

Family Option Volunteer Program 2010

There are many families interested in working at Holden during the summer, but we have very limited space for ½-time workers and non-working family members. Holden is interested in having as many families come as possible, so the current system was created to maximize the number that can serve throughout the summer. We've structured the summer so that three families can serve at the same time for one, two-week commitment. We've noticed in the past few years that this also facilitates friendship between the children of both families.

The weeks in which we can accept families are based on the [Narnia](#) (children's program) and the [Miners/Jr. Miners](#) (youth) programs, which provide supervised structured activities for children and teens for part of the day.

NEW First Session: Tuesday, June 8 — Tuesday, June 22

Second Session: Tuesday, June 22 — Tuesday, July 6

Third Session: Tuesday, July 6 — Tuesday, July 20

Fourth Session: Tuesday, July 20 — Tuesday, August 3

Fifth Session: Tuesday, August 3 — Tuesday, August 17

Note: Preference this week to those proficient in Spanish due to [Abriendo Caminos](#), our all-Spanish week, August 8th-14th.

Sixth Session: Tuesday, August 17 — Tuesday, August 31

Work Logistics

In two adult families, both adults participate in Garbology and Dish Team.

- If any of your children are under 12, one adult works full time (36 hrs/week) and one adult works half time (during Narnia hours).
- If all of your children are 12 and over, both adults work full time (36 hours/week).

In single adult families, the adult participates in Garbology and Dish team.

- If any of your children are under 12, you work half-time (during Narnia hours).
- If all of your children are 12 and over, you work full time (36 hours/week).

- Children 12 and over participate in Garbology and Dish team.
- Children age 14 & 15 work ½ time in addition to Garbology and Dish team.
- Children 16 and over work full-time in addition to Garbology and Dish team.

Holden Village Family Option—Summer 2010

Contact Name: _____

All family members:

Name	Birth date (m/d/y)	Job preference 1	Job preference 2	Job preference 3

Date Preferences:

1st Choice _____

2nd Choice _____

3rd Choice _____

What is Holden?

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 often as readers, cantors, communion assistants, assisting ministers, and vespers leaders 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, celebration, and service. 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 all 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. Summer staff volunteer for periods of three weeks to six months, so 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 learning 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

RESPONSIBILITIES AND ASSIGNMENTS

- Each Villager, staff and guest alike, commits to daily attendance at evening worship.
- Staff are expected to work 36 hours per week in their assigned work area. This will generally be 6-7 hours a day, 5-6 days a week. Work assignments will be based on both your preference and Holden's needs. In some cases you will be assigned to a work area that is not one of your first three choices because of our need, but you will be consulted if this becomes necessary. Please indicate on your application if it is **impossible** for you to serve in a work area, due to physical limitations.
- In addition to their job, all staff members will work approximately 4-5 hours a week on additional community assignments including serving on garbology and dish teams. Other tasks will be assigned according to the needs of the village.

EXPENSES AND COMPENSATION

- Short-term staff at Holden work on a volunteer basis. Room and board is provided. There is no other financial compensation. Stipended positions are available for 3-5 month commitments in the following: area heads, lead cook, registration assistant, head bus driver, and B&B/Field's Point (downlake, Chelan area). Please contact staff coordination for further information.
- Expenses while at Holden are minimal. The Holden Bookstore sells a variety of books, cds, T-shirts, sweatshirts, and personal items. Staff members should have money for medical, travel, toiletry, and miscellaneous expenses. Holden does not accept credit cards.

SPECIAL VOLUNTEER OPTIONS

- **Work-half/Pay-half...** *especially for:*
 - Senior volunteers
 - Physically-challenged volunteers
 - Volunteers seeking additional personal time

Work/Pay staff work 18 hours per week and stay at a reduced rate (half the current guest rate). Given the physically demanding nature of most jobs, this option fits the needs of many of our valued volunteers. The Work/Pay option is available on a limited basis during our peak Summer months but works out best during the "off-season".

