

1: LETTER

Dear Applicant,

Thank you for your interest in our volunteer residency. There are two options in choosing a residency. One is our standard program, in which you are assigned to work in either our office or facilities departments. In addition to our standard program, we also offer a cooking residency. This program gives volunteers an opportunity to work with and learn under our wonderful chefs. This program has all the features of the basic program with the exception that you will not be able to attend conferences as you'll be cooking for them. Cooking for our programs is very hard work, but this can also be wonderful training. The focus of this residency is vegetarian cooking and baking. Prior cooking experience is not necessary; however applicants must have a serious desire to cook and a willingness to take direction. The application process for this program is the same as for the standard program, although you are asked to include a letter explaining why you want to do this option with your application. Cooking residencies are offered on a 3 month commitment basis.. Enclosed you will find a description of the program as well as an application form. Remember, this is not a job application. We are considering having you come and live with us, so it's important that we know something about you. You'll have a chance to ask questions of us too. When you complete the application, please send it to me by email at paulette@rowecenter.org or by mail at PO Box 273 Rowe, MA 01367.

After we have received your application, we will contact you about arranging a visit. The second part of the screening process is an interview and visit. This gives us a chance to meet you and gives you a chance to see if this community is the right fit for you. Since we believe that the best way to decide if this is for you is to experience it, part of the screening process is a 7 day visit.

During your stay you'll get to meet the staff and experience what it is like to be here. Part of your time will be spent working, so please bring appropriate clothes. We will contact you to find a time that works for you as well as for the community. You'll be asked to arrive by noon on a Wednesday and leave on the following Tuesday after lunch. This schedule works best in order for us to really get to know you, and for you to get a sense of the flow of work and life here at Rowe. It also allows you to go through an orientation on Tuesday afternoon and then attend community meeting on Thursday morning. It's a great way to start your week.

In the week following your visit, your application and visit will be discussed by all community members at our community meeting. We believe it is important for every member of the community to have a voice in the decision to invite someone to participate in the program. At the end of the meeting a vote will be taken on the person's acceptance into the program and community. While no one person can keep a candidate from entering the program, sometimes concerns are raised that need to be addressed before a candidate joins the community. If this is the case, we will contact you and invite you to discuss the concerns and have an opportunity to address them. If there are no concerns, we will contact you to set up a date for you to begin the program. If the community decides not to invite you to join the program we will, of course, contact you to let you know and give you any feedback as to why this decision was made. I also want to say that if, after your visit, you decide that the program doesn't feel like a good fit for you, we ask that you let us know that too.

So if you're interested in finding out what it's like to live in community with all of its complexities and its challenges, its pains and disappointments, its laughter and its joy, this program may be for you. Our goal is to foster a new society that can nurture the best in each of us, can reward generosity and caring, can foster hope and vision, can offer support for love and peace. This is the work that Rowe is about. We hope you will feel inspired to be a part of it.

Respectfully and in Peace,
Paulette Roccio

2: DESCRIPTION

Volunteer Residency at Rowe

Have you ever wanted to stop what you are doing, take the time to do something for yourself, return to a simpler way of living? Have you ever thought about taking the time to experience what living in community is all about? Are you at a transition place in your life and you would like to take some time to figure out who you are and where you are going? This program may be for you.

Rowe is a vision we can see, an ideal that has become real.

The principles are simple:

- Build on a strong foundation.
- Locate in a tiny town nestled in the mountains near Vermont.
- Surround our place with a 1400-acre forest and wildlife preserve.
- Create a warm environment that is rustic, safe and cozy.
- Invite the best leaders we can find.
- Treat people like mature adults, i.e. you are free and worthy of respect.
- Be aware of and care about what is happening in the larger world.
- Be part of the ongoing personal, social and spiritual transformation.
- Don't take ourselves too seriously.

Much of what we are about is creating a space where the sacred can enter into the everyday, where one can glimpse the luminous mountain that lies behind the clouds. To offer a space where these experiences are more possible, more likely, more common is work worth doing. If this ideal appeals to you, the work study program at Rowe offers an opportunity for individuals to contribute to the Rowe's vision through an intensive work-oriented program, while also pursuing their commitment to their own spiritual and personal growth.

Resident volunteers make a commitment to work 5 days per week for a total of 33 hours. Work may include a variety of activities in one of our work departments: kitchen, facilities (housekeeping and buildings and grounds) and the office. Participants will be required to attend weekly community meetings as well as cook dinner for the community twice a month, and participate in a weekly group project. Work assignments are arranged according to the needs of the conference center, although applicant's skills and preferences will be taken into consideration whenever possible.

Resident Volunteers are given the opportunity to attend conferences and then to apply what they learn in their day-to-day community life. Living in community can be challenging. It can also be transformational. In the process of working and living together, each participant will come face to face with one's self, offering the chance for growth and change. Recreational and social activities vary according to the interests of the group, and individuals are welcome to participate according to their own level of interest.

In exchange for their work, volunteers will have the opportunity to attend one weekend conference for each month that they are here. Residents will also receive room and board in either a double occupancy room or dorm depending on availability. Sorry, due to sharing space, no pets are allowed.

Candidates for the program must submit an application, and complete a one week orientation program before being accepted. Preference will be given to applicants who show a commitment to the vision of Rowe, are flexible, willing to work hard and are committed to their own growth process through open and honest communication.

