



Dear Applicant,

Greetings from Holden Village! Thank you for your interest in being a part of Holden's long-term staff. The following pages include information about Holden Village, the application procedure, and our acceptance and notification process. The main application page, three reference forms, and a health form are also enclosed.

The following points outline some basic information that will help you decide if now is a good time for you to volunteer at Holden:

- You must have a desire to be an active member of a Christian, worshipping community and be able to serve the mission of Holden Village.
- You need to be able to give one year of volunteer service and be able to responsibly live on a small stipend plus the other benefits Holden can offer.
- You need to be in good physical health. Holden is in a remote location. We cannot quickly transport people to medical care. We often have a nurse in the Village. There is no doctor. Medical emergencies are extremely dangerous due to our setting.
- Most positions involve supervisory responsibilities and self-motivation.
- A key responsibility for all staff is to extend Holden's mission of hospitality to all.
- You must be at least 21 years old.
- In general, preference for long-term positions is given to those who have previously volunteered in short-term positions. If you are not a previous Holden volunteer, we strongly encourage you to volunteer on summer staff before making the decision to apply for long-term staff.
- We do not start to consider any application until all portions of the application are received, including the references. You may wish to request 4 references to insure we get 3.

If you are applying with your family, each adult member of the family must submit a completed application, health form and three references. **Parents should introduce children under 18 in their application and include a health form for each child.**

Return all application materials to: Staff Coordination, Holden Village, HC0 Box 2, Chelan, WA 98816-9769.

Please feel free to contact us via mail, email [staffing@holdenvillage.org](mailto:staffing@holdenvillage.org), or by FAX (509) 687-3375 at any time during the application process. Our website contains good information related to volunteering and life in the Village ([www.holdenvillage.org](http://www.holdenvillage.org)). We look forward to hearing from you!

Peace,

Staff Coordination



## What Is Holden Village?

**The Vision** of Holden Village is the love of God making new the church and world through the cross of Jesus Christ.

**The Mission** of Holden Village, a Lutheran ministry, is to welcome all people into the wilderness to be called, equipped and sent by God as we share rhythms of

- Word and sacrament
- work, recreation and study
- intercession and healing.

**Holden is ministry.** Holden Village is a center for renewal, a Lutheran ministry welcoming all people into the wilderness to be called, equipped, and sent by God. The center of our lives is the Good News of Jesus Christ, which opens us to ourselves, each other, and all the issues facing humankind.

**Holden is worship.** Worship at Holden is a community event. Each of us commits to daily attendance at vespers, but we also commit to be an integral part in the shaping and leading of matins and vespers. Most staff members will volunteer as readers, cantors, communion assistants, assisting ministers, and vespers leaders often during their stay.

**Holden is community.** Holden's community includes all who care for Holden through their labor, gifts, and prayers. Villagers of all kinds form a community of worship, learning, hospitality, service, and celebration. Holden welcomes all of God's children, regardless of denomination, race, ethnicity, gender, sexual orientation, age, or political opinion.

**Holden is volunteers.** Everyone gets to claim Holden as their own through volunteer opportunities. Volunteer staff play a large part in creating a place of welcome, celebration, and hilarity in all aspects of Village life. The staff supports this retreat by cooking meals, cleaning lodges, doing laundry, staffing the bookstore, pool hall, and snack bar, etc. Holden is able to offer reasonable rates to the guests who come here because of the dedicated volunteers and donors who support this ministry of hospitality. It is important that staff members have a strong interest in the mission of Holden.

**Holden is real.** At Holden, we live in a real flesh and blood community of forgiven sinners. In work, play, and conversation – in agreement and disagreement – we offer ourselves to each other in mutual forgiveness and respect.

**Holden is continually changing.** Guests arrive and depart daily. Summer staff volunteer for periods of three weeks to six months. Greetings and farewells happen daily. As reported through the decades, some of the greatest gifts of serving at Holden are new and deeper friendships, introduction to new ideas and issues, spiritual and personal growth, joy in service, participation in Holden's excellent program, interaction with a diverse variety of teaching staff, and the chance to experience God's creation in this mountain wilderness.

