

# Spring Canyon PEAK Intern and Fellows Standards of Conduct 2025-2026

(Love your neighbor and don't be stupid)

***“Whatever you do, work at it with all your heart, as working for the Lord, not for men, since you know that you will receive an inheritance from the Lord as a reward. It is the Lord Christ you are serving.” (Colossians 3:23-24; NIV84)***

Spring Canyon is a Christian Retreat and Conference Center, owned and operated by Officers' Christian Fellowship (OCF) and dedicated to God's glory and His work. While at Spring Canyon, you must honor Jesus Christ and conduct yourselves in accordance with **OCF's Biblical Guidelines of Conduct:**

- Strive to follow Jesus, obey his teachings, and become more Christ-like (Phil 4:8-9, 2 Tim 3:16-17, 1 Pet 1:14-16, 1 John 1:8-10, 1 John 2:4-6)
- Serve as unto the Lord (Matt 5:16, Acts 5:29, Col 3:23-24)
- Let God judge the heart while we examine the fruit of fellow believers (Matt 7:15-20, 1 Cor 5:12-13, 2 Tim 2:24-26)
- Do not glorify, condone or live in unrepentant sin (Rom 6:1-2, 1 Cor 6:9- 11, Gal 2:20, 1 John 2:1)

**Spring Canyon's Core Values** describe our “*LEGACY*” of faithful ministry - we are together stewards of a sacred trust. Our Core Values define *how* we serve guests and fellow staff members:

- **Living Water:** *Offering renewal and refreshment (John 4:13-15; John 7:37-38)*
- **Earnest Excellence:** *Exceptional quality; Serving with a whole heart (Colossians 3:23)*
- **Grace-Filled Hospitality:** *We need grace to be hospitable (Philippians 2:4-7)*
- **Actions Worthy of the Gospel:** *Motives and attitude behind our actions (Col. 1:10-13)*
- **Christ-like Community:** *“Behold, how good and pleasant it is when brothers dwell in unity!” (Psalm 133)*
- **Yes! Welcome Home. Adventure Awaits!** *(Philippians 2:5-8; John 14:3)*

While at Spring Canyon we ask you to live by the following rules in addition to OCF's Guidelines of Biblical Conduct and Spring Canyon's Core Values.

## **GENERAL**

1. Honor the Lord in all you do! Don't be mean or stupid.
2. If a teammate is breaking a standard, then lovingly confront him/her directly. Uphold the standards and encourage others to do the same. Don't be stupid.  
“It takes a great deal of bravery to stand up to our enemies, and even more to stand up to our friends.” Albus Dumbledore, Harry Potter and the Sorcerer's Stone.
3. Help cut down on everyone's workload by cleaning up after yourself and leave all areas better than you find them. You could even clean up other people's trash. That's totally acceptable.

4. Attend all scheduled activities/meetings. Be on time and with all required advance work complete. Academic Study Time (AST) is a scheduled activity. Tardiness will be humiliating.
5. Complete all your assigned work (academic and otherwise) in a timely manner and correctly. Work as a cheetah, not as a sloth.
6. Swearing, gossiping, complaining, or unwholesome talk is not acceptable. Whiners don't prosper. "If you need to talk to more than one person about a problem you don't want help, you want attention."  
*Elon Musk's Mom*
7. "The Rule of Three (or more)": Two members of the opposite sex will not be alone together in a private place. When one-on-one conversations need to happen, these should be conducted in a public area, where there is less temptation, more accountability, and limited potential for people to assume the worst. Exceptions (i.e., a male and female staff member going to coffee together) require specific approval from the directors of both staff members. Please look out for each other and help one another remain accountable...and totally above reproach. No "purpling" in private.
8. Do not listen to music on the job unless explicitly approved by a Director. Tune-in to the task at hand and the people around you. Music can be distracting to the guest experience and may reduce safety (working at the woodpile or around machinery, etc.). God-honoring music is allowed in the kitchen and laundry room at a low volume.
  - i. Earbuds may NOT be worn while working without express permission from the supervisor for that specific job. One time approval is not blanket approval.
9. NO TOBACCO OR DRUG USE during your service as an Intern/Fellow. No rocky mountain highs allowed.
10. NO ALCOHOL USE while on property. Alcohol may only be consumed if you are of age, not with anyone under age, off property (in a galaxy far, far away) and in moderation (sips not liters). If wine is served for the sacrament of communion or mass, it is an exception.
11. DO NOT BRING FIREARMS OR WEAPONS to the conference center without permission. A basic pocket knife is acceptable. We like guns and would love to take care of yours for you.
12. Return all tools, equipment, etc. to their proper location at the end of each day. Restore all work areas to a clean and neat condition. While hide and seek with the tools might be fun in your off time we'd prefer not to deal with that while working.
13. Do not borrow anything without the owner's permission. That's thievery!
14. Do not remove any equipment from the Camp Buxton gear room without permission from the Director of Interns & Outdoor Leadership. More thievery!
15. Do not remove anything from the fenced maintenance area, including the shop, without approval from the Facilities & Maintenance Manager or Director of Facilities & Maintenance. Still more thievery!
16. No climbing on Sheep Mountain. The loose rocks make the mountain unsafe to climb. A splat on the hillside you will be.
17. Males and females may not camp out alone overnight together; groups of males and females may camp out on official Spring Canyon functions or by approval of a Director. Purpling in tents is only for married couples.