Rowe Camp and Conference Center is an unusual place to work and live. If you want to make money, accumulate a nest egg or pay off debts, best to look elsewhere. If the idea appeals to you of living in a close-knit community united by a shared vision of making Rowe Camp & Conference Center the best possible place it can be, this may be for you.

3: WORK PHILOSOPHY

Rowe Community Work Philosophy

There are many intentional communities throughout the United States and abroad. Like people, they have different "personalities". Part of the challenge is finding the right place and program for you. Many communities were organized as intentional communities. They sometimes develop work to support their community. Rowe was not. Rowe was organized as a Camp and Conference Center. Part of its focus is to offer those who come here a sense of community, to create a space where the sacred can enter into the everyday, to be a part of the evolutionary transformation that is happening. Rowe is a working community which has developed around the work that is our vision.

The community at Rowe bases work on a philosophy of autonomy with accountability. Each staff person, including Resident Volunteers, has a specific job to do. Each person will get a job description when they start work and will be given a one-week orientation and will also receive training, which will vary in length of time, depending on the needs of the position.

The training period for a permanent staff will vary according to the position. Staff should be fully trained and know all aspects of the job within three to six months of being hired. Because of the seasonal aspects of the center and the changing needs from camp to conference center, a full training period would include both camp and conference center season.

Resident Volunteers will receive a one-week training and should be able to fully carry out the responsibilities of their position within 2 weeks of the date of arrival (4 weeks for office staff.)

Rowe is a small community. For most positions, more often than not, you will be working on your own, as well as managing your own time and work assignments.

Autonomy

Once trained it is expected that staff and volunteers will carry out their responsibilities autonomously and in a thorough and timely manner. All staff and volunteers should be able to manage their own time and get the work done in a competent fashion and with high standards of excellence. Our structure allows for more freedom and autonomy than most people are used to. One of the fundamentals of Rowe is to treat people like mature adults. i.e. you are free and worthy of respect. At the same time, departmental managers are responsible for the overall coordination of the department, including work assignments and priorities. This may sound like a contradiction, though it need not be providing each person is working towards the same goal.

Rowe is not a collective and we don't make decisions by consensus. We follow more a partnership model of working together and do have a hierarchy around decision making. Power and authority to make decisions is directly connected to the level at which the responsibility for the issue lies. For example, departmental decisions will be made by the department and not by the group.

Accountability

We expect a lot from those who work here, We all work hard, and always have more that needs to be done than there is time in which to do it. If you don't keep up a relatively decent work pace, it is possible to fall hopelessly behind, with the attendant anxieties and frustrations. When one person doesn't carry their load, it means someone else has to carry more than their share. That is why we need mature, skilled, and experienced people to fill our staff positions and flexible, hard-working volunteers for our residency program. If one of us doesn't have good work habits or doesn't have the skills to carry out their responsibilities and so doesn't keep on the job in a reasonable way, it soon becomes obvious to everyone. That's the way it is in a small tightly knit group like ours. We believe in open, honest, and direct communication and provide feedback around work issues through a supervisory structure.

We want to give every person considering working and living at Rowe as clear and accurate an idea of what to expect when joining this community. Our philosophy of working with autonomy and accountability works well for us. We hope in providing this information you will be able to decide if it will work for you as well.

4: HOURS BREAKDOWN & 5: MISSION_VISION

Resident Volunteer Program: Breakdown of Hours

Weekly

Work (33 hrs. total)

28 hrs. in specific department

1 hrs. participating in work study community project

4 hrs. KP in the kitchen

Additional Meeting time

Community Meeting (1 hour)

Meeting with Mentor (1 hour)

Work-study Process Meeting (1 hour)

During Your Overall Stay

Attendance at conferences (1 per month, limited for cooking resident)

Cooking a community dinner @1 time every 2 weeks

Attending optional community gatherings

5: MISSION_VISION

Mission Statement

Unitarian Universalist Rowe Camp & Conference Center is a spiritual and educational organization offering opportunities for the presentation and exchange of a wide variety of ideas and beliefs consistent with Unitarian Universalist principles and values.

Our purpose is to help people make better sense of their lives and help them make their world a better place in which to live.

Our mission is to provide opportunities for people to explore diverse, far-reaching subjects in order to learn about themselves, each other, our cultures and the earth, and go forth with new knowledge, insight, and courage. We do this by offering, in a safe and supportive environment, camp and conference programs that touch people's depths and have a lasting effect.

A Vision of Rowe Camp & Conference Center by Rev. Douglas Wilson

Rowe Camp, founded in 1924, is an amazing and most unusual place. Located in the Berkshires of western Massachusetts, this one small camp in the Connecticut Valley touches the lives of many people very deeply. When people come here, their lives are often transformed. They find a respect here they have rarely felt in their lives, for Rowe believes that people are good, and that they can be even better.

Rowe respects tradition while staying fresh. The abundance of ways to express feelings of acceptance, safety, warmth, creativity, excitement, and love have enabled us to keep things changing and growing for many years.

We encourage and allow the emergence of that which is deep and often buried in everyone — that which is special and waiting to be born. In all fairness, Rowe Camp & Conference Center has some advantages over some of the institutions of the larger society, for example, school. We openly encourage and respect individuality, and do not have to teach arithmetic or history.

We are really people specialists. People find it exciting to be in a community which bonds us and lifts us to a place we could never reach alone, a place we can only reach together. And it is hard to portray a love this deep in words.

One week, or three weeks, this vital and intense experience cannot be captured in a few sentences.

