

ADC Hiring Policy

November 2025

HIRING GUIDELINES

1. General Hiring Policies for ADC Staff

Hiring decisions for Adventurers Day Camp (ADC) will be made prayerfully and responsibly, based on qualifications, character, and alignment with the mission and values of Winnipeg Evangelical Free Church (WEFC). The Committee and hiring teams will strive to conduct all hiring practices with fairness, transparency, and respect.

The following principles will guide the hiring of ADC staff:

- **Preference will be given** to qualified applicants who regularly attend Winnipeg Evangelical Free Church.
 - For the purposes of this policy, *regular attendance* refers to both consistent Sunday involvement at WEFC and active participation or volunteering in one or more of its ministries.
 - Applicants who meet both of these criteria are considered **internal applicants**; those who do not are considered **external applicants**. Our goal is that no more than 20% of ADC's employees may be external applicants.
 - While regular Sunday morning attendance is an important indicator of engagement in our church, the Committee recognizes that some internal applicants may be temporarily unable to attend due to commitments such as Bible School programs, post-secondary studies, etc. In these cases, evidence of spiritual development is expected, and the Committee will consider the applicant's broader pattern of involvement and their ongoing connection to our church.
 - Recognizing that some internal applicants come from non-Christian homes or face barriers such as limited access to transportation, occasional gaps in Sunday attendance will not disadvantage an otherwise qualified candidate.
- **Leadership development focus:** ADC seeks to invest intentionally in the leadership development of qualified candidates from within the WEFC community. While applications from outside the church are welcomed, priority is given to those who are already engaged in the ministry life of WEFC and demonstrate a desire to grow as Christian leaders within the church.
- **All candidates must affirm** the WEFC Statement of Faith (Appendix 2) and Code of Conduct (Appendix 3) and demonstrate a lifestyle consistent with its values.
- **Gender balance:** The Committee seeks to maintain a healthy balance of male and female staff. A minimum of 30% representation of one gender is required.

- **Age requirements:** All applicants must turn 17 years old on or before December 31 of the camp year. At least 80% of the staff team must be 18 years of age or older by that same date.
- **Returning staff:** Individuals who have previously served on the ADC Staff Team in good standing, or who have completed the Leaders-in-Training *Ascent Program* in good standing, may be given priority in the hiring process.

Everyone who meets the necessary qualifications and affirms the ministry's purpose is welcome to apply for employment with Adventurers Day Camp.

2. Conflict of Interest Guidelines

Definition of Conflict of Interest

A conflict of interest occurs when an Adventurers Day Camp (ADC) Committee member has a personal relationship with an applicant that could compromise—or appear to compromise—their ability to evaluate that applicant impartially. This includes, but is not limited to:

- A child or step-child
- A sibling
- A spouse or partner
- A close relative (cousin, niece/nephew, grandchild)

Categories of Staff Positions

For clarity in decision-making, the Committee will consider applicants within three distinct categories:

- Lead Team
- Male Group Leaders
- Female Group Leaders

Participation Restrictions

Committee members may not take part in the screening, interview, evaluation, deliberation, or recommendation process for any staff category in which they have a conflict of interest.

Declaring Conflicts

At the beginning of the hiring cycle, each Committee member will:

- Declare any known conflicts of interest
- Reaffirm their responsibility to withdraw from relevant sections of hiring
- Notify the Chair immediately if a new conflict arises during the process

3. **Selection Policies for Lead Team**

The Lead Team serves as the core summer leadership group for Adventurers Day Camp (ADC), providing direction, coordination, and mentorship for the whole Staff Team. These positions represent the next stage of leadership development within ADC, building on the experience gained as Group Leaders and other ministry roles at WEFC.

- **Current Lead Team positions include:**

- Camp Director
- Ascent Directors (*one male and one female*)
- Program Coordinators (*typically two positions*)
- Media Coordinator (*position may be added based on program needs*)

(These positions may be reviewed and adjusted by the ADC Committee as the program grows or ministry needs evolve.)

- **Selection process:** Lead Team selection is conducted as an open application process. While the process is open, the Committee may also take an active role in recruitment, inviting individuals they believe are qualified and would contribute strongly to apply before or during the application window.
- **Term limits:** Individuals may serve on the Lead Team for a maximum of **four years** in total. No individual may serve more than **three years in the same position**.

These guidelines ensure that Lead Team opportunities remain open, developmental, and aligned with ADC's commitment to cultivating new leaders while providing continuity through experienced mentorship and balanced leadership representation.