- **Family Option Volunteer.** When you volunteer as a family, all adults work during the hours that Narnia (the children's program) is in session, as well as participate in garbology and dish teams. Parents whose youngest child is 12 or over work full time. In two parent families with children under 12, one parent works full-time and the other half time. Single parents with children under 12 work half-time. All children age 12 and over participate in Garbology and Dish team. In addition, children age 14 & 15 work half time, and children 16 and over work full time. Often the whole family is housed in one room, usually a room with four beds. We can accept only a limited number of single and two parent families. [The Family Option program is a two-week volunteer commitment.](#)
- **Apply early!**

Please note: Holden's school is a public school, and is part of the Lake Chelan School District. Families visiting or working during the school year cannot place their children in school unless the children officially enroll through the Lake Chelan School district. The Narnia children's and Miners youth programs begin mid June and end late August.
- **Trail Maintenance.** Come alone or form a Trails Work Group of friends, family or fellow church members and help maintain/repair hiking trails in Railroad Creek Valley. Housing may be either in the Village or camping in our Yurts. Check the "Trails" section of our website or with Staff Coordination for application details. Good physical condition is required.

FALL, WINTER, SPRING OPPORTUNITIES

- **Winter Staff Positions.** Many staff who are here between the dates of October 15 - April 15 make at least a one year commitment. We do have staff positions for people who can only stay several weeks or months. If you are interested in long-term staff or short-term staff during the winter at Holden, please download an application from our website or write to our Staff Coordinators.
- **Holiday Staff.** A small number of additional staff may be needed during Thanksgiving, Christmas/New Years, and other busy times listed on the website. These positions are typically for returning staff who need little work orientation. Due to transportation limitations during the winter, holiday staff are asked to arrive before most guests and depart after most guests have left. Families with children under 18 are not encouraged to be on staff during holidays as all staff need to be working full-time and there is no childcare provided.
- **Sabbaticals.** For more information about sabbatical options, please see our website or write the Program Coordinator, Holden Village, HCO Box 2, Chelan, WA 98816-9769.
- **Work Groups.** A work group consists of up to 12 individuals from your congregation, college, campus ministry, neighborhood or extended family that would participate on a special work project at Holden Village.
- **Work Weeks.** Check the web site for exact dates of a week in October and a week in April set aside to ready the Village for the change of season.
- **Work Camp.** Approximately every two years, in June, the entire village is filled with volunteer staff, including families with children, who work on projects of all kinds for the upkeep and improvement of the village. [Work Camp 2010 is from June 13 -20. Check the website for applications.](#)

- **Holden Angels** are people who can come to Holden on short notice to help out when the Village is understaffed or is in a particularly busy time, e.g. retreat weekends. These times of service may be as short as a weekend or as long as several weeks. Previous staff experience is a must. Contact Staff Coordination if you would be willing to have your name on the Holden Angels list.

SUMMER VOLUNTEER APPLICATION PROCEDURE

When can you volunteer? The summer season runs from approximately mid-April through mid-October. We begin processing applications for summer volunteers in January of that year. Work areas are filled on a first come-first served basis.

What kinds of jobs are available? Work areas at Holden are briefly described on the next page. Please choose the 3 areas you would most enjoy and list those on the front page of your application. Work assignments will be based on both your preference and Holden's needs. In some cases you will be assigned to a work area that is not one of your first three choices because of our need but you will be consulted if this is necessary. It may also be necessary to move you from one work area to another during the course of your time on staff. Your willingness to serve where you are most needed is greatly appreciated!

What is the time requirement? We require a three-week minimum commitment for the peak summer season June 20th – August 20th except for those on the family option and returning staff. From April 15th – June 20th and August 20th – October 15th two weeks may be considered. The maximum is 6 months. Please indicate on the application form the **EXACT** dates you would like to work. Because of the complexity of scheduling work areas, in the summer we ask that you plan to arrive AND depart on a **Tuesday, Wednesday or Thursday**. In the winter, please arrive and depart on a **Monday, Wednesday or Friday**. Please note clearly if this is impossible for you.

Community Covenant. Please read and sign the community covenant.

Reference and Health Form. One written reference is required for each worker and one health form for each member of your family. Please have your person of reference complete the attached form and send it separately to Holden. We suggest that you ask an additional person for a reference so that the application can be processed as soon as possible.