**DATING AND PUBLIC DISPLAYS of AFFECTION (PDA)**

In an effort to remove the many distractions that can hinder your ability to get the most out of this year, we have a no-dating policy for the first semester of the Internship - don't even think about it. This means that anyone who does not enter the PEAK Internship in a dating relationship is not allowed to start dating someone on property (Interns, Fellows, staff or staff family members) until the first day of the second semester. Our heart behind this rule is to look out for your best interest, giving you time to get to know each other and preventing drama within your cohort. We ask that you enjoy the opportunity for no-expectation, no-strings-attached friendships with godly men and women. We're all for intern dating, and have had great couples come out of our cohorts, but there is a right way and a wrong way to approach this situation. The wrong way to approach this rule is to participate in what we like to call stealth dating. Stealth dating takes the sneak approach and finds ways to justify time spent together or deny you're overstepping boundaries. Here are some guidelines for appropriate and inappropriate interaction during the first semester:

- *Appropriate interaction:* going out in groups, OCCASIONAL one on one chats in public areas, getting to know each other as friends and learning each others' character. Don't be in a hurry and don't acknowledge any feelings, crushes, etc!
- *Inappropriate interaction:* going out one on one, daily hanging out one on one, common knowledge by most of the class and staff that the two of you are kind of together, talking about your feelings for a fellow intern with anyone else during the the first semester, etc.

Those desiring to date during the second semester may do so after seeking the permission of the Director of Interns as well as the permission of the Director of Spring Canyon. You will be thoroughly briefed on all things acceptable and will be interrogated as by the father of each of you.

- Dating couples must maintain proper decorum at all times, on and off camp. If a dating relationship starts to decrease team cohesion and distract from performance, then the Director may ask that this relationship be curtailed while still at Spring Canyon.
- No romantic physical contact is allowed among Interns/Fellows. No holding hands, kissing, snuggling, romantic hugging, backrubs for the opposite sex, or other intimate contact. This is important for several reasons:
  - Your actions are seen by our guests and set a tone for the conference center. We aren't a match making operation.
  - Physical contact typically escalates.
- No dating couples may be parked in a vehicle on property.

Fellows will follow the same standards as above with the exception of entering the program already dating. It's best (and easiest) if you just don't date. Wait until you leave the program.

### **CELL PHONES**

1. Cell phones are to be used during off duty times only.
  - a. They will NEVER be out when working with children or when at any dining table associated with the intern program (even if it's your day off). No screens will be seen.
  - b. All phones and devices (Apple watch, Fitbit, etc) will be left in the staff lounge during academics. Still no screens will be seen.
2. Walkies will be issued upon arrival and are to be used for communication on property. Channel 5 is the PEAK channel.