4. **Selection Policies for Group Leaders:**

Group Leader positions at Adventurers Day Camp (ADC) are designed to provide meaningful leadership experience and ongoing development for young adults within the WEFC community. The following policies guide the selection and progression of Group Leaders:

- **Term limit:** Individuals may serve as a Group Leader for a maximum of **three years**. Applicants who have completed three years as Group Leaders remain eligible to apply for Lead Team positions.
- **Expectations for third-year Group Leaders:** To be considered for a third year in the role, applicants must:
 - Demonstrate clear leadership potential and the character qualities expected of future Lead Team members.
 - Exhibit strong peer-mentorship skills and a willingness to intentionally support and guide first-year Group Leaders as they assume new responsibilities.

- **Priority consideration:** Returning third-year Group Leaders will not be given automatic preference over qualified internal first-year applicants if doing so would limit new leadership development opportunities.

These guidelines reflect ADC's commitment to cultivating new leaders while continuing to challenge and develop those with proven experience.

5. Hiring Procedures for ADC Staff

The following procedures outline the process for hiring all Adventurers Day Camp (ADC) staff. These steps are designed to ensure a fair, transparent, and prayerful approach that reflects both the professional standards and ministry values of Winnipeg Evangelical Free Church (WEFC).

Application Process

- All applicants for employment with Adventurers Day Camp must complete the official ADC Staff Application and provide all required references.
- The ADC Committee will determine the specific application window for each position annually. Typically, the timeline is as follows:
 - **Lead Team:** Applications are open from mid-December to mid-January. Interviews are held in mid to late January, and hiring decisions are rendered by mid-February.
 - **Group Leaders:** Applications are open from mid-January to mid-February. Interviews are held in mid to late February, and hiring decisions are rendered by mid-March.

Screening Process

- A Social Media Screening will be conducted for all potential candidates, based only on information voluntarily provided in their application. (Appendix 4)
- ADC Committee members will review all applications, reference responses, social media screening forms, and previous ADC evaluations (for returning staff members) for potential candidates prior to interviews.

Interview Process

- All potential candidates must participate in an interview.
- The ADC Committee reserves the right to decline interviews for applicants whose qualifications or applications do not meet the necessary standards. Applicants who are not selected for an interview will be notified.
- All interviews will be conducted by **at least two ADC Committee Members**.
- Group Leader interviews may also include the hired Camp Director as a participant at the discretion of the ADC Committee.

Goals of the Interview Process

- The interview process is designed to:
 - Confirm and clarify information provided in the application, references, social media screening, and evaluations (if applicable).
 - Assess the candidate's understanding of the gospel, ability to communicate biblical truth to children, and evidence of a growing and active faith.
 - Evaluate the candidate's leadership abilities—including their capacity to work collaboratively, take initiative, demonstrate reliability, and influence others positively within a ministry team environment.
 - Provide space for candidates to ask questions about the program, position, and expectations.
 - Communicate the timeline and next steps in the hiring process.

Post-Interview Process and Recommendations

- After all interviews are complete, the ADC Committee will meet to review findings and prayerfully discuss recommendations.
- The ADC Committee is responsible for making **staffing recommendations** to the WEFC Board of Elders, who hold final authority for all hiring decisions.
- A member of the ADC Committee—preferably one who participated in the candidate's interview—will notify all **successful applicants**, affirming their selection and providing encouragement regarding their fit for the role.
- **Unsuccessful applicants** will also be contacted and offered intentional, constructive feedback by a Committee member who attended their interview.

These procedures ensure that every hiring decision is made thoughtfully and prayerfully, reflecting both the mission of WEFC and the values of the Adventurers Day Camp ministry.

Policy Variations and Exceptions

The WEFC Board of Elders may consider variations to this policy in special circumstances, upon recommendation from the Adventurers Day Camp (ADC) Committee. Such exceptions should be rare and made only when they align with the mission, values, and best interests of both WEFC and the Adventurers Day Camp ministry.

6. Hiring Criteria & Evaluation Summary

The Adventurers Day Camp (ADC) hiring process seeks to identify individuals who demonstrate both the practical skills and spiritual maturity needed to serve effectively within a gospel-centered ministry.

To promote consistency and transparency, the ADC Committee uses a hiring criteria grid when reviewing applications, conducting interviews, and making recommendations. This tool ensures that hiring decisions reflect the mission and values of Winnipeg Evangelical Free Church (WEFC) and the Adventurers Day Camp program. (Appendix 5)

The grid assigns weighted values to key qualifications and character indicators. These weights serve as general guidance to help the Committee evaluate applicants holistically;

they are not intended to replace prayerful discernment or the Committee's collective judgment.

Committee members that are participating in a candidate's interview will complete the grid immediately after the interview. The grid will then be reviewed and confirmed by the full committee at the next meeting.