Acceptance and Notification. Applications are processed on a first come-first served basis, once we have received your **application AND reference**. Your acceptance email or letter will indicate your arrival and departure dates and your **tentative** work assignment. If you cannot honor these dates, please notify us immediately so we can change the dates or fill the position with someone else. If these dates are correct please return the confirmation email or card included with your acceptance notification.

VOLUNTEER WORK AREAS

The following are **Summer** staff work areas. *During the winter months, we have limited openings in fewer work areas (indicated by a "W" after the work area name). Inquire with Staff Coordination about exactly which Winter positions are open.* Please note your top three preferences. Also note that there are times we may not be able to give you one of your three choices due to the needs of the Village. We may also give you a tentative work assignment and have to change it before you arrive due to need.

BARISTA: Prepares and serves espresso drinks, cleans equipment, and creates a fun atmosphere of hospitality. Likely will involve part-time work in other areas.

BED AND BREAKFAST / FIELD'S POINT LANDING (downlake in Chelan area): Provides a hospitable and clean environment for Bed and Breakfast guests. Prepares breakfast. Carries out messaging services for Holden Village and operates the Field's Point Landing concession stand, parking lot, and grounds. Four-month (mid-May to mid-September) or seven-month (mid-March to mid-October) commitments desired. Small living allowance provided. **Contact Staff Coordination for more information and application.**

BOOKSTORE CASHIER: Restocks merchandise, sells bookstore items, and runs the cash register. Must be hospitable and able to work with numbers.

CARPENTER: (W) Works on carpentry projects, including maintenance, repair, and general construction. Experience is recommended. Good physical condition required.

CRAFTS AND WEAVING: (W) Assists the Supervisor in planning and teaching a variety of crafts including print making, basket weaving, tie dyeing, and paper making as well as weaving via floor and Inkle looms. Experience preferred. The ability to work with people is essential.

HIKE HAUS: Prepares sandwich bar and trail meals for Village hikers (up to 80 per day). Provides information on hiking and trails. Plans and leads structured hikes and programs. Monitors equipment and trail use.

Experience of Holden trails preferred.

HOUSEKEEPER: (W) Cleans lodges, guestrooms, and program facilities. Housekeepers work mornings in the lodges and help in laundry or other areas as needed in the afternoons. Good physical condition preferred.

KITCHEN: (W) Prepare nutritious food with our cooks, clean the kitchen, and serve meals. Requires carrying heavy items up stairs and standing for long periods of time.

LAUNDRY: (W) Tasks include washing, hanging sheets to dry, folding, occasional sewing and delivering laundry daily. Requires lifting and the ability to hang sheets and carry laundry baskets. Members of the laundry team may help out the housekeepers as needed. Good physical condition preferred.

LAWNS & GARDENS: Plants flowers, mows and waters lawns, weeds flowerbeds, and rakes Village grounds. Requires good physical condition and a love of the outdoors.

MAVERICK: (W) Engages in general heavy labor, maintenance projects, luggage transport, and wood cutting and hauling. Work is usually outdoors, and often dirty and heavy. Good physical condition required.

MECHANIC'S ASSISTANT: (W) Works with the Head Mechanic. Maintains Village vehicles (gas and diesel). Experience necessary.

MEDIA MINISTRY: Operates audio-visual equipment, records teaching sessions, copies cds, types labels, and answers correspondence related to recordings and Audio Archive. Operates sound board and responsible for set-up of microphones, etc. for worship services. Knowledge of computers and audio-visual equipment is necessary.

MEDIC BACK-UP: (W) Assists Village medic in all medical needs. Serves as medic when the regular medic is out of the Village, on a day off, or sick. WASHINGTON Nurse or MD License, liability insurance, and experience required. License can be obtained, but requires a lead-time of at least two months. PA may be accepted pending approval of sponsoring MD.

MINERS/JR. MINERS: Assists the Area Head in planning and implementing activities for Village youth including programming, worship, overnight hikes, trips to the lake, dances, parties, etc. Works with youth 6th through 12th grade. A June-August commitment is desirable.