## **APPEARANCE**

At Spring Canyon, please maintain a modest and respectable standard of appearance because:

- You are a representative of Jesus Christ. We believe that everything about you, including your physical appearance, portrays a witness for Christ. You are also a representative of Spring Canyon.
  - We are here to minister to our guests. We must keep our appearances conservative and acceptable to a broad range of faith traditions, which may be more stringent than your personal standards.
1. Wear your Spring Canyon Staff attire as much as possible while serving, especially at mealtimes and staff introductions.
  2. No tank tops, tube tops or spaghetti-strap tops, low v-necks, or tight T-shirts. Your armpits nor cleavage should be seen. If you aren't sure, your supervisor will be sure to inform you.
  3. No torn or holey clothes. No "sagging" type of clothes, no mini-skirts, form fitting dresses or skirts. If you wear leggings, your shirt must be long enough to reach your thighs (large sweatshirts are not acceptable cover). You will be sent back to change your clothes if your clothing is not appropriate. In short, ensure your clothing isn't short (or missing parts).
  4. No short shirts that expose your belly when your arms are held straight out sideways at the same time. (Spread your arms ready to play "airplane" to test this). Shirts must tuck in or extend over the pants.
  5. Ladies' dress/skirt length must be at least one inch past fingertips when both arms are hanging straight down at your side (at the same time) and fingers are extended.
  6. Shorts must have a 6" inseam (it's easy to evaluate this with a common ruler, so please do so before packing). Running shorts are acceptable for designated fitness activities in your off time. Neatly trimmed cutoff shorts are acceptable as long as they meet the 6" inseam standard, don't have pockets hanging out, nor strings hanging off.
  7. No pajama articles may be worn outside of your quarters.
  8. Two-piece swimsuits are not permitted. Swimsuits must be modest and respectable - not drawing undue attention to the body. Gentlemen - no Speedos, please!
  9. Everyone will wash up for meals. Wear clean clothes if you are serving the meal.
  10. Ladies are permitted a single conservative nose stud or nose ring, but other facial piercings are not allowed. No gages or extravagant earrings for the ladies. No piercings for guys. Modest jewelry for all (as determined by the Spring Canyon leadership, not personal opinion).
  11. Mens' facial hair must be neatly trimmed and clean; nothing extravagant or scraggly (as determined by the Spring Canyon leadership, not personal opinion).
  12. Tattoos should be reasonably concealed or inconspicuous. If you need a "sleeve" to reasonably conceal your tattoo, plan to wear it at all times.
  13. Close-toed shoes will be worn to ALL meals. If open-toed shoes are worn to the dining room (unless it's your day off and you don't plan to enter the kitchen) they will be removed and given to your supervisor. You'll depart the dining room and return only when you have close-toed shoes on.

## **PRIVATE QUARTERS**

1. Male sleeping quarters are OFF LIMITS to all females, and female sleeping quarters are OFF LIMITS to all males. The common areas in each building can be a gathering place for males and females for specified and approved GROUP activities.

2. Interns have a curfew of 11:00pm - be in sleeping buildings at this time. Lights out time is up to you - be responsible, not stupid.
3. Fellows have a curfew of midnight - be in sleeping buildings at this time. Lights out time is up to you - be responsible, not stupid.
4. QUIET HOURS:
  - Quiet hours are 10 PM to 7 AM every day.
  - Keep in mind that we have guests at the conference center almost constantly. Be considerate of their need (as well as fellow staff members) for quiet and rest by abiding by the quiet hours and curfew policies.
  - Be considerate of others if you intend to rise early.
5. You are to keep your living area neat and clean at all times (picked up prior to devotions). Clean & vacuum common areas, bathrooms, and refrigerators weekly at a minimum.
6. Change your bedding on a regular basis (yes, this does need to be stated).
7. Sleep in your assigned room so we can find you in the case of an emergency.
8. Intern and Fellow quarters will be inspected randomly. Don't leave your dirty underwear out.
  - Beds should be made daily, all clothing put away, no food left out, etc.
9. Do not enter another person's room without permission.

