

# GROWING IN TORAH STAFF MANUAL

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## **STAFF MANUAL**

GIT runs on a completely volunteer basis. We appreciate our staff and volunteers very much, and we couldn't do this without you. Your willingness and efforts to make a positive impact on our youth is invaluable. We have established a few guidelines for you to follow that we feel are imperative to what we're trying to accomplish here at GIT. Since we can't possibly cover every potential situation, these guidelines may be modified at our discretion anytime throughout the GIT season. Since our goal is to train college-age students, we must always remember, that in everything, we must go above and beyond to make sure we are a good example for them to follow.

## **STAFF CATEGORIES**

**Permanent Staff** – live on the property of SHSF and serves the GIT ministry full time.

**Volunteer Staff** – live off property and serve as needed.

**Project Staff** – live off property or temporarily on property to work on a particular project.

**Staff fees:** Adult - \$125/month, Child - 10 & up - \$25/month, RV - full hook up \$10/day, Family - \$400/month plus utilities.

## **STAFF EXPECTATIONS**

1. Devote time daily for personal prayer/Bible Study. Not only is it important to lead by example in this area, it is vital that we all continuously seek the Father and allow Him to speak to us and work through us during our time here with GIT.
2. Attend GIT staff meetings/activities as well as weekly Shabbat service – You are encouraged to faithfully participate in planned GIT staff meetings/activities so that news and vision can be communicated, and in order to promote unity, fellowship, and growth.
3. Attend weekly Shabbat service – Each staff member is encouraged to attend our weekly Shabbat service. This provides the opportunity to receive input from the local fellowship and be a blessing to them. It also is imperative that we, as staff, lead by example in helping establish the habit in our students of attending a weekly Shabbat service.
4. Be punctual – Nothing says, “I don't really care about you or your time” more than habitually being late and making others wait on you.
5. Work hours/ethic: All staff/volunteers are required to keep same work hour schedule as students and maintain a good work ethic.

## DRESS CODE

**Modesty:** We have established a dress code that reflects an attitude of modesty, high values, and professionalism that promotes a positive learning and working atmosphere. Our desire is to honor YHVH and others by the way we act and dress, and not cause anyone to stumble. (Romans 14:13) Accordingly, we ask our staff and students to dress with an emphasis on being a testimony – well groomed, modest, and neat in appearance. A designated member of the staff will advise you if you are wearing something unacceptable. Please don't be offended at this correction. We understand that each family has different standards of modesty, so this isn't an indictment on those beliefs, but simply what we have chosen for GIT.

### Men:

#### Work attire:

Button down shirts, tucked in with belt on full length pants. A button down shirt can be worn untucked if bottom of shirt is straight hemmed and a tucked in t-shirt worn underneath.

Overalls and boots with a collared button down shirt underneath.

You will need 6 work shirts minimum, as we work 6 days a week.

Slip on work boots (Laced work boots not recommended, there are foxtails in abundance that get into laced work boots.)

Rubber boots also needed for wet conditions (Or waterproof work boots).

Long hair must be kept tied back. We need to be neat and safe.

**"Off Time" Attire:** Loose-fitting T-shirts (no tank tops).

Loose-fitting pants that do not sag and show your underwear (Wear a belt or suspenders if you need to.)

Loose-fitting knee-length shorts (Shorts should not be too baggy as to be indecent if you are sitting Indian style or with your legs crossed.)

Please no shorts worn to Shabbat meals or congregational meetings

**Swimwear:** knee-length swim trunks worn with dark t-shirt (not tank top)

**Sleepwear:** modest pajamas/robe, and only worn in dorms

**Women:**

**Work attire:**

Slip on work boots (Laced work boots not recommended, there are foxtails in abundance that get into laced work boots.)

Rubber boots also needed for wet conditions (Or waterproof work boots).

Aprons with pockets are helpful, but not required.

Long hair must be kept tied back. We need to be neat and safe.



