

2025 Estes Park Collegiate Leadership Training Program

Orientation Packet

[Please make sure to read all the information in this packet as you are responsible for being aware of all it contains.]

Program Location: YMCA of the Rockies, Estes Park

Program Dates: May 17 - August 7

THE PURPOSE OF THE LEADERSHIP TRAINING PROGRAM

Leadership Training is a summer program devoted to serving Collegiate local churches in the discipleship and leadership development of college students, ministry leaders, and future church planters.

As a participant at LT, we want you to leave with what we believe are key pieces of the Christian leadership ethic.

To start, the philosophy of LT is this: **To serve like Jesus with others.** There are 3 Biblically based leadership principles that we see as the foundation of this ethos.

1. Leadership is Serving
2. Leadership is Character Based
3. Leadership is Interdependent

Your time at Leadership Training should help you grow in six key areas within self leadership and service to others.

Lead Yourself

1. Grow in Personal Devotion to Jesus
2. Grow in Christlike Character
3. Explore Spiritual Gifting

Serve Others

4. Develop a Stewards Mindset
5. Grow in Gospel & Grace Story Sharing
6. Gain a Global and Missionary Mindset

WHAT YOU SHOULD EXPECT AT LT

IMPORTANT SUMMER DATES

Estes Park LT arrival date: *Saturday, May 17*

First day of programming: *Sunday, May 18*

First day of work (start dates may vary per participant): *Tuesday, May 20*

Last day of LT and last day of work is: *Thursday, August 7*

HOUSING

Students will be staying in the YMCA dorm rooms with 1-3 other YMCA workers. You'll get your housing assignment from the YMCA when you arrive. The dorm rooms are likely smaller than your college dorm room, so pack lightly. Sheets and pillows for your bed are provided by the YMCA.

MEALS

3 meals per day are provided by the YMCA at its staff cafeteria. Dorm buildings have community kitchens for storing and preparing additional food.

LT WORK SCHEDULE

The YMCA has agreed that all LT participants will get off work in time to attend our 9 p.m. LT sessions. Workers will have 2 days off per week. One of those off days will be your community group meeting day.

If you have not applied for a job at the YMCA please do so immediately as employment with the YMCA is a requirement for this Program. [Please follow the How to Fill Out the YMCA Application Without Mistakes](#)

LT participants are expected to be good examples of leadership in the workplace and employment during the project. Involuntary termination or being fired from employment while at LT could result in immediate dismissal from the LT program.

TRANSPORTATION

It is your responsibility to figure out your transportation and best route to Estes Park. Though not necessary, there are advantages to having your own transportation while attending LT (community group trips, grocery shopping, hiking trips, etc.) However, it isn't necessary for every single participant to bring a vehicle; If you are coming as a group, you may want to consider teaming up with a few others and sharing one vehicle. Make sure your vehicle is in good operating condition.

CLOTHING

While Leadership Training does not have a formal dress code, we do recommend modest attire. In planning what to bring you will want to give consideration to the following areas:

- You should bring at least one outfit that would be suitable for special occasions.
- Make sure you know what kind of clothing you will need for your job at the YMCA.
- Campus casual attire is recommended for worship gatherings and free time.
- There is limited space for clothing in your dorm. Do not bring your whole wardrobe.

YOUR SUMMER MAILING ADDRESS

Normal Mail:

Your Name - Staff/LT
Estes Park Center
PO Box 20700
Estes Park, CO 80511

Packages from Online Retailers (e.g. Amazon):

Your Name - Staff/LT
2515 Tunnel Rd.
Estes Park, CO 80511

WHAT YOU SHOULD EXPECT AT LT

Community Groups

The overall LT program is divided into several smaller groups of 10-15 students and staff called community groups (CGs). The cultivation of a "family" atmosphere within each CG is one of our major goals for the summer. Historically, one of the most common highlights of a student's summer is the Christ-like love and unity they experience among the other Christians in their CGs.

A Challenging Schedule

Many of the evenings and weekends will be filled with community group meetings, LT services, outreach or fun group activities, and full participation is expected. Many students have said that the schedule really helped them grow!

