



# Flathead Lutheran Bible Camp

In the Name of the Father and of the Son and of the Holy Spirit. Amen.

603 S. Main Street  
Kalispell, MT 59901  
karen@flbc.net

Office: (406) 752-6602  
Fax: (406) 752-6670  
www.flbc.net

Dear Applicants for Summer Employment:

Thank you for your interest in the summer camping ministry at Flathead Lutheran Bible Camp! If selected to serve in our ministry this summer as a 2022 Summer Staff, you will find working at FLBC to be much more than a summer job. Our staff have an opportunity to develop their own gifts, leadership skills, and faith, while growing with others in a close Christian community. Being a Summer Staff member at Flathead Lutheran Bible Camp could prove to be one of the most important and rewarding experiences of your life!

To be considered for a 2022 Summer Staff position, please complete the following steps within the timeframes identified:

- (1) Complete the SUMMER STAFF APPLICATION FORM below. Please note that 2022 Summer Staff contract period begins Sunday May 22, 2022 for Leadership and Support Staff -or- June 5, 2022 for Counselors, and extends through August 6, 2022. Applicants hired for a 2022 Summer Staff position are expected to commit to the entire 9 or 11-week contract period. Applicants will be hired for specific positions, but are expected to fill any position on any given week as needed. Applicants should list any date(s) of expected unavailability during the contract period in their application for employment. Hiring preference may be given those who can commit to the entire contract period. Undisclosed absences taken during the contract period may be considered a breach of the employment agreement.
- (2) Distribute the reference questionnaire (below or accessed here: <https://forms.gle/96UHHUTBNSXpUr4w7>) to three people who have agreed to serve as professional and/or personal references on your behalf. Your three references should also be identified in your application for employment. Please explain the nature of the position for which you are applying and instruct your references to return the reference questionnaire **as soon as possible**. References are confidential and not open to your review. References should not be from family members.  
If you have worked at another camp, you must include your former Camp Director or immediate supervisor as a reference.
- (3) INTERVIEW. In December, January, February, and March, FLBC year-round staff will interview you, likely via video call. Applicants are highly encouraged to take initiative in emailing or calling to schedule a time and date for their interview. Interviews will take place as soon as possible after FLBC year-round staff review the submitted application.

To be considered for employment with Flathead Lutheran Bible Camp, applicants must complete the steps above within a timely manner. Staff selections are usually made by mid-March (though they may be made before then) and all applicants will be contacted as to the status of their application. Hiring preference may be given to applicants with lifeguard certification and those who can commit to the entire 2022 Summer Contract period (staff orientation through the final summer week of Camp).

If you are selected for hire, your offer of employment will generally include an employment agreement, a job description, a personal information disclosure form, a direct deposit form, a staff health information form, and a copy of our Employee Handbook. Should you accept our offer of employment, you will sign and return the forms to our office. The agreement will become effective upon our satisfaction with the results of your background check.

Stipend for first year staff is \$255.00 per week, plus room and board. Returning staff will earn an additional \$10 per week for each summer they have been on staff at FLBC. Staff will normally get a minimum of 24 hours per week off. All staff work one weekend.

As our world continues to change, we will adapt and communicate as efficiently as we are able. We ask for and appreciate in advance your questions, thoughtful discussion, and above all, flexibility. If any of the information presented in this document changes after you receive it, we will work to update you in timely fashion.

We look forward to an interview with you and again, thank you for your interest in Flathead Lutheran Bible Camp! Remember to apply early, so you do not miss the summer of a life time at FLBC. We are praying for you!

In peace,

Karen Heser  
Program Director

Richie Withycombe  
Wilderness & Environmental Ed Director

Margie Fiedler  
Executive Director

# Flathead Lutheran Bible Camp

## A Guide to our Ministry: Summary of Jobs

**Flathead Lutheran Bible Camp is situated in the majestic Rocky Mountains of western Montana.** We are a camping ministry of the Evangelical Lutheran Church in America committed to proclaiming and living out the Gospel of Jesus Christ. The Camp is owned and operated by 55 ELCA churches in Montana and is open all year to groups of all ages.

Flathead Lutheran Bible Camp was founded in 1943 and is located on the west shore of Flathead Lake, 40 miles southwest of Glacier National Park. **On this stunning 240-acre waterfront site, people of all ages are served through year-round programming and retreats, teaching about Christ and the beautiful depths of God's creation.** The summer camping community at FLBC includes youth, families, Glacier Wilderness Adventurers, Day Campers, and retreat participants.