**Regular Shirt and Skirts  
OR Dresses**

**Acceptable Outfit Types:  
OR**

**Tunic Shirt and Pants**

**Guidelines for Tops (Tee shirts or blouses):**

- Loosely fitting
- No V-necks without a modesty layer that comes to the collar bone
- Neckline at or above collar bone
- Cap sleeve or longer
- Tunic Shirt length covers down to mid-thigh front and back when bent over
- No sheer or lacy bodices showing skin
- Proper undergarments needed to ensure complete coverage

**Guidelines for Bottoms:**

- Loosely fitting
- Not clingy
- Knee length skirts must be worn with leggings or pants underneath
- Full length skirts must be worn with shorts or leggings underneath
- For skirts of a thin material, slips are required (If your legs can be distinguished when in sunlight, it requires a slip)
- Pants are acceptable with Tunic Length Tops or under skirts
- Leggings do not count as pants, and are only to be worn under skirts or dresses

### **Guidelines for Dresses**

- Below the knee
- Loosely fitting
- Cap sleeves or longer
- No V-necks without a modesty layer that comes to the collar bone
- Neckline at or above collar bone
- Knee length dresses must be worn with leggings or pants underneath (when working)
- For dresses of a thin material slips are required (For Shabbat)

### **“Off Time”:**

- Work Attire is acceptable during off time
- Loosely fitting knee length shorts with the tunic length top.
- Shorts should not be too baggy as to be indecent if you are sitting Indian style or with your legs crossed. Shorts must also reach just above the knee

Please no shorts worn to Shabbat meals or congregational meetings

### **Swimwear:**

- Knee-length swim trunks worn
- Long dark shirt that covers crotch
- One-piece swimsuit underneath

### **Sleepwear:**

Modest pajamas/robe, and only worn in dorms, please respect your dorm mates.

## COMMUNITY LIVING

A distinctive characteristic of GIT is community living, which serves as great a part in our training program as the teachings themselves. Community living demands a greater love and tolerance of others, and provides an arena of high accountability and refining. If everyone does what is expected of them, and “considers others above themselves”, our time here together will be much more pleasant, fun, and encouraging. We believe that having an environment that keeps our full attention on the Creator and our relationship with Him is not something that “just happens”, but is fostered by the policies and procedures we have in place. With that in mind, the following are the policies and procedures we have developed over the years that will help you and others create that environment to pursue your relationship with your Creator above things that may distract you from that.

- Always be respectful to everyone, and seek ways to encourage and help others.
- The Students are not allowed to have exclusive friendships or cliques. No doubt you will be drawn to certain personalities here, but you are expected and encouraged to “get out of your comfort zone” and befriend others in order to be a blessing to them and be blessed by them.
- If someone has offended you, talk TO them not ABOUT them. If a problem still isn’t resolved, talk to leadership. If it is a person of the opposite gender, please go to leadership first.

## INTERACTIONS BETWEEN MEN AND WOMEN

Since there are men and women in what becomes a close-knit community, it is imperative that we have rules regarding male-female relationships. We are here to keep our focus on YHVH, and we need to keep ourselves in check emotionally, and allow Him to work all that out while we pursue learning all that He has for us here.

Additionally, you must understand we are pursuing our relationship with YHVH and should be allowed to do that without the distraction of knowing someone is interested in them. We must set the example as Staff. It is important that we all get to know one another, first and foremost, as brothers and sisters in Yeshua. The following safeguards are in place to help create a pure environment and to enable everyone to get the most out of their time at Growing in Torah:

- No flirting with anyone through your dress or actions.
- No extended eye contact with someone of the opposite gender.
- No men and women playing games or sports or dancing together that involve physical contact.
- No lengthy or one-on-one conversations between men and women who are not related. If it is necessary to have a conversation regarding work, be cordial and polite, but keep it short and business-like.
- No men and women should be consistently working together in the field or sitting next to each other in vehicles or on couches. If it does happen by accident and you find yourself in such a position, don’t worry, it doesn’t have to be awkward or embarrassing for anyone. Just politely and discreetly get up and move somewhere else. We’ve developed a culture where men sit with men, women sit with women.
- If at any time you feel that you have received improper attention or flirting from someone of the opposite gender, please go to the Directors, and they will be more than happy to talk with that person in private and resolve the situation.
- If you develop feelings for someone while here, your actions or words should not, *in any way*, show it, to them or anyone in our GIT family. Sharing your feelings with the person of interest or peers must be avoided. If you must discuss it, we advise *only* discussing it with a married elder or your parents like in the Betrothal Model.

## INTERACTIONS WITH STUDENTS/OTHER STAFF

Time alone with a member of the opposite gender (excluding family members/spouses) should be avoided when working or otherwise. GIT has a No dating/No flirting policy, and we expect that everyone, especially Staff, to be above board in this area. Men should counsel men, women should counsel women, and members of the opposite gender should not spend time in lengthy, private conversations. Also, public displays of affection should be limited and appropriate, being among married couples only.

Be mindful of your “presentation” – You should always treat the students with kindness and respect. Undoubtedly, there will be frustrating times, but you should always guard your mouth and actions. No foul language will be tolerated. Remember, also, that you will be teaching them how to teach as they observe you. You should always try to be upbeat and positive.

