

the
MISSION
CHURCH WORKER APPLICATION 2026

Dear applicant:

Please read through this entire application before starting to fill it out.

Attached are the following items:

- Written Application
- Job Description
- Program Guidelines & Important Dates
- Program Covenant

Please complete and return **this page, the Written Application, your resume, and the Program Covenant**. Keep the Job Descriptions, Program Guidelines, and Important Dates for your future reference. All forms must be returned **no later than June 15th, 2026**. Late applicants may not be contacted for an interview.

Please Note

- All successful job applicants that are 18 years of age or older will be required to submit a clear vulnerable sectors check in order to begin work. If you require a vulnerable sector's check, please apply for one as soon as you can. You will need a letter from our organization in order to complete your application. Please let us know if you need one, if you need any help, or have any questions about applying for your vulnerable sector's check.

You may use the following methods to return your paperwork:

- In person to the office (call ahead for office hours – 519-875-2414)
- Send a scanned copy of these forms via email to themission@kwic.com (please send documents as a PDF)
- Send by mail ensuring delivery by June 15th to:
The Mission
1156 Norfolk County Rd. 28
Langton, ON N0E 1G0

Successful candidates for this position will be called shortly after June 15th and given an interview time slot.

Please read the attached Job Description, Important Dates, Program Guidelines, and Staff Code of Conduct; then, sign below.

I have read and understand the attached job descriptions, program guidelines, important dates, and the Staff Code of Conduct.

Signature: _____

Date: _____

Written Application

General Information

Name: _____	Date of Birth: _____
Home Phone #: _____	Cell Phone #: _____
Can you be contacted by text on your cell phone?	
	YES NO
Email Address: _____	
Only add your email if you can be contacted using this method and you check your email regularly.	

Spiritual Information

Do you regularly attend a church on Sunday morning?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
If so, what is the name of your church? _____		

Please read the attached job description, then answer the following questions (These questions should be answered on a separate piece of paper):

1. What about this position is of interest to you?
2. Can you describe a time when you supervised a team or group? How did you keep everyone organized and motivated?
3. What are your strengths and how will they help you be exceptional in your role?
4. Describe a time when you contributed to planning or running an event or program.
5. Do you have experience working with children?
 - a. If yes, please explain how you acquired your experience and what it has taught you about working with children.
 - b. If not, please explain what experience you have that would be relevant to this role.

Job Descriptions

Job Description – Church Worker

The Church Worker is required to:

1. Help Facilitate Opening and Closing Sessions of Camp
2. Supervise the activities of the volunteer team throughout each day of camp
3. Participate in the screening process for volunteers.
4. Participate in any pre-camp planning and set-up (preparing instruction packages for volunteers, decorations, etc.)
5. Participate in training volunteers (curriculum, schedules, etc.)
6. Shoulder the responsibility for communication with parents.
7. Help organize and manage supplies for crafts, games, snack, etc.
8. Keep campers and volunteers on track with the daily routine/schedule
9. Ensure that any unique needs or requests a camper has will be addressed
10. Report to the Camp Director, or other appointed supervisors
11. Perform the duties of a volunteer station leader / group leader when needed
 - A. Supervise children from the time they arrive until they are picked up. This includes supervising children during recess, lunch, and during programming.
 - B. Attend all training sessions and meetings
 - C. Cleanup the church building and playground daily
 - D. Counsel the children. This includes motivating, encouraging, listening, and disciplining at times. It also includes teaching values that build confidence, trust, and honesty, as well as behaviour patterns that allow children to function as part of a larger group in appropriate ways.
 - E. Lead others in following the camper code of conduct.
 - F. Give direction and leadership to volunteers assigned to your station
 - G. Participate in the planning and execution of camp wide activities.
12. Help keep track of attendance and daily donations
13. Participate in Mission Kids Program, Screen Team, and support projects directed by our Board of Trustees, according to ability and fit
14. Participate in any special events, fundraisers, and special projects as assigned

Program Guidelines

Guidelines

1. All successful applicants and volunteers over 18 years must have a clear vulnerable sector check.
2. Our Church Worker will receive **\$17.60/hr**
3. Our Church Worker will receive **seven weeks (July 13th to August 28th)** of employment up to forty hours a week.
4. Staff are expected to arrive at work prepared to work. This includes being well rested, dressed appropriately and sensitively to a church environment, having had breakfast and being mentally prepared for the daily tasks.
5. Occasionally, our Church Worker will deal with issues that are very sensitive and confidential. It is extremely important that staff not divulge information into the community or speak about any aspect of The Mission Church or it's programs publicly in a negative way. All staff are welcome to invite anyone with questions or comments to speak to the Lead Pastor.
6. The volunteers of the summer program are expected to operate as a team. This can be achieved through i) open, clear, and positive communication, ii) understanding and solving difficulties as a group, iii) willingness to listen, iv) appropriate use of one's gifts, v) achieving group consensus on direction and purpose, vi) and demonstrating a spirit of submission, collaboration, and cooperation.
7. A part of the Church Workers' wages is obtained through various fundraising events. It is imperative that he or she help with fundraising. Not only does it raise funds, but it also increases public awareness and gives insight into how supportive and caring our community really is.
8. If our Church Worker is going to miss any work time, it is his or her responsibility to advise the Leader and Director beforehand so that the Director can prepare for the Church Worker's absence. The Church Worker will not be paid for time missed. Special consideration can be given in certain circumstances. **No vacation time is permitted.**
9. The staff of The Mission Church are actively involved with the daily operations of all programs. The Church Worker will be encouraged to relate to these people easily and honestly. Both the Pastor of Young Families and the Lead Pastor are facilitators and resource personnel for the Church Worker. It is their goal to help him or her achieve an all-around positive work atmosphere and develop skills that he or she will be able to use at other workplaces. All money directed to The Mission Kids Camp is applied directly to supporting operational costs ie. groceries and craft supplies.

