

The 8th edition (updated July 2018)
of the
Policies and Procedures Handbook
and
Code of Conduct

FOR THE



A discipleship ministry of:



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WELCOME

Welcome to Children's Bible Ministries' National Internship Program. Whether you are a prospective or current intern, it is our prayer that God will richly bless your ministry as you serve others in His name. This Handbook contains the program information, policies, and guidelines interns will need for the coming year. We ask each intern to read it thoroughly before arriving for Orientation. Each intern will receive a printed copy, to refer to throughout the year. Interns will be asked to sign a statement that they have read the Handbook and agree to abide by the regulations contained therein. CBM reserves the right to make changes or additions to the Handbook at any time during the calendar year.

PURPOSE

The CBM Internship exists to encourage young people to experience missions by training them to discover their gifts, understand how God can use their passions, and to develop their skills in order to activate and mobilize them for ministry.

VISION

CBM's vision is to see young men and women understand what biblical missions is and how they can be a part by deepening their walk with Christ. Our prayer is to see the next generation of harvesters sent into the fields (Matthew 9:27-28) so that we may continue to "Win a Child... Win a Life."

PROGRAM GOALS AND OBJECTIVES

CBM has designed the National Internship Program in such a way that will allow interns to step out of their comfort zone. This will often feel difficult or impossible, which is the perfect time for God's power to be made perfect in weakness and for you to see that when you are weak, He is strong.

The primary objectives of the National Internship are several-fold:

1. To encourage and equip young adults for ministry, whether that means full-time or serving in a local church or community, through a structured program that allows accountability, biblical teaching, and practical and "out of the box" opportunities. The CBM Internship gives interns training and experience that is suitable for various entry-level positions within Christian camping ministries
2. To give young adults the opportunity to experience and understand missions. For them to see the struggles and triumphs so that they will have a better understanding of the importance and meaning of biblical missions.
3. To benefit and bless CBM's Areas and Affiliates by sending interns to them on 2-3 month rotations, during which time interns assist these ministries in whichever ways are of most help, and the goal is that interns are also able to utilize their specific gifts, talents, and abilities during these rotations.

PROGRAM CORE VALUES

1. Humility
2. Flexibility
3. Unity
4. Excellence
5. Servant Leadership

Each of these areas will be introduced and developed using a variety of methods.

ADMISSION REQUIREMENTS

The CBM Internship is a specialized program for individuals desiring to build godly disciplines to prepare for effective Christian leadership and ministry. This program is open to young adults ages 18 and up, who have graduated from High School or have a GED.

Many interns have graduated into non-entry level camping and/or other ministry, and even professional positions. There is **NO REQUIREMENT** for Intern graduates to join CBM after graduation.

OVERVIEW OF YEAR

Teams Starting in January

- Jan-Apr: Four consecutive months of Training and Equipping at CBM National HQ
- May-July: 1st Rotation at a CBM Area
- August: Pre-Mission Trip Prep at HQ, Overseas Mission Trip, and Post-Mission and Post-Summer Debriefing.
- Aug-Oct: 2nd Rotation at a CBM Area (CBM National Conference is held over Labor Day weekend during this Rotation.)

- Debriefing at HQ
- Oct-Dec: 3rd Rotation at a CBM Area
- Third week of December: Debriefing and Graduation

Teams Starting in September

- Sept-Dec: Four consecutive months of Training and Equipping at CBM National HQ
- Jan-Feb: 1st Rotation at a CBM Area
- Debriefing at HQ
- Mar-Apr: 2nd Rotation at a CBM Area
- Debriefing at HQ
- May-July: 3rd Rotation at a CBM Area
- August: Pre-Mission Trip Prep at HQ, Overseas Mission Trip, and Post-Mission and Post-Summer Debriefing.
- 1-2 weeks at home praying about where the God would have the intern go next.
- Labor Day Weekend: CBM National Conference and Graduation

ORIENTATION

Orientation is the first 3 weeks of the program. The overall goal of this time is to create an environment of growth and unity, to help interns understand the culture of CBM National Internship Program and to help interns create godly habits.

During the 3-week orientation period, intern's time is schedule by the Intern Coordinator (IC) from 7am-11pm. The schedule consists of orientation classes, personal and group Bible Study and readings,

intentional time to bond with each other and the National Staff, as well as rest.

TRAINING

The purpose of the 4-month training period is to help interns discover and understand their gifts, passions and skills.

The first four months are when the Directors and National Staff are continually evaluating the interns to prepare them to be sent to the CBM Areas to serve.

Successful completion of the first four months training is the only guarantee of the intern being sent on Rotations.

The first four months may be comprised of, but not limited to, the following. Participation in and completion of each activity/assignment is mandatory, in order to be considered for Rotations:

- Bible Classes
- Practical Training
- Reading and Writing Assignments
- Personal Fundraising
- Ministry Fundraising
- Recruiting
- Ministry Events
- Local Church Ministry
- Spiritual Formation
- Developing relationships with guests, volunteers, Board members, teachers and fellow interns.

- Maintenance and grounds (manual labor) projects
- Housekeeping projects
- Creative projects, as Intern gifts allow

Travel opportunities to assist at and learn from other CBM locations will be offered, which may include, but not be limited to the following:

- Released Time observation and assistance
- Retreats
- Events
- Work projects
- Conferences (men's, women's, Missions, Program Directors', etc)

During the Interns' four months at HQ (and at some Rotations), cabin turnover will be part of their daily responsibilities. They will clean the three smaller cabins (Blue Spruce, Hemlock Haven, and Cedar Cove) each time they are vacated (including on weekends). If needed, they may also assist with the turnover for Deer, Bear and/or Elk Lodges. At HQ, these responsibilities will primarily take place from 11:00am-12:30pm. The type of work assigned will depend upon the needs of the ministry on that day.

ROTATIONS

Interns spend a total of 7 months at 3 different assigned CBM Areas or Affiliate Ministries, as determined by the IC during the year-long internship.

Rotations are designed to help interns develop and activate the skills they learned during the four-months training and use the natural gifts and talents that God gave them by:

1. continuing to learn from the Area Missionaries; interns can expect to be stretched.
2. being a blessing to the Area by utilizing their gifts and talents.

Rotation assignments are determined based upon which CBM areas are available to host an Intern, what their existing needs are, and the strengths/abilities of interns to meet these needs. Requests are considered but cannot be guaranteed. The final decisions for rotation assignments are made by the IC. Interns may or may not be assigned to a Rotation with another Intern. If assigned to a Rotation with another Intern, this could be male or female, and could be from his or her own Team or another overlapping Team.