**Holden operates year round.** Although summer is the busiest time, many volunteers work at Holden during the off-season. In the "high" season from May to October our program is expansive and varied. In the winter there are retreats, programs lasting several weeks, and creative residencies, all providing lots of learning opportunities. This is also a great time for sabbaticals.

**Holden is an isolated wilderness setting.** At Holden, communication with the outside world is limited. We have only emergency phone access and no television, radio or cell phone reception. Persons coming to the Village are encouraged not to bring and, as technology advances, asked not to use these devices. Emergency calls can be made to the Bed and Breakfast at (509) 687-3644. There are no roads directly into Holden. *We usually have a medic for first aid care in the Village but **licensed medical personnel may not always be available.** Medical emergencies are extremely dangerous due to our setting. **If you have health problems you should seriously consider the implications of this in applying.***

# Volunteer Work at Holden Village

## Work Responsibilities and Assignments

- Work assignments will be based on both your preference and Holden's needs. Long-term positions at Holden are listed in this packet and updated information is available on the website at [www.holdenvillage.org/longterm](http://www.holdenvillage.org/longterm). In some cases you will be asked to work in an area that is not one of your four choices because of our need, but you will be consulted if this becomes necessary. Your willingness to serve where you are most needed is greatly appreciated!
- Long-term staff are expected to work 36 hours per week in their assigned work area (or occasionally 2 half-time areas). Daily work schedules and days off vary greatly based upon position.
- As well as their job, all staff members contribute to additional village responsibilities. Dish teams, garbage teams, and stoking rotations happen on a weekly and monthly basis. Staff members also help in a variety of other ways including bulk mailing, first response team, inventory, fire brigade, bus driving, worship committee, etc. Between work and village tasks, most Holden volunteers work from 40-45 hours per week.
- Responsibility, leadership, and supervisory roles are inherent in each long-term position. For many long-term positions you may be the primary responsible person. For these reasons, at times, many Holden long-term staff work odd hours and more than the required number of hours. Staff are encouraged to set healthy boundaries around their personal time.
- While all staff have specific positions and job descriptions, the primary role of all staff members is to welcome and engage in hospitality with guests and other staff. Long-term staff are often overseeing, training, and incorporating volunteers into work projects and work environments as they come and go from the Village.

## Compensation and Benefits

Refer to the "Long-Term Staff" section of the Staff Handbook. This can be found on our website with the application materials.

## Holidays at Holden Village

- Many guests visit Holden over Thanksgiving, Christmas, and Easter holidays. Because of the high volume of guests, all staff are expected to remain and work in the Village during these holiday times.
- Long-term staff are also expected to be in the Village over Fall Work Week in mid-October and Spring Work Week in mid-April.

## Families and Children of Long-Term Volunteers

- School aged children attend our K-12 school which is part of the Lake Chelan public school district and is fully accredited. Homeschooling at Holden Village is not permitted.
- Children age 12 and over are expected to help on dish team and garbage.
- Children ages 14 and older are expected to work 5 hours a week during the school year
- In the summer, children ages 14 and 15 are expected to have a half-time job in the Village. Children 16 and older are expected to have a full-time Village position.
- During the summer staff children may attend Narnia Monday through Friday (8:30am-12:00pm); however, there is no child care provided at other times and families with small children should take this into consideration.

## Length of Service

Applicants are invited into a long-term staff position for one year.

## Housing

There are limited staff accommodations. We attempt to look at the individual/family need when providing housing.

- Singles are generally housed in dormitory style lodges or multiple person dwellings.
- Families may also share their living space with others.
- Children may be required to share a room with siblings.

## Pets

Pets are not allowed at Holden Village except as seeing eye dogs, hearing dogs, etc.

## Application Procedure

### What do I need to complete?

- **Application Form.** Fill out one application for each adult in your family.
- **Application Essays.** Note that number 9 on the application page requires written responses on a separate sheet. Due to our location and transient community a formal interview may not be able to take place. These questions are often in lieu of an interview.
- **Resume.** Please include a current resume of your work and education history.
- **Covenant.** Be sure to read and sign the Holden Village Staff Covenant.
- **Health Forms.** Return one health form for each member of your family. Please explain any marked items.
- **References.** We require three written references for each worker. At least one reference should be job related and we ask that you please not obtain any references from relatives. Your references should complete the attached form and send it separately to Holden. Follow-up is your responsibility.