### **PUBLIC BUILDINGS/AREAS**

1. ANY building you use should be left in better condition than you find it.
2. When departing a public restroom leave it cleaner than when you walked in - wipe counters, empty/push down trash, replenish paper towels, report issues to front office, etc.
3. Keep personal gear in your room or with you. (During the day, you may keep a few personal items in the staff lounge - Conference Room B - though the room is not secured).
4. Stay out of the First Aid cabinet. Admittance by supervisors or on-duty front office Fellows only.
5. Do not enter the Pump House or any part of the water system.
6. No sunbathing anywhere on camp.
7. Turn off lights when not needed. Close doors and windows at night.
8. No staff is permitted on any rooftops except when assigned to specific maintenance tasks by the Director of Facilities & Maintenance, and then only with required safety equipment and supervision.
9. Do not hang out in the lounge/couch area outside the staff lounge. This area is for guests only, at all times.
10. Staff may hang out in the couch area in the dining room only when no retreats are scheduled.
11. Conference Room B is designated as a staff lounge, but please note that no food is allowed. Drinks are only allowed when actively drinking. Do not leave any cups/mugs/etc in the staff lounge. Please observe and abide by the posted staff lounge "rules."
12. HOC / Weight equipment:
  - a. The HOC is not a hang out. You may be in the HOC for work or to use the weights or climbing wall (with permission and once certified).
  - b. The HOC may NOT be used by staff when guests are present, except during posted hours.
  - c. Replace all weights and workout equipment when done EVERY TIME.
  - d. Ensure all doors are locked and securely closed upon departure.

### **MAIN OFFICE**

1. Interns and Fellows should not enter the office or A/V booth unless you have official business or are specifically authorized by office staff. No loitering by the front desk.
2. No personal calls from the office or kitchen phones, except in cases of emergency, or if you do not have access to your personal phone.

### **COMPUTER USE**

1. The computers in the office area are for official business and guest use only. If you choose to not bring a computer you may check your email or take care of other personal business at the secondary front office computer during non business hours.

### **KITCHEN/MEALS**

1. If you are not working in the kitchen, please stay out during meal times. No loitering in/around the kitchen doors.
2. You must wear closed toed shoes when working in the kitchen, therefore close toed shoes must be worn to every meal unless it is your day off. Clearing tables is everyone's job.
3. All PEAK housing will have a fridge and microwave for Intern/Fellow use.
4. Don't walk through the kitchen to get to the dining room or parking lot. Use designated staff entrance/exits.
5. If you expect to miss a meal, notify your supervisor and ensure he/she updates the Staff Schedule at least 4 hours in advance. You are always on the meal count unless your supervisor edits the Staff Schedule. Official meal service is part of your daily duty schedule. Be on time and present for each one. Meals are not optional.
6. Any dish used must be thoroughly rinsed and placed in a tray ready to be washed at all times.
  - a. If a tray is full, turn on the Dragon and run it through - at a minimum this is done at the end of every day so no dirty dishes remain overnight.

### **VEHICLES**

1. All Interns/Fellows who will drive camp vehicles must be 21 and watch the driver's safety class. Some fellows have been granted an exception to this and may drive camp vehicles for job specific duties only. These driving exceptions are not for getting to meals or around camp when not tending to specific maintenance or housekeeping duties.
2. Everyone will use seat belts at all times. This includes all drivers and passengers - no matter how short the trip. Staff may sit in the bed of the camp pickup trucks only when making short trips on conference center property, never on the public road.
3. Speed limit for all vehicles on grounds is 10 mph.
4. Privately owned vehicles (POV) may be borrowed only with owner's permission.
5. Conference center vehicles are used only with permission of the person assigned that vehicle.
6. Conference center vehicles are not available for personal use.
7. No parking personal vehicles in the kitchen lot, Critter Gulch driveway, Guest Welcome lot or Maintenance Yard. The closest parking to HHL, for use by Interns and Fellows, is the Poundstone lot.
8. All tools, equipment, trash, etc. must be cleaned out of all vehicles and windows rolled up at the end of a workday. If vehicles are not kept clean, vehicle privileges may be suspended.

9. The backhoe and skid-steer are off-limits unless specifically trained on operations.
10. The ATV and the Gator may be driven, for supervisor-approved official business, after training has been completed.