- a. As a general rule, interns will not be assigned to rotations at their “home” camps
- b. As a general rule, dating interns will not be assigned to the same rotations
- c. Married interns will always be assigned to the same rotations
- d. Rotation assignments will be given to the interns in their individual goal meetings prior to leaving for their Rotations (generally no more than several days)

prior). Rotations are never revealed sooner than during debriefing, in order to accomplish the goal of keeping interns focused on their current assignment, as well as to allow flexibility for inevitable last-minute needs and changes.

Successful completion of each Rotation is the only guarantee that the Intern will be assigned to and sent on their next Rotation. If it is determined (via the Rotation Director's evaluation and agreement of the National Directors and IC) that the Intern did not successfully complete the Rotation, the next Rotation is not guaranteed.

interns are responsible for making their own travel arrangements from HQ to Rotations, and from Rotations to HQ, as well as covering any incurred costs. Exceptions for expense reimbursement may be made if the Intern is continually traveling throughout the Rotation (i.e.: MD) or if the Intern is asked specifically by National to help at another CBM Area or Affiliate during the assigned Rotation.

All CBM Areas have a National Internship binder, which contains general information concerning the Internship program, as well as a copy of this Handbook.

For each Intern assigned to a CBM Area or Affiliate, the respective Director will receive a confidential packet with personal information about their Intern, which has been prepared for them by the IC and the

National Directors, which includes but is not limited to the following:

- Personal letter introducing the Intern
- Goals sheet
- Original application
- Payroll info sheet
- Background check results
- Personality profile
- Skills and abilities sheet
- Favorite things sheet

DEBRIEFING

Between each Rotation, interns will travel back to HQ for several days of debriefing, which includes, but is not limited to: individual goal meetings with the Intern Coordinator (during which time they will review their last Rotation together and receive their next Rotation assignments), rest, work projects, team-building activities, possible classes and special assignments/activities.

Interns should NOT plan to arrive at HQ prior to or depart after the specified arrival date/timeframe.

Interns should travel directly (non-stop) from their rotation to HQ. All stops or detours (other than gas or food) must be approved of by the IC **in advance**.

PERSONAL DEVELOPMENT PLANS/GOALS

The IC will set aside one or two times (called a “goal meeting”) during the first four months at HQ, to form and discuss individualized goals with each Intern.

This process is helpful in establishing priorities and focus for the duration of the program.

Also, personal development plan goals provide measurable standards by which to evaluate the Intern throughout and at the end of the Internship.

The IC will use these mutual goals to determine the CBM Areas and Affiliates that are the best fit for each Intern's Rotation assignments.

Prior to the first rotation assignment, the IC will meet with each Intern to evaluate the goal progress and to set additional goals to be worked on and documented/journaled at least weekly during the Intern's Rotation assignment.

During each debriefing time at HQ, each Intern will meet with the IC to review goal progress and set new goals.

OVERSEAS MISSION TRIP

The overseas mission trip takes place each August and is comprised of two teams of interns (the January Team and the September Team). Possible locations are Honduras, Nicaragua, Moldova, and others. The goal of the overseas mission trip is to help interns see a global view of God's work.

The mission trip is required in order to graduate, unless there are unavoidable extenuating circumstances, as approved by the IC.

Interns are required to have their PASSPORT in-hand no later than February 1. Following this date, airfare will be purchased when rates are best, and CBM National must have all passports in-hand in order to secure the tickets. The passport's expiration date must be MORE than 6 months **after** the return date of the trip.

SCHEDULE

Be prepared for a busy schedule, including weekend responsibilities. The goal of this program is to help prepare you for the 24/7 lifestyle of full-time ministry.

While at HQ, a weekly schedule will be posted on the Intern FaceBook group a day or two prior to the week starting. Interns may also request a printed copy to be placed in their box.

On rotations, interns will not have an hourly schedule, most of the time. They are responsible for reporting to their Rotation Director each day at a time agreed upon between them, to get the day's assignments.

Due to the busy nature of the schedule interns will experience during their time at HQ, it is not advised that interns commit to extracurricular activities on a regular basis (i.e.: the same thing at the same time each week, a sports team, etc).

Internship program assignments, activities, and commitments will be expected to be prioritized above any other commitments, if made. Exceptions for homework extensions, etc, will not be made due to interns overcommitting to extracurricular activities.

It is NOT recommended that interns take outside college classes during the Internship. Special permission to do so must be granted prior to interns registering for any such classes. It should be expected that interns would **not** be approved for face-to-face classes, only online, and a minimum number of credits per semester, due to the Internship workload and time commitment.

EVALUATIONS

Interns will be evaluated by the IC, National Directors, and Rotation Directors, or the intern's direct supervisor on rotation. The evaluation will include interns' performance based on certain measurable outcomes and personal development plan goals. The Rotation Director's completed evaluation form is not shown to the Intern (unless the Rotation Director so desires to, prior to sending it to National HQ); however, the National Directors and IC will review the evaluations in detail and will encourage and/or counsel the Intern on any applicable topics during the individual goal meetings during debriefing at HQ.

DISCIPLINE

If the IC or Rotation Director has an issue with an intern not following any of the Policies, Procedures or the Code of Conduct outlined in this handbook and/or those of the assigned Area, follow the following steps:

1. **Verbal Warning:** The IC will sit down with the intern to inform him/her what has or has not been done and they will discuss how to address it together.
2. **Written Warning:** If the issue persists the IC will sit down with the Intern and review with him/her their previous decisions. This is a written warning, which will go into the interns file.
3. **Meeting with Directors:** If after the verbal warning and the written warning the conduct continues, the intern will sit down with the National Directors and the IC, who will review the issue and determine the appropriate consequence or dismiss the intern.

There are certain policies in which steps 1 and 2 will be skipped and the intern will immediately sit down with the National Directors to discuss dismissal.
(Example: CPP Policy)

DISMISSAL

It is required that interns comply with the Code of Conduct set forth within this Handbook. It is the desire of CBM that all interns entering the program will successfully complete it and be able to graduate.

While breaking certain policies could result in immediate dismissal, CBM reserves the right to suspend or dismiss interns at any time, for breaking any rule or combination of the rules contained herein. CBM Leadership will be extremely clear with interns when they have broken a rule. Interns are also expected to be honest and confess, if they have broken any of the rules.

TEMPORARY DISMISSAL

A temporary dismissal results in the Intern being sent home as a non-Intern, with specific guidelines for what they must do to re-enroll. These could include counseling, letters of reference, re-applying, removal of church discipline, or others.