NARNIA: Assists the Area Head in planning and implementing programming for children age 0 through 5th grade. Requires imagination, patience, and love for children. Staff will work with the children in the mornings and work in the snack bar or pool hall as needed in the afternoons or evenings.

PAINTER: (W) Paints buildings (interior and exterior), steps, furniture, etc. Experience using a sprayer is desirable but not required. Requires a good comfort level with ladders and heights.

PLUMBER: (W) Works with the Head Plumber. Maintains the Village plumbing system. Experience necessary.

POOL HALL: Oversees and maintains the Pool Hall during open hours, including the concession stand. Requires an interest in working with youth.

POTTER: Teaches pottery techniques and maintains the pot shop. Knowledge of gas, electric, and wood kilns is helpful. Responsible for production of pottery for sale in the Village Bookstore.

REPAIR ASSOCIATE: (W) Works with the Head Repair Associate. Replaces and/or maintains village appliances, fixtures, and small machines. Requires general mechanical and electrical experience.

SNACK BAR: Scoop ice cream, clean the Snack Bar, and create a fun atmosphere of hospitality. An interest in interacting with youth is helpful.

TRAILS: See "Trail Maintenance" under *Special Volunteer Options* section above.

WAITRI: Sets and cleans tables in the dining hall. Includes general dining hall upkeep, coffee making, and hospitality. Requires some lifting and the ability to move quickly on one's feet. Good physical condition preferred.

Holden Village
SHORT-TERM VOLUNTEER APPLICATION
Family Option 2010

Date: _____ Gender: _____
 Birthdate: _____ Age: _____

(Please use separate form for each adult and child ≥ age 14)

1. **Name:** _____
 FIRST MI LAST

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

 STREET CITY STATE ZIP

Permanent Address

 STREET CITY STATE ZIP

3. **Home phone:** () _____ **Cell phone:** () _____
Fax Number: () _____ **E-Mail address:** (Print clearly!) _____

4. **Present Occupation:** _____ **Church Affiliation:** _____

5. **Have you been to Holden Village before?** _____ **When?** _____

6. **Have you been on Holden Staff before?** _____ **When?** _____ **What job?** _____

7. **How did you find out about Holden Village?** _____

8. **Please check any area in which you have experience.**
Please (X) any area in which you have interest but little or no experience.

- | | | |
|---|---|---|
| <input type="checkbox"/> Driving heavy equipment, trucks, buses | <input type="checkbox"/> Medical Professional | <input type="checkbox"/> Music _____ |
| <input type="checkbox"/> Type: _____ | <input type="checkbox"/> State _____ | <input type="checkbox"/> Dance |
| <input type="checkbox"/> Possess CDL, Class _____ | <input type="checkbox"/> Type _____ | <input type="checkbox"/> Weaving/Crafts |
| <input type="checkbox"/> Endorsement _____ | <input type="checkbox"/> EMT | <input type="checkbox"/> Pottery |
| <input type="checkbox"/> Mechanic | <input type="checkbox"/> Exp. Date _____ | <input type="checkbox"/> Multi-Media Equipment |
| <input type="checkbox"/> Electrical | <input type="checkbox"/> Firefighting | <input type="checkbox"/> Computer programming |
| <input type="checkbox"/> Carpentry | <input type="checkbox"/> Certified Lifeguard | <input type="checkbox"/> Computer data entry/typing |
| <input type="checkbox"/> Plumbing | <input type="checkbox"/> Exp. Date _____ | <input type="checkbox"/> Bookkeeping |
| <input type="checkbox"/> Heating, Ventilation, Refrigeration | <input type="checkbox"/> WFR, BLS, First Aid Certified (circle) | <input type="checkbox"/> Accounting |
| <input type="checkbox"/> Water Filtration | <input type="checkbox"/> Exp. Date(s) _____ | <input type="checkbox"/> Retail/Sales |
| <input type="checkbox"/> Repairs | <input type="checkbox"/> Childcare | <input type="checkbox"/> Personnel |
| <input type="checkbox"/> Painting | <input type="checkbox"/> Youth Work | <input type="checkbox"/> Supervision |
| <input type="checkbox"/> Logging (chainsaw) | <input type="checkbox"/> Cooking | |
| <input type="checkbox"/> Trail Maintenance | <input type="checkbox"/> Library | |
| <input type="checkbox"/> Hiking, wilderness | | |
| <input type="checkbox"/> Lawns and Gardens | | |

9. **Work Area Choice:** Please list order of preference. See possible jobs under "volunteer work areas."
(Note: It is not always possible to honor areas of preference.)

