

## ***APPLICANT BROCHURE***



Located near Williamsport, MD, we are a non-denominational, non-profit Christian outreach. Through our radio station, residential services, special education school, and adventures programs, we seek to empower people to reach their full potential through the sharing of God's love.

Four distinct ministries... one common goal

**Cedar Ridge Children's Home** provides quality residential care for abused, abandoned, neglected and emotionally disturbed boys between the ages of 6 and 14.

**Cedar Ridge School** is a special education facility which provides for the academic, emotional and spiritual needs of emotionally disturbed boys.

**WCRH-90.5 FM** is a listener-supported, non-commercial Christian radio station which brings the best in Christian programs and music to the four-state area.

**Cedar Ridge Adventures** offers team building and self-concept training through the use of adventure based activities both on our 50-element challenge ropes course and to the community through on-site initiatives.



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# EXCERPT FROM EMPLOYEE HANDBOOK

## WELCOME TO CEDAR RIDGE

It is our pleasure to welcome you to Cedar Ridge Children's Home and School, Inc. (hereafter referred to as Cedar Ridge Ministries) and to wish you success in your job. You have become a part of an organization that has earned a reputation for fine service, courtesy, and professionalism. You were selected because we believe you have the potential and desire to meet these high standards and help maintain our position of leadership. We hope you will find the atmosphere one in which you can learn and progress steadily.

The growth and progress of any organization like ours depends on its employees . . . people with initiative, creativity, and enthusiasm. We believe we have such employees at Cedar Ridge . . . a blend of experienced and talented employees working together for the common good of our residents, students, clients and listeners.

We are dedicated to the principles of professional ethics and provision of quality services. We hope you will remember at all times that our concerns are for human beings in need of help. The task before all of us is to be, every day, at our professional and human best.

Our facility has a rich heritage as a place of healing, discovery, and education. As employees, all of us share the responsibility of honoring the past by making certain that we build on and continue to maintain the tradition of excellence already established at Cedar Ridge.

Welcome Aboard! May your work at Cedar Ridge be rewarding and challenging!



David M. Swacina,

Administrator

## **CEDAR RIDGE STATEMENT OF FAITH**

In gratitude to Almighty God for the gift of salvation through our Lord Jesus Christ and believing further that there is a definite need amongst the body, the church as a whole, to work together in unity so as to engage in the effective implementation of the principles as set forth in the Holy Word of God: we therefore, declaring our unqualified belief in the entire written Word of God and humbly invoking the guidance of the Holy Spirit, do covenant together for the adoption of the following as the Statement of Faith for Cedar Ridge Ministries.

- We believe the Bible, consisting of the Old and New Testaments, to be the only inspired, inerrant, infallible, authoritative written Word of God.
- We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit.
- We believe in the deity of Jesus Christ, in His Virgin Birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
- We believe that for salvation of the lost and sinful man, regeneration by the Holy Spirit is absolutely essential.
- We believe in the present ministry of the Holy Spirit by whose indwelling power and fullness the Christian is enabled to live a Godly life in this present fallen world.
- We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation.
- We believe in the Spiritual unity of all believers in Christ."

Recognizing the diversity and uniqueness of each individual's cultural, economic, social and church affiliated backgrounds, it is the policy of Cedar Ridge to encourage the outward expression of only those essentials of faith as set forth in the Statement of Faith above. The promotion of secondary issues not essential to salvation by faith in Jesus Christ through God's grace, although encouraged on an individual basis for the strengthening of an individual's faith, is discouraged on a corporate basis.

## MISSION STATEMENT

**CEDAR RIDGE:** Cedar Ridge Ministries is a private, nonprofit, non-denominational Christian organization that consists of: Residential and Educational programming for troubled and at-risk boys; experiential based Adventures Programs; and Radio Broadcast Services.

The primary purpose of CRM is to reverse the negative influences in the lives of the boys we serve, providing each with the opportunity to achieve a meaningful and productive life. In addition, we reach out into the surrounding communities with Adventure Programs and Radio Broadcast Services.

We believe that the purpose of this organization can be best achieved by ministering to the spiritual, emotional, social, physical, educational and/or vocational needs of those individuals who enter our programs or are impacted by our outreach.

**CHILDREN'S HOME:** The mission of the Cedar Ridge Children's Home is to endeavor to meet the mental, emotional, physical and spiritual needs of each child in care in an environment, which is consistent, loving and encouraging and where traditional Judeo-Christian values and beliefs are promoted.

**SPECIAL EDUCATION SCHOOL:** The mission of the Cedar Ridge School is to meet the educational, emotional, behavioral and spiritual needs of male students with various emotional and behavioral disabilities in a consistent, safe and encouraging environment that promotes traditional Judeo-Christian values and beliefs.

**CEDAR RIDGE ADVENTURES:** The mission of the Adventure program is to provide the highest quality challenge course programming and training; as well as course design and construction techniques through a Biblically based experiential adventure model.