**The Youth/Adult/Family** on-site programs consist of camps for participants from across the nation. Flathead typically offers exciting specialty camps, including Singing, Theater, Arts, and Rhythm (STAR) Camp, Ranch Camp, Basketball Camp, Glaciers & Galaxies, Treehouse Camp, Family Camp, Grandparent/Grandchild Camp, and other adventures. In response to the COVID-19 pandemic, FLBC is continuing to offer one week of more generalized and flexible family and group camp experiences.

**Glacier Wilderness Adventures** is a program designed for youth groups and adults from across the country. These groups spend the week off-site with our trained guides rafting, backpacking, sailing, climbing, kayaking, or doing various backcountry service projects with the Flathead and Kootenai National Forests (or serving at Camp). There is also an open-enrollment adventure program for individual high school campers. This is called our **Senior High Adventure Program**.

**Day Camps** are an outreach of Flathead Lutheran Bible Camp into the communities of western and central Montana. Staff travel to congregations to provide week-long programming for first through sixth grade youth. Time outside from day camp programming may include additional programming with senior citizens or teenage youth, as well as service projects for the benefit of the church and community.

**The basic requirement for all staff at Flathead Lutheran Bible Camp is a living and growing faith in Jesus Christ.** For nine weeks this summer (eleven weeks for Leadership Staff and Support Staff) our call is to live together in Christian fellowship, to be a worshipping community, to minister to one another, and to minister to our campers and guests. Our work with campers means sharing ourselves with them. We teach them through example, Bible study, play, and worship. We seek to create an environment of safety, love, trust, and acceptance.

Jesus was a servant first, even washing the feet of those he traveled with. The glory of Palm Sunday came only once to him in his life. **At camp we too are servants to campers and guests and to one another.** According to this mission, flexibility and adaptability are vitally important in fulfilling the tasks we will be asked to accomplish this summer. Counselors are expected to embrace any and all roles and tasks throughout the summer, whether that be leading cabin groups, helping in the kitchen or on grounds, leading day camps, leading adventure trips, or taking on any other duties or roles necessary.

All staff must have a deep concern and love for people and must be willing to serve one another to the best of their abilities. **All staff must conduct themselves with responsible and appropriate behavior, both on-site and when away from Camp.** As an employee of Flathead Lutheran Bible Camp, our name and our reputation go with you the entirety of your time on staff (at camp or away).

# FLATHEAD LUTHERAN BIBLE CAMP



603 S Main St  
Kalispell, Montana 59901  
E-mail: Karen@flbc.net

Office (406) 752-6602  
Fax (406) 752-6670  
[www.flbc.net](http://www.flbc.net)

## APPLICATION FOR 2022 SUMMER STAFF

Name: \_\_\_\_\_ Email: \_\_\_\_\_  
(First) (Middle) (Last)

Cell Phone: \_\_\_\_\_ Current Address: \_\_\_\_\_  
(Street/PO Box)

\_\_\_\_\_  
(Phone) (City) (State) (Zip)

Parent/ Guardian Emergency Contact Information: (required)

\_\_\_\_\_  
(Name) (Relation)

Email: \_\_\_\_\_ Parent/Guardian Address: \_\_\_\_\_  
(Street/PO Box)

\_\_\_\_\_  
(Phone) (City) (State) (Zip)

**Optional Questions:** You are under no obligation to answer these three questions.  
However, your answers would be helpful in best placing you  
in appropriate work situations.

Age \_\_\_\_\_ Date of Birth \_\_\_\_\_ Female \_\_\_\_\_ Male \_\_\_\_\_

### **Leadership Staff (must be 21+)**

\_\_\_ Onsite Program Leader    \_\_\_ Assistant Cook  
\_\_\_ Wilderness Program Leader    \_\_\_ Music & Worship Leader  
\_\_\_ Naturalist    \_\_\_ Waterfront Leader  
\_\_\_ Arts and Crafts Leader    \_\_\_ Canteen

*\*Most Leadership Staff will be high ropes trained; responsibilities may be combined.*

*\*Positions may be combined*

### **Support or Leadership (must be 18+)**

\_\_\_ Arts and Crafts    \_\_\_ Naturalist    \_\_\_ Assistant Cook  
\_\_\_ Music and Worship    \_\_\_ Canteen

### **Counseling and Support Staff**

\_\_\_ Camp Counselor (must be 18+  
and one year out of high school)

\_\_\_ Support Staff (must be 18+);  
combines grounds crew, kitchen,  
lifeguard, camp hand/steward,  
cleaning, arts and crafts assistant,  
naturalist assistant, canteen assistant,  
etc.)