5: MISSION_VISION (cont)

Rowe Camp is open to spirit, though that openness is implicit, not explicit; it is “in the bones,” in the structure of the camp. It is not taught or preached, but it is there for those who can see and hear it. For over fifty years the counselors in our high school summer camp, elected by the campers, have been called Spirits. But each person makes his or her own interpretation of what that means, there is no agreed-upon definition. This is consistent with 20th Century Unitarianism, whose main dogmas are that dogmas cannot capture truth, and that each person must find her or his own truth.

Rowe Conference Center, founded fifty years after Rowe Camp, is built upon that same spirit, and people can often “feel something” when they come here. We offer a wide variety of different ways to approach this most ineffable of topics and we have a deep respect for the many ways people are different. Most people who come to Rowe could leave with no awareness that there is a religious affiliation underlying our center. There are many paths up the mountain, and we hope to honor all spiritual paths. On any given retreat we may focus on only one, or there may be no conscious spiritual focus. We hope to offer some options to those who come, and the perception is always left to the experience of the individual.

We believe that life itself is the greatest miracle. We get so caught up in our day-to-day lives that a chance to slow down, to let go, to stop what we normally do, becomes an opportunity to reconnect with what we have too long neglected, or even forgotten. Rowe provides such a space. Enabling people to reconnect with that deeper knowledge is wonderful work. Rowe is an attempt to bring out the best in us, without ignoring the wounds we have suffered, or the part our shadows play in our lives, or the difficulties we face in the larger society. We offer an environment in which people can touch deeply into themselves and perhaps change in ways they never imagined possible.

Some say we must change society or we can never change people. Others say start with yourself. We believe changing ourselves and the world are woven together, that we must be willing to act in the world and for the world before we are sure of the results of our actions. Our world needs all the positive energy it can find. But action divorced from a sense of how we, too, have been injured, how we, too, are a part of the problems we see outside ourselves, can only lead to the perpetuation of those problems.

Rowe Conference Center is an adult education center with strong respect for those who are committed to learning throughout their entire lives. For those who work here, being in the presence of such engaged and engaging people is a real joy. We are a learning center, but one that seeks wisdom more often than knowledge, one that looks to help people deepen their spiritual path, one that seeks to inspire thoughtful and meaningful action, action in service to the many life forms on our amazing planet.

We hope Rowe can be a place to laugh out loud, to see the world from a different perspective, to retouch a lost idealism, to regain a sense of optimism, to regenerate and be inspired, all in a warm environment that is safe and cozy and where people don't take themselves too seriously.

We invite you to take a break from your hectic life, reconnect with the earth, or go through a transition in life in a place that supports the process. The focus on inner transformation needs to be balanced by the awareness that to be fully human we need to take responsible action to transform our world. We want to empower people to realize that they can bring about a real change, both in themselves and in the world. But individuals must find their own way, their own energies, their own rhythm, their own method to help the process along.

Rowe offers a place to learn and to deepen certain skills, to find new ways of being alive, and to experience what it is like to be in a real community, if only for a weekend. In many ways the path people are seeking is quite simple and natural. We tend to think of life as complex, but if you look at the great breakthroughs, they often turn out to be simple, and sometimes even obvious.

Rowe Camp and Conference Center is part of what our friend Gail Straub calls a vast global network of consciousness and change, people who want to be part of the personal, social and spiritual transformation, people who can hear “the murmur of the earth” through the concrete, people who know how little they know. Rowe is a place where the sacred can enter into the everyday, where people can touch ancient truths. To offer a space where these experiences are more possible, more likely, more common, is work worth doing. We allow and encourage the emergence of that which is

special in everyone, that which is deep and often buried, and that which is waiting to be born.

6: INTERACTIONAL AGREEMENT

- 1. To Commit to the Mission:** It is my intention to use the mission of Rowe Camp & Conference Center as a guide to my actions and decisions.
- 2. To Communicate with Integrity:** It is my intention to tell the truth as I see it, with compassion for myself and others.
- 3. To Listen with my Heart:** It is my intention to listen respectfully to the communication of others and attune to their deepest meaning.
- 4. To Honor our Differences:** It is my intention to come from a sense of cooperation and caring in my interactions with others, accepting each person's humanity, and from an understanding that goals are often the same even though methods for achieving them may differ.
- 5. To Solve Problems Constructively:** It is my intention to take problems, complaints, and upsets to the person(s) with whom I can resolve them, at the earliest opportunity. I agree not to complain to someone who cannot do something about my complaint, and I will redirect others to do the same.
- 6. To Use Conflict as an Opportunity for Self-Growth:** It is my intention to look for the unresolved issues within myself that creates a disproportionate reaction to another's behavior.
- 7. To Maintain Harmony:** It is my intention to reconnect with anyone with whom I feel out of harmony as soon as it feels possible.
- 8. To Live Interdependently:** It is my intention to take responsibility to identify and meet my own needs, to ask for help when I need it, and to offer help when I am moved to do so.
- 9. To Work with Love:** It is my intention to see the value of every task great or small, and to carry out my work with care and love, in a spirit of generosity and service.
- 10. To Honor My Creative Gifts and Those of Others:** It is my intention to use my gifts to benefit the Rowe C&CC community, to acknowledge other's gifts, and to look for ways to express creativity in my work here.
- 11. To Learn from Experience:** It is my intention to look for opportunities to learn from my experiences, to continue doing what works and discontinue doing what does not work.
- 12. To Go for Excellence:** It is my intention to foster an environment of genuine collaboration in which all people, including myself, feel empowered to express our individual and collective potential.
- 13. To Be Inclusive:** It is my intention to be welcoming to all who come here and to treat each person with respect.
- 14. To Respect Our Mother Earth:** It is my intention to stay conscious of environmental issues and to seek ways to nurture, respect, and heal our planet through my decisions and actions.
- 15. To Live in a Conscious Manner:** It is my intention to seek my true path.
- 16. To be a Visionary Leader:** It is my intention to create a community where peace, justice, and love prevail in order to reflect that vision out into the world.
- 17. To Re-Evaluate My Commitment:** It is my intention to choose to participate in the Rowe Community and to re-evaluate that commitment on a yearly basis.
- 18. To Lighten up:** It is my intention to see the humor in life and to create fun and joy in my relationships, my work, and my life.