**WCRH:** The mission of Cedar Ridge Ministries Broadcast Operations is to glorify God, nurture God's people and reach out to the general public through electronic communications. We are committed to presenting a wholesome, positive and Christ exalting broadcast ministry. This is realized by providing programs of a spiritual, educational and informational nature.

## **CEDAR RIDGE HISTORY**

In 1961, the Hagerstown Rescue Mission board of directors was informed of the great need for a children's home. In 1962, the 154-acre farm where Cedar Ridge resides today was purchased from Miss Grace Martin. To obtain state approval and license, they formed a separate corporation with Cedar Ridge becoming a reality in June of 1964. The first board of directors consisted of Jack E. Barr, John Carbaugh, Roy Grove, Harold Henry, Irving Kaplan, Charles Martin, Leroy Myers, and Elmer Strite.

In 1963 the original farmhouse was renovated and occupied by the first Administrator (Jack Drooger) and his family. In August of 1964, the Brewer home was purchased and moved to serve as the home for the Administrator's family. The first 10 children arrived in March of 1965 and were housed in Grace Cottage.

A three-room administration building was built in 1966. At that time, 46 acres were sold to finance the construction of Immanuel cottage in 1967. Also in 1967, the lower level of the barn was renovated as a meeting hall and recreation room. In 1969, the swimming pool was constructed; the property at 329 N. Potomac Street in Hagerstown was purchased as an 8 resident house for boys with two house parents and a cook; and the upper part of the barn was completely remodeled, a heating plant was installed and a gymnasium emerged.

In 1971, fifty acres of the original farm were sold to finance the construction of Faith cottage. Additional improvements that year included an addition to the administration building and metal siding for the recreation building.

Construction of the food services/education building began in 1972 with the kitchen opening for service in 1973. In the fall of 1973 the on-grounds school began its operation in new classrooms.

The Joel E. Barr home was dedicated on June 9, 1974, to provide housing for off duty house parents. In January 1975, additional rooms were added to the administration building when construction of the second addition begun.

WCRH went on the air July 24, 1976, offering full-time Christian broadcasting to the four state area. In the summer of 1977, three cabins were constructed for the cottages. In 1978, the maintenance building was erected and a game room added to the recreation building.

The group home located in Hagerstown was sold in 1978 and WCRH moved its transmitter to Fairview Mountain in 1979. Also in 1979, a new group home was purchased and opened in Williamsport, MD.

A young man from Chicago, David Swacina, moved to Cedar Ridge to become the second administrator in 1981. This was also the year of the first yard sale. In 1982, Project Adventure (now Cedar Ridge Adventures) was added to the family of Cedar Ridge ministries. The program "God's Project" began production in 1983. This was followed in 1984 with the addition of the counseling ministry (ended in 1990) and the creation of a new ministry logo. WCRH began a schedule of 24 hour broadcasting in May of 1983.

The year of 1986 saw the building of the wing on the administration building. This two-story addition allowed for expansion of administrative and social work offices and a general conference room. WCRH expanded its coverage area with translators in Winchester, VA, in 1987, and in Cumberland, MD, in 1988. This was also the first year for the Cedar Ridge Golf Classic and the WCRH Sharathon.

Adventures increased its services with the construction of the bathhouse and conference room in 1992. This included shower facilities for overnight groups. Project Adventure approved the Adventures program in 1994. In 1995, WCRH gained national recognition and was awarded the prestigious "*Station of the Year*" award from Focus on the Family. Also that year a "Make A Difference" conference with Ron Hutchcraft had a great influence in the area.

In May of 1996, a tragic fire broke out in the recreation building and upper school building. God protected students and staff but the building was a total loss. God did bring beauty from ashes when the new education and recreation facilities were opened in 1997.

WCRH was able to take advantage of an open frequency in the Frederick area and placed a translator there in 1998. In January 1998, Cedar Ridge Adventures became an approved vendor through the ACCT (Association for Challenge Course Technology).

In July of 2001, WCRH celebrated 25 years of broadcasting and hosted a celebration banquet for listeners. Plans for a new radio headquarters were presented, and the process of raising money to fund construction was begun.

That year also brought the first Ride Thru History, consisting of a century bicycle ride, a 100k bicycle ride, and a motorcycle ride through scenic Washington County.

In the spring of 2002, we sponsored another Make Difference Week with Ron Hutchcraft. In the fall, Adventures had an adventure of their own as they designed, built, and facilitated an elaborate one-day challenge course experience for a major corporation. This entailed building two twin-level high adventure stations in a park in Va., pulling together a large group of facilitators to accommodate the 150 participants and then tearing the stations back down after the group was through.

In the summer of 2003, the long process of installing a waste water treatment plant to accommodate our growing campus was completed. In 2004 the New Jordon House was finished and in 2006 the New Radio Building was completed.

Yes, Cedar Ridge has truly come a long way! But only through the efforts of dedicated people like you could it have been possible. We still are not finished. There is much more work to be done with many more goals ahead.