**Conserve** – Whether you are here full time or part time, please do your best to conserve water and electricity. We ask that your air conditioner be set no lower than 78. If you desire a lower temperature, you can choose to pay \$15 per month for each degree lower than you use.

**Pets** – Staff/volunteers are discouraged from bringing pets. Some exceptions may be made, and any pets allowed must be contained at all times. There are a few cats and dogs on the property that run free only because this has been their home prior to GIT. No animals are allowed in dorms, and do not feed stray animals.

**Smoking** – We have a smoke-free environment here at GIT.

**Phones** – We would rather you not bring phones to the table, but if you do please do not answer them during meal times except in emergencies.

**Firearms** – Firearms may sometimes be fired on the property, in designated areas, but ONLY with the permission of the property owners. Firearms are to be transported in a vehicle or carrying case. (Steve/Jon)

**Personal use** of office equipment and services – You are asked to make a donation to cover the cost of any non-GIT related services.

**Tools and equipment** – All tools and equipment must be returned to their proper place when a job is finished. If a job is unfinished at the end of the day, the tools must still be put away.

**Inviting guests** – Occasional guests are welcome with the permission, prior to arrival, of GIT leadership. Guests can stay overnight only if there are vacancies in the dorms. No guys in girls’ dorm; no girls in guys’ dorm, except for family members/spouses. It is your responsibility that your guests are informed of and abide by GIT guidelines.

**Off-site employment** – Outside employer/employee relationships tend to distract from the work and focus here at GIT; therefore, staff members are discouraged from seeking or participating in employment off the campus.

**Sick Days/Time Off** – Please communicate with leadership if you need to be absent due to illness so that we can cover your area until you are well enough to resume your duties. Also, if you need/want to take some time off, please make your request to the leadership at least one week in advance.



**Staff housing** – We ask that you keep your housing area (inside and outside) clean. For any repairs/maintenance that needs to be done, please fill out a “work order request” in the office. Weeding and mowing the lawn will be done by the maintenance department. You are welcome to maintain your own lawn area if desired and have access to GIT tools and equipment. Make sure all tools and equipment are returned to their proper place at the end of each day. You are encouraged to beautify your immediate living area and we are happy to provide funds to do that, so please inquire with your ideas.

**Families/Mothers/Children** – Occasionally, we have families with children volunteer. It is understood that mothers have a priority of caring for their children. As/if they are able, they can serve in certain areas of GIT. Since our GIT students are our priority, children are not allowed to participate in the classroom, teachings, etc. Children may be allowed to participate in other GIT activities/field trips ONLY if GIT leadership gives permission.

**Personal beliefs** – Each staff member/volunteer/resident must agree to adhere to the GIT statement of faith, and agree that we are here to serve and not be “heard” or espouse particular nuances to beliefs i.e. new moons, pronunciation of names, etc. so as to cause distraction from our goals.

## **STATEMENT OF FAITH**

That the Scriptures (Old and New Testament) are the infallible word of YHVH.

That YHVH is one, and is expressly manifested in numberless ways, and that all these ways are the one True YHVH. (Devarim (Deuteronomy) 6:4)

That Yeshua haMashiach is the Word of YHVH, the Son of Elohim manifested in the flesh and is the fullness of Elohim bodily.

That salvation is by grace through faith, and that only by the shedding of innocent blood is there remission of sins.

That Yeshua was born of a virgin by the Holy Spirit (Ruach haQodesh).

That the body of Messiah is composed of all those who believe and have committed themselves to Yeshua, the Seed of the woman, from the beginning.

That Yeshua is indeed coming back again, so that where He is, we may be also.

**Though not crucial to your salvation, we also believe and teach that ...**

Knowing the culture, language, idioms, and people who penned the scripture is imperative to understanding the New Testament.

That the eternal power and the divine nature of YHVH can be understood by what He has made. Rom. 1:20

The New Testament is Yeshua’s interpretation of the Tanakh (Old Testament).

The work and ministry of the Ruach haQodesh is the same yesterday, today, and forever.

Law (Torah) has never redeemed, only His grace through faith. The Torah is designed to bless the followers of the God of Israel.

YHVH's desire, purpose, care, and will for man has never changed. His laws (teachings and instructions) are for us because He loves us so.

## VEHICLE POLICY

GIT vehicles – Staff may use GIT vehicles for GIT-related or limited personal use. A current copy of your driver's license must be kept in the office. Please fill out mileage form for all trips.