REMOVAL FROM A ROTATION

The IC is in close and continual communication with the leadership of the CBM Areas and Affiliates, and if requested by the Rotation Director and/or deemed necessary by National, they reserve the right to remove an Intern from any Rotation at any time.

If an Intern is removed from a Rotation, the Intern's case will go before the Internship's Disciplinary Review Board, to determine whether they will or will not be dismissed from the Program.

GRADUATION

September-start Teams will graduate the following September, at CBM's National Conference (location varies by year). Families are welcome, but are

responsible to pay for their own associated Conference fees.

January-start Teams will graduate in December, at CBM's National HQ. Families are welcome and TRC will provide complimentary lodging, as available. Meals are not provided.

Interns graduate with a Certificate of Completion. For excellent performance, interns can get a letter of recommendation from National.

JOB OFFERS

Because of the nature of the Internship, CBM Area Directors and other Rotation Directors may try to recruit interns and/or discuss with an Intern their desire for him/her to join their staff full-time after graduation, and they may even give the Intern an application. All of this is to be expected and is fine. **However, interns must NOT** submit an application for, verbally commit to, nor accept a full-time position with any CBM area until they have graduated from the program. When on rotation at any area, it is easy to get caught up in the hype of being needed and “feel called” to each one. Because this has happened before, we want to prevent interns from prematurely committing to one CBM Area and then being called to the next Area during the next Rotation.

WHAT'S NEXT (AFTER GRADUATION)

Below is the protocol to follow leading up to and following graduation:

Step 1 – Discuss desires/calling with IC and National Directors during debriefing.

Step 2 – G.R.O.W. Training

If interns feel God is calling them into full-time ministry either with CBM in general, whether with a specific CBM Area, or if they are not sure which specific Area, they may attend a G.R.O.W. Training program following their graduation.

In order to attend G.R.O.W., they must complete the CBM missionary application and be approved by the National Directors and/or the Area Director and Board where they are going. In certain instances, there may be caveats to their approval, such as having a sending church, attending Bible College, or developing in other ways.

It is preferred that September-start Team graduates wait to attend GROW Training until the spring, vs attending the fall one immediately following the mission trip, as there are extensive pre-assignments to be completed, and CBM wants to ensure that they have received the proper amount of godly counsel from their local church, family, etc.

GROW Training is 5-7 days in length and is held at CBM HQ. There are generally 6-10 people in attendance. The cost is \$275 for singles and \$500 for

couples. Intern alumni may make multiple payments, if necessary. Cost includes meals and lodging.

Step 3 – Submit a formal application for the respective CBM Area (can be done before attending G.R.O.W.). Interns should never announce (publicly or privately) that they are going to a certain CBM Area UNTIL the Board of that CBM Area has approved their application. Interns may announce that they feel called to a certain Area and are applying there, but not that they “are going there.”

It is not possible for CBM to guarantee placement in a CBM Area or other places of employment after interns have graduated. However, it does assist graduates by providing letters of reference, as well as communicating Intern’s desire for placement with ministries (CBM and otherwise) who are looking for new missionaries.

GENERAL CODE OF CONDUCT

CBM strives to be above reproach in all areas and to live according to the biblical principles found in Scripture. CBM holds itself and all its missionaries and volunteers to an extremely high, conservative moral standard and we strive to do all for the glory of God. As an Intern, you are now considered part of CBM.

Interns must be in agreement with CBM’s Statement of Faith.

Interns should strive to be above reproach in word and deed. All conduct should reflect a strong testimony and reputation, using tact, appropriateness, maturity, and a strong filter when considering actions, reactions, and speech.

The overarching objective of CBM's National Internship is to see potential future missionaries grow in spiritual maturity, personal responsibility, and knowledge of God as revealed in His Word, in order to become effective ministers of the Gospel.

Therefore, we ask that CBM interns strive for the following:

- Flexibility: being willing to change course in order to fulfill the Lord's plan (Ruth 1:16). Therefore we expect interns to refuse to be shaped by the value system of the world (Rom. 12:2).
- Unity in everything we do with each other and fellow believers in Christ (Eph.4:3). Because of this belief, interns are expected to be consistently striving for a positive attitude. Even if an intern has a negative experience at a certain CBM area, he/she should share that **only** with the offending party, the IC, and/or the National Directors, never with other interns, particularly ones who still have rotations left. Interns will not all have the same experiences.

It is also expected that interns will handle conflict with one another, and everyone else with whom they come in contact, according to godly standards of conflict resolution. A biblical model for this can be found in Matthew 18. Always go to the Lord in prayer first, before discussing the matter with **anyone else**. As the Lord directs, seek the advice of the IC, and she can help guide you as you seek to handle the matter in a godly manner.

- Humility for the honor of Christ (Micah 6:8). Therefore we expect interns to understand and practice teachability (Proverbs 9:9-10). We also expect interns to strive to continue to put off the old man and become new in the attitude of their minds, recognizing that we are still in the process of becoming like Christ (Ephesians 4:20-24).
- Excellence in every task so that we may bring glory to God (Col. 3:23). Therefore, it is expected that interns **always** report ON-TIME or EARLY for work, assignments, activities, programming, classes, awake and alert (not sluggish), looking sharp, having already eaten, and ready to go.

It is also expected that all assignment and class start/end times must be observed with care. Please always be ready to get started at the scheduled start times, **not** arriving at the start times. Everything we own is His and all our time is His, to bring Him glory. It is expected

that all assigned work will be completed before play.

- Servant Leadership (Ezekiel 22:30). Therefore, interns are expected to show selflessness by exhibiting a concern for the feelings and sensitivities of others (1 Corinthians 10:23-24), and show a desire to act in ways that reflect maturity. Interns are expected to serve in whatever ways the Area assigned to most needs help.

CHAIN OF COMMAND

The National Board has entrusted Lincoln and Jamie Simmons, as the founders of the Internship Program, with the final say in **all matters**, and they are accountable to the National Board and the Lord for results and consequences.

Interns will directly report to, be accountable to, and direct ALL questions to Jacquelyn Davis, the National Intern Coordinator (IC). If there is anything she needs clarification on, she will confer with Lincoln, the National Director, or Jamie, the National Director for Ministry Development, or if necessary, she will direct the Intern to another staff member who has the answer.

For all daily responsibilities/projects/duties during rotations, interns will directly report to the leadership of the area to which they are assigned; however, they are still under National, so they will continue to

uphold the standards in this Handbook, as well as complete any responsibilities assigned by National.