Each week typically has two main sessions in the evenings where you'll hear from speakers from across the country with proven ministry experience. You may also attend workshops lead by Reliant staff that focus on a particular element of the Christian faith. One day per week will be a Community Group (CG) Day. During your CG Day, you may worship together, hike or camp, participate in an outreach event, do a fun activity together, etc.

Evangelistic Opportunities

LT offers a huge opportunity to grow in both your faith and personal evangelism skills through a variety of organized outreach activities and time spent with co-workers. The YMCA employs lots of international student-age workers that you'll have a chance to connect with every day.

Full-time Employment

At LT, all participants will hold down full-time (40 hr/week) jobs with the YMCA for the duration of the program.

Sample weekly schedule

Sunday – Work, free time

Monday – CG day – spend the full day with the 10-15 people in your CG.

Tuesday – Day off – go hiking, head to Boulder, etc.; LT worship service – 9 p.m.

Wednesday – Work, free time

Thursday – Work, LT worship service – 9 p.m.

Friday – Work, free time

Saturday – Work, free time

Note: Your project day might meet on any day of the week (Monday is just an example), but it will be the same day for the whole summer.

Your LT Pre-Arrival Checklist

- Figure out when I am going to leave and how I am going to get there.
- Selectively choose my clothing in light of limited closet space. Remember sheets and pillows for your bed are provided by the YMCA.
- Pack a Bible, journal, etc.
- Pack musical instruments you like to play.
- Footballs, basketballs, ball gloves or other sporting goods.
- Proof of medical insurance.
- Do I have everything the YMCA needs me to bring (employment documents, uniform, etc)?
- Notify my family and friends of my mailing address.

Program Payment Information [\(MORE INFO\)](#)

Program deposit due April 30th: \$150. You can pay online (Reliant's preferred method) or mail a check to Reliant - ATTN: Event Payment, 11002 Lake Hart Dr. Ste. 100, Orlando, FL 32832. The check must be from the participant with the event fund number (1420) in the memo line.

To make your program deposit online, please follow these steps below:

1. Go to the Estes Park LT 2025 Event Registration page - this link was sent to you directly in your acceptance email.
2. Once there, you can find more details about the event and register. Choose the "REGISTER" tab to begin your registration.

3. You can select your registration by adding a quantity to the registration you'd like. Then, click Continue to fill out additional details.
4. Once you've filled out the additional details, click Continue.
5. Next, you will see the Checkout Summary. Click Continue.
6. You can now enter your payment information and place your order for this event.
 - a. Please note: if you or your church want to pay via check, please email the Events Team at events@reliant.org before registering.

If we do not receive your program deposit by April 30th, your participation in the program could be placed on hold. If you think you will have a problem making this, or any of the other scheduled deadlines, please email Hillary Campbell (hillary.campbell@reliant.org)

You can begin making LT payments once you have been officially accepted into the program.

EARLY BIRD RATE - \$895		STANDARD RATE - \$945		LATE RATE - \$995	
April 30	\$150 (program deposit)	April 30	\$150 (program deposit)	April 30	\$150 (program deposit)
May 30	\$200	May 30	\$200	May 30	\$200
June 15	\$200	June 15	\$200	June 15	\$200
June 30	\$200	June 30	\$200	June 30	\$200
July 15	\$145 (final payment)	July 15	\$195 (final payment)	July 15	\$245 (final payment)

****Please note: Every missed payment deadline could result in a \$25 late fee****

You also can pay your full balance by April 30 (or any other date before the final payment date) if this is an easier option for you.

Acceptable forms of payments:

- Credit card payment online (preferred)
- Credit card payment over the phone with the Reliant office (407-671-9700)
- Personal check or money order from the student written to Reliant. Mail to ATTN: Event Payment, 11002 Lake Hart Dr. Ste. 100, Orlando, FL 32832. **The check must be from the participant with the event fund number (1420) in the memo line**
 - You can also use online banking and have your bank send an e-check to Reliant at the same address.
- Personal check written to Reliant from parent with **same last name** as the participant
 - Reliant will credit the check to the participant's record, not the parent's
- Check from the participant's church clearly stating whom payment is for. If payment is for multiple people there must be a note included with the check that states each participant's name and the amount to credit each participant.