Important Dates

All activities will take place at the church unless stated otherwise

Church Worker tentative Starting Date: July 13th, 2026 – 9:00am to 5:00pm, at The Mission

Base schedule thereafter:

Monday to Thursday

- 9:00am to 5:00pm

Sunday's (July 19th to August 23rd)

- 8:30am to 11:30am

Other hours

- Hours for Fundraiser, Youth Events, Kid's Night, Trustee Work, etc., are likely to be outside of base schedule.
- Any hours needed, in addition to scheduled hours, to reach 40 will be negotiated with supervisor (Lead Pastor or Pastor of Young Families)

Camp Week (Monday to Friday from August 24th to August 28th)

- 8:00am to 4:00pm

Monday - Friday
8am-4pm
Volunteer Meeting 8am-8:15am
Set up 8:15am-8:30am
Program 8:30am-3:30pm
Clean up 3:30pm-4:00pm

Fundraiser

- Volleyball Tournament and BBQ
- Date: TBD

Youth Events (July and August)

- Dates: TBD

Staff Code of Conduct

RESPECT FOR SELF AND OTHERS

Every individual at The Mission Kids Camp (Staff, Volunteers, and Campers) has the right to be treated with dignity and respect. Everyone associated with The Mission Kids Camp is expected to be courteous and considerate in dealing with others. Appearance and behavior reflect good judgment and respect for self and others. Failure to comply with the rules could result in the removal of an individual from The Mission Kids Camp.

Cell Phones and Personal Devices:

The Church Worker will have permission to use a phone for work related purposes, such as taking photos throughout The Mission Kids Camp. However, this use is only permitted under the guidelines of our Vulnerable Sector Protection Policy, which will be discussed in training.

Respect and responsibility are demonstrated when staff:

- Come to work prepared, on time, and ready to lead
- Show respect for themselves, for others, and for those in authority
- Refrain from bringing anything to camp that may compromise the safety of others
- Follow the established rules and take responsibility for their own actions

The following behaviours are not acceptable:

- Physical, verbal, written, electronic, sexual, or psychological abuse
- Bullying or intimidation
- Swearing or other inappropriate language
- Discrimination on the basis of race, culture, language, religion, gender, disability, sexual orientation, or any other personal attribute
- Roughhousing in the halls, classes, or on church property

RESPECT FOR PROPERTY

- Staff are expected to treat all church property with care and respect. Staff who damage or destroy church property will be required to pay the full cost of repair or replacement. Police may be called.
- Staff are responsible for taking care of their own personal belongings. The Mission assumes no responsibility for damaged, lost or stolen property.

DRESS CODE

Everyone is encouraged to make responsible decisions about wearing apparel. Staff are expected to arrive at work dressed appropriately for the work environment. Clothing should project a positive image and reflect an attitude of respect for self and others.

Respect and responsibility are demonstrated when staff:

- Clothing that promotes materials or themes which are demeaning to any racial, gender, culture or religious group is not permitted
- Clothing that would be considered gang related, or with offensive language/graphics, including drug, alcohol or tobacco promotion is not permitted
- Shoulders, chest, back and midriff must be covered (exceptions during water activities)
- Undergarments must not be visible
- Footwear is required at all times (exceptions during water activities)

During water activities, respect and responsibility are demonstrated when staff:

- wear a modest one-piece bathing suit. the Lead Pastor and Pastor of Young Families reserve the right to deem a particular choice inappropriate.

SMOKING, DRUGS, AND ALCOHOL

- Smoking or vaping is prohibited inside any church building at any time. This includes smoking or holding of lighted tobacco or cannabis, and the use of e-cigarettes and electronic smoking devices. Failure to comply could result in staff discipline (e.g. suspension, contact parent/legal guardian/police) and/or charges and fines issued by an Officer of a Provincial Enforcement Agency.
- Shisha, smokeless tobacco, and/or cannabis products (unless medically prescribed) and all related accessories are prohibited on church property.
- The possession, distribution, and/or use of alcohol or illicit drugs are not permitted on church property.
- Possession of illegal substances is a crime. Parent/legal guardian and/or police may be contacted.
- Staff that come to camp under the influence of alcohol or drugs will be sent home.

PUNCTUALITY AND ABSENCES

- Come to work prepared, on time, and ready to lead
- Due to the compressed time frame of The Mission Kids Camp, staff must be available to attend ALL program dates. Daily attendance and punctuality are mandatory. Accommodations will not be made for family vacation plans or personal activities.
- When a staff member has to leave during the work day or if they feel ill, they are to report to the Camp Director to sign out. A note or phone call from a parent/legal guardian is required to excuse a staff member who is under the age of 18. The parent/legal guardian may be asked to pick up the staff member from The Mission Church.
- Staff or program personnel are not allowed to dispense any form of medication without a completed medication form.

I have read and agree to follow *The Mission Kids Camp Staff Code of Conduct*.

Signature: _____

Date: _____