## **Church Information:**

Home Congregation \_\_\_\_\_ City \_\_\_\_\_  
Pastor \_\_\_\_\_ Denomination \_\_\_\_\_  
School Congregation \_\_\_\_\_ City \_\_\_\_\_

## **Educational Information:**

**School Name**                      **Years**                      **Major**                      **Degree**

Will graduate from High School in 2022 \_\_\_\_\_  
Current Year in College (circle): Fr Soph Jr Sr Grad Major \_\_\_\_\_ Minor \_\_\_\_\_

Extra-curricular activities, organization memberships, interests, and hobbies:

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

## **Previous Camping Information:** (as camper or staff)

**Years**              **Camp**              **Camper or Staff Position**              **Director's Name**

## **Employment Information:**

**Dates of Employment**      **Employer**      **Address (City/State)**              **Nature of Work**

1.

2.

3.

## **Certifications:** (Place an X where you have current certifications and list expiration dates.)

___ ARC Life Guarding*	_____	___ First Responder	_____
___ ARC WSI	_____	State of Certification	_____
___ Wilderness First Aid	_____	___ EMT	_____
___ ARC Emergency Response	_____	State of Certification	_____
___ ARC Adult CPR	_____	___ Wilderness EMT	_____
___ ARC Child/Infant CPR	_____	State of Certification	_____
___ Wilderness First Responder	_____	___ Other	_____

**\*Priority may be given to those applicants with current certifications.**

## **Skills and Experiences:**

### **Musical:**

Instruments you play \_\_\_\_\_

### **Outdoor:**

List skills or certifications \_\_\_\_\_

### **Skills:**

List any other skills you would bring to camp \_\_\_\_\_

### **Gifts/Strengths:**

List any other specific gifts you would bring to camp \_\_\_\_\_

## **QUESTIONS:**

**Please respond briefly (150 words or less) & thoughtfully to the following questions on a separate sheet of paper:**

1. Why do you feel called to be part of the ministry of Flathead Lutheran Bible Camp?
2. What do you hope for campers to learn about Jesus while they're at FLBC?
3. Are there practices or rituals that have helped you live into your faith? If so, how? Examples of practices may include (but are not limited to) prayer, worship, meditation and mindfulness, community engagement, reading scripture, etc.
4. Our mission statement and 10 core values can be found on our website at <https://flbc.net/about-flbc/> What stands out to you from these statements? What excites you? What challenges you?
5. Carefully re-read the information page about Flathead Lutheran Bible Camp's purpose and programs. What stands out to you from that page? What excites you about this ministry?
6. Briefly describe a time in your life that you have been challenged. What did you learn from that experience?
7. What role does community play in your life? In your experience, what allows healthy communities to flourish?

**FLATHEAD LUTHERAN BIBLE CAMP  
2022 TENTATIVE SUMMER SCHEDULE**

May 22	Leadership Staff and Support Staff Arrive
May 23-27	High and Low Ropes Training
May 27-30	Memorial Day Family Work Retreat
June 5	Counselors Arrive, Training Begins for all Summer Staff
June 5- June 18	Staff Training
June 17	Staff Commissioning Service
June 19	Summer Camping Programs Begin
July 1-3	Summer Staff's Family Weekend (free for immediate family of staff members)
August 5	Staff Closing Worship and Communion
August 6	Staff Check Out and Final Evaluation Due

**Questions:**

How did you hear about Flathead Lutheran Bible Camp? \_\_\_\_\_

Are you able to attend the entire staff training? \_\_\_\_\_ If "no," please explain and specify dates you would be unable to attend \_\_\_\_\_

Are you able to serve the entire camping season? \_\_\_\_\_ If "no," please explain and specify dates you would be unable to attend. \_\_\_\_\_

Have you ever been convicted of a felony? \_\_\_\_\_

Have you ever been convicted of child abuse or any sexual abuse offense? \_\_\_\_\_

If you answer "yes" to either of these questions, please explain on a separate sheet of paper.

\*Please note that all candidates selected for conditional employment with FLBC must consent to and pass a background check. Any employment agreement entered into between a prospective employee and FLBC is effective only upon FLBC's receipt of and satisfaction with the prospective employee's background check.