Excerpts adapted from the Geneva Co housing Community Agreement

Communities Magazine #80/81 Spring/Summer 1993

7: COMMUNITY LIVING GUIDELINES

ROWE RESIDENT VOLUNTEER CONTRACT AND COMMUNITY LIVING GUIDELINES

Welcome to the Rowe Community. We are happy to have you join us and are sure that you will be a valuable addition to our staff and our community. Although you are not a paid employee, we are entering into a relationship that needs to work for you and for Rowe. This contract outlines what to expect.

For the time you are in the work-study program, we ask you to make a commitment to our vision to create a better world through the programs we offer and a commitment to the work that we do to support that vision. Rowe is a mission driven organization and we are looking for people who are interested in leading a life of service.

We count on you to be a part of the important work we do. For this to work, there needs to be a feeling of equitability. We understand that this way of life is not for everyone. This agreement outlines what we expect from you as a Resident Volunteer and what you can expect in return. We hope that this agreement will make clear any details that you might have wondered about, but if it doesn't, please feel free to ask more questions.

Our Expectations of You:

Each Resident Volunteer is required to work 33 hours per week as follows:

28 hrs. in a specific department as assigned

1 hr. participating in the work study community project

4 hrs. doing KP in the kitchen

33 hrs. total work

In addition you participate in the following:

1 hr. community meeting

1 hr. work-study group meeting

1 hr. weekly mentor meeting

1. Work Schedule

You will be given a schedule with 2 days off per week. These days off may not be the same each week. Due to the needs of our programming, we may ask you to change days off from time to time. Likewise, if you need to switch your days off we hope to be able to accommodate that, though it may not always be possible. You are asked to work out the changes with your work supervisor and communicate the change at community meeting.

If your job assignment includes day specific tasks, you are responsible to find a substitute to do those for you in your absence. Each person holds a piece of the puzzle that makes Rowe work. It is not just about making up your time or putting in your hours, it is about taking responsibility for the piece of the puzzle that you hold.

Work hours include time spent doing your specific job assignment. Community meetings, meetings with your mentor, the work-study group, meal breaks, cooking for the staff, doing the dishes after meals, cleaning your living space, committee meetings or workshops that you choose to attend, and other group activities are not considered work hours. If you choose to attend a workshop on the weekend, you will be expected to make up any of your work hours that you may have missed while attending the workshop.

2. Group Project

Once a week all Resident Volunteers will meet to participate in a group project. This gives volunteers the opportunity to work together as a group while supporting one of the departments in need. A staff person will lead the project, and all volunteers are expected to participate, as it is included in your work hours.

3. KP (Kitchen duty)

Each Resident Volunteer will be assigned to work in the kitchen doing the dishes before and/or after the meals for four hours each weekend. During mid-week or week-long programs you may be asked to do more shifts of KP. Any hours spent doing KP beyond 4 hours, can be credited to your regular department hours.

4. Sick Time

We have a very small staff and count on you. If you are ill and unable to work, please let your supervisor know that.

7: COMMUNITY LIVING GUIDELINES (cont)

Check with the other volunteers in your department and switch days off if possible. When you do that, inform them of any day-specific tasks that must be done in your absence (ex. KP's, recycling runs.) If you cannot find someone to cover your time, let your supervisor know what you were scheduled to do that day so that a substitute may be found. You can work out with your supervisor any changes of schedule to cover your hours missed. If you do not make up your hours, you may take a sick day. You are allowed up to 12 hours of sick time per semester (3 month period.)

If you are ill for more than 3 days you may be asked to provide a doctor's note. If you are ill for more than that or have multiple incidences of illness, it may be that this is not the right program for you at this time and you may be asked to leave.

5. Time Away

Sometimes long-term volunteers want to go away for a few days. There are a couple ways to do this. You can work out a schedule with your work supervisor so that you make up any time that you have missed.

Also, for every month that you are here, you will accumulate 6 hours of "away time"

You may take time away with one month's notice to your work supervisor. You may request time off with less than a month's notice but will be given it only if there is adequate coverage.

6. Holidays

Rowe is open on most holidays. Rowe is closed on the Sunday after Thanksgiving in honor of Thanksgiving, and Dec 24-26th. You are not required to work on those days. You may deduct 6 hours off your schedule for Thanksgiving week and 18 hours off your schedule for Christmas Week. Depending on your department responsibilities and the pre and post holiday scheduling, you may be asked to or choose to work on those days. You may take that time as comp time if that is the case. If you plan to be away for a more extended time over the holidays, you may use some or all of your "away time."

What you can expect from Rowe (meals, housing, and an opportunity to participate in the program):

1.Meals

When programs are being held, volunteers may eat with those attending the program. The main kitchen may not be used during those times.

