



**bair lake**  
bible camp

## **PROGRAM APPRENTICE MILESTONES - YEAR 1**

### **Milestone 1 (first 3 months):**

1. Hosting
  - a. Complete BLBC host training
  - b. Identify all documents in the BLBC Host folder
  - c. Independently complete host set-up of Dining Hall
  - d. Independently complete host clean-up of Dining Hall
2. ACE
  - a. Demonstrate proficiency in belaying.
  - b. Attain proficiency in basic Adventure Challenge Education (ACE) setup (harness and helmet checks, basic knots and rope setup, etc.).
  - c. Show proficiency in zipline facilitation (top and stairs).
  - d. Complete low ropes training.
3. Programming
  - a. Identify all BLBC job titles and structure of authority; learn who to communicate with for specific circumstances (e.g. collaborate with Preston for campfire setup, Rae for ACE needs, etc.)
  - b. Lead a children's program group during LDFC
  - c. Give announcements from the stage during a BLBC-programmed retreat
4. Housekeeping
  - a. Identify and locate all BLBC spaces and titles (e.g. Shoreview, Little Pine, etc.).
  - b. Demonstrate knowledge of where all the cleaning supplies are kept and where the closets are in each building.
  - c. Explain what each cleaning chemical is used for and where it is used.
  - d. Show proficiency in housekeeping to help with routine cleaning.
  - e. Demonstrate competency in turning over an Inn Room to BLBC's standard.
5. Food Service
  - a. Demonstrate proficiency in each crew position for an entire shift.
    - i. Prepare dishes for the Hobart
    - ii. Hobart loading
    - iii. Hobart emptying
    - iv. Putting away dishes
    - v. Three compartment sink operation
  - b. Assist a BLBC host in setting up and cleaning the Dining Hall.

6. Maintenance
  - a. Demonstrate the importance of personal safety by using the necessary equipment:
    - i. Eye protection
    - ii. Body Protection
    - iii. Ear protection
    - iv. Height/ladder safety
  - b. Identify the locations where general equipment is kept (e.g. string trimmers, shovels, blowers, etc.).
  - c. Show how to operate push lawnmowers, string trimmers, and snowblowers.
7. Personal/Professional Development
  - a. Write out at least one personal and one professional goal to discuss with the Discipleship and Events Coordinator (DEC).
  - b. Read the book "The Freedom of Self-Forgetfulness" by Tim Keller and write a one-page reflection paper on what you learned and how you can apply the truths contained in the book to your life.
  - c. Read chapters 4 (Be Professional) and 9 (Budgeting Basics) from the book "Adulting 101" and discuss with the DEC.
  - d. Present a written budget to the DEC demonstrating effective stewardship of your money.

**Milestone 2 (4-5 months):**

1. Hosting
  - a. Independently complete turn-on for a group
  - b. Independently complete shut-down after a group departs
  - c. Independently set up group campfires
  - d. Successfully light lodge fireplace
2. ACE
  - a. Attain proficiency in basic ACE setup (harness and helmet checks, basic knots and rope setup, etc.)
  - b. Facilitate the ground-work of the High Ropes Course (belaying, swing, and zip)
  - c. Co-lead a low-ropes ACE group
3. Programming
  - a. Present Summer opportunities to young adults at a church, school, or other organization.
  - b. Determine 2-3 goals for the Summer Staff Reunion and design, prepare, and execute a 2-hour activity block to meet them
  - c. Help brainstorm and execute the Winter Blitz theme game
  - d. Prepare and execute a set of engaging, age-appropriate stage games for a BLBC-sponsored retreat.
4. Housekeeping
  - a. Demonstrate or explain how to run the carpet cleaner.
5. Maintenance
  - a. Identify locations for specific tools in the Maintenance Shop.

- b. Demonstrate responsibility by returning tools and equipment to the proper location(s) after completing tasks.
- 6. Professional Development
  - a. Write an updated resumè (including a personal mission statement).
  - b. Write a 2-page personal reflection essay answering the question: "Who Am I?"
  - c. Write a 2-page personal reflection essay answering the question: "What is my 'WHY' for being a program apprentice at BLBC?"
  - d. Join the Program Manager in 3 Summer Staff interviews as an active interviewer.

### **Milestone 3 (6-9 months)**

- 1. Hosting
  - a. Answer Google Voice phone calls with confidence and professionalism
  - b. Host a meal and communicate with the group leader regarding prayer/announcements
- 2. ACE
  - a. Independently lead a low-ropes ACE group
  - b. Teach ground-school for the High Ropes Course
- 3. Programming
  - a. Design a hypothetical weekend program and present it to the PM/DEM. This includes choosing a demographic, purpose statement, goal(s) for the weekend, theme (if applicable), schedule, offered activities (and rationale for each), etc.
  - b. Help brainstorm the summer theme for 2025; work with Program Manager (PG) to take ownership of a summer theme project (game, specific decor, etc.)
- 4. Professional Development
  - a. Lead a morning prayer meeting with discipleship peers.
  - b. Evaluate progress on your goals from the Professional Development milestones (Discuss with PM or DEC).
  - c. Lead a devotional at a staff worship meeting (review with DEC beforehand)

### **Milestone 4 (final months)**

- 1. Hosting
  - a. Independently host a full Saturday-Sunday guest group
  - b. Answer group questions and make host-related decisions independently and confidently (within an appropriate level of authority).
- 2. ACE
  - a. Design a 1.5-hour time block of low ropes to reach a group's specific goal
  - b. Research and design a hypothetical new low ropes element for the course in the woods
- 3. Programming
  - a. Complete a week as program-assistant for a week of Summer Camp
  - b. b. independently assist SPDs in solving issues/making decisions (within the appropriate scope of authority).

4. 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?"
- b. Evaluate progress on your goals from the Professional Development milestones (Discuss with PG or DEC).