



Community Handbook

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# INTRODUCTION

This Handbook is an introduction to the how, what, who, why, where and when of life at The Carpenter's Boat Shop. While, like community life in general, our Boat Shop community is always changing, growing and becoming, the Handbook articulates some of the foundational ideas and ideals that guide us. It outlines our history, guiding principles, waymarks, policies, and expectations. We hope that it will offer clarity about our vision and mission, so that our journey together will be one of harmony and flourishing for the common good of all.

## MISSION OF THE CARPENTER'S BOAT SHOP

The Carpenter's Boat Shop provides a unique opportunity for people searching for new direction and meaning in their lives to create deliberate space for personal growth through boat building, community living, serving others, and spiritual inquiry. Our mission is rooted in a commitment to the inherent worth and dignity of every person, and a balanced life informed by the principles of work, service, spirituality, hospitality, study, and recreation.

## WELCOME TO OUR TABLE

At the Boat Shop, we value our differences, even as we strive to build one community. Our core commitment is to learning and growing together. For this, we need the views and heritage that each person brings to our large kitchen table. We welcome people of every race, gender, class, age, sexual orientation, and religion.

**We are not here just to build boats.** Boatbuilding is a key vehicle for our work of building greater understanding and compassion for ourselves and others. We also devote time each day and each week to learning about ourselves, each other, and the world we are part of. Our reflections explore identity, race, gender, power, what excites us, what deadens us, what we believe in. Sometimes this means probing our personal edges and witnessing others speaking their truths. Other times it means playing together. We believe that balancing work, reflection, play, and learning keeps us whole.

## THE NATURE OF BOAT SHOP LIFE

The daily life at The Carpenter's Boat Shop is based on a balance of seven fundamental activities: work, prayer, study, service, worship, re-creation, and hospitality. While the ways in which each of us may name or live out these activities are as different as we are from each other, we encourage apprentices to explore each of them personally during this apprenticeship time.

### Work:

*"Life is a blast when you know what you're doin'  
Best to know what you're doin' fore your life get ruined  
Life is a thrill when your skill is developed  
If you ain't got a skill or trade, then shut the hell up."*

*-Hieroglyphics ft. Del tha Funkee Homosapien, At The Helm*

The Carpenter's Boat Shop is just that; it is a working boat shop. The building, restoring and selling of the boats and other hand-crafted items is one essential source of funding that helps support and sustain the daily life of The Carpenter's Boat Shop community.

Yet, work at The Carpenter's Boat Shop is not only what we accomplish in the workshops. Some of the work we do is aimed at helping to keep our community life on "an even keel." The cutting and splitting of firewood (we heat many of our facilities with wood), the hauling and launching of boats, the preparing of meals, the caring for animals and grounds are just a few of the different jobs regularly carried out by members of The Carpenter's Boat Shop community. Manual work is a fundamental part of many spiritual communities, and we at the Boat Shop consider it vital to not only making a living, but to connecting with ourselves and our immediate world. Each year, it is in and through their work that our apprentices discover a foundational insight of Boat Shop life: as you become more careful in your work, you become more caring in your life.

*"Helped are those who create anything at all, for they...realize a partnership in the creation of the Universe that keeps them responsible and fulfilled."*

*-Alice Walker*

## Prayer:

*“Whatever else it may or may not be, prayer is at least talking to yourself. Talk to yourself about your own life, about what you’ve done and what you’ve failed to do, and about who you are and who you wish you were, and who the people you love are and the people you don’t love too. Talk to yourself about what matters most to you, because if you don’t, you may forget what matters most to you.”*

*-Frederick Buechner*

As theologian Frederick Buechner reminds us, prayer is, at its heart, an act of paying attention. It is about reminding ourselves what is at the center of our lives, and recognizing what that centrality means for how we live our lives. It is about articulating what matters most to us and how that significance changes our attitudes toward each other and our world. Prayer calls us to attend to each other, the world and those we care about. It offers us a way to voice our joys and concerns, our gratitude and our struggles, our excitement and our challenges as we seek meaning in our lives.

Prayer, therefore, is fundamental to life within The Carpenter’s Boat Shop. There is always a silent, spoken or sung prayer before every meal that often offers gratitude for our food and life together. During our daily “pause” community members are invited to offer up their joys or concerns, their prayers, in the midst of the community. Once or twice a year apprentices are encouraged to spend a weekend on one of the coastal islands for a time of prayer, contemplation and reflection. Our weekly Circle time also offers a time of silence for prayer and meditation. All of these moments call us to pay attention to the things that matter most to us, and to do so as a caring community.