### **LAUNDRY**

1. Laundry room is available for Intern/Fellow use only at specific times. Laundry soap is available in the laundry room.
2. Do your personal laundry during your time off and observe the posted laundry room hours. Staff doing conference center laundry and guests have first priority.
3. Do not use commercial machines (the big machines in the back) for personal laundry - they are for conference center laundry only.
4. Do not leave laundry in machines; it will be bagged and set aside.

### **LEAVING SPRING CANYON GROUNDS**

1. When departing Spring Canyon grounds all Interns/Fellows must be free from responsibility and sign out and back in on the clipboard at the front desk.
2. If you climb any mountain, you must climb with a team of at least three climbers. You must brief the Director (or his designated representative) at least 24 hrs prior to climbing. Provide him a copy of your itinerary. If cell service is available, provide the Director periodic updates as the team climbs. Also, take a Garmin along for emergency communication.

### **TIME OFF POLICY**

1. Time off is time off from work duties - not from rules and procedures. All standards of conduct apply when taking time off (this includes, but is not limited to, dress and dating standards).
2. Interns will have one day off per week and Fellows will have two days off per week (exceptions will occur). The schedule is fluid and changes happen. We give as much notice as possible, but sometimes you need to roll with it.
3. Interns will have two floating days off to use during the academic year **prior to May**. These may be used with at least one week's advance request (not to be used during Winter Retreat) and preferably not during a weekend when there is a retreat scheduled, but this is negotiable with enough notice. These days are mainly for family events, college visits, etc. If you don't have those events going on during the year then they can be used for your own fun.
4. Fellows have their contracted days off.

### **VISITORS**

1. Intern families may stay and eat dinner and breakfast for free for one night upon drop off and one night upon final pick up (at the end of the summer). Intern and Fellows families are welcome to visit at any time on a private reservation and receive 25% off food and lodging during their stay (Signature Programs are not included in this discount).
2. During the intern/fellow academic year (August-May), friends and family visiting as singles (including former interns) and able to stay in the Interns' or Fellows' rooms can stay up to 2 nights at no cost. After that, the cost for a bed in Lower Poundstone or Cornerstone is \$30 per night. Meals cost \$12 each - whether an official meal, or scrounging leftovers with the Interns.

### **CONSEQUENCES FOR UNMET EXPECTATIONS**

(These consequences are noted because experience has shown there is a need, however we can hope that a new year with a new group will prove us wrong and there won't be a need for any of the below, but just in case we are still laying out the consequences ahead of time).

1. All violations may incur extra discussion/counseling. After five violations discussion regarding dismissal from the internship program will begin.
2. Tardiness (per individual Intern) to a scheduled duty (academics, devotions, scheduled work, church departure, etc) will result in an additional 15 minutes of work for the full Intern team during off time. This work will be completed after at least one hour has been accrued. Help each other be on time.
3. An Intern or Fellow who does not complete all journal entries each week will stay after academic discussion time on Wednesdays for 10 minutes for each missing journal entry in order to catch up on journaling.
4. Violations of curfew times or other guidelines will result in a possible confinement to Spring Canyon property and/or extra work.
5. Speed limit for all vehicles on grounds is 10 mph. Speeding, as determined by those observing your driving, will result in the loss of your keys for one week.
6. An inability to remember to wear close-toed shoes to meals will result in your open-toed shoes being confiscated for a minimum of one week.
7. Cell phone use during duty, at a dining table or during academics will result in forfeiture of your phone for a minimum of one week.
8. An Intern or Fellow not completing the required academic work for the week will be assigned additional supervised academic study time during the Intern's or Fellow's off time.
9. Unacceptable living quarters (as deemed by inspection or complaint from housemates) will incur additional cleaning duties for the individual or group depending on the inspection findings.
10. Failure to hold your teammates/cohort accountable (knowingly letting them violate any standard) will result in you receiving the same consequence as the violator.

\* All additional work will be scheduled in a timely manner for the amount of time deemed appropriate for the violation and will be supervised by a Fellow or permanent staff member. This work will consist of housekeeping or maintenance jobs and done during intern time off.