEAM LEADERSHIP STATUS		
CHECK ONE OR WRITE IN	FROM	To
<input type="checkbox"/>		Team Leader:
<input type="checkbox"/>		Team Director:

PAYROLL CHANGE		
CHECK OR WRITE IN	FROM AMOUNT	TO AMOUNT
<input type="checkbox"/> Workday Change	Full Time—	<sup>3</sup> / <sub>4</sub> Time—
<input type="checkbox"/> Workday Change	Full Time—	Part Time—
<input type="checkbox"/> Workday Change	<sup>3</sup> / <sub>4</sub> Time—	Full Time—
<input type="checkbox"/> Workday Change	<sup>3</sup> / <sub>4</sub> Time—	Part Time—
<input type="checkbox"/> Workday Change	Part Time—	Full Time—
<input type="checkbox"/> Workday Change	Part Time—	<sup>3</sup> / <sub>4</sub> Time—
<input type="checkbox"/> Longevity Bonus		
<input type="checkbox"/> Cell Phone Deduction		
<input type="checkbox"/> Employee Retirement Deduction		
<input type="checkbox"/> Family Benefit Package		
<input type="checkbox"/> Retirement Benefit		
<input type="checkbox"/> Team Member Status Change		
<input type="checkbox"/> Team Intern Subsidy Maximum		
<input type="checkbox"/> Team Leadership Status Change		
<input type="checkbox"/> General Missionary Giving Designation		

AUTHORIZED BY \_\_\_\_\_

Original—to Business Manager for posting to Status and Benefit Chart Original—to Personnel for filing Copy—to Payroll for updating and filing	<input type="checkbox"/> Posted to Status and Benefits [Initial ____] <input type="checkbox"/> Payroll—Posted to Payroll Charts [Initial ____]
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