CANCELLATION/REFUNDS POLICY

There are generally no refunds for the LT program due to the fixed costs and program administration. If you withdraw from the program:

Before May 1: you will forfeit the registration fee and your program deposit that was due in April. *In addition, a cancellation fee may be due based on your program policies.*

After May 1: any possible refund will be decided on a case by case basis – and only for extreme cases (ie. Death of immediate family member, severe illness, etc.)

There are no refunds for participants who are dismissed or choose to leave the program. LT Directors can decide whether or not to waive any unpaid LT fees with those participants.

Participants agree to complete all payment obligations.

Any exceptions must be granted in writing by the Program Director. If the participant does not complete their payment obligation, the fee will remain attached to the participant's name and before they can come to another Reliant event they will be required to pay their outstanding fee.

RAISING SUPPORT FOR LT

You can also develop prayer and financial sponsors to support your participation in the LT Program. Those of you finding sponsors to help cover your LT program fees are responsible to meet the same payment schedule.

This is a summer that you are devoting to grow in your walk with God. You will be reaching out to your co-workers, neighbors, etc. You will be serving the community, hear challenging teachings, be held accountable in your spiritual growth. You will be reading and memorizing Scripture. In many ways, LT is like a summer mission trip. It may not be overseas, but you will be stretched, and you will grow if you come with a heart ready to love God and love people. This is a chance to learn how to be a leader in both spiritual and everyday areas of life. **Similar to most mission trips, you are allowed to raise support to help cover the full program cost of LT from friends and family.** You don't have to, but if you want to, it's a great way to help cover the financial cost. There are many people who love to give money to help support someone who desires to grow spiritually and as a leader for Christ. Many people really enjoy the opportunity to support you personally and are excited about investing in your growth and your future in building God's Kingdom.

See [Support Raising Guidelines](#) for more details.

Students raising financial support must have their donors make their **checks payable to the student, not to Reliant**, and sponsor checks must be given **directly to the student**. Due to IRS regulations, **the gifts are NOT tax deductible**. If a student receives a check from a supporter/sponsor written directly to Reliant they will need to return the check to the sponsor and ask them to rewrite the check payable to the student.

Reliant does not monitor student fundraising. It is left to the integrity of the individual student to only raise funds to cover LT costs. We will have you fill out a financial integrity form to confirm your commitment of financial integrity.

The program participant will always need to pay Reliant with a check or money order written **from the participant** (or from a parent with the same last name). Checks received by the participants from sponsors need to be deposited into the participants account and a new check must be written to Reliant from the participant (or parent with the same last name). The only exception to that rule would be if a church is helping the student with their cost. Then the church check can be made out to Reliant, however the receipt would still be made out to the student.

You can raise up to the full cost of LT and your travel expenses from arrival and departure from LT. Additionally, The Rocky Mountain Living Package at the Estes Park Center is the way to cover your food and housing, right out of your paycheck. The fee can be added to your LT support raising goal, meaning an LTer can raise an additional \$1870 (on top of their LT program fee) for the 11 weeks of LT.

If you raise above and beyond that total we encourage you to give the excess funds to other LT participants who are needing financial help or directly to the LT program.

Collegiate Leadership Training Participant Policies

DEFINITIONS

Participant: Any person who has been accepted and paid for the LT Program.

Volunteer: Any person who serves LT and is not paid for services rendered

LT Leader: Any person serving in a recognized leadership capacity. This includes but is not limited to small group leaders, community group leaders, staff members, etc.

Reliant Paid Staff: Anyone employed by Reliant

Intern: Reliant employee for a specified time period usually not eligible for benefits (typically students)

Program Director: The director(s) responsible for the Estes Park LT Program

National LT Director: The person responsible for all Collegiate LT Programs.

Reliant Summer Program Coordinator: Reliant staff member administrating all LT Programs within Reliant areas of responsibility

Collegiate Church Network Board: Those responsible for oversight of all Collegiate churches, ministries & programs.

STANDARDS OF CONDUCT

As a training program, LT operates from a very demanding schedule. Your conduct is not only a reflection of your personal character but is also a reflection of LT and more importantly of Christ. It is important that you understand several key policies regarding LT.