**References:** (do not use relatives - you may include pastors and employers)

_____	_____	_____
Name	Email Address	Phone number
_____	_____	_____
Name	Email Address	Phone number
_____	_____	_____
Name	Email Address	Phone number

**Signature & Acknowledgment**

The information I have provided herein is true and accurate, to the best of my knowledge. I give permission to Flathead Lutheran Bible Camp to verify any and all information I have provided in this application for employment. I understand that any offer of employment with FLBC is conditioned upon consenting to and passing a background check to the satisfaction of FLBC.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_



**Return application to:**

Karen Heser, Program Director  
Flathead Lutheran Bible Camp  
603 S Main St Kalispell, MT 59901  
OR karen@flbc.net

## **2022 Staff Position Descriptions**

### **COUNSELING AND SUPPORT STAFF**

#### **Camp Counselor** (minimum one year of college or equivalent)

Responsible for a wide variety of tasks and responsibilities depending on the programs offered and the changing conditions at camp week to week. These may include (though are not limited to) leading cabin groups, accompanying families, working in the kitchen, working on grounds/maintenance crews, leading Glacier Wilderness or Senior High adventure groups, or leading Day Camps. Special skills and qualifications desired include: ARC Life Guarding; musical talents; CPR and first aid certifications; specialized wilderness/high adventure certifications. This position is governed by an employment agreement for a specific term in accordance with the Flathead Lutheran Bible Camp Employee Handbook.

#### **Support Staff** (minimum requirement: high school diploma or equivalent)

Support staff members may be hired for one primary responsibility or multiple (kitchen/food service; grounds/maintenance, cleaning/sanitization, kitchen steward, lifeguard, arts and crafts assistant, naturalist assistant, canteen assistant, etc.). Responsibilities will be combined/rotated to meet the needs of the camp community as determined by camp directors and/or coordinators. Additional responsibilities (helping lead cabin groups, helping lead day camps) may be rotated in as allowed and appropriate, per the discretion of FLBC directors/coordinators. This position is governed by an employment agreement for a specific term in accordance with the Flathead Lutheran Bible Camp Employee Handbook.

*\*Please note that all job descriptions are intended to provide an inclusive summary of the primary responsibilities associated with each position. All FLBC employees are expected to lend their talents and efforts to the overall mission of Flathead Lutheran Bible Camp. Specific information regarding compensation, benefits, and scheduling is contained in individual employment agreements. Weekly staff assignments will include a description of the duties required for each role.*

### **LEADERSHIP STAFF**

(Applicants must be 21+ with a good driving record. All Leadership Staff will be high ropes trained and responsibilities may be combined.)

#### **Onsite Program Leader**

Must have prior camp counseling and supervising experience. Assist Program Director in implementing summer on-site programs through planning, coordinating and supervising activities for a specific age group of campers. Will be a resource, leader, and supporter of 4-8 counselors and their campers each week. Will work primarily behind the scenes doing logistical support work for implementation of age group programming. Responsibilities also include assisting with planning and leading staff training, preparing for and leading worship, being a role model for staff, and participating in and supervising cleaning and maintenance projects. This position is governed by an employment agreement for a specific term in accordance with the Flathead Lutheran Bible Camp Employee Handbook.

### **Wilderness Program Leader**

Assist the Wilderness/EE Director in planning and preparing for off-site trips. This includes packing food for trips and overseeing gear rationing. Under the direction of the Wilderness Director, will clean and maintain all off-site gear. Coordinators greet groups as they arrive. Will lead the wilderness orientation talk for groups and host the grill-out for returning groups. Will be responsible for leading off-site trips and training counselors in wilderness camping. Must have life guarding certification. This position is governed by an employment agreement for a specific term in accordance with the Flathead Lutheran Bible Camp Employee Handbook.

### **Waterfront Leader** (may be combined with another position)

Must have current life guarding certification and supervising experience. Will be responsible for coordinating all waterfront activities, including boating and swimming areas. Will supervise lifeguards and be responsible for waterfront upkeep and rescue equipment to ensure a safe environment for campers and guests. Will oversee gathering and organizing and returning of lost and found items. Must be available for leading and participating in other camp activities as assigned by the Program Director and Wilderness /EE Director. This position is governed by an employment agreement for a specific term in accordance with the Flathead Lutheran Bible Camp Employee Handbook.

### **Arts and Crafts Leader** (may be combined with another position)

Will be responsible for development of arts and crafts program that stimulates creativity in campers/guests and relates to daily Bible Studies, following the assigned curriculum. Also is responsible for purchasing craft supplies (under the supervision of the Program Director) and organization/maintenance of craft facility. Must be available during daily craft times and any time a small group wants to do arts and crafts. Will organize and distribute crafts for Day Camp program and keep track of arts and crafts finances. This position is governed by an employment agreement for a specific term in accordance with the Flathead Lutheran Bible Camp Employee Handbook.

### **Assistant Cook**

Assists the Food Service Coordinator in preparing, producing, and serving nutritious meals to summer campers, weekend retreat guests, and other groups as scheduled. Previous supervisory experience and ability to work independently preferred. This position is governed by an employment agreement for a specific term in accordance with the Flathead Lutheran Bible Camp Employee Handbook. This position may be hourly if the Assistant Cook lives off-site.