1. _____ 2. _____ 3. _____

10. **Arrival date:** _____ **Departure date:** _____
(From May 1st through Oct. 31st you should plan to arrive and depart on a Tuesday, Wednesday or Thursday.
From Nov. 1st through April 30th you should plan to arrive and depart on Monday, Wednesday or Friday).
 Are your arrival & departure dates flexible? _____

11. **Are you proficient in conversational Spanish? (Circle one) YES NO**

12. **Reference** (no relatives please): Name _____
 Address _____

13. **On a separate sheet please describe:**
 a) Why you want to join the Holden staff AND the Village community;
 b) Your gifts and qualifications with emphasis on how you are qualified for the work area choices you listed above.

14. **Have you ever been convicted of a crime? (Circle One) YES NO**
If yes, please describe the charges and circumstances on a separate sheet.

Community 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, dissteam, work, and relationships.

- **WORSHIP** - calls us to our purpose and vision as a community.
As community members, we all agree to the discipline of attending daily worship.
- **HOSPITALITY** - Whatever one's position on staff, one of the primary ministries is hospitality to our guests and to each other. This includes sharing meals with guests, engaging in conversation, and reaching out to villagers 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.
- **COMMUNITY RESPONSIBILITIES** – In addition to your work you are required to provide at least 4 additional hours of community 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, community members help in a variety of ways including bulk mailings, first response team, fire brigade, assisting at Holden school, worship committee, etc.
- **COMMUNITY/STAFF MEETINGS** - The entire Holden staff meets every week year round 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 required to attend all community/staff meetings during their stay at Holden.
- **COMMUNITY SAFETY** - All community 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.

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.

**I have read and understand the Holden mission and the community covenant.
I will abide by this covenant and will support others in keeping this covenant.**

Print Name

Signature

Date

HOLDEN VILLAGE HEALTH INFORMATION

NAME: _____ Birthdate: ____/____/____
Last First M.I.

Email Address (print clearly): _____

EMERGENCY CONTACT: _____ Relationship: _____

Phone Number: _____ Email: _____

Address: _____

PERTINENT HEALTH HISTORY

Check applicable items and explain below:

Respiratory System:

- Frequent Sore Throat
- Persistent Cough
- Asthma
- Shortness of Breath

Cardiovascular System:

- High Blood Pressure (treated or untreated)
- Irregular heartbeat
- Other (explain below)

Neurological System:

- Fainting Spells
- Seizures
- Balance Problems
- Chronic Dizziness

Musculoskeletal System:

- Frequent muscle spasms
- Chronic Joint Dislocations
- Chronic Back Problems
- Other Joint Difficulties

Gastrointestinal System:

- Diabetes (explain type & method of control below)
- Other

Psychological:

- Depression (treated or untreated)
- Other - Explain below

Explain any of the above checked items caregivers would need to know if you are unable to answer questions.

Current medications: _____

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

Date of last tetanus shot? _____ (**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)

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/emergent 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; one reference must be from a former or present employer. For short term staff, you only need 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: _____

You are being asked to furnish information as part of the application of the above named person to serve 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.

Some background information of Holden Village may be helpful. Holden is a Christian retreat center, rooted in the Lutheran tradition, which emphasizes spiritual renewal. See our web site at www.holdenvillage.org for more detailed information.

We expect volunteer staff to come prepared to share their gifts and energies in a ministry of serving others, and to commit themselves to an individual and group process of struggle, support and growth. Though our commitment includes being a place of Christian care for those who need extra support, we need to know who these people are before they arrive so that we are prepared to be of assistance while they are with us.

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. The applicant has been my (student, employee, employer, pastor, etc.) _____
 - 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? Can you provide examples?

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

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: _____