Weekend meal times are:

Friday dinner 7:00 PM

Sat. breakfast 8:00 AM, lunch 12:30 PM, dinner 6:30 PM

Sunday breakfast 8:00 AM, lunch 1:00 PM

At times when there are no programs going on each person is responsible to make his or her own breakfast and lunch. You are welcome to use any food in the kitchen and walk-in, unless there is a note stating otherwise. Everyone is responsible to do their own clean up when making meals.

We gather to eat a community meal together two times a week at dinner. Each staff member and volunteer living at Rowe is expected to cook for community dinner once every month. In the event that you are unable to cook on an evening assigned to you, you are expected to find a replacement. If you feel uncomfortable with cooking for a group, you may ask to share the responsibility with another staff member or volunteer. If you do so, that is considered a half a cooking shift and you can cook together again so that both of your cooking responsibilities are covered.

Dinner is at 6:00 PM. Dinner is cook's choice. Not all staff are vegetarians and meat may be served, but a vegetarian alternative should be available if there are vegetarians living here. When community meals are taking place, everyone pitches in to do the dishes except the person who cooked, who gets to have the evening off.

Rowe serves mostly but not exclusively lacto-ovo vegetarian food. All food normally stocked in the kitchen may be used

7: COMMUNITY LIVING GUIDELINES (cont)

for meal preparation, unless there is an established protocol or a note stating otherwise. If you would like to cook something specific and purchase food items for your meal, it is at your own expense.

Individual requests for specific food will not be granted. If you are on a special diet you may need to take responsibility for your own food preparation and in some cases your food expenses.

Please ask before you borrow cooking utensils from the kitchen and return all dishes, containers, and borrowed items to the kitchen after their use.

2. Housing

Resident Volunteers are assigned to either a double room or dorm room. You will be assigned a space according to space allocated for the program. At times you may be asked to change your housing, depending on the male/female breakdown of work-study participants.

There is limited space available for storage of items that do not fit in your room so please pack lightly. You must check with the Facilities Manager before moving any furniture from your space, any other space, or from the barn.

The furnishings in guest rooms (mattresses, pillows, blankets, sheets, towels, lamps etc) were bought specifically for that guest room. Please do not take anything from any other space. If you need something, please ask.

Permission must be granted for any changes made to the space.

3. Conferences

Resident Volunteers may attend one weekend conference per month, with prior approval from their direct supervisor, provided that there is space in the conference (it is not limited in enrollment) and that attendance at the conference does not interfere with the work needs of the camp and conference center. Priority is given to paying conferees for conferences with limited enrollment. Volunteers who are scheduled to work during a weekend may be able to schedule their work to allow them to attend the conference, although this is not guaranteed. If a volunteer feels that it would be best to focus completely on a conference, the volunteer may request a change of days off that week.

Attendance at mid-week 5 day conferences is not available through this program. Volunteers who are interested in attending this programming may do so by paying for the program.

Volunteers in the cooking program are not able to attend conferences due to their schedule. Cooking volunteers may request participation at one weekend conference per 3 month commitment. The focus of the study for the cooking residency is vegetarian cooking.

4. Resident Volunteer Group

Once a week all volunteers will meet to participate in a facilitated group. This gives volunteers the opportunity to come together as a group, to learn more about living in community, to get to know each other at a deeper level, and to provide a space to deal with issues that may be present. The group will be led by one or two staff and all resident volunteers are expected to participate.

5. Weekly Meeting with Mentor

Once a week you will meet with your mentor. The purpose of the meeting is to support you to meet the goals that you have established for your time here.

6. Community Meeting

Once a week the full community will meet (staff and volunteers) for the purpose of sharing information as well as providing a space for everyone to be together to share.

7: COMMUNITY LIVING GUIDELINES (cont)

7. Community Living

Living and working together provides a forum for accelerated learning by providing an opportunity to apply the skills learned in conferences and groups to daily life. The practice is supported by living in community with others who are there for the same purpose.

8. Optional activities

This part of the program is created by the group at hand. If there is an activity that you would like to see happen just ask, there may be others who would like to do it as well. Examples of optional activities that have happened are: dream group, yoga, dancing, singing and playing music, and meditating but we are open to suggestions!

9. Three Month Review

At the end of the three months, you will then go through a review process with your mentor, supervisor, or both. The review is a chance for you to look at what your goals were, if you met them, if they have changed, and whether continuing your stay serves you and/or Rowe. If it is decided that you will continue, you will have a chance to create new goals. If it is decided that staying in the program does not serve you or Rowe, your mentor will work with you to develop an exiting plan.

Community Living Guidelines

This program is designed to offer each participant an opportunity to explore his or her own personal and spiritual growth. The following guidelines have been established to ensure an environment that will be conducive to this experience.

1. Respecting Community Values

Rowe is a diverse community. All of our programs, including the work-study program, attempt to develop community while respecting the rights of each individual. This dual approach is critical to understand. We expect and respect differences in our guests and our staff. We are idealists seeking to manifest a vision and a dream, with considerable success. Living and working with the same people calls for a high degree of maturity, acceptance, tolerance, and compassion. Without that it can be a very difficult place to be.

As an affiliate of the Unitarian Universalist Association, *Rowe Camp & Conference Center* strives to follow the principles and traditions of the UUA in all our programming. We affirm and promote:

- * The inherent worth and dignity of every person;
- * Justice, equity, and compassion in human relations;
- * Acceptance of one another and encouragement to spiritual growth;
- * A free and responsible search for truth and meaning;
- * The goal of world community with peace, liberty, and justice for all;
- * Respect for the interdependent web of all existence of which we are a part.