1. We have limited vehicles available for GIT use only. All drivers must be at least 21 years old and have a valid driver's license.
2. You are required to remove all personal items, including trash, when you return the vehicle.
3. If you notice something wrong with the vehicle, or if the vehicle is low on gas, please alert someone in maintenance.
4. Please read the Accident Procedure List in this manual before you take the responsibility of driving a campus vehicle. There is also a copy of this procedure list in the glove compartment of each vehicle.
5. Remember that you will be held responsible when driving a campus vehicle. The speed limit of all motorized vehicles inside GIT's property is 5 mph. Please use **EXTREME CAUTION** by the houses, as children are often at play.
6. All vehicle keys are to be kept in the office on the vehicle clipboard rack and returned immediately after use. If the office is locked, please return the keys to a staff member.

## VEHICLE ACCIDENT PROCEDURE LIST

(found in the glove box of all campus vehicles)

### 1.0 WHAT TO DO WHEN YOU CRASH

#### 1.1 DON'T PANIC. DON'T ADMIT FAULT!

1.2 Check to see if you or the other party(s) have anything beyond a flesh wound.

1.3. If there are injuries that need immediate medical assistance, **CONTACT 911**.

1.4 If you are in a high hazard area (i.e. highway, major intersection, etc.)

a. Pull off to the side of the road if possible.

b. Wait until traffic around you has adjusted to the accident situation to get out of your vehicle. If you can't get the vehicle out of the hazard area, do not get out until you know it's safe.

c. Try to get to the right side of the road.

d. Do not stand in median or along center barricades.

1.5 Turn off engine if it is still running.

1.6 Set park brake.

1.7 **Witness(es):** Immediately check to see if any witness(es) stopped. Please fill out the witness information on the "Transportation Accident Report". Get as many witnesses' names and phone numbers as you can. If it is a major accident, gather one witness' information and try sending them to call the police *quickly*.

1.8. Take pictures of the accident if you have an available cell phone or camera.

**Note:** The "Transportation Accident Report" is located along with the "Accident Procedure List" in the glove box.

## 2.0 BEGIN COMMUNICATION

**Important Note:** Before communicating **ANY** insurance information, communicate with the involved party(s) that you would like to handle the expenses **WITHOUT** involving insurance companies. Only involve insurance companies if the other party(s) **insist**.

### 2.1 Communicate with second party

a. In all cases be compassionate and forgiving.

b. **Do not communicate fault in any form.**

c. Check to see if they have any injuries that need immediate medical attention. IF YES, send someone to **CONTACT 911** and communicate location of accident and description of injuries. IF NO, proceed with appropriate forms.

### 2.2 If accident appears to be your fault:

a. Give accurate information but **do not admit fault**. It is the Officers' job to determine fault.

b. Explain that your corporate office will handle details concerning the accident.

c. Make sure the police report (if police are called) is accurate and obtain a copy of the information the police provide at the scene.

d. Give the information to leadership the following work day. (If you are away from Orosi, photocopy the information making sure the information is dark enough to fax. E-mail or FAX the information to GIT.)

**Note:** According to California State Law, if an accident occurs in a city street, a police report must be filed. A police report must be filed by the driver within 24 HOURS in the jurisdiction/city of the accident.

2.3 When you are outside California and police are not called to the scene, contact local police department and find out if it is required to file an accident report. If so, obtain the information on how to do so.

2.4 Give a "Transportation Accident Report" to 2<sup>nd</sup> party and **explain our stand with insurance**.

2.5 Return "Transportation Accident Report" to leadership as soon as possible.

2.6 Get in contact with GIT leadership.

## 3.0 CAR IS DEAD!

3.1 If a vehicle is dead, contact GIT leadership ASAP to arrange for pick up.

## Conclusion

In bringing this staff manual to you, our prayer is that we prefer one another in love and that we live in unity. This is Yah's heart for us.

*Finally, all of you, live in harmony with one another; be sympathetic, love as brothers, be compassionate and humble. Do not repay evil for evil or insult with insult, but with blessing, because to this you were called so that you may inherit a blessing. 1 Peter 3:8-10*

*May Elohim, who gives endurance and encouragement give you a spirit of unity among yourselves as you follow Yeshua Messiah, so that with one heart and mouth you may glorify the Elohim and Father of our Yeshua Messiah. Romans 15:5-6*



## GIT STAFF MANUAL AGREEMENT

I \_\_\_\_\_ have read and understood all of the guidelines outlined in the Growing in Torah Staff Manual, and am committed to living within the guidelines set forth.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_