### When and how will I hear from you?

- You will be contacted by email when your application is complete.
- Holden's staffing committee begins to process your application once all of the necessary information has been sent to us – application, resume, covenant, three references, and a health form for each member of your family. This committee is made up of our Staff Coordinators, Directors, and Long-Term Managers.
- Accepted applicants will receive a letter of invitation, more information regarding dates of service, job descriptions, and information on Holden's benefit package.
- The **minimum** amount of time from receipt of **all** your materials to the time when a decision will be made is about 3-4 weeks, but the process sometimes takes a few months. We encourage you to check-in on the process by emailing the staff coordinators.
- Although there are exceptions, we usually fill positions 3-4 months before they open.

### Application Tips

# Long-Term Positions

This is a list of full-time and half-time long-term positions.  
All positions are limited to one year commitments unless otherwise noted.

Please contact the Staff Coordination office at [staffing@holdenvillage.org](mailto:staffing@holdenvillage.org) or view our website [www.holdenvillage.org/longterm](http://www.holdenvillage.org/longterm) for information on opening dates and job descriptions. Website listings are updated every two-three weeks. All position with opening dates more than four months are subject to change.

## Operations

- Carpenter (2 positions)
- Electrician
- Fire/Safety Chief (1/2 time)
- Garbologist
- Head Maverick
- Mechanic (salaried)
- Mechanic's Apprentice
- Operations Manager \*
- Plumber
- Public Works Manager \*
- Repair Associate
- Utilities Lead
- Utilities Assistant (2 positions)

## Hospitality Services

- Cook (several positions)
- Head Housekeeper
- Hospitality Services Manager\*
- Laundry (1/2 time)
- Librarian (1/2 time)
- Medic/Nurse
- Registrar

## Program Support

- Crafts Coordinator
- Musician/Worship Assistant
- Pastor \*

## Administration

- Administrative Assistant
- Bookkeeper
- Bookstore Coordinator
- Business Manager \*
- Contributions Recorder (1/2 time)
- IT Coordinator
- Posti (1/2 time)
- Publications Coordinator
- Staff Coordinator (2 positions)

## Down Lake Operations

- B&B/Field's Point Manager

\* denotes a position which requires a 2 year commitment  
please contact the directors at [director@holdenvillage.org](mailto:director@holdenvillage.org) for details



# Holden Village Staff Covenant

**The Vision** of Holden Village is the love of God making new the church and world through the cross of Jesus Christ.

**The Mission** of Holden Village, a Lutheran ministry, is to welcome all people into the wilderness to be called, equipped and sent by God as we share rhythms of

- **Word and sacrament**
- **work, recreation and study**
- **intercession and healing.**

## Holden Village Core Values

**WORSHIP:** We are grounded and united in daily Gospel-centered worship. **THEOLOGY:** We interpret Word, sacrament, and daily life through the Lutheran theology of the cross. **HOSPITALITY:** We offer lavish hospitality to all. **VOCATION:** We believe that God calls all persons to love and serve God and neighbor. **DIVERSITY:** We celebrate the unity and diversity of all God's children. **GRACE:** We offer ourselves to one another in mutual forgiveness, conversation and respect. **SHALOM:** We trust God's mercy as we pray and work for justice and peace. **ECOLOGY:** We celebrate and seek to serve creation's well being through faithful patterns of daily living. **GIFTS:** We express gratitude to God for extravagant gifts of creativity, imagination and ingenuity in all who volunteer. **STUDY:** We value critical thinking, provocative discussion, and the integration of learning and experience. **REST:** We embrace God's gift of sabbath by offering refreshment to those who are weary. **PLACE:** We commit to be grateful stewards of the surprising gift of Holden Village and its place in the wilderness. **COMMUNITY:** We believe that the Holden community includes all who care for Holden through their labor, gifts and prayers. **HILARITY:** We love that holy hilarity returns us to the joy and freedom of the Gospel, which alone overcomes all our lapses of mission, strategies, goals, garbology, dishteam, work, and relationships.