As a means to live these values we have developed an interactional agreement. It is our shared spiritual practice and we ask that all volunteers and staff commit to living in this way while part of this community.

2. Communication

Each Resident Volunteer is asked to make a commitment to honest, open, and direct communication. We encourage you to communicate in a timely manner. Don't let things build up until they become a big issue for you. If you need support in dealing with something, talk to your mentor.

Engaging in negativity, gossip, or other forms of harmful communication is not only unproductive; it also affects the morale and energy of the group. If someone comes to you to complain or talk about someone else, support them to take it directly to where it belongs or to their mentor.

3. Honoring Rowe's Mission

You have chosen to live in a mission driven community. That carries with it certain responsibilities. Please act in a professional manner when there are guests around. Be welcoming and friendly towards our guests. They are the reason

we exist.

7: COMMUNITY LIVING GUIDELINES (cont)

Be aware that with the exception of the space assigned to you, all spaces including guest rooms, dorms, kitchen, dining room, bathrooms, and gathering room are public spaces. At any time, people can drop in. We want to keep the space clean and attractive. Do not leave personal items in any of these spaces, nor put up signs or anything that others may find offensive. You are welcome to use these spaces but it is important that you clean up after yourself and keep the spaces open and available for guests.

Public spaces are not the place for arguing, fighting, using foul language or acting in any way that would not be deemed professional.

4. Respecting Other's Work Spaces

Be mindful of others' work space and job responsibilities. The kitchen, barn, and office are work areas and should not be used for hanging out during the day. It is difficult to carry on phone conversations with a lot of talking going on in the office.

You are asked to do laundry during the evening so as not to interfere with the routine of the housekeepers. Once a housekeeper has cleaned an area for the weekend, he or she is done. If you are using a shared bathroom or other conference space, make sure that it is cleaned before you leave it. Please return all tools to where they belong when you are finished with them. For your safety and the safety of the organization, please do not use power tools without receiving instruction and permission from the Director of Operations. The barn and tools are to be used for work purposes only.

5. Caring for Your Living Space

Each member of the household will be responsible for taking care of his or her own space and for cleaning up after him or herself. This includes doing one's own dishes immediately after use (rinsing and putting dishes in the rack and washing your own pots and pans and cooking utensils, cleaning counters, and cleaning up any spills you have made) and cleaning the bathroom after showering.

Laundry will be done during weekday evenings only. Any of the laundry facilities may be used most of the time, but the Orchard Guest House, Brook House and Fromson House may not be used when guests are staying there and the Rec Hall laundry facilities may not be used during programming hours. Please remove your laundry from the machines promptly.

6. Noise

The curfew for noise is 10:00 PM. Please do not make excessive noise at any time and be especially conscious of this when there are guests. In an effort to keep your space conducive to reflection and retreat, we ask that you limit noise.

7. Smoking, Drugs, and Alcohol

All buildings are smoke-free environments. You are free to smoke outside. Please make sure you extinguish all cigarettes in a smoking can and do not leave any cigarette butts anywhere. Please clean up butt cans regularly.

No illegal drugs are permitted anywhere on the campus. No beer, wine, and alcohol are allowed with the exception of special events such as holiday gatherings. Volunteers who are not of legal drinking age may not consume alcohol at any time. Any volunteer coming to work under the influence of any substance, or buying for or serving under-aged staff, volunteers, or guests will be asked to leave the program.

8. Guests

You are welcome to have visitors while you are here. Your guests may stay for up to two days and one overnight, pending availability of housing. You are responsible for your guests. Make sure your guests are aware of the community living guidelines.

9. Safety

Call 911, in case of emergency, then notify a staff member. Emergency numbers for the Police, Fire and Ambulance are posted by the phone

Burning of candles must be done with care. We ask that you never leave anything burning unless you are in
7: **COMMUNITY LIVING GUIDELINES (cont)**

the same room. Please use candle holders with a solid base and a chimney.

Please ask before building an outside fire and never leave a fire unattended.

Firearms are not allowed on the grounds.

Always notify the maintenance staff immediately of any problem, safety issue, or malfunction of any system.

10. Pets

Resident Volunteers are not allowed to have pets while they are here.

11. Allergies

Some of our staff and guests have allergies. Please do not wear scented oils, perfumes, colognes, and such, and do not burn incense or smudge sticks when guests are on site. You may burn incense at other times, providing you ask everyone in the building to make sure that no one is allergic.

12. Conservation

Please shut off all lights when not in use. Close doors, windows and turn off electrical heaters when you see no one is in a room.

Recycling containers are available for sorting trash.

We would be pleased to hear any other ideas you have on saving energy.

13. Camp Vehicles

If you are asked to use the camp car or truck, drive carefully. Check in the office before taking a vehicle to make sure that no one else has reserved it. When returning the vehicle, it should be left clean. Take everything that you put in the vehicle out of it before you leave it. Camp vehicles are precious to us, please use them with care.

Check at the office to get petty cash if you need to get gas for the camp vehicles. You will be asked to bring a receipt back from the purchase. Do not leave the tank with less than a half tank, and we would prefer if you filled it before returning it. If you use your own money for business expenses, bring back a receipt and we will be happy to reimburse you.

Camp vehicles are not available for personal use.

If you use your own car for our business purposes, you will be reimbursed for the gas that you use. We do not pay mileage.