A great deal of truth is found in this statement: “The true excitement and rewards that life has to offer are found in meeting the challenges presented by bringing solutions to those who are truly in need.””

## ABOUT THIS HANDBOOK

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All procedures and policies are subject to modification and further development in the light of experience. Each employee of Cedar Ridge can assist in keeping our program up-to-date by notifying the Human Resources (HR) Department whenever problems are encountered or improvement can be made in the administration of our policies.

Employment with Cedar Ridge Children's Home & School, Inc. is "at will" which means that, unless a separate written contract for the purpose provides otherwise, employment may be terminated by Cedar Ridge or the employee at any time for any reason.

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In addition to the paycheck you receive for working at Cedar Ridge, we offer (to full-time and modified full-time employees) numerous benefits, services, and conveniences to help provide protection and assistance for you and your family.

Here are some of the highlights of Cedar Ridge's employee benefits program, and a number of other services and conveniences our Organization offers you in recognition of your value to Cedar Ridge.

## **BENEFITS INFORMATION FOR FULL-TIME EMPLOYEES**

Paid Vacation - For 12 Month Employee

One week the first year of employment

Two weeks the second year

For 10 Month Employee – None

Paid Sick Leave - 1 day per month, two may be converted to Personal Days

12 Month Employees receive 12 days total

10 Month Employees receive 10 days total

Paid Holidays –

For 12 Month Employee – 11 days per year

For 10 Month Employee – School Holidays

(varies per year according to school schedule)

Health Insurance - Cedar Ridge pays the majority of premium for both employee and family

Employee Cost

For 12 Month Employee

Single coverage     \$36.00 per pay

Employee + One     \$80.75 per pay

Family                 \$109.45 per pay

For 10 Month Employee

Single coverage     \$44.65 per pay

Employee + One     \$100.80 per pay

Family                 \$134.75 per pay

Dental/Vision Insurance at minimal cost

Employee Cost

For 12 Month Employee

Single coverage     \$1.12 per pay

Employee + One     \$3.09 per pay

Family                 \$3.09 per pay

For 10 Month Employee

Single coverage     \$1.39 per pay

Employee + One     \$3.83 per pay

Family                 \$3.83 per pay

Life Insurance at no cost to employee

- Standard Benefit \$20,000

Long Term Disability Insurance at no cost to employee

Begins after being off work for sickness for 90 days, and continues paying up to Normal Retirement age if necessary. Benefit is 60% of Regular Salary

Flexible Spending Account (\$1,200 Limit) or Health Savings Account to cover the cost of deductibles and other Qualified Medical, RX, Dental/Vision Expenses with before tax money deducted from your pay.

Continuing Education Assistance

Retirement Plan - 403(b)

- Employees are eligible to make contributions to the plan as of their first day of employment. Contribution Levels are set by IRS Regulations.

Employees are paid on a bi-weekly basis with 12 month employees receiving 26 pays per year and 10 month employees 21.

**Cedar Ridge Children's Home & School  
HEALTH PLAN BENEFIT SUMMARY**

**Summary of Our Plan Benefits for In-Network Services**

**Pays 100% for Services after A \$1250 Individual Deductible – Maximum \$2500 per family and Copay**

- \$25 for Doctor Visit and Specialists**
- \$0.00 for Lab Work associated with above.**
- \$25 for ER Visit**
- \$0.00 Copay for Hospital**

**Out of Network Services are reimbursed at 80% of the Reasonable and Customary Charges after meeting the appropriate deductibles.**

**PRESCRIPTION DRUG BENEFIT**

**Pharmacy Option**

Generic drugs

Copayment..... \$10

Formulary Brand Name drugs

Copayment..... \$15

Non-Formulary Brand Name drugs

Copayment..... \$45

Mail Order Prescription Drug Option

Generic drugs

Copayment..... \$20

Formulary Brand Name drugs

Copayment..... \$30

Non-Formulary Brand Name drugs

Copayment..... \$90

Cedar Ridge Children's Home & School  
DENTAL BENEFITS SUMMARY

Diagnostic & Preventive Services.....100% \*

Deductible.....\$50 per person  
.....\$150 per family

After the deductible has been met, the plan pays a percentage of the following services:

Basic.....85%\*

Major.....50%\*

Annual Maximum.....\$1000 per person

Orthodontics.....50%\* (Up to age 19)

Lifetime Maximum..... \$800 per person

Deductible.....\$50 per person

\* Amounts paid are the Usual, Reasonable, and Customary for your local area.

PLAN REQUIRES A PRE-ESTIMATE ON ANY PROCEDURE THAT IS OVER \$200.00.

VISION BENEFITS SUMMARY

BENEFITS

Exam.....	\$30.00
Frames.....	\$50.00
Single Vision.....	\$35.00
Bifocal Lens.....	\$55.00
Trifocal Lens.....	\$65.00
Progressive Lens.....	\$65.00
Contact Lens or Frames/Lens.....	\$70.00

One examination and one pair of glasses or contacts every 365 days.