

# ELP SPECIFIC POLICIES & PROCEDURES

## GENERAL

ELP Staff are expected to work 34-40 hours per week from the months of September-April.

Approximately 1.5 hours of the work week will be spent participating in ELP Bible Study, not including preparation time.

Approximately 1.5 hours of the work week will be spent participating in ELP Business Development, not including preparation time.

Approximately 1 hour of the work week will be spent on Professional Development.

Weekly time spent on MPD goals will be required (see below).

The rest of the work week hours will be spent on your primary responsibilities within your assigned team, guided by your direct supervisor.



## MPD

ELP Staff must raise 100% of their funding goal.

If 100% is not raised by the time they begin working in the office, 1 hour for each 2% left to raise should be spent per week on MPD. (For example, if ELP staff is at 70% raised, they have 30% left and will spend 15 hours per week on MPD.)

If ELP Staff have not raised 100% by the time their first summer on ELP ends, they will be required to take a one month break from working in the office to work solely on MPD. They will have specific effort benchmarks they must meet during this time. If they don't reach the effort benchmarks, they cannot continue into their second year of ELP.

All ELP Staff, even those who have reached their funding goal, will participate in the all-staff MPD times on Friday mornings once a month.

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## ELP DEVELOPMENT

### *Business & Professional Development*

Takes place with direct supervisor/team lead through ELPer's off-season role.

ELP Staff will prepare for and participate in ELP Business Development, which takes place every Monday afternoon. If staff member is travelling for work (recruiting trip, MPD trip, etc.), they are expected to call in in order to still participate in the development time.

ELP Staff will have professional development opportunities in addition to their off-season role.

### *Spiritual & Leadership Development*

ELP Staff will prepare for and participate in ELP Bible Study, which takes place every Wednesday afternoon.

Each ELP Staff member will be paired with a Full Time staff member (not their direct supervisor) who will serve as their Staff Advocate:

#### *The expectations for a Staff Advocate are:*

- Meet at least 1x per month for 30 minutes. The purpose of that time would be to check in, listen, support, encourage, etc. This can happen during work hours.
- Be available to help with any life or work issues that come up

Each ELP Staff member will be asked to begin a discipleship relationship with someone within the first few months of their time in the office. Eagle Lake will provide a connection point with people in the community who would be available for discipleship relationships. It is up to the ELP staff member to ask someone to meet with them, as they will not be assigned someone to disciple them. (ELP Staff are welcome to ask a Full Time staff member to disciple them, but meetings should take place outside of work hours.)

## ELP PROFESSIONAL DEVELOPMENT OPPORTUNITIES

The purpose of professional development is for ELP Staff to seek out knowledge, training, skill acquisition and/or certification in an area that will benefit their own professional development.

#### *ELP Staff member will be responsible for:*

Researching and choosing an area of development. The area of development should correlate with staff member's position at Eagle Lake and should not be a conflict of interest or an interference with their Eagle Lake job responsibilities.

Creating a proposal that includes:

- Area of development
- Why they desire to pursue this area
- What their desired outcome will be upon completion
- What resources they will need to be successful
- The goals they will set and how they will track progress
- Who they want to advise them in the process
- Receiving approval of proposal by leaders of ELP.

\*All materials purchased for Professional Development using a P-Card belong to Eagle Lake Camps.

# THE NAVIGATORS STATEMENT OF BELIEFS

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## ***We believe:***

In the Scripture of the Old and New Testaments as inspired by God, and inerrant in the original writing, and that they are of supreme and final authority in faith and life.

In one God, eternally existing in three persons: Father, Son, and Holy Spirit.

That Jesus Christ was begotten by the Holy Spirit, was born of the virgin Mary, and is true God and true man.

That man was created in the image of God; that he sinned, and thereby incurred, not only physical death, but also that spiritual death which is separation from God; and that all human beings are born with a sinful nature.

That the Lord Jesus Christ died for our sins according to the Scripture, as a representative and substitutionary sacrifice; and that all who believe in Him are justified on the ground of His shed blood.

In the resurrection of the crucified body of our Lord, in His ascension into Heaven, and in His present life there for us as High Priest and Advocate.

In "that blessed hope," the personal and imminent return of our Lord and Savior, Jesus Christ.

That all who receive by faith the Lord Jesus Christ are born again of the Holy Spirit and thereby become children of God.

In the bodily resurrection of the just and unjust, the everlasting blessedness of the saved, and the everlasting punishment of the lost.