LT stands for Leadership Training. By participating in the LT program, you have demonstrated a desire to grow closer in your relationship with God in a special way for the next 11 weeks. To get the most from this experience, you may need to limit or forfeit certain freedoms in order to devote yourself more fully to experiencing God. It is not our heart to give a series of rules by which to govern ones' lives where God has not clearly spoken. To learn to be an effective leader requires one to learn to govern oneself before God. The following policies seek to establish this goal.

Above Reproach

To be above reproach means that there is no accusation that could have merit. Consider how to conduct yourself in such a way as to glorify God and maintain your testimony with others.

Guest Policy

Overnight guests are not permitted in YMCA dorms. Any exceptions must be approved by your dorm RAs and roommates. Seasonal workers are generally granted a few "comp nights" for free or discounted lodge stays for their guests. Consult with YMCA HR for more information.

Quiet Hours

Quiet hours are determined by the YMCA and must be honored.

Visitation

In the spirit of avoiding the appearance of evil, LT would encourage participants to refrain from being alone in a dorm bedroom with someone of the opposite sex. Visitors are welcome in common areas of housing. See individual program policies for more program specific details.

Curfew

To be a leader is to learn to establish priorities and maintain responsibilities. Therefore, there is no established curfew. It is our desire for each participant to decide when to be in and when to go to bed in order to fulfill one's responsibilities. These responsibilities include getting to work and LT programs on time and in a state of mind to engage. Due to safety concerns, your Program Director may establish other curfew policies for your safety.

Safety

Since each location has its own inherent risks, we encourage the following:

1. Do not be out alone late at night.
2. Let others know where you are going and when you expect to return, especially when hiking (alone or in a group). Having your cell phone with you and charged can help alleviate any concerns that may arise, but be aware that cell phone coverage can be minimal or non-existent in certain locations.

Meetings with Minors

For the safety of minor children, one-on-one meetings or hangouts with those under 18 are not allowed. Additional policies exist for employment with the YMCA, such as not exchanging contact information with children. All YMCA and LT policies regarding children must be strictly adhered to.

Health

You will be required to adhere to and follow all government and local authority mandates related to COVID-19 as well as all YMCA required mandates. Understand that there may be specific mandates required by Reliant for participation in this Program (such as but not limited to wearing face masks indoors and practicing social distancing, etc.) the specifics of which will be made known closer to the start of the Program in the form that must be signed by you in order to participate in the Program.

Emotional Health

If the director feels that the participant is emotionally unhealthy, which could include but is not limited to, severe depression or anxiety or participating in any form of self harm, then they may be asked to leave the program to receive better care than the program can provide.

Alcohol

Since the Bible doesn't forbid drinking to those who are of legal age, we don't either. However, if you are under the legal drinking age, twenty-one years of age, drinking is strictly forbidden. Drinking under the legal drinking age could result in immediate dismissal from the LT program. Our hope and prayer is that participants will learn to conduct themselves in the highest integrity before God. Key Biblical principles are: Do not use our freedom in such a way as to cause someone else to sin and to maintain a good testimony before God and man. The LT staff will refrain from drinking around students. Drunkenness could result in dismissal from the LT program. See YMCA policies for rules regarding alcohol on YMCA grounds.

Partying & Bars

Although drinking alcohol is not prohibited for LT participants who are older than 21, please note that *any immorality, underaged drinking, or drunkenness at a bar, club, or house party may result in immediate dismissal from the LT program. Any sexual impropriety at a bar, club, or house party could also result in immediate dismissal from the LT program.* Key Biblical principles are: Not to use our freedom in such a way as to cause someone else to sin and to maintain a good testimony before God and man. For those who are of age, we encourage you to be considerate of underaged friends who may not be able to join you at a bar and to consider more inclusive activities all can participate in.

Drug Policy

Since Collegiate LT is a training program and not a local church, LT is not equipped to deal with drug dependency or addiction issues. Illegal drug use may result in immediate dismissal from LT. Exceptions may be granted by the Collegiate Board.

If a participant was found to distribute illegal drugs (including distributing alcohol to minors), the participant would be immediately dismissed from the Program.