- **WORSHIP** - calls us to our purpose and vision as a community. As villagers, we all agree to the discipline of attending daily worship.
- **HOSPITALITY** - Whatever one's position on staff, one of our primary ministries is hospitality to all people who step off the bus and into life at Holden. This includes sharing meals with strangers, engaging in conversation, and reaching out to one another through a kind word or deed.
- **WORK** - Our basic work week is 36 hours. All long-term positions require leadership and supervisory responsibility; staff may have to work longer hours in order to meet the demands of the job. Flexibility is important both for you and for the Village. Your supervisor will coordinate your schedule.
- **STAFF RESPONSIBILITIES** – In addition to your work you are expected to provide at least 4 additional hours of village service. All staff serve on dish teams, garbology teams, and stoking rotations in addition to the normal workday. Other work and activities must be scheduled around these tasks. Also, staff members help in a variety of ways including bulk mailings, first response team, fire brigade, assisting at the Holden school, worship committee, etc.
- **STAFF MEETINGS** - The entire Holden staff meets weekly to introduce newly arrived volunteers, say goodbye to departing ones, discuss important issues, and share information relevant to life in the Village. All staff are expected to attend all staff meetings during their stay at Holden.
- **VILLAGE SAFETY** - All staff members are expected to participate in maintaining a safe environment and to follow village safety policies. Violation of any of the following is reason for immediate dismissal from the Village.
  - No drinking of alcohol by persons under 21.
  - No provision of alcohol to anyone under 21.
  - No use or possession of illegal drugs (including marijuana).
  - No possession or use of firearms, including those for hunting purposes without express written permission from a director.
  - No sexual harassment and/or assault of any staff member or guest.

I have read and understand the Holden mission and the staff covenant.

I will abide by this covenant and will support others in keeping this covenant.

No term of employment is guaranteed. In order to maintain the staffing flexibility that is essential to the successful management of our organization, as well as to protect the options of each employee, it is understood that the employment relationship with us is "At Will." Either employer or employee can terminate it, with or without cause or notice, at any time. No agreement to the contrary is valid, unless it is in writing and signed by the Director.

---

Print Name

Signature

Date

**Holden Village**  
**Long-Term Staff Application**

Gender: \_\_\_\_\_

Birth Date: \_\_\_\_\_

Age: \_\_\_\_\_

1. **Name:** \_\_\_\_\_  
(FIRST) (MIDDLE INITIAL) (LAST)

**Present Address** (We will send all information to this address unless you indicate otherwise):

\_\_\_\_\_  
STREET CITY STATE ZIP

**Permanent Address:**

\_\_\_\_\_  
STREET CITY STATE ZIP

**E-Mail Address:** \_\_\_\_\_

**Home Phone:** ( ) \_\_\_\_\_ **Cell Phone:** ( ) \_\_\_\_\_

2. **Professional Experience:** \_\_\_\_\_ **Church Affiliation:** \_\_\_\_\_

3. **Have you ever been to Holden Village?** \_\_\_\_\_ **When?** \_\_\_\_\_

**Have you ever been on Holden staff before?** \_\_\_\_\_ **When?** \_\_\_\_\_ **What position?** \_\_\_\_\_

**How did you find out about Holden Village?** \_\_\_\_\_

4. **Dates Available:** Arrival date: \_\_\_\_\_ Departure date: \_\_\_\_\_ Are your dates flexible? \_\_\_\_\_

Why or Why not? What are your dates dependent on: \_\_\_\_\_

5. **Identify the positions in which you are interested** (in order of preference without consideration of opening dates):

1. \_\_\_\_\_ 2. \_\_\_\_\_

3. \_\_\_\_\_ 4. \_\_\_\_\_

6. **Identify the positions in which you are interested** (taking into consideration the listed opening dates on the website):

1. \_\_\_\_\_ 2. \_\_\_\_\_

3. \_\_\_\_\_ 4. \_\_\_\_\_

7. **Please (X) any area in which you have experience.**

**Certifications**

\_\_\_ Driving heavy equipment/trucks/buses  
Type: \_\_\_\_\_

\_\_\_ Possess CDL, Class \_\_\_\_\_

Endorsements \_\_\_\_\_

\_\_\_ Mechanic

\_\_\_ Medical Professional

State: \_\_\_\_\_

Type: \_\_\_\_\_

\_\_\_ EMT

Exp. Date: \_\_\_\_\_

\_\_\_ Certified Lifeguard

Exp. Date: \_\_\_\_\_

\_\_\_ WFR, BLS, First Aid Certified

Exp. Date: \_\_\_\_\_

**Operations Experience**

\_\_\_ Logging (chainsaw)

\_\_\_ Electrical

\_\_\_ Carpentry

\_\_\_ Plumbing

\_\_\_ Heating, Ventilation, Refrigeration

\_\_\_ Water Filtration

\_\_\_ Painting (interior or exterior)

\_\_\_ Firefighting

\_\_\_ Landscaping

**Other**

\_\_\_ Weaving/Crafts

\_\_\_ Pottery

\_\_\_ Photography

\_\_\_ Vocal Musician

\_\_\_ Instrumental Musician \_\_\_\_\_

\_\_\_ Dance

\_\_\_ Cooking

\_\_\_ Computer programming

\_\_\_ Bookkeeping/Accounting

\_\_\_ Retail/Sales

\_\_\_ Library

\_\_\_ Multi-Media Equipment

\_\_\_ Children/Youth Work, Ages \_\_\_\_\_

\_\_\_ Human Resources

\_\_\_ Supervision

\_\_\_ Fundraising

\_\_\_ Writing/Editing

\_\_\_ Languages: \_\_\_\_\_

8. **Are you fluent in conversational Spanish?** \_\_\_\_\_

9. **Please answer the following essay questions on separate paper.**

- a. What are the primary reasons you would like to give a year of service to Holden Village? What makes this the right time for you? How do you see your particular gifts contributing to Village life, and what do you think you will gain from life here?
- b. What may be some drawbacks to living in a remote community that is continually changing and reshaping itself? What may be some advantages?
- c. What are some of the spiritual, work, and personal issues you are dealing with right now?
- d. Every staff member has a role in hospitality. How do you see yourself in this role?
- e. How do you relate to the mission, vision, and core values of Holden Village? (found on the Staff Covenant)
- f. Describe the skills you have and your interest in terms of the positions listed for questions 5 & 6.
- g. What work, education, and experience do you have in the areas (X) in question 7?
- h. If you have children that will be coming with you, include an introduction for each of your children. Also, please describe any special educational needs. (Holden is a "remote school" and special education needs that are provided by the school district are not available on site.)

**\*Note: For each child please include a letter of introduction from a non-family member.**

10. **Please attach a current resume of work and education.**

11. **Have you ever been convicted of a crime?** (circle) No / Yes If yes, please describe the charges and circumstances on a separate sheet.

12. **References:** We suggest you ask four people to assure we receive three. Your application will be complete after the first three arrive. No relatives please. At least one reference should be work related.

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_

13. **Please attach a current portrait of yourself.** (This is not required to make your application complete, but it helps us begin putting a face with the name on your application.)

14. **Please read the Staff Handbook** before you send in your application (available online at [www.holdenvillage.org](http://www.holdenvillage.org)). This handbook contains information that is unique and important to being on staff at Holden Village. Please initial here to indicate you have read the whole handbook.

\_\_\_\_\_

## HOLDEN VILLAGE: HEALTH INFORMATION

NAME: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Last First M.I.

Email Address (print clearly): \_\_\_\_\_

**EMERGENCY CONTACT:** \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

### PERTINENT HEALTH INFORMATION:

**Current Medications:**

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

**Current tetanus shot date?** \_\_\_\_\_ (*MUST* have had one in the last ten years before coming to Holden Village)

**Have you ever had a systemic allergic reaction to bee stings, food, or medicine?** Yes \_\_\_\_\_ No \_\_\_\_\_

*If yes*, what was the precipitating substance? \_\_\_\_\_

What was the treatment? \_\_\_\_\_

(*If you have severe allergies, please bring your own EpiPen or Bee Sting Kit*)

**Are there any types of work/labor you are unable to do because of physical limitations?**

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

### HEALTH HISTORY: Check applicable items and explain below.

#### **Respiratory System:**

- Asthma
- COPD/emphysema
- Shortness of Breath
- Other (please explain)

#### **Cardiovascular System:**

- High Blood Pressure
- Angina/Chest Pain
- Congestive Heart Failure
- Heart Attack or Heart Surgery (please explain)

#### **Neurological System:**

- Migraines
- Seizures
- Stroke
- Other (please explain)

#### **Musculoskeletal System:**

- Arthritis
- Chronic Back Problems
- Chronic Joint Problems
- Other (please explain)

#### **Endocrine System:**

- Diabetes (explain type and method of control below)
- Thyroid Problems (hypo or hyper)
- Other (please explain)

#### **Psychological:**

- Depression
- Anxiety
- Other (please explain)

**Please explain any checked items:**

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

**Please remember, Holden Village is located in the wilderness and we are NOT prepared nor equipped to provide ongoing primary health care. We make every effort to have a medic available for first aid/emergency care but *there may not always be licensed medical personnel on site.* Careful planning and prevention on your part is the very best medicine.**



Dear Applicant,

The following reference is required to complete your application to be on staff at Holden Village. If you are applying to long-term staff, you must have three reference forms completed by non-relatives and one reference must be from a former or present employer.

If you are applying for short-term staff, you need only one completed reference.

You may decide if you wish to have access to this information or not by completing and signing here.

I waive my right to view this reference  
 I do *not* waive my right to view this reference

\_\_\_\_\_  
(Applicant's Signature)

### Holden Village Reference Form

NAME OF APPLICANT: \_\_\_\_\_

The above named applicant is interested in serving as a member of the volunteer staff at Holden Village. Your open and honest responses to the questions on this sheet will help us in being sensitive to the applicant's abilities and needs, in making preliminary work assignments, and in trying to make their experience a rewarding one. We appreciate your help in providing an assessment of the applicant.

Some background information of Holden Village may be helpful. Holden is a center for renewal, a Lutheran ministry welcoming *all* people into the wilderness to be called, equipped, and sent by God. The center of our lives is the Good News of Jesus Christ, which opens us to ourselves, each other, and all the issues facing humankind.

We expect volunteer staff to come prepared to share their gifts and energies in this ministry of hospitality and service. While our commitment includes being a place of Christian care for those who need extra support, we also need to know who our volunteers are before they arrive so that we are prepared to be of assistance while they are with us.

See our web site at [www.holdenvillage.org](http://www.holdenvillage.org) for more detailed information.

After completing the questions below and on the reverse side, (feel free to use additional sheets, if necessary) please return this form to:

Staff Coordination  
Holden Village, HC0 Box 2, Chelan, WA 98816

**THANK YOU FOR YOUR ASSISTANCE!**

- 
1. a. How long have you known the applicant? \_\_\_\_\_  
b. In what capacity? \_\_\_\_\_  
c. Have you been to Holden Village? \_\_\_\_\_ When? \_\_\_\_\_  
In what capacity? (please circle all that apply) staff/teaching guest other \_\_\_\_\_

2. How does the applicant integrate faith and daily life?

3. Please comment on the applicant's level of responsibility, dependability and self-motivation. Is she/he able to work well alone? Please provide examples.



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In what capacity? (please circle all that apply) staff/teaching guest other \_\_\_\_\_

2. How does the applicant integrate faith and daily life?

3. Please comment on the applicant's level of responsibility, dependability and self-motivation. Is she/he able to work well alone? Please provide examples.

4. How well does the applicant interact with persons of diverse opinions and backgrounds? Is the applicant understanding of other's viewpoints? Is she/he able to communicate with people of varying ages and backgrounds?
  
5. Please comment on the applicant's ability to serve others and to work cooperatively with a large group of people.
  
  
  
  
  
  
  
  
  
  
6. What do you feel this person would contribute as a member of a Christian community? What would she/he gain?
  
  
  
  
  
  
  
  
  
  
7. Additional comments are welcome. Please describe any notable abilities, interests, skills or experiences of the applicant. Also describe any reservations or potential weaknesses you see in the applicant.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

**Please print—**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_