

WINTER STAFF GUIDELINES

Welcome to the WSS Winter Staff! We are excited and thankful that you are joining us this winter. You have been selected to be responsible for a major part of the ministry here at White Sulphur Springs this winter. In a real sense, you are a **missionary**, and the culture here is one which is purposely different from the one from which you have come. A missionary is on a mission, following a purpose that guides all decisions. Like a missionary, you will be joining God in His work in the lives of people. We pray that you will:

- Grow in your walk with our Lord through daily personal Bible study, prayer, and fellowship.
- Know your specific responsibilities and set a high example of excellent service.
- Maintain a positive witness toward all who are at White Sulphur Springs and a servant's attitude toward both guests and fellow workers on the staff.
- Encourage those with whom you work in their spiritual growth.

Above all, remember that you are a **servant** of Jesus Christ. In every aspect of your life here, strive to model the character of Jesus. To support this purpose we have a few guidelines which we ask and expect you to follow for your own benefit and as a role model to the younger support team and guests.

White Sulphur Springs Program/Culture

1. Support the Program. You are expected to participate fully in ministry events here at WSS. Your presence and participation is a great encouragement to the guests and younger staff members. Please resist the temptation to pull away from Heritage House and get "something else going", whether down at Harrison House, in town or at a home nearby. Rather, during the afternoons and evenings, do your best to interact with guests and their children in informal settings in and around the inn. We recognize that you need time off to rest, relax and recreate so that you may perform your duties properly. We expect you to attend and participate in all meals, special events, family hour special numbers, square dance, etc. Help guests catch the fun spirit of the occasion and be enthusiastic about the event. Volunteer to do a "special number" at the evening family hour (7:00-7:30). Attend both programs on Sunday morning (worship and SS hours). Winter staff members not involved in specific duties during evening program time should attend the adult teaching session (**please do not plan cooking or class preparation times during evening sessions**).
2. Rest. A well-rested person will do a better job and have a better attitude.

Personal Conduct

1. Personal Relationships. Please use good judgment in this area. You were selected for staff in order to serve Jesus Christ in the realm of your specific responsibility. It is discouraging to other staffers and detrimental to this purpose if individual male-female relationships begin to form. The focus becomes a singular relationship with one person and distraction from your primary ministry occurs. On your days off and during your free time we encourage you to spend time with other senior staffers in a group setting and at a time that does not interfere with duty performance. So we ask you not to pair off with or demonstrate singular affection for any member of the winter staff. Regarding relationships, our desire is that you remain totally above reproach. Refrain from inappropriate physical contact with members of the opposite sex.
2. Propriety. Men may not enter the women's living areas and vice versa. Because of the responsibility you carry as a representative of WSS, we expect you to totally abstain from alcohol, tobacco, vaping and non-prescription drugs during the course of the winter, even while off the premises.
3. Dress. Modest sports or casual attire is fine or swimwear when appropriate. Women may wear shorts of modest length but no tank tops, spaghetti straps or bare midriffs (front or back). Ensure shirts cover waistbands. Shoes and shirts are required in the dining room. Please do not wear hats in the dining room.
4. Rooms. For safety and emergency accountability, all staff members are required to sleep in their assigned rooms. As a courtesy to other staffers and guests, keep your living area neat and clean. Keep all clothing and towels picked up off the floor since your room is usually observable by guests. Please do not tape anything to the walls because it damages the paint. Instead use "poster putty".
5. Practical Jokes and Pranks. We desire this time to be one of spiritual encouragement, growth and challenge. Pranks and practical jokes, while intended for fun, do not lend to an environment of encouragement but rather one of revenge and thus are discouraged at White Sulphur Springs.

Facilities/Equipment

1. Vehicles. Camp vehicles are for business use only with permission of your supervisor. Staff members may not use WSS vehicles for personal errands. Please use your own vehicle (if you have one) for personal errands and then only on your day off. Personal vehicles will normally be parked in the Harrison House parking area or in the parking area nearest the Waste Water Treatment facility. If another staff member asks to use your vehicle, you may lend it, at your own discretion.
2. SAFETY. Please find the closest exit plus an alternate exit from your room to the ground so, in case of fire, you will know where to go. False alarms are dangerous and must be avoided. If the fire alarm goes off, DO NOT ASSUME IT IS A FALSE ALARM! You should take action to exit the building immediately. In leaving your room, first feel the door to see if it is hot. If it is, take another route from the building. If there is smoke in the building, place a damp towel or wash cloth over your nose and mouth and leave the building, keeping low. Also, if your clothing catches on fire, remember your old school fire safety lecture to **STOP - DROP - and ROLL!**
3. Tool and Equipment Use. WSS has numerous tools and equipment in various locations that are essential to maintaining the facility and are costly and potentially dangerous. All tools and equipment are primarily for the use of permanent staff and for specifically authorized Staff and should not be used by others unless specific permission is given by a permanent staff member. Clean and return all tools you use to their proper storage place. If you find tools “adrift” (left out and apparently forgotten), please report this to a facility or maintenance staff member.
4. Maintenance Procedures. The first step in keeping WSS in good repair is to identify maintenance and repair needs. Staff are critically needed to help in this process by reporting, ideally in writing, any maintenance problems that occur. Please report maintenance needs (in as much detail as needed to complete the request) to Facility/Maintenance staff and it will be addressed according to its priority.

General Procedures for all Winter Staff

1. The new session schedule will be posted on the bulletin board by noon on turnover day.
2. On turnover day afternoons, all available Winter Staff will meet arriving guests at the entrance to the Heritage House.
3. At meals, staff members should sit with guests rather than form staff tables. Guests often comment how much they appreciate this courtesy.
4. Please stay out of the kitchen cooking area and pantry unless you are working there. Taking food for personal snacks from the kitchen pantry or refrigerator is unacceptable. If you regularly need snacks, purchase some on your day off. Do not use the kitchen door as a general entrance to Heritage House. *The kitchen **will not** be used for cooking by any staff member. Teachers - please don't bring children into the kitchen.*
5. Staff members should not enter the office except on business and should not leave personal belongings in the office. The Green Room closet will contain the Staff mailboxes. **Please keep your mailbox slot cleaned out**, not using it as a stash place. Important information may need to reach you there.
6. **All office telephones are to be used for business only.** No personal calls are to be made on these phones.
7. Staff members who are not internationals may not use WSS computers for email except in the event of an emergency or to conduct essential business (with permission).
8. Do your part to keep utility bills down by turning off lights when not in use. Also, turn off fans when leaving your room. Assist us by being alert for running toilets, lack of water pressure, and general cleanliness of the hotel.
9. Help cut down on everyone's workload by cleaning up your own mess, *picking up trash wherever you see it*, and putting everything back where you found it. Please make your bed every morning.
10. All staff members must sign out when leaving WSS property and sign back in when returning. The sign-out log will be near the front door. Leaving the conference center grounds requires permission from your supervisor, in addition to "signing out".
11. Traveling to anywhere **beyond** Bedford, Cumberland or Altoona requires documented permission from a parent/guardian for staffers under 21.