For financial or other questions non-related to the Intern's duties at his/her rotation, the intern should contact the IC.

At certain times, interns will be placed under **additional** leadership, such as Bible teachers, other National Staff, volunteers, etc. Interns are responsible for strictly adhering to all guidelines set forth by the others, but bearing in mind that the IC and the National Directors make the final decisions. For example, if others make decisions that interns feel are in conflict with any policies in this Handbook, interns should inform the IC right away.

The IC and National Directors remain the interns' ultimate supervisors and always have the final say, **even during Rotations.**

COMMUNICATION

Interns must stay in close communication with the IC when on Rotations by promptly answering phone calls, texts, and e-mails, as well as responding to all questions posted on their respective Team's FaceBook group (even if it is one word or a thumbs up), so that the sender is aware they received the information or request. The IC and/or the National Directors may come for a visit when interns are on Rotations.

If at any time during the Rotation, anything occurs which makes the Intern uncomfortable or upset, or if they break any of the rules in this or the CBM Area's Handbook, they should immediately inform the Rotation Director, as well as the IC. If it is not possible for them to inform both, they should inform the IC. If this is not possible either, they should inform the National Directors.

INTERN RESPONSIBILITIES

Through accountability structures provided by CBM, interns are responsible for the following:

ASSIGNMENTS

Interns are responsible for faithfully checking the FaceBook group for updates and **strictly** adhering to the schedule exactly as posted. Nothing on the schedule is optional, unless noted. Due to the ever-changing nature of full-time ministry, adjustments to the schedule may frequently be made.

When an intern finishes one assignment with time left before the next assignment, they are to ask the IC or Rotation Director what needs to be done next.

CHURCH ATTENDANCE

On all Sundays (both at HQ and on Rotations) when programming is not planned for interns, they **must** attend, in-person ("Online" church services are not considered Sunday church attendance, but are a great supplement to one's spiritual walk) a local evangelical Christian church of their choosing.

Interns are responsible to prearrange their transportation to church, whether by their own personal vehicle, carpooling with other interns, or riding with a CBM missionary family. On Rotations, do not assume that missionaries will contact you to ride with them; be proactive and friendly, and reach out to them. If interns need to miss Sunday church due to illness, they must contact the IC (or respective Rotation Director, while on Rotations) in advance to let her know.

It is the interns' responsibility to make sure that if they have Sunday afternoon responsibilities, they either attend an early service, or do whatever it takes to ensure they are back in time for these responsibilities, changed and ready to go.

On Wednesday nights at HQ, interns will assist a local Church with its youth/children's ministry. Interns should be prepared to help in any way when asked by the IC.

PERSONAL DEVOTIONS

It is expected that interns maintain a consistent daily quiet time with the Lord. To both foster accountability for this and encourage one another, throughout the entirety of the Internship, interns are responsible for making a weekly FaceBook post (on the respective Intern Team's private FaceBook group page), including the Scripture(s) they read and something that stuck out from their time with Him during the week.

DAILY PRAYER TIME

As often as the schedule will allow at HQ, interns (and any other available staff and TRC guests) will gather for daily prayer.

Prayer will be held at 8:30am in the Prayer Garden, weather permitting. In case of inclement weather, prayer will be held in Elk Conference Room, or other announced location. If a National Staff member is not present and interns are scheduled for prayer, they should check the Prayer Book for requests and conduct Prayer Time on their own, as a group.

BIBLE MEMORIZATION

Interns are encouraged to memorize and meditate on Scripture during the internship. While together at HQ, interns and the IC will help hold each other accountable and encourage each other in this spiritual discipline. We understand that everyone memorizes at a different pace and our prayer is that interns grow in memorization.

INTERN JOURNAL

During rotations, interns will be asked to journal about their experience. This helps CBM Leadership better understand the intern's rotation, what joys and struggles they may have encountered and helps the IC create goals for the intern's next rotation. Interns are to write an entry each week they are on rotation.

BLOGGING

Interns will write blogs throughout their time in the internship. These blogs are edited by National staff and posted on the National website. Blogs will be at least 300 words and typed into an email to the IC. Each blog post will have a title and 2-3 photos. Interns will have a class on how to write a blog before they are asked to write.

SHARING YOUR TESTIMONY

Interns should be prepared to share what God is doing in their lives anytime asked.

ILLNESS

If an intern needs to miss any work due to illness, they should **always** inform the IC or Rotation Director beforehand. Permission, not forgiveness, is the applicable rule. Additionally, they should stay in touch with the IC or Rotation Director so they know when to expect them back, and they should not stay home longer than reasonable.

ABSENCES

If you are running late for any assigned task/activity, you must text or call the IC or Rotation Director. At HQ, the first instance of tardiness will be considered a warning. For each instance thereafter, Intern will be assigned to a work project during a time when they were scheduled to be off.

All absences require prior approval from the IC or Rotation Director. Missed classes (pre-approved by the IC) must be made up on Intern's own time.

Absences will be noted and excessive absences will be cause for disciplinary action. Excessive absence may be cause for dismissal with possible re-enrollment in a future Team.

CURFEWS

In an effort to help CBM interns establish good time management practices, while at HQ, they are to be in their assigned housing area by the appropriate curfew. Interns must be off of all technology (games, apps, phones, tablets, computers, TV, etc) by no later than one hour after curfew. Exceptions may be obtained from the IC, if approved in advance.

Curfew if the intern is working the next day (even if on the weekend) is 11:00pm.

Curfew if the intern is not working the next day is 12:00am.

On Rotation, the curfew set by the Rotation Director applies. If there is no curfew set by the Rotation Director, interns should follow the one set by National HQ.

Interns should not leave their assigned housing prior to 6:00am, unless they are assigned for work earlier, or they have the specific permission of the IC or Rotation Director.

COMINGS AND GOINGS

Interns must text/call/ask in person the IC (when at HQ) or Rotation Director to ask for permission to leave the property, and inform them of where they

plan to go. If Intern does not hear back, they are not permitted to go. When they reach their destination, they must text again to inform the IC or the Rotation Director that they have arrived. Upon their return, they must text/call/tell in person to inform the IC or Rotation Director that they have arrived back safely on the property.

When leaving the property, interns should use the buddy system, or have special permission to leave alone. A third party must be present when mixed genders travel together, unless impossible and pre-approved.

OVERNIGHT STAYS OFF SITE

Overnight stays off site must be pre-approved, and are not guaranteed. Generally speaking, permission to leave for the weekend, even if no work is scheduled, will be the exception.

