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**Experience
Life-Changing
Relationships**

All Discipleship

1. Grow in understanding and application of God's Word. (1 Timothy 4:7)
2. Build lifelong relationships with full-time staff and each other. (Hebrews 3:12-14)

Maintenance Apprentice Goals

Milestone 1 (1-3 months):

1. The basics of serving in the Maintenance Department
 - a. Understand the importance of personal safety and that of others serving in the Maintenance Department.
 - i. Eye protection
 - ii. Ear protection
 - iii. Body protection
 - iv. Height/ladder safety
 - b. Learn the location of regular maintenance supplies.
 - c. Learn how to operate small power equipment:
 - i. Push lawn mowers
 - ii. String trimmers
 - iii. Grasshopper
 - iv. Log Splitter
 - v. Snowblowers
 - d. Learn how to operate both tractors, including changing out and using both the front and rear attachments.
2. Becoming a well-rounded BLBC Team Member
 - a. Become proficient in housekeeping to help with routine cleaning and be a leader during turnover days.
 - b. ACE trained
 - c. Be ready and willing to abandon your to-do list to do any ministry-essential task outside the Operations Department you are asked to accomplish.
3. Professional Development
 - a. Pick and read a book on a spiritual discipline you want to grow in this year followed by writing a one-page reflection paper.

Milestone 2 (4-6 months):

1. Grow in understanding serving in the Maintenance Department
 - a. Learn to manually operate the generator and the transfer switch to perform weekly testing.
 - b. Learn to care for golf carts, including cleaning and caring for the batteries for winter storage.
 - c. Learn the proper setup and take down of camp bunk beds.

2. Becoming a well-rounded BLBC Team Member
 - a. Become familiar with the kitchen to be able to assist as needed.
 - b. A/V trained for the average needs of a retreat season guest group.
3. Professional Development
 - a. Create or update your resume

Milestone 3 (6-9 months):

1. Begin learning trade-specific tasks by becoming competent in 5 of the 14, which will mark the completion of Milestone 3.
 - a. Carpentry
 - i. Learn about a speed square and the many ways it can be used.
 - ii. Learn to properly rough frame a new wall.
 - b. Plumbing
 - i. Learn proper permanent plumbing repairs and temporary "get us by" repairs.
 - ii. Learn to repair toilet tank plumbing repairs and rebuild flush valves.
 - c. Electrical
 - i. Learn basic electrical repairs (e.g., light switches, outlets, and fixture replacements).
 - ii. Learn where all breaker boxes and fire panels are on grounds and how to clear false alarms on fire panels.
 - d. Mechanics
 - i. Learn to perform basic vehicle/equipment routine maintenance services like changing the vehicle oil.
 - e. HVAC/Appliances
 - i. Learn to replace furnace filters without guidance.
 - ii. Learn to complete an annual furnace service.
 - iii. Learn basic appliance diagnostics (e.g, furnace, washer/dryer, PTAC units).
 - f. Grounds and Infrastructure
 - i. Learn to grade roads.
 - ii. Learn to limb and buck a downed tree.
 - iii. Learn the location of water main shutoffs in each building and understand how the BLBC wells are interconnected from the generator-powered well to be able to shut off the water in emergencies and to reroute water in the case of a power outage.
 - iv. Acquire a working knowledge and understanding of septic systems and pump locations.

Milestone 4 (final months):

1. Continue learning trade-specific tasks and jobs by being competent in an additional 5 of the 14, which will mark the completion of Milestone 4.
2. Be able to independently lead a crew of maintenance volunteers, summer staffers, and/or junior staffers.
 - a. Become confident and comfortable in training others to perform their part of completing the task that has been assigned to the crew.
 - b. Learn to plan a day of work for an average summer camp day for the summer/junior staff.
 - c. Demonstrate the ability to supervise and be a point person for issues that arise in the course of a day when leading a team.
3. Professional Development
 - a. Write a 2-page personal reflection essay answering the question: "What did God teach me through this apprenticeship? What do I want to remember and apply in the upcoming season of life?"