Drug Testing

It is not the practice of LT to conduct or implement drug testing. If drug testing were utilized, it would be at the participant's expense and as a condition of remaining in the LT program. Drug testing may be done after a Drug Policy violation and/or when there is reason to question the validity of a participant's claim.

Sexual Misconduct

Collegiate LT Programs believe that the Holy Scriptures state that sexual practices outside of a heterosexual marriage are sexual sins (Romans 1:26-27; 1 Corinthians 6:9-10; Leviticus 18:22; 20:13). Any sexual practices that LT determines to be Biblically forbidden are considered a violation of LT's standards, and *could result in the immediate dismissal from the LT program*. Some examples of sexual misconduct include, but are not limited to, child molestation, rape, incest, adultery, premarital sex, homosexual conduct, sexual harassment, voyeurism, exhibitionism, indecent liberties, obscene phone calls/texts/videos, and sexual addictions.

Harassment

Collegiate LT Programs are committed to maintaining a safe environment in which all individuals treat each other with dignity and respect and which is free from all forms of intimidation, exploitation and harassment, including sexual harassment. LT is prepared to take action to prevent and correct any violations of this policy. Anyone violating this policy will be subject to discipline up to and including dismissal from the LT program.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment or LT participation;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment or LT decisions affecting that individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working or program environment.

Reporting & Investigating Sexual Harassment & Other Forms of Sexual Misconduct

All Program participants, directors, leaders, volunteers, and Reliant employees are required to report any incidents of sexual misconduct to the Program Director and Reliant as soon as possible. If a report of sexual harassment involves a Reliant employee, the claim should be made directly to Reliant (email notifyhr@reliant.org) and the Collegiate LT Program National Director (gaia.stanley@reliant.org).

If the claim is among Program participants, each Program will have designated individuals within the LT leadership (one male and one female) to notify if a sexual harassment concern surfaces. The Program Director will also be notified. The Program Director will contact the Collegiate LT Program National Director, the Collegiate Board, and Reliant. The Program Director will investigate the claim and make recommendations. The final course of action will be determined by Reliant and the Collegiate Board.

Reliant employees and Program leadership and volunteers shall take appropriate steps to maintain and protect the confidentiality of the testimony of victims, those accused, and witnesses during the investigation. However, no guarantee of confidentiality can be given. This action shall be taken consonant with the Program's and Reliant's responsibility, both as a Christian ministry and as an employer, to investigate, respond to, and deal appropriately with such situations. All involved parties are encouraged to be absolutely candid and cooperative. Victims and fellow workers should be assured that they will not suffer retaliation from the Program or Reliant for reporting any incidents of sexual harassment or other forms of sexual misconduct.

Counseling & Confidentiality

LT participants must exercise great caution when counseling a member of the opposite gender. Reliant employees and participants should, to the fullest extent possible, place such individuals in contact with a Reliant employee or LT volunteer leader of the same gender as the counselee. Whenever an employee or LT participant will be counseling or meeting with an individual of the opposite gender, he or she should take appropriate measures to protect the safety, the well-being, and the reputation of the individual and themselves. Such measures include, but are not limited to, conducting all meetings with the individual in the presence and/or full view of other persons or in a public place, such as in a restaurant, library, or public park, etc. Reliant employees and LT participants should not meet with the individual alone or in a private setting. Employees who have questions or who desire further guidance regarding appropriate behavior and precautions in counseling an individual of the opposite gender should contact their Program Director or Human Resources. LT participants who have questions or desire further guidance should contact their Program Director, National Director, or the Collegiate Executive Director.

Confidentiality in the Counseling Relationship

In the course of counseling individuals, whether on a formal or informal basis, employees or LT volunteer leaders may find that a counselee attempts to communicate information to the Reliant employee or LT participant "in confidence." Employees and volunteers should be aware that the laws of some states impose legal liability upon individuals for wrongly disclosing confidential information where there is a legal duty to maintain confidence. The legal duty of confidentiality generally arises primarily from the express or implied representations of the recipient (generally the counselor/clergy member) and the reasonable expectations of the person making the communication (generally the counselee). Conversely, the laws of some states recognize that certain confidential communications between certain persons in a minister-counselee or counselor-counselee relationship may be "privileged" and thereby protected from compelled legal disclosure.