At times you may be asked to do a bus or airport pick-up for a guest or conference leader. Please use the camp vehicles if they are available. If you use your own vehicle you will be reimbursed for the gas that you use. Bus and airport pick ups are considered part of your work hours.

14. Parking

Cars may be parked in the far end of the Farmhouse parking lot. Parking is not permitted in the farmhouse driveway except for loading or unloading. If we are having a very large weekend you may be asked to park in the orchard. During the winter months, please leave your keys in the car so that it may be moved during plowing operations. Please park cars as closely together as possible as there is limited space on weekends.

15. Phone

The telephone number is (413) 339-4954. Please use this number for incoming calls. The office will take a message for you. You may also use the out-going long distance line in the Farmhouse phone kiosk after business hours. Please be

respectful of others who may need to use the phone and try to keep your calls to a reasonable length.

7: COMMUNITY LIVING GUIDELINES (cont)

16. Mail

You will have a mail slot in the office. Any telephone messages that come into the main number or inter-office messages will be placed there. Mail may be sent to you c/o Rowe Camp & Conference Center, PO Box 273, Rowe, MA 01367. The mail is picked up once a day. Outgoing mail may be left in the office. Outgoing mail leaves the Rowe post office at 4:00 PM.

17. Other Resources

We have a wonderful sauna that you are welcome to use.

The Meditation House is located behind the Farmhouse and it is always open. It has a small wood burning stove in it. Ask for instructions before you use the stove and restock wood and other supplies after using it.

The Chapel is located in the center of town across from the post office. It is open at all times.

Internet Access is available on the Public Computer next to the dining room. Please do not use this computer during the break times of conferences. This time period is for Conferee access.

The Town of Rowe has a nice little library. You may borrow books or video tapes there by putting them on the Rowe Camp library card. This is a privilege that the town has extended to us. Please comply with all regulations and return items promptly and on schedule.

Pelham Lake is for residents only. You cannot park there without a resident sticker, or a park pass. Check with the office to see if the conference center pass is available. Otherwise you may walk to the beach and use it. It is a very lovely place to swim. Rowe also has 2 canoes and 1 kayak that can be used on the lake. The keys are kept in the office. Please bring along life jackets for everyone on board.

There are many videos and books in the basement of the Farmhouse that are available to be borrowed.

There is gym equipment in the Farmhouse basement. It is available for your use. The town of Rowe has stated that volunteers are not town residents and are not eligible to use the town gym.

18. Departures

Each Resident Volunteer will vacate the premises by the date agreed upon. Volunteers have 1 day from their last day of work to pack and move.

Rooms shall be left in as good condition as they were found in. If you have moved furniture out of the space, it must be returned. Volunteers are responsible for the repair or the cost of repair of any damages made to the property.

8: KITCHEN SAFETY POLICY

Kitchen Safety Policy

The kitchen is the heart of the center, but it is also a place where accidents are most likely to occur. Keeping the kitchen a safe place to work is an important part of all of our jobs.

Deliveries

The kitchen receives deliveries at various times throughout the week. Often the deliveries come at a time when the cooks are not working. Vendors have been instructed about food deliveries that arrive when kitchen staff are not on duty.

Conference Season (Farmhouse Kitchen)

- Vendors are asked to put perishable food directly into the walk-in. Non-perishable items are placed on the first work table as you enter the kitchen. Non-food deliveries are placed inside the kitchen next to the first work table and the delivery for the dishwasher detergent is placed in the dishwashing area.
- The Head Chef is responsible to ensure that someone is on duty to put orders away on days when there is a delivery.
- The Kitchen Intern(s) and/or the Associate Chef is responsible to put orders away as soon as he/she arrives at work. If a delivery happens when the intern is off, the Head Chef will make alternate arrangements.
- Frozen items will be put in the freezer in the Farmhouse basement.
- Refrigerated items will be put on the shelves in the order designated by the labels on the shelves.
- Other food and non-food items will be put away in the basement according to the system in place.
- In situation when the delivery has arrived and there is not time to put it away properly, boxes may be stacked on the rolling rack and rolled into the coffee pantry until they can be brought to the basement pantry.
- Boxes should not be left on the basement, kitchen, or refreshment area floor.
- The dishwashing detergent tubs should be tucked all the way under the dishwashing table and not extend into the work area.
- All empty boxes will be broken down and placed in the recycle area
- The basement floors will be left clear of all debris
- All staff working in the kitchen will check the work area before proceeding and notify the Head Chef or Director of Operations if there are deliveries that have not been put away properly.

Camp Season (Rec Hall kitchen)

- Vendors will put all deliveries on the loading dock and notify whoever is in the kitchen.
- The Head Chef is responsible to ensure that someone is on duty to put orders away on days when there is a delivery.
- The kitchen staff are responsible to put orders away when they arrive except in a situation where we are within half an hour of serving or in the process of serving a meal.
- If the delivery happens right before a meal is being served, the kitchen person assigned to kitchen housekeeping that day will put away the perishable items immediately. Other non-perishable and non-food items may be put away with the help of the entire kitchen staff, once the meal has been served.
- Frozen items will be put in the freezer designated. The freezer on the loading dock is for ice cream. The freezer on the back deck is for meat, and the freezer in the pantry is for other frozen items.
- Refrigerated items will be put on the shelves in the order designated by the labels on the shelves.
- Other food items will be put away in the pantry according to the system in place and non-food items will be put on the shelves on the back deck.
- The dishwashing detergent tubs should be tucked all the way under the dishwashing table and not extend into the work area.