However, prayer around The Carpenter’s Boat Shop is not only understood as a particular kind of practice or “what one does,” but “how one lives.” A boat which is constructed with care and reverence is an act of prayer. A chore accomplished with humility and kindness is an act of prayer. A service rendered with concern and compassion is an act of prayer. Our attentiveness to the deep values and principles that guide our lives, the things that matter to us, in all of our practices and activities is an act of prayer and the transformation that this “paying attention” brings is fundamental to life at The Carpenter’s Boat Shop.

*“I also know there are timeless waters, endless seas, and lots of people in this world whose names don’t matter to anyone but themselves. I look up at the sky and I see you there.”*

*-Edwidge Danticat*

## **Study:**

*“We should always do something that makes us feel like a child again. Keep learning, no matter what it is.”*

*-Rita Dove*

The Boat Shop community is a learning community. We are a community of seekers and questioners, looking for deeper understanding, broader knowledge and greater appreciation for the complexities of life. While we may not be a formal academic institution, not a day passes in the Boat Shop session without gathering together to learn more about all that life has to offer, both formally and informally. Following each meal, we have readings and discussions which provide touchstones, challenges, and points of reflection in the midst of our journeys through life's transitions. We have a variety of libraries on campus, including a specialized sailing, sea-skills, and wood-working library, as well as access to our local public libraries. The Personal Learning Projects provide the opportunity for each apprentice to dive more deeply into learning adventures of their own choice, with the support of our staff. As a community we learn from each other and, in doing so, value, grow and sustain the spirit that dwells within each of us.

*“Human beings need to belong to a tradition and equally need to know about the world in which they find themselves.”*

*-Paula Gunn Allen*

## **Service:**

*“Everybody can be great... because anybody can serve. You don't have to have a college degree to serve. You don't have to make your subject and verb agree to serve. You only need a heart full of grace. A soul generated by love.”*

*-Martin Luther King, Jr.*

The Carpenter's Boat Shop seeks to serve not only those who come to be with us, but also those in the greater community around us. True service manifests itself through works of love and kindness, and so time is set aside each week for helping others. Our service takes many forms. Many individual apprentices have become active participants in various organizations within the larger community, by volunteering in schools, choral groups, libraries, etc. Our service also happens when we work together as a community to assist a variety of social service organizations, like CHIP (the Community Housing Improvement Program.) This local organi-

zation works to assure that all people in the area are “warm, safe, and dry.” At The Carpenter’s Boat Shop we understand that all are enriched when we reach out to others with genuine respect and compassion, and when we seek to create a community and a world where all people can flourish. Seeking justice, lending a hand, and caring for our neighbors, especially our neighbors in need, are not only ideals, but they are also part of what it means to live a balanced life.

*“The older I get, the more I’m conscious of ways very small things can make a change in the world. Tiny little things, but the world is made up of tiny matters, isn’t it?”*

*-Sandra Cisneros*

### **Worship:**

*“Love the life you live. Lead the life you love. Your body is your temple. Your one and only temple.”*

*-Midnite, after Bob Marley*

The word “worship” comes from two old English words, weorth + scipe, meaning, in essence, to ascribe worth to or to acknowledge the worth of. When we talk about worship at The Carpenter’s Boat Shop, we mean practices and attitudes that affirm the worth and value of the people, places, things and ideas we encounter along our life’s journeys. As Mahatma Gandhi said, “When I admire the wonder of a sunset or the beauty of the moon, my soul expands in worship,” so, too, we seek to expand our souls through practices that help us to acknowledge worth as part of our journey toward greater meaning and purpose in our lives. And so practices of worship, both formal and informal, communal and individual, are a vital part of our community life. On Thursday mornings we have a Circle meeting that usually includes silence, songs, and discussion. On the weekends, apprentices are encouraged to explore the various communities of faith in our area or select a more personal or contemplative form of worship such as a walk in the woods, individual meditation, or journaling.