Whether a particular communication is "confidential," such that its disclosure could lead to legal liability, and whether a particular Reliant employee or LT volunteer is protected by and/or subject to a legal privilege against compelling disclosure, normally depend upon the facts of the specific situation and the law of the specific jurisdiction involved. In such circumstances, the employee may want to obtain the advice of competent legal counsel. Generally, as long as a third party is present and there is no promise of confidentiality, communication is not considered confidential.

LT participants engaged in counseling activities should be careful not to make any inaccurate representations to counselees regarding the degree to which communications will be maintained in confidence (such as agreeing to "not tell anyone"). When considering possible disclosure of information provided by a counselee, congregation member, or other individual in a possibly confidential context, Reliant employees and LT volunteers should consult the Program Director, National Director, or Collegiate Executive Director regarding the need for competent legal counsel, and should carefully consider the consequences of disclosure and nondisclosure.

Civil or Criminal Disobedience

Reliant employees, LT volunteers and participants are expected to uphold the law. The Bible instructs that rebellion against governing authorities is rebellion against what God has instituted: "Therefore, it is necessary to submit to the authorities, not only because of possible punishment but also because of conscience" (Romans 13:1-5)(NIV). In very few cases, however, it may be necessary for a Christian to "obey God rather than men" (Acts 4:19-20). If an LT participant violates the law in such a way that it has a detrimental impact on their ministry or testimony as determined by the Collegiate Executive Director in consultation with the Program Director and the National Director, the participant, volunteer or employee may be dismissed from LT.

Health and Safety

Reliant employees and LT volunteers are urged to take reasonable measures to ensure the health and safety of themselves and those around them. It is especially important that employees be extremely careful when engaging in ministry sponsored activities and when traveling.

Fraud, Suspected Misconduct, Dishonesty, and Whistle-Blower Protection Policy

General policy: The purpose of this document is to communicate policy regarding the deterrence and investigation of suspected misconduct and dishonesty by employees and others, and to provide specific instructions regarding appropriate action in case of suspected violations.

LT is committed to high standards of ethical, moral, and legal conduct. In line with this commitment and also LT's commitment to open communication, this policy aims to provide an avenue for employees, volunteers and participants to raise concerns about suspected misconduct, dishonesty, and fraud, and to provide reassurance that they will be protected from reprisals or victimization for good faith whistle-blowing.

Definition of Misconduct, Dishonesty and Fraud

For purposes of this policy, misconduct, dishonesty and fraud include but are not limited to:

- Acts which materially violate ministry policy
- Theft or other misappropriation of ministry assets
- Intentional misstatements or other irregularities in ministry records

- Incorrect financial reporting
- Misuse of ministry resources
- Violation of any federal, state, or local law, rule, or regulation
- Immoral or unbiblical activities
- Forgery or alteration of documents
- Any other form of fraud

LT specifically prohibits these and any other illegal activities in the actions of its employees, managers, executives, volunteers, participants and others responsible for carrying out the organization's activities. The impact of misconduct, dishonesty and fraud may include:

- Damage to the body of Christ and to the reputation of the body of Christ
- Damage to the reputation of LT and its employees
- Negative Publicity
- Actual financial loss
- Investigation costs
- Loss of employees
- Loss of donors
- Damaged relationships with donors and friends of the ministry
- Damaged employee morale
- Litigation

LT's Commitment

LT's goal is to establish and maintain an environment of fairness, ethics and honesty for our employees, our volunteers, our participants, our donors, our constituents, our suppliers, and anyone else with whom we have a relationship

LT is also committed to the deterrence, detection and correction of misconduct and dishonesty. The discovery, reporting and documentation of such acts provides a foundation for the protection of innocent parties, the taking of disciplinary action against offenders up to and including dismissal where appropriate, the referral to law enforcement agencies when warranted by the facts, and the recovery of assets.