DRESS CODE

Our desire is to present ourselves in such a way to draw others to Christ and not be a distraction from Him (1 Cor. 9:19-23). As Camp Victory “freedom speech” states:

“Staff are asked to dress modestly and neatly, in keeping with high Christian standards. We know that many wholesome high school and college students exercise their freedom to dress and act with creativity. However, many parents do not want their children to do the same. Therefore, in our desire to avoid causing conflict between parents and their kids,

we have chosen to take a conservative approach in our dress, appearance and behavior. We limit our freedom to impact the most kids and parents for Christ. Dress in a professional style that would be respected by parents entrusting their children to your care....Thank you for adhering to this staff dress code in order to serve others for the sake of the Gospel. Our prayer is that those who meet our staff will remember us for our pleasant personalities and love for the Lord, not just our attire.”

In pursuing biblical standards for excellence in all areas of their lives, interns are expected to present a modest and professional image, following these specific guidelines, while at HQ and on Rotations.

MODESTY GUIDELINES:

- All clothing must fit properly (not too tight, too short, too low, etc).
- Midriff must not be exposed and shirts may not be “low-cut” (no cleavage).
- Undergarments must not be seen through clothing.
- Spaghetti strap and racer back styles are only permitted in public during water or athletic activities.
- Male interns’ tank/sleeveless tops are only permitted in public during water or athletic activities.
- Skinny jeans or pants that are not excessively tight are allowed but please use discretion to

ensure all clothing is properly and professionally fitting.

- Ladies: tights, leggings, and yoga pants should not be worn as “pants.” If they are worn we ask that interns wear a tunic or shirt that is long enough to reach mid-thigh.
- Clothing is not to have rips, tears, or holes where skin is visible above the knee.
- Female interns’ shorts and skirts must be of modest length (top of knee is preferable), when sitting and standing. If questionable, either while sitting or standing, you will be asked to change.
- No questionable, suggestive or derogatory pictures/messages may appear on interns clothing (including advertising alcohol, tobacco, etc).
- No strapless or two-piece bathing suits, unless covered with a dark t-shirt (if style is such that the stomach shows). Top must not be low-cut, and bottom must not be high-cut.

PROFESSIONAL GUIDELINES:

- No new tattoos or piercings are to be added during the internship. Interns may be asked to cover or remove certain piercings, and to cover certain tattoos, at the discretion of the IC or Directors. Tattoos should not be visible during work hours, whether at HQ or on Rotations.
- Both males’ and females’ hair and nails must be neat, clean-cut, clean, appear well-

groomed, and portray a professional image. Hairstyles and colors are not to be extreme in nature. When coloring hair during the program, interns must receive permission from the IC before doing a non-natural color.

- For male interns, hair must not be unkempt. Facial hair must be kept well-groomed.
- Female interns' makeup must not be overdone, gothic-style, or club-like. Male interns are not permitted to wear makeup.
- Shoes must always be worn during the workday and any time the interns are where guests or volunteers will be. Closed-toed shoes must be worn when working in the kitchen. The only places interns are permitted to be barefoot are at a lake or pool, and inside their personal living quarters, unless they are given specific permission or direction. If interns' housing is in Elk Lodge, they must be inside the apartment or on the deck, in order to be shoeless.

FOR SUNDAY CHURCH, CHURCH VISITS, AND MISSIONS CONFERENCES:

Dressy attire, as follows:

Guys: non-jean pants and a polo or button-up

Girls: dress/skirt or nice slack-style pants and dressy shirt, no tattoos or facial/body piercings showing, no chacos or flip-flops.

FOR ALL CLASSES, EVENTS, COLLEGE RECRUITING, AND IN-PERSON DONATION SOLICITING:

Professional attire, as follows:

Look sharp; no shorts or capris, t-shirts, sweatshirts/hoodies, no tattoos or facial/body piercings showing, no chacos or flip-flops:

FOR NON-WORKING HOURS, REGULAR WORK HOURS NOT MENTIONED ABOVE, STUDY TIME IN ROOMS, DURING CABIN CLEANING:

Casual attire, as follows:

Jeans, t-shirts, hoodies, shorts are acceptable but look neat and well-groomed

INTERACTIONS WITH OTHERS

Our desire is to be above reproach in all aspects of life and therefore CBM leadership has set certain boundaries in place in regard to interns' interactions with each other and others they come in contact with.

Interns are to follow the third party rule, which states that there must be a third person present when an intern is with anyone of opposite gender (unless this person is a family member). This includes both on-site and off-site activities at HQ and on Rotations. The only exception would be riding to and from Released Time classes. If a male and female are assigned to a cleaning duty, project, or office work, the door to the cabin or room must be kept open.

Interns are not permitted to have **any** physical contact with **anyone** (unless this person is a family member), with the exception of non-lingered side hugs and brief high-fives/fist bumps.

When contacting other interns of the opposite gender, interns should use a group message. When using any type of technology (other than direct phone call) to communicate with **anyone** of the opposite gender, no matter what the person's age or position with or without CBM, who was not previously known by the Intern prior to entering the program, Interns should copy in at least one other person (the IC is the most logical choice), making it a group message.

RELATIONSHIPS

Our desire for each young person who is part of the CBM Internship is that they will commit to spending this year focusing on and deepening his or her relationship with Christ alone (unless they are an already married Intern).

Interns are not to enter into any new romantic relationships with **anyone**. If interns develop feelings for anyone associated with CBM, whether full-time, part-time, temporary, or student, we ask that the intern talk to the IC.

It is understood by the leadership that while working with like-minded Christians on a regular basis, romantic interests could develop, but be careful that does not become your focus during the internship.

Other interns, Staff, and Missionaries should not be able to tell if interns are “interested in each other.”

If an Intern is already in a current relationship with someone upon entering the program, that relationship must not be a hindrance or distraction. As with all areas of life, biblical principles are to be followed for all relationships, and a standard of excellence in all areas, as determined by CBM, will be expected.

Please speak with the IC or Directors with any questions or concerns.

TECHNOLOGY

SOCIAL MEDIA ETIQUETTE

Once you become a CBM Intern, you are held to a high standard. If you become a CBM missionary, this level may increase even more. Throughout the program, interns are representatives of CBM, and all statements, photos, and actions reflect upon this ministry and affect perceptions of you as a future missionary.