### **Music and Worship Leader** (may be combined with another position)

Coordinates daily worship/campfire alongside other summer staff, year-round staff, and volunteers. Follows guidelines of the FLBC music & worship team. Also finds creative ways to integrate music into all facets of the camp experience. This position is governed by an employment agreement for a specific term in accordance with the Flathead Lutheran Bible Camp Employee Handbook.

### **Naturalist** (may be combined with another position)

Will be responsible for implementing garden and hunger awareness programs as well as developing further curriculum for campers in third through twelfth grades. Also, will be in charge of maintaining (watering, weeding, harvesting) the garden. Will lead outdoor education activities for campers and guests. Oversees upkeep of God's Creation Center. Must be available for leading and participating in other camp activities as assigned by directors and/or coordinators. This position is governed by an employment agreement for a specific term in accordance with the Flathead Lutheran Bible Camp Employee Handbook.

### **Canteen Leader** (may be combined with another position)

Will be responsible for overseeing operations and inventory in the canteen (the camp store), including organization, point-of-sale software use, training other staff, etc. In charge of monitoring stock of snacks, merchandise, and other goods, and notifying year-round staff when more needs to be ordered. Will help check guests out at end of each camping session, and will ensure all balances are squared away. This position is governed by an employment agreement for a specific term in accordance with the Flathead Lutheran Bible Camp Employee Handbook.



# Flathead Lutheran Bible Camp

## 2022 Reference Questionnaire

### To be completed by the applicant:

Name: \_\_\_\_\_ Position you are applying for: \_\_\_\_\_

Thank you for serving as a reference for a potential member of our 2022 Summer Staff. This reference will be confidential and will not be shared with the applicant. Please contact us directly at [karen@flbc.net](mailto:karen@flbc.net). We would be happy to set up a phone call if you prefer to give a verbal recommendation.

Signature of applicant \_\_\_\_\_ Date \_\_\_\_\_

The above-named person has applied to serve on the summer staff at Flathead Lutheran Bible Camp and has listed you as a reference. As we will be serving a wide variety of campers and guests this summer, we need your help in evaluating this person's potential in working with children and adults in our ministry. Your sincere and candid response regarding this person's character and ability is appreciated.

1. How long and in what capacity have you known this applicant?

**On each of the following questions, please check the phrase which most accurately describes the applicant's behavior.**

2. How well is this person able to direct and influence others along definite lines of action?

- Exceptional leader; inspires others along desired lines of action
- Very successful in leading others
- Normally successful in directing and leading others
- Usually follows the lead of others
- Poor leader; incapable of directing others

3. How well does this person work with associates for the good of the group?

- Exceptionally successful in working with others and inspiring confidence
- Cooperates willingly and actively; makes things go smoothly
- Cooperates but not whole-heartily, does only what is required
- Gives limited cooperation; neglects the common good for their own interests
- Cooperates grudgingly; makes trouble and obstructs the group's efforts

4. How does this person react to suggestions or criticisms by others?

- Invites criticisms and suggestions; always wanting to improve
- Follows suggestions willingly; open to improvement
- Listens to suggestions but often acts without considering them
- Resents suggestions or alternative ideas
- Takes suggestions and criticisms as a personal insult

5. How well does this person follow through on tasks and assignments?

- Exceptional perseverance; does more than expected
- Energetic; industrious; dependable at all times
- Satisfactorily completes assigned tasks on their own accord
- In different unless deeply interested; may not finish tasks
- Needs constant prodding and supervision to complete work

Please comment briefly on the following items, giving specific examples when you have had firsthand experience. If you have no knowledge, please state so.

6. Starting with the most important, please comment to the top 3 ways in which this individual could improve their work performance.

7. Starting with the most important, please comment on the top 3 work related strengths of this individual.

8. Ability to lead campers toward a growing Christian faith: ability to lead devotional time, worship, or influence young lives in a Christian way.

9. Would you recommend that this person be responsible for the care and supervision of children for a lengthy period of time? Rate this person by circling a number from ten to one.

Definitely Yes 10 9 8 7 6 5 4 3 2 1 Definitely Not

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

Print Name \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_

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

**Please return this document directly to FLBC as soon as possible.**

Staff applications cannot be considered until references are received.  
Thank you for your time and your help in this ministry.

Karen Heser, Program Director  
Flathead Lutheran Bible Camp  
603 S Main St  
Kalispell, MT 59901

If you have any questions, you can contact Karen Heser at 406-696-7559 or karen@flbc.net