Safeguards

No Retaliation

No director, officer, employee, volunteer or participant who in good faith reports a violation shall suffer harassment, retaliation or adverse employment or program consequence. An employee or participant who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including dismissal from the program and employment termination for an employee. This policy is intended to encourage and enable employees, volunteers, participants and others to raise concerns within the organization prior to seeking resolution outside the organization.

Additionally, no employee, volunteer or participant shall be adversely affected because they refuse to carry out a directive which, in fact, constitutes corporate fraud, or is a violation of state or federal law.

Confidentiality

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations, including the complainant's identity, will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation. All documentation related to reported violations and investigations of such reports shall be maintained in confidential files, with access permitted only on a need-to-know basis or as required by law.

Anonymous Allegations

This policy encourages employees, volunteers and participants to put their names to the allegation because appropriate follow-up questions and investigation may not be possible unless the source of the information is identified. Concerns expressed anonymously will be investigated, but consideration will be given to:

- The seriousness of the issue raised
- The credibility of the concern
- The likelihood of confirming the allegation from attributable sources

Acting in Good Faith

Anyone filing a complaint must be acting in good faith and have reasonable grounds for believing the information disclosed indicates misconduct, dishonesty, or fraud. Any allegations that prove not to be substantiated and which it is determined have been made maliciously or knowingly to be false will be dismissed from LT.

Procedure

How to raise a concern

It is the responsibility of every employee, volunteer and participant to report concerns relating to suspected misconduct, dishonesty or fraud. You should first raise your concern with your Program Director who, in accordance with LT's policies and procedures, will assist you with resolving the concern or reporting it to the next level. If your concern involves your Program Director, please raise your concern directly with the National LT Director (gaia.stanley@reliant.org). If your concern involves the Collegiate Executive Director, please raise your concern to the Collegiate Board. Concerns should normally be set forth in writing with as much information as possible, including any relevant names, dates, places, etc.

Concerns should be submitted to the LT Director, the National LT Director, the Collegiate Board, or Reliant.

Estes Park LT Directors:

Stephen Campbell
Program director
stephen.campbell@reliant.org
 214-675-7542

Hillary Campbell
Program Director
hillary.campbell@reliant.org
 940-224-9117

Concerns submitted to the National LT Director should be emailed to:

Gaia Stanley (gaia.stanley@reliant.org)

Concerns submitted to Reliant should be emailed to:

notifyhr@reliant.org

Investigating the Concern

Following the receipt of any complaints submitted, an Investigative Team (led by Program Director, National LT Director, Collegiate Executive Director or the NB Representative) will investigate each matter so reported and where appropriate, recommend corrective and disciplinary actions to the Collegiate Executive Director or if involving a Reliant employee, to Reliant Human Resources (notifyhr@reliant.org). In conducting any investigation, the Investigative Team shall use reasonable efforts to protect the confidentiality and anonymity of the complainant. The Committee will determine the proper method of recommending and/or taking corrective and disciplinary actions, where appropriate.

Further Information

The amount of contact between the complainant and the body investigating the concern will depend on the nature of the issue and the clarity of information provided. Further information may be sought from the complainant.

Report to Complainant

The complainant will generally be given the opportunity to receive follow-up on their concern within two weeks, which may include:

- Acknowledging that the concern was received
- Indicating how the matter will be dealt with
- Giving an estimate of the time that it will take for a final response

- Telling them whether initial inquiries have been made
- Telling them whether further investigations will follow, and if not, why

Information

Subject to legal constraints, the complainant will receive information about the outcome of any investigations.

Christian Conciliation

Commitment to Biblical Peacemaking.

LT endorses and seeks to foster the following biblically supported objectives:

Strive to Be Peacemakers

- Matthew 5:9: "Blessed are the peacemakers, for they will be called sons of God."(NIV)
- Proverbs 17:14: "Starting a quarrel is like breaching a dam; so drop a matter before a dispute breaks out."(NIV)
- Proverbs 20:3: "It is to a man's honor to avoid strife, but every fool is quick to quarrel."(NIV)

Avoid Civil Litigation

- 1 Corinthians 6:1, 4: "If any of you has a dispute with another, dare he take it before the ungodly for judgment instead of before the saints... Therefore, if you have disputes about such matters, appoint as judges even men of little account in the church."(NIV)