- In situation when the delivery has arrived and there is not time to put it away properly, boxes of non-perishable or non-food items should be left on the loading dock. Perishable items should be put in the back of the walk in.

8: KITCHEN SAFETY POLICY (cont)

- Full delivery boxes may not be left on the kitchen, pantry or back deck floor.
- All empty boxes will be broken down and placed in the recycle area
- The kitchen area floors will be left clear of all debris
- All staff working in the kitchen will check the work area before proceeding and notify the Head Chef or Director of Operations if there are deliveries that have not been put away properly.

Floor Cleaning

Slippery floors can be a cause of accidents. All floors are to be kept clean.

Floor Washing Safety

- Floors will be washed every evening after the dinner shift.
- The staff assigned to kitchen housekeeping for the day will be responsible to wash the floors at the end of the day.
- Kitchen staff only are allowed in the kitchen during the floor washing procedure and until the floors are dry.
- When washing the Farmhouse kitchen floor, all doors leading into the kitchen will be shut and a sign posted that says, "Floor Cleaning in Progress" When washing the Rec Hall kitchen floor the slippery floor warning signs will be placed at the entry to the kitchen.

General Floor Safety

- Cooks are responsible to clean up all spills immediately
- Cooks will clean the floor around their work area once they have completed the task they are assigned to.
- Bins for kitchen laundry will be kept in their assigned places and out of the flow of traffic
- If during the course of the dishwashing process, the floor becomes wet/slippery, the staff person supervising the process will stop and wipe up the floor.
- The floor area around compost buckets will be kept clean. If someone is putting something in the bucket and a spill occurs, that person is responsible to clean it up.
- Floors will be kept clear of all obstacles of any kind.

General Kitchen Safety

- Staff will be trained in the proper and safe use of all kitchen equipment, including the Hobart mixer, the mixing wand (often referred to as Excalibur,) the dishwasher, and the stoves/ovens/and griddles.
- All mixing equipment must be shut off before putting your hand into the mixing bowl to hand mix.
- All kitchen staff will be trained in the proper and safe use of kitchen knives.
- Knives and other sharp items (graters, blades from Robot Coupe, cans for recycle that have sharp edges) must never be placed in the 3-bay sink or dishwasher, but will be put in the knife sink and handwashed with care.
- Knives will be allowed to air dry and then be put back in the knife rack.
- Kitchen staff moving through the kitchen with a hot item, will verbally cue others in the kitchen ie "Hot Pot Coming Through".
- Kitchen staff will verbally cue all other staff when they have the oven door open.
- Kitchen staff will verbally notify the dishwashers if they are placing a hot pot in the dishwashing area.
- All staff will use great care when removing anything from the ovens and use mitts or hot pads when doing so.

Safe Lifting

Working in the kitchen calls for a good deal of physical strength. You will be called upon to lift heavy trays of food, big pots of soup, trays of dirty dishes, 50 lb bags of flour, boxes of canned goods etc. If you are unable to lift 50 pounds or have any physical condition that would prevent you from carrying out those responsibilities, you must advise the Director of Operations.

- All staff will be trained in proper lifting habits.

- Staff may at any time ask for help with lifting.
- Staff will not be asked to lift more than 50 lbs on their own.

8: FACILITIES SAFETY POLICY

Facilities Safety Policies

Guest and staff safety is a priority. Part of providing a good experience for our guests is to provide a space that is safe. The Head of Housekeeping and Head of Maintenance, under the direction of the Director of Operations are responsible for creating a safe and welcoming facility.

- The Head of Housekeeping is responsible to see that all guests spaces are in good repair, stairways and floors are free of all obstacles, all interior lights are operational, and that there are lights on in every building. This will be done when the facilities are being prepared for guests and throughout the program.
- The Head of Maintenance is responsible to ensure that all systems are working properly, exterior lights have been turned on, roads and paths are safe and clear of any obstacles, and paths and stairways are shoveled and sanded.
- The Director of Operations or a designee will go through all of the buildings at the start of a program and ensure that they are ready for guests.
- A plow service has been contracted to plow and sand roadways.
- In the event of an ongoing storm while guests are here, the Head of Maintenance may call the plow service to come and plow and/or sand as often as necessary to provide for safety for our guests, particularly keeping in mind the times when guests will be moving from one building to another.
- All facilities staff and interns are responsible for shoveling and sanding according to the shoveling schedule which includes the area to be covered, who is responsible, and when and how often it needs to be done. This schedule will be posted in the Farmhouse & copies given to everyone responsible for shoveling.

General Facilities Safety

- Facilities staff must have professional experience or be trained in the proper use of power tools before using any of the power saws, planers, or other power equipment in the barn.
- Staff must have experience of be trained before chopping wood.
- Staff must use proper safety equipment for the job at hand: safety glasses and ear plugs for using power tools, gloves and chaps for chopping wood.
- Staff must have professional experience or be trained in using the larger lawnmowers and/or snowblowers.
- Anytime there is an extension ladder in use, the user will have a spotter to ensure safety.

Safe Lifting

Working in facilities calls for a good deal of physical strength and dexterity. You will be called upon to move furniture, shovel snow, do yardwork, climb in crawl spaces, climb ladders, use heavy equipment, etc. If you are unable to lift 50 pounds or have any physical condition that would prevent you from carrying out those responsibilities, you must advise the Director of Operations.

- All staff will be trained in proper lifting habits.
- Staff may at any time ask for help with lifting.
- Staff will not be asked to lift more than 50 lbs on their own.