Always be professional and positive, and stay away from all political discussions and/or promotions. As a 501c3 Nonprofit, in order to maintain our Nonprofit status, CBM is **not legally permitted to make any political statements**. As a CBM Intern, you are, by all legal standards and for all practical purposes, a CBM representative and must act as such during your time in the program.

In addition, nothing may be posted on social media that reflects a non-Christian attitude or lifestyle. When in doubt about liking, sharing, or viewing (alone or as a group) a certain photo or video, ask the IC.

Use discernment, discretion, and the filter of the fruits of the Spirit in posting photos and videos, and edit, edit, edit your posts! Then, think one last time before you click “post” – “is this really what I want to say? What am I communicating by saying this?” Use Philippians 4:8 as a guide.

No posting photos of or including supervisors (both at HQ and on rotations) without permission. (This includes Snapchat.)

PHONE USE

Interns are NOT to let technology/social media/texting become a distraction; they are to use **only** at appropriate times. Phones should not be visible during group meals, meetings, classes, church, during scheduled work time (inside or outside), or any time where social interaction should/could be done.

If an emergency situation arises and you **MUST** answer your phone or respond to some form of communication from someone, you must deliberately disengage socially by excusing yourself or leaving the room.

Sometimes interns will be asked to turn in their phones, whether it is during a regular work day, assigned project, group outing, or other event. CBM reserves the right to withdraw technology privileges to whatever extent it is taking away from the interns' productivity and/or motivation.

HEADPHONES/EAR BUDS

Headphones/ear buds are NOT allowed to be used during work hours at HQ or on Rotations, unless prior approval is received. The exception is if interns are cleaning alone, and even during this time, they should have one ear bud out. Though convenient at times, headphones and ear buds often make the person wearing them appear unavailable. This is not the impression we wish to give during the workday.

ENTERTAINMENT

All entertainment must meet the standard of excellence and edification as found approvable by the IC, and Rotation Directors, who reserve the right to deny the use of any means of entertainment they find unacceptable.

TV programs, movies, games, and videos viewed/played at any time during the Internship (whether on or off CBM property) should not be questionable in nature. All movies, viewed on- or off-site, are to be approved by the IC.

MA- or NC-17-ratings are not permitted, and please use good judgment with subject matter of all other ratings.

Being in possession of an R-Rated movie, MA- or NC-17 Rated video game during the internship could result in dismissal.

Interns are to discuss with the IC what interactive games or apps they are playing or would like to download.

No rap/hard rock/metal style Christian music **or any secular music at all** is permitted to be played anywhere except in the Intern's personal living quarters, whether at HQ or on Rotations. If Intern has roommates, he/she should ensure that the music is acceptable to all who are within earshot. All music listened to anywhere should be honoring and glorifying to the Lord.

No music that takes the Lord's name in vain or includes cuss words or sexual themes/suggestive language, or non-Christian themes is permitted at **anytime**, anywhere.

Interns may not purchase concert or event tickets, to be attended during the Internship, without pre-approval of the IC. If concert or event tickets are purchased for the Intern, he/she must still receive permission from the IC in order to be able to attend.

Exceptions may be made at discretion of IC and Directors. If you are unsure as to whether something is acceptable, please consult the IC.

CLASSES, HOMEWORK, AND TRAINING

During the interns' four months of Training and Equipping at Headquarters, classes and crash courses will be taught in a selection of (as teacher and Intern schedules allow and also based on specific Teams' Intern development needs) the following subjects, and most will be accompanied by practical, real world experience initiatives, pre-reading, and homework assignments/papers to ensure learning objectives are met. A minimal number of courses will be taught by non-CBM staff offsite (such as TSBDC classes, taught by local marketing and business professionals).

Following each class, interns will be assigned to complete an evaluation form in order to help CBM National continue to make the classes the best they can be.

(Classes NOT standard to each team are starred.)

ASSIGNED READING

Some classes will have **mandatory** assigned books to read prior to the class starting. CBM will provide all books. Interns are able to keep any books for which they desire to pay the cost to CBM.

PROJECT/REPORT GUIDELINES

All projects and papers should be typed in either Times New Roman or Arial fonts and 12pt. Each

paper should have the intern's name, the date, and book title in the upper right hand corner.

WRITING AND READING ASSIGNMENTS

Writing and reading assignments will most of the time need to be considered "homework," to be completed before or after your scheduled "working hours," unless other time is designated in the schedule.

SPECIAL NEEDS

Any interns who need help with homework, quizzes, or assignments should come to the appropriate teacher or the IC as soon as possible.

PRACTICAL TRAINING COURSES

Budgeting: personal and ministry finance, taught by Lincoln Simmons (with practical project)

Business skills interviewing and resume writing, taught by Jamie Simmons

Church Relations*, taught by Jamie Simmons

Cleaning, trained and checked by the IC

Event planning, hands-on training

With practical experiences such as the fall Auction, Ladies' Retreat, Directors' Conference, spring fundraiser, Telethon, and more

First Aid and CPR, taught by Jacquelyn Davis, for those who aren't certified

Fundraising, taught by Jamie Simmons and/or Jacquelyn Davis

Maintenance and grounds keeping, trained by Jim Steele

Marketing and Public Relations*, taught by Jamie Simmons

Personality/gifts, taught by Jamie Simmons Ministries

Phone Etiquette, taught by Jamie Simmons

Preparing and Teaching Children's Lessons, taught by Jacquelyn Davis

Professional Image, taught by Lincoln Simmons

Professional Writing and Editing, taught by Andrea Woodworth

Public Speaking, taught by Jamie Simmons and/or Liane Lindauer

Website and Social Media*, taught by Sue Duchow

BIBLE CLASSES

The CBM Internship **may** count as certain colleges' and universities' Internship requirement. See your college advisor for details.

Beyond Reasonable Doubt, taught by Pastor Greg Kain (Chairman of CBM's National Board, Pastor at Vance Bible Church)

Assigned reading: Evidence and Truth, by Robert J. Morgan

Bible Study Methods, taught by Bill Richoux (Camp Director at CBM's Camp Victory)

Assigned reading: Living by the Book, by William D. Hendricks and Howard G. Hendricks

Christian Ethics, taught by Pastor Greg Kain (Chairman of CBM's National Board, Pastor at Vance Bible Church)

Assigned reading: Christian Ethics, by Evangelical Training Association

Christian Leadership and Conflict Resolution, taught by Dr. Marcus Daly

Assigned reading: Who Moved My Cheese?, by Spencer Johnson & QBQ! The Question behind the Question, by John G. Miller

Evangelism, taught by Nate Smith (Program Director at CBM's Camp Victory)

Assigned reading: Gospel Threads by David Platt

New Testament*, taught by Bob Carver

Assigned reading: TBA

Old Testament, taught by Pastor Keith Eggert
(Volunteer at CBM's Camp Grace)

Assigned reading: Survey of the Old Testament, by
Paul N. Benware

ACADEMIC HONESTY

Although interns' work is not "graded," we still take honesty seriously, with regard to the completion of all assignments and tasks. To this end, all plagiarism and cheating will be ground for suspension or dismissal.