Seek to Settle Disputes Quickly

- Matthew 5:25: "Settle matters quickly with your adversary who is taking you to court. Do it while you are still with him on the way..."(NIV)
- Luke 12:57, 58: "Why don't you judge for yourselves what is right? As you are going with your adversary to the magistrate, try hard to be reconciled to him on the way..."(NIV)

The Goal is the Restoration of Righteous Relationships

- Matthew 18:15: "If your brother sins against you, go and show him his fault just between the two of you. If he listens to you, you have won your brother."(NIV)

Commitment to Positive Conflict Resolution

While harmony, consensus, and tranquil relationships are desirable goals, peace at any price is not. Conflicts are inevitable. Where there are people there will be conflicts. Since we are a called-out group of imperfect people in the process of being perfected while seeking to do the perfect work of Christ, there will be conflicts. The question is not whether we will have conflicts, but when they come, how will we handle them.

We desire to embrace conflicts as an opportunity for growth and enhanced communion, rather than a cause for incompatibility, animosity, or alienation. The offended party (which is usually both parties to the conflict) should view the offense first as an opportunity to "remove the logs" of bad attitudes, resentments, pride, and sins of the flesh. Then they should seek to freshly demonstrate the graces of patience, long-suffering, understanding, gentleness, etc. If all parties purpose ahead of time to walk with a teachable and humble spirit, conflicts will produce growth, character development, and more secure relationships, rather than tension and dissension. To experience this growth, however, we must embrace the pain of the conflict rather than take the path of least resistance, which is pulling back and avoiding the conflict.

Commitment to Reconciliation

It is the goal of LT to produce reconciled relationships through its ministry and among its staff. We cannot effectively minister what we are not practicing. Recognizing that litigation and an adversarial legal system tend to produce rivalries instead of reconciled relationships, it is the policy of LT to favor and promote a biblical approach to dispute resolution, like the informal process described in Matthew 18 or, if necessary, Christian Conciliation in lieu of litigation.

Commitment to Resolve Disputes Quickly

All participants are encouraged to resolve disputes quickly. This should be done first on a personal basis between you and your brother and/or sister alone. If that is unsuccessful, or if for whatever reason you would deem it inappropriate, please bring the matter immediately to your Program Director's attention, or to the attention of the National LT Director.

Commitment by All Reliant Employees and LT Participants

For this policy to work effectively, it is important that all LT participants do their part to resolve personal disputes on this basis and bring to the attention of appropriate management any unresolved disputes or latent conflicts, especially any threats or hints of legal action. The purpose and motivation of this policy go far beyond simply avoiding the expense, diversion of human resources, and adverse publicity of lawsuits. It goes to the heart of implementing the Biblical mandate of reconciliation and living at peace with all individuals.

Grievance System

General policy: LT encourages participants to seek to resolve complaints and conflicts with other LT participants or with other Reliant employees, supervisors, and management personnel, through an informal process of Christian conciliation informed by the principles discussed in Matthew 18, Matthew 5, Luke 12, and 1 Corinthians 6. In the event that informal efforts do not resolve the conflict to the participant's satisfaction, the participant should pursue LT's formal grievance procedure outlined in this section.

Procedure

1. Grievances must be presented in writing to the Program Director, unless the Program Director is the subject of the grievance. In such a case, the grievance must be presented in writing to the National LT Director.
2. The Program Director or National LT Director will clarify the grievance and write out any points of clarification until both parties generally agree on the meaning of the grievance. This document must then be signed by the participant and presented to the NB representative.
3. The Program Director or National LT Director should make every effort to investigate the grievance and resolve it. The Program Director will work in conjunction with a NB representative. All steps toward resolution must be documented by the Program Director and presented to the NB representative.
4. If the participant feels their grievance has not been adequately resolved, they may appeal to the Chairman of the Collegiate Board, for further investigation and resolution. The Collegiate Board may appoint an impartial individual or committee to handle the grievance investigation.

LT leadership will attempt to treat all participant grievances fairly and with respect. LT leadership is dedicated to accepting constructive criticism with open-mindedness and will attempt to be courteous and respectful of all persons.