Mother Ann Lee, one of the founders of the Shaker community, once encouraged a family to continue on their spiritual journey by saying, “Go home and put your hands to work and your hearts to God.” While each person in the Boat Shop community might understand God or the Sacred in different ways, Mother Ann’s instruction speaks to the central mission of the Carpenter’s Boat Shop. As we go about all the tasks of community life at the Boat Shop, all the work that makes up our days, we are also turning our hearts, our attention, our care toward

the things that really matter in our lives and in our world, acknowledging them as worthy. For us, this is what it means to worship.

*“Remember the plants, trees, animal life who all have their families, their histories, too. Talk to them, listen to them. They are alive poems.”*

- Joy Harjo

### **Re-creation:**

*“Caring for myself is not self-indulgence, it is self-preservation, and that is an act of political warfare.”*

- Audre Lorde

At the Carpenter’s Boat Shop, we recognize that a balanced life requires moments of rest and renewal. Whether it be pausing in the midst of the work day to chat with others and snack on some goodies at tea break, or taking a short walk during after-lunch contemplative time, re-creation is a vital and necessary part of our daily rhythm of life. These moments allow time for our bodies, minds and spirits to rest, refreshing our energy, restoring our imaginative capabilities, and rekindling our desire to participate fully in the life of the community. So we endeavor to encourage physical, emotional, intellectual and spiritual growth in all of us by offering a variety of opportunities for recreation.

For many in our community, the outdoors provides wonderful opportunities for recreation. We are fortunate to live in a very beautiful area of the world on the coast of Maine. Throughout the session we may take various trips to experience all that our area has to offer and renew ourselves in this beautiful setting. After work and on weekends, we often go boating or sailing to various coastal islands in Muscongus Bay. We also offer canoeing opportunities on the Pemaquid River and Boyd’s Pond. In the fall and spring, we try to get out for longer re-creational trips into various parts of Maine, understanding the truth in the old saying, “In life you can learn a lot about the water, but on the water you can learn a lot more about life.” Winter affords time for pond hockey, snow-shoeing and skiing, as well as the occasional peaceful exchange of snowballs. Hiking and biking are also wonderful past-times, and there are many trails near the Boat Shop and in the surrounding community, maintained by the Coastal Rivers Conservation Trust.

Indoor activities offer different occasions for recreation. Apprentices organize game nights and participate in cribbage tournaments with members of the larger community. There are often music jams at the Boat Shop where all are welcome to play or listen. The region is also rich in cultural activities with several choral

and instrumental performances each year, poetry- readings and book-signings, and dramatic presentations and movies in our local theater. Sometimes spending a few moments reading in one of the libraries might be just what you need. Whatever it is that renews your spirit, it is our hope that you will find in the rhythms of Boat Shop life the opportunity for physical and spiritual re-creation, so that you might be aided in living more peacefully and playfully in the world.

*“Play is not a luxury. Play is a necessity.”*

*-Dr. Kay Redfield Jamison*

### **Hospitality:**

*“When we give cheerfully and accept gratefully, everyone is blessed.”*

*-Maya Angelou*

Hospitality is a hallmark of The Carpenter’s Boat Shop. Throughout the year we have all kinds of guests, from the unexpected ones in the form of wayfarers, travelers or houseless individuals, to the expected guests in the form of our neighbors, youth service groups, sabbatical ministers, and applicants. Whether someone joins us for a few minutes at tea break or a few days, everyone is welcome and we look forward to their visits. As part of the welcome we extend, inviting others to enjoy our community, guests are encouraged to share their gifts with the community and are expected to share in our regular Boat Shop life of work, service and worship. It is always meaningful to have guests at The Carpenter’s Boat Shop, not only because we meet such interesting people, but because it reminds us that we are all guests and wayfarers in this world at one time or another. The practice of hospitality opens us to the challenge and joy of the unexpected, to the opportunity of connecting with another human being in ways to enrich, change and expand our lives. Fostering a spirit of generosity toward the stranger and finding ways to extend a welcoming presence are essential components of Boat Shop life.

## OUR HISTORY

The Carpenter's Boat Shop formally began in 1979, when Robert and Ruth Ives purchased a farm in Pemaquid, but the roots of the Boat Shop reach a few years earlier. Ruth and Bobby were island ministers and school teachers on Monhegan Island for two years. They developed lasting friendships among the close-knit island community and were introduced to the Monhegan Skiff. The retiring island boatbuilder later gave Bobby his plans for that unique skiff.

The Ives moved on to settle on Loud's Island, becoming its last year-round residents. There Bobby commuted by rowboat to lead church services on the peninsula, and both he and Ruth become beloved members of the Bristol community. It was also on Loud's Island that Bobby met his boat-building mentor, a retired Norwegian boatwright named Edvard Salor.

By the time the Ives came ashore and bought the farm on Old County Road, they were deeply woven into the local community. The barn and White Farmhouse, built in 1849, originally housed a dairy farm, which was converted to chicken farming in the 1950's. When the Ives purchased the place, a great deal of renovation was needed in order to turn it into a boat-building facility. Ruth and Bobby shoveled hundreds of pounds of chicken manure out of the space that would become the shop. But, from the very beginning, our neighbors reached out with a traditional "pounding party". Where typically community members brought pounds of butter, salt, and sugar as house-warming gifts, our neighbors brought nails and table saws to transform the barn into a working boat shop.

Bobby's mentor Edvard contributed his time, teaching, and love. For seven summers he and his wife Edith lived on the campus while Edvard helped in the shop. The Salors shared their wisdom and kindness, becoming loving "grandparents" to many of our early apprentices.

Over the years the campus grew. With rooms full of apprentices, and the Ives' children sleeping in a hallway and a closet, more living space was needed. Staff and apprentices built the dormitory wing onto the White Farmhouse in 1981. The Barn-Chapel was built in 1990, with much volunteer help, in order to meet the needs for wood storage, meeting space, and additional housing. In the 1990's, a temporary shelter built over a large boat restoration project became more permanent. It is now the core of our Restoration Shop.

In the year 2000, a quantum leap occurred in the life of the organization. Our neighbors across the street, the Crook Family, offered to sell the Boat Shop their farm. With the assistance of local land trusts and innumerable donors, we acquired the Red Farmhouse and 10 acres of the 150-acre farm, with the rest becoming the Crooked Farm Preserve. The whole Boat Shop community pitched in to renovate the farmhouse, beginning a significant expansion of our facilities. The New Workshop followed a few years later.

In 2002 Ruth Ives was diagnosed with brain cancer. Thanks to her own fortitude and an experimental treatment, she continued to stay active and engaged at the center of Boat Shop life. Eventually, the House Manager position was formally created to take on some of the functions which Ruth had handled so beautifully for 27 years – unpaid. In November of 2006 Ruth died at home; she was honored and grieved throughout the peninsula and far beyond for the love and active care she had given to help others, particularly those in need.

In 2012, after 33 years, Bobby Ives retired as director of the Boat Shop and the Rev. Kim Hoare took the helm until 2019. Kim had been connected to the Boat Shop since 1985, when she came here as a teen-aged work camper with the Basking Ridge Presbyterian Youth Group to help with local building projects. Kim returned year after year in many capacities, including apprentice, journeyworker, and board member, prior to becoming executive director. She has left her mark on the many repairs and improvements to campus buildings, our accounting and reporting systems, our board development, and our curriculum, while continuing to uphold the values and traditions that Ruth and Bobby instilled in the organization.

# COMMON GOALS

At The Carpenter's Boat Shop, we strive to:

## Community Life

- promote a deeper understanding of self, others and one's environment through communal living, shared decision-making, group activities and work for the common good
- treat each other with decency and recognize each person's dignity
- recognize and dismantle racism, sexism, heterosexism, genderism, and other forms of oppression within our Boat Shop culture and organization

## Spiritual Life

- honor the range of religious, spiritual, and secular belief which enriches and ennobles our community
- encourage a free and responsible search for meaning and truth, in any form

## Work

- maintain the boat building traditions of the Maine coast through instruction and practice in small craft construction and restoration
- promote traditional maritime skills
- teach basic woodworking, and how to respect our tools through proper use and care
- affirm the importance of "work as worship" and the sacredness of the crafts in which we are engaged, as well as the importance of serving others and taking care of ourselves
- cultivate hospitality and from-scratch cooking skills

## Daily Life

- seek the balance contained in the seven principles of work, worship, study, service, recreation, hospitality, and prayer
- adopt work and living practices that foster sustainability and appreciation of the trees that become our boats and of all that gives us life

## WAYMARKS

At The Carpenter's Boat Shop, we believe in and affirm the inherent worth of each individual and seek to create an atmosphere in which each person is enabled to flourish - an atmosphere in which individual differences are appreciated, mistakes are tolerated, open and honest communication is encouraged and no one is demeaned due to their race, ethnicity, gender or gender identification, religion, sexual orientation, ability, creed or nationality.

Our waymarks are the signposts to provide direction for our life together, undergirding the development of a compassionate, nurturing and supportive community. We have found that certain activities and ways of being in the world are consistently at odds with creating and sustaining this type of community. Therefore, we require everyone working and living at the Carpenter's Boat Shop to:

- participate fully in all aspects of the scheduled life of the Boat Shop
- refrain from consumption/use or storage of alcohol, marijuana or illegal drugs anywhere on the campus
- refrain from storing or possessing firearms anywhere on the campus
- refrain from using the Boat Shop computers, wireless and telephones for illegal activities

We also find that there are things which help the community to live and grow together, so we expect everyone working and living at the Carpenter's Boat Shop to:

- observe quiet hours from 9:00 pm until 6:00 am. Please do not engage in noisy activity between these hours
- refrain from smoking except in the designated areas: by the outhouse or near the chicken coop. Please no smoke breaks during work time. No vaping under any roof
- be present at breakfast, morning announcements and the morning reading and reflection at 7:00 am on each workday
- be respectful of the people cooking by signing out well in advance of the meal if you decide not to attend, lunch or dinner
- remain for the reflection and reading that follow each meal you attend
- be thoughtful, considerate, and respectful in their personal, social and sexual relations
- make personal phone calls and use cell phones and computers only during personal time; not during work, community or meal times

- make long-distance calls only from personal phones
- refrain from using personal listening devices during worktime in the shop to ensure safety
- refrain from using any machinery from 9:00 pm to 6:00 am to ensure the safety of all
- 

Community living can be difficult. In all instances we ask that apprentices focus on and fully participate in all Boat Shop activities. In some situations, one may be expected to place personal needs secondary to the community's needs. If a conflict does arise, the staff is willing to participate in helping you navigate it in any helpful way. Some ways we can help are: listening confidentially, facilitating dialogue and acting as mediators. In some instances, we will ask all community members to help manage conflicts, and we may also make use of outside mediation and therapeutic professional services. With everyone's participation, oftentimes we reach a more creative and gentle resolution.

To create a healthy, compassionate community together, it is necessary to ensure that everyone's needs are heard. That requires that you not only listen to others, but also that you find the courage to articulate your own needs and desires. Your thoughts are important, your voice is important, you are important.

## **SEXUAL HARASSMENT POLICY**

It is the policy of The Carpenter's Boat Shop that no member of the Boat Shop community may sexually harass another. Any community member, paid or unpaid, will be subject to disciplinary action and/or dismissal/termination for engaging in: unwelcome sexual advances, request for sexual favors, verbal or physical conduct of a sexual nature that creates an intimidating, hostile, or offensive work, education, or living environment.

Examples of sexual harassment may include, but are not limited to the following:

- Unwelcome sexual propositions whether they involve physical touching or not
- Sexually oriented comments about a person's body
- Unwelcome touching, patting, pinching, or leering
- Offensive and unwelcome sexual jokes and comments
- Unwelcome displays of sexually graphic pictures, objects or cartoons
- Other acts of Sexual Misconduct or Sexual Assault that are considered criminal under the Maine State Penal Code

All individuals who believe they have been harassed may choose to file a complaint, informally or formally, with the Executive Director. If the complaint is made informally, efforts will be made to resolve the problem through discussion with the other party either by the complainant, by an appropriate staff member, or by both the complainant and the staff member. The fact of the informal complaint will be reported to the Chair of the Board of Directors.

An individual who wants to make a formal complaint will do so by filing one that is in writing, signed and dated, and submitted to the Executive Director, who will investigate the complaint along with a representative of the Board of Directors, and any necessary outside legal resources.

At any time, an individual making a complaint of harassment may change an informal complaint to formal, or a formal complaint to informal.

If the complaint involves the Executive Director, then it should be filed with the House Manager or another non-involved staff member who will also share it with the President of the Board of Directors (contact Kenneth Elowe, k.d.elowe@gmail.com). All necessary investigations will then be conducted.

Sexual harassment is illegal under both state and federal law. It is also unlawful to retaliate against any Boat Shop community member, paid or unpaid, for filing a complaint of sexual harassment or for cooperating in an investigation of sexual harassment.

# DAILY & WEEKLY SCHEDULE APPRENTICE YEAR

## Weekday general schedule

6:50 AM	10 minute warning bell
7:00	Morning practices
7:30	Breakfast, organizational meeting, announcements and pause, followed by Reflection 15 min break, then Boat Shop work begins
10:00-10:20	Tea time
12:20 PM	10 minute warning bell, morning work concludes
12:30	Lunch
12:50	Announcements
1:00 - 1:30	Contemplative time
1:30	Boat Shop work resumes
4:15	Commence clean-up (bell rings in shop)
4:30	Work concludes
5:30	Dinner and Reflection (6:30 on sailing days and pond hockey days)

Mondays	6:40 AM	Staff Micro-meeting
Wednesdays	7:30-8:00 AM	Family Meeting
Thursdays	8:00-9:00 AM	Circle
	9:00 - 12:20 PM	Chore time & Staff meeting time
	1:30 - 1:45 PM (max)	Chore check-in

## MISSING WORK TIME / MAKE-UP WORK

The Boat Shop offers holidays and sick leave for apprentices, and most weekends are free as well. We expect that apprentices do not miss work time intentionally. However, there are unexpected and extenuating circumstances that may need attending. These would not be related to physical or mental health issues, or bereavement – all of which are excused – but a personal decision to miss time in the shop. If this situation arises, the Director will help you discern the amount of time taken, and schedule your make-up time. Make-up time is not shop time; it is generally maintenance (cleaning common spaces, stacking or splitting wood, etc.) that would be completed during your personal time, and scheduled on the common calendar in the Red Farm House.

## WELLNESS AND SICKNESS

Your well-being is important to all of us, and especially so as we live and work together in a tight community. To promote the health and wellness of the community, to keep our workload on schedule, and to get the most out of your apprenticeship experience, we ask and expect the following of everyone:

**Good self-care:** It is essential to your well-being that you get enough sleep (7-9 hours) and good nutrition. If you take prescription drugs for physical or mental health issues, we ask that you continue to take those medications as prescribed. If any aspect of self-care becomes challenging for you, please speak to staff and we will help you to work out a care plan; however, you are ultimately responsible for your own well-being.

Emotional self-care is as important as physical well-being. Being a feeling human being in this world is not always easy, nor is living in close community. Your and others' safety and productivity in the shop depends on maintaining your mental balance and focus. Please talk with staff if you are struggling with personal cares in order to figure out how to get the support you need. In some cases, the staff may ask that you seek professional care.

**Good community care:** If you are sick and contagious, take care to wash hands frequently and avoid food preparation. If you feel unwell on or before your DE day, please let the House Manager know and we will make arrangements to trade your DE shift.

**Good communication:** If you are too sick to work, please let the Director know by 7:00 AM. Keep in touch about your needs for meal trays, tea, counsel, and other support. The Boat Shop generally allots a maximum of five sick days for the year. Thanks! With your help, we can keep up a strong and caring community life together.

## COMMUNITY JOBS

As a community, we use several different buildings, many spaces, and lots of different equipment. Part of what we share as a community at The Carpenter's Boat Shop is the care and upkeep of these buildings, spaces, grounds and equipment. Just as important as offering hospitality to guests and strangers is the extension of hospitality to each other through care for our common life. So as part of living and working here, you will be asked to participate in these important jobs to help our community life flourish. You will be assigned to two or three different chore blocks during your apprenticeship. Most of your chores will be done during a designated chore time, and others will be done as the need arises.

### Domestic Engineer (DE)

Every two weeks, each apprentice rotates through a scheduled weekday and occasional weekends serving in the kitchen as the "Domestic Engineer – DE." The DE is guided and supported by the House Manager. The DE prepares, serves and hosts breakfast, tea, lunch and supper. The DE is critical in promoting hospitality at the Carpenter's Boat Shop and is the key point person in the Red Farm House, taking and fielding phone calls, messages and visitors from the community and relaying information to the Director, Instructors, Apprentices and others in the CBS Community. The DE is an important role in our daily lives and one of the ways apprentices give back to their community.

### Assistant Domestic Engineer(ADE)

Each apprentice also rotates every two weeks through a scheduled workday in the kitchen as the ADE. As a support person to the DE, the ADE sets up for breakfast the night before and for the other meals during the day, assists with last minute meal preparations as needed and cleans up after lunch and supper, removes trash, recyclables and compost to their proper areas. The ADE is vital in promoting teamwork and helping the kitchen area run smoothly.

## ISLAND SOLO TIME

*“One of the things Thich Nhat Hanh taught me: he says, ‘When you’re in a hurry, go slower.’ That works every time, unless you’re trying to catch a plane.”*

*-Sandra Cisneros*

We ask that all apprentices take a couple of days by themselves for contemplation and reflection. Typically, you will have the opportunity to spend your solo on an island - an amazing way of stepping away from day-to-day life. Solos generally take place on weekends between mid-September and late October (Fall Session) and on weekdays in May (Spring Session), and apprentices can either stay in cabins or, if desired, pitch a tent. A staff member will take you to your destination and bring you home again, and the staff is also available to meet with you before your solo to help you plan and pack. After you return, we ask that you take 5 minutes or so at the breakfast table to share with us all a story, image, or other gift from your solo time.

Why do we take solos? There are many reasons: For some of us, we have not spent an entire weekend alone before, out of easy reach of other people; this is a chance to try something new. For others, it is an opportunity to be away from distraction and to spend time getting to know ourselves or our current thoughts better. For others still, time alone is an opportunity to push an edge, to try something that may not be comfortable, and to see what that feels like. We at the Boat Shop believe that solo time can be an important tool for people in times of transition to learn about ourselves and our journeys.

Here is what one person had to say about her time spent in a cabin by herself at Tinker Creek:

*“I stood, alone, and the world swayed. I am a fugitive and a vagabond, a sojourner seeking signs.”*

*-Annie Dillard*

We hope that your solo brings you insight, enjoyment, and perhaps a bit of adventure.

# VISITORS POLICY

We love to widen our community by hosting visitors of all sorts – from tea-time friends and neighbors to overnight guests. We hope that perhaps you will have the opportunity during your apprenticeship to welcome your friends and family here as well. We do also have a complex puzzle to manage: we have food and beds to prepare and visitor jobs to arrange; we have the needs of a diverse learning community to support; and a full-time boat-building business to run.

Visits need to be arranged with a high degree of thoughtfulness and consideration for the rest of our apprentice and staff community and our program schedule. In general, visits should be arranged well in advance, and transportation managed so as to minimize conflict with shop time. Please note that we will have no overnight visitors during the first three weeks and the last two weeks of the apprentice program.

## Steps for Arranging an Overnight Visit

1. Meet with the Director and inquire about the upcoming schedule to determine the timing of a visit to be best for all. This meeting should happen at least two weeks ahead and before making firm travel plans or buying tickets.
2. When a time is chosen, meet with the House Manager to make arrangements for food (including special dietary considerations) and housing.
3. After arrangements have been made with staff, make an announcement to the whole community at mealtime.
4. Please limit visits to three workdays.
5. No pets, please.

## Serendipity

We can almost always set an extra place at the table for an unexpected daytime drop-in; however, we strongly encourage good communication ahead of time, with both guests and staff.

## Pitching In

We ask that overnight guests help out our community with a half-day of work for each day of their visit, as they are able. Their work helps the Boat Shop, and we hope it may also be meaningful for our guests, giving them a deeper feel for what the Boat Shop apprenticeship means to their friend or family member living here. Thank you!

## MARITIME POLICY

The Carpenter's Boat Shop maintains various sailing and rowing boats to enjoy the Maine outdoors and practice newfound nautical skills. The Boat Shop has a 100% life jacket policy. You must be wearing a well-fitted lifejacket whenever you are on the waterfront or in one of our boats. If you are unable to swim, we ask that you are never alone in one of our boats.

For our fresh water boats located on Boyd Pond and the Pemaquid River, we ask that you:

1. Wear that all-important life jacket.
2. Let someone know that you are going.

For going out in Round Pond Harbor and Muscongus Bay, we ask that the above also apply. If you are interested in rowing around we ask that (along with wearing a life jacket) you get checked out on one of the rowboats. The requirements for rowing are as follows:

- Be able to identify our rowing boats.
- Get yourself aboard, settle and pull the boat away from the dock.
- Row to the other dock, turn around and return to your starting point.
- Be able to tie the boat up with a bowline.

We ask that, once checked out, rowers stay within the confines of the harbor.

For sailing, we require the accompaniment of an instructor or Boat Shop approved captain. Your captain will be able to make a decision as to whether or not conditions are safe and/or comfortable for vessel and crew. As all of our boats are small craft, we do not go out when a "small craft advisory" has been issued by the NOAA weather service. That advisory is issued when winds are expected between 18 and 33 knots (24 to 38 mph).

## APPRENTICE FOOD POLICY

The Carpenter's Boat Shop encourages a healthy lifestyle and mindful use of all resources. We strive to craft well-planned meals that are locally sourced and organic when possible, and that meet our needs and stay within our budget. The following will help in achieving these goals:

- Please speak with the House Manager when you have questions about any food needs or food-related issues that come up. All suggestions are welcome and we will work hard on a mutual solution.
- Generally, our food policy is the following: the Red Farm House kitchen is the main site for preparing community food, both served here and taken away when the Boat Shop is invited as a group. If you have specific food desires that are beyond what we normally stock, please purchase, label and store this food under the guidance of the House Manager. The White Farm House is mainly used for privately prepared food.
- Leftovers from community meals are to be used first for weekend meals before fresh food is prepared. Please see House Manager with any questions.
- Breakfast at 7:00 am is required on all weekday mornings. The general expectation is for attendance at all meals (lunch at 12:30; dinner at 5:30/6:30), but if you need to sign out of lunch or dinner, please notify the kitchen (there's an attendance list posted) at least 2 hours prior to the meal you will miss.
- If you sign out for lunch or dinner, be prepared to 'eat on your own' either in the White Farm House or elsewhere.
- Care of the appliances and tools is important to the smooth functioning of the kitchen. Coffee pots, stoves, food processors, and knives are all heavily used tools. Taking care of what you use in the kitchen will help things last longer. This also applies to floors and counters and tables. Sweeping, mopping and wiping down surfaces after use are important tasks, both during community use and personal use.
- While there may seem to be a million rules and guidelines, they are all under the rubric of safety. The House Manager insists that you wash your hands well upon arriving for your shift as DE and ADE

## **WEEKLY CIRCLE**

On Thursday mornings, the Boat Shop community gathers for an hour to share in a time of singing, silence and discussion about things that matter and help us make meaning in our lives. We have a Boat Shop songbook that includes music from both sacred and secular sources to which apprentices are always welcome to offer up new additions. Recognizing that sitting still and sharing silence is a rare opportunity in our productivity-minded world, we also intentionally create the space for this practice. And, finally, the heart of Circle is taking the time to talk, share and engage with topics that challenge, comfort and encourage us as we each navigate our experiences of transition that have brought us to the Boat Shop.

## **SERVICE AND VOLUNTEER OPPORTUNITIES**

The Carpenter's Boat Shop has a long history of service to our neighbors, just as we benefit greatly from their service to us. Throughout our session, you will have multiple opportunities to join in these acts of service. We may volunteer for the Community Housing Improvement Project (CHIP), begun by our own co-founder Ruth Ives, which helps keep homes safe, warm, and dry. Many apprentices have volunteered as mentors to the students at the Bristol Consolidated School and as helpers at the Bristol Area Library. During the winter, we head out into the community and shovel the paths and driveways of our neighbors who are unable to do it themselves. We partner with local organizations and also respond to spontaneous needs for willing hands.

These are just a sample of the many service and volunteer opportunities that you may have the chance to contribute to. The staff will lift up many other opportunities, and if you see an opportunity for service in the local community, please do share it with the staff.

## A CLOSING WORD

Placed on the transom of every vessel The Carpenter's Boat Shop builds is a small plaque on which is inscribed an old Scottish prayer. It reads:

*Round our skiff be God's aboutness,  
ere she try the depths of sea.  
Seashell frail for all her stoutness,  
unless thou her helmsman be.*

We not only place this ancient prayer in every boat as a blessing upon the boat and the one who sails or rows it, but also because it is our hope that sacred “aboutness” might always be upon every apprentice who passes through the shops and sheds of The Carpenter's Boat Shop. May you learn your craft well.

May you be careful and caring in your work. May you gain a reverence for life. May you seek the things that matter and ask the questions of your heart. May you search for ever new ways to find meaning and joy. And may you build your lives into ones of love and peace so that you can more gently and compassionately serve in the world around you.

*So be it.*