CHEATING

Taken from:

http://www.marywood.edu/nutrition/forms/DIHandbook_2012_2013.pdf.

Cheating is defined as but not limited to the following:

- Having unauthorized material and/or electronic devices during an examination without the permission of the instructor;
- Copying from another student or permitting copying by another student in a testing situation;
- Communicating exam questions to another student;
- Completing an assignment for another student, or submitting an assignment done by another student, e.g., exam, paper, laboratory or computer report;
- Collaborating with another student in the production of a paper or report designated as an individual assignment;

- Submitting work purchased from a commercial paper writing service;
- Submitting out-of-class work for an in-class assignment;
- Changing grades or falsifying records;
- Stealing or attempting to steal exams or answer keys, or retaining exams without authorization;
- Submitting an identical assignment to two different classes without the permission of the instructors;
- Falsifying an account of data collection unless instructed to do so by the course instructor;
- Creating the impression, through improper referencing, that the student has read material that was not read;
- Artificially contriving material or data and submitting them as fact;
- Failing to contribute fairly to group work while seeking to share in the credit;
- Collaborating on assignments that were not intended to be collaborative.

PLAGIARISM

Plagiarism is defined as the offering as one's own work the words, sentence structure, ideas, existing imagery, or arguments of another person without appropriate attribution by quotation, reference, or footnote. It includes quoting, paraphrasing, or summarizing the works of others without appropriate citation. No claim of ignorance about the nature of plagiarism will excuse a violation.

THE LAW

Interns will follow all local, state, and national laws for conduct and behavior without excuse. Any information received by CBM that is contrary to this policy will result in immediate dismissal.

Please note that CBM is not able to keep interns in the Program during any type of investigation. CBM does not conduct these investigations; they are conducted by the appropriate authorities.

PROHIBITIONS

The following things are prohibited in addition to the other rules outlined earlier in this handbook, either because they do not follow the laws of the State or because they do not follow our Code of Conduct. Violation of any of the following could be grounds for immediate suspension or dismissal, whether the prohibited act was before or during the Internship, depending upon severity, level of repentance, and involved persons. Interns are required to report any of the following known activities, whether they or another person is committing them.

Interns are prohibited from:

- Playing pranks and practical jokes on others.
- Using foul language and coarse joking (including insults).
- Bullying of any kind.
- Insubordination.
- Picking up hitchhikers.
- Littering.
- Gambling

- Having public outbursts of anger and/or vulgarity.
- Acting or threatening violence or harm to oneself or others.
- Stealing or embezzling.
- Having weapons, firearms, or bombs on the property, or to be taken with interns to any of their camp Rotations. (If licensed to carry in respective state, interns may ask the Directors for an exception; if approved, firearms will be under lock and key.)
- Killing of any non-insect animals, when not hunting with a permit.
- Being involved in terrorist-related interaction, activity, or support.
- Converting (or threatening to convert) to another religion.
- Being in possession of or using cult-associated items (i.e.: Ouija boards, séances, visiting psychics, etc).
- Using, selling, or being in possession of illicit/illegal drugs, hallucinogenic substances, or misuse of prescription drugs.
- In procession of, consuming or selling alcohol. (Interns are also prohibited, when in public, including social media, from participating in any behavior that gives the appearance of participating in drinking alcohol etc.)
- Tobacco (including e-cigs/vapes/juuls)
- Going to clubs

CPP

CBM is committed to the well-being of children involved in its ministry work. CBM National interns, are held to the CBM's Child Protection Policy (CPP). Each intern will be required to go through the CBM CPP Training upon entering the program.

Violation of any of the following could be grounds for immediate suspension or dismissal, whether the prohibited act was before or during Internship, depending upon severity, level of repentance, and involved persons. Interns are required to report any of the following known activities, whether they or another person is committing them. Please note that any violation of the following with a minor must be treated with immediate dismissal.

- Public or privately exposing oneself or others
- Pornography of any kind (Internet, apps, sexting, magazines, movies, sexually explicit art, etc) or reading sexually explicit literature. Interns who have struggled with pornography are urged to seek help from leadership, who will ensure that they have proper accountability (i.e.: programs such as Covenant Eyes, etc.)
- Sexual harassment
- Sex trafficking
- Soliciting of any type of sexual activity
- Visiting "adult" stores, strip clubs, etc.
- Pre-marital or extra-marital sexual activity
- Taking or sending of inappropriate and/or sexually-oriented photos

- Interns are not permitted to engage minors (other than relatives) on phones or social media/apps, without written permission from the minor's parents, unless the IC is included as a third party. Interns are not permitted to accept a friend/follow request from any minor who is not a family member on any social media platform
- Interns are not permitted to view PG-13 or higher-rated movies, games, videos, or shows with minors without the IC and parental permission
- Interns are prohibited from any physical contact with any minor who is not a family member (this does not include holding babies, non-lingering side hugs, or high-fives/fist bumps)
- Interns are never permitted to instigate any type of romantic or sexual relationship with a minor

The stricter of the standards between the ones in this Handbook and the assigned Rotations' policies is what must always be followed. **For additional clarification and more detailed information, see the CBM CPP.**

CONFIDENTIALITY

Please be aware that Tennessee is a mandatory reporter state. This means that if at any time, any Intern supervisor becomes aware of a current abusive (sexual or physical) situation involving the Intern, the

supervisor is mandated to report it to the authorities. Additionally, if any Intern becomes aware of a current abusive (sexual or physical) situation of a minor, the Intern is mandated to report this to the IC and National Directors.

HOUSING

At National HQ there are 2 intern-housing locations: Dogwood (a small cabin) and the intern apartment (Located in Elk). Each location is completely furnished with a living space, bedroom space, bathroom, and functioning kitchen. Dishes and appliances are also provided.

Interns are required to provide their own paper supplies (toilet paper, paper towels, trash bags, etc.), laundry detergent, dishwashing liquid, and hand and body soap/wash. Interns will also need to provide their own bedding (twin size) and towels. On rotation, housing and amenities vary.

No screws or nails are to be placed in the walls without permission from the IC. No painting or refinishing of any walls, furniture, appliances, or otherwise is permitted. Interns are not to remove (or rearrange) décor, furniture, or appliances from their housing without permission from the IC or Rotation Director. If damage or breakage occurs to the facility or furnishing, and is left unreported, the cost of replacement or repair will be split among those living in the housing.

No pets or animals of any kind are allowed.

With the exception of married couples, female interns will be housed together and male interns will be housed together. Opposite gender interns may fellowship in one another's housing, provided there is a third party (other Intern or staff) present. Interns should respect and defer to one another's needs for quiet, light/dark, and personal space. They will be in tight living quarters. While on rotation, interns may or may not have a roommate. If they are assigned a roommate, it will be the same gender. They must be respectful of and defer to the roommate's needs for quiet, space, and light/dark. On rotation, interns are living in **someone else's home, possibly with someone else, and it must be respected as such.**

Chores should be divided equitably, with all residents carrying their own share of the load. No one person should always be the one to clean the apartment/cottage, do the dishes, take out the trash, etc.

Assigned housing, both while at HQ and during Rotations, must be kept clean and orderly AT ALL TIMES, ready for tour or guest. CBM HQ very frequently has guests interested in seeing Intern living space (particularly Dogwood Cottage, as many of the volunteers helped to renovate it). Dishes must be **washed immediately after use**, trash must be regularly taken out, laundry must be done regularly (and folded and put away), beds must be made each day, and items must be tidy and in order.

The IC will regularly, but on an unscheduled basis, conduct room checks to ensure housing is being respected. To encourage interdependence and accountability, all interns are responsible collectively for the state of their housing upon inspection. Any personal areas (desk, bed, closet area) that are excessively messy will be dealt with on an individual basis. Housing must be inspected and found satisfactory by the IC **BEFORE** interns will be permitted to leave for any weekend, vacation, break, or holiday. Interns must schedule this inspection with the IC. All housing is to be thoroughly cleaned and returned to original layout before departure after graduation.

PACKING/STORAGE

Interns are to pack **lightly** for Rotations, as they may be carpooling with other people. There is limited storage space at National HQ for each intern while they are on rotation. Each intern will have one foot locker provided by HQ in storage that they may put items in. All items being stored at HQ must fit in the foot-locker and be labeled with the intern's name.

Since interns will be traveling to and staying on property of a CBM Camp and potentially in someone's home, we ask that they think through the items they desire to take on rotation as some things may be too bulky, overly distracting, inappropriate for the location, or a nuisance to the people they are

living with. (Some examples may be: large electronics, appliances, plants, etc.)

Interns are NOT allowed to take R-rated movies or any clothing or paraphernalia of any movie or series that has questionable content.

FOOD

CBM will make every effort to feed interns as often as possible; however, in general, interns are responsible for their own meals and should budget accordingly. One purpose of the living stipend is so interns are able to provide their own meals when necessary. Interns should go to restaurants prepared to cover their own expense for all meals out (both during the four months at HQ and during Rotations), unless they are otherwise notified in advance. There is no need for interns to ask whether a meal out will be covered by CBM or not – the IC will inform them in advance whether it will or will not. Interns should **not** invite themselves out to eat with their superiors/elders.

During the first four months at HQ, meals will be provided during the following times:

- “Volunteer Work Weeks” (breakfast, lunch, and dinner) – one or two weeks during spring and one or two weeks during fall
- “Fellowship in the Smokies” (breakfast) – one week in fall
- Bible class weeks (lunch and dinner) – three to four classes during the four months at HQ

- When traveling to college recruiting trips, church speaking engagements, or Missions Conferences

When meals are provided, interns are expected to clean up the kitchen and dining area. All interns should stay in the kitchen and continue to work, not standing around and talking, until cleanup is complete. The exception is if the IC has assigned only certain interns to clean up, in which case the interns not assigned to clean up should leave the area. Interns assigned to clean the kitchen after a given meal should ensure that they leave the table in plenty of time to ensure that cleanup is fully finished by the time they need to be back in class or at their next assigned task.

On non-class days, interns will be given a “lunch break,” which means you are expected to provide your own meal. The time designated for your break will be from 30 minutes to one hour, depending upon the needs of the ministry that day. Interns will generally, but not always, have lunch break at the same time as each other.

During Rotations, interns should prepare to cover a larger majority of meals than they did during the first four months at HQ. Meals will be provided during the summer camp portion of the 3-month rotation.

When using any “public” kitchen, either at HQ or on rotation, interns must clean up their personal dishes **immediately** after each use, not leaving anything in the sink.

Interns may feel free to take turns cooking meals for one another. If one intern purchases the groceries, interns partaking in the meal should divide the cost of the meal equally. Interns should not help themselves to other interns' groceries in the pantry or refrigerator without permission.

Throughout the Internship, no matter who is paying for or providing the meal, interns are expected to show gratitude/say thank you.

TUCKALEECHEE FACILITIES – AT HQ COMMON AREAS

When groups are not renting the building, interns have the privilege of using the common areas (dining room, living room, conference room, and porch) of Elk Lodge for group gathering/hanging out (especially during class weeks). Except during cleaning, interns should not enter nor use any cabin other than Elk Lodge.

Interns are not permitted to stay overnight in other locations on the property besides their respective, assigned housing.

Interns should not leave personal items in the common spaces of Elk Lodge. **Even during class weeks, interns should pick up and remove their personal belongings after EACH class session.** The Guest Services Manager gives many tours through Elk and Bear Lodges, and each needs to maintain a tidy and organized appearance at all times.

Anytime interns are the last to leave a room or building, they must turn out the lights and, if appropriate, lock the door.

On certain weeks, interns may be responsible for cleaning the common areas and certain rooms in preparation for a group arrival following Intern classes

LAUNDRY

Interns are able to use either set of washers and dryers in Elk Lodge to do their personal laundry when a group is NOT renting the building.

All laundry should be complete and removed prior to a group check-in. Please make sure you do not leave your laundry in the laundry room for an extended amount of time.

POOL/HOT TUB USE

During non-working hours, interns may use the pool and hot tub at Elk Lodge. If a group is renting Elk Lodge, interns may still use the pool and hot tub, but guests are to be yielded to and given first priority. Interns are NOT to use the hot tub at any other lodges or cabins, unless pre-approved by the IC. While using the pool or hot tub, interns are to observe the third-party rule. Interns must wear a cover-up when not in the pool or hot tub.

ELK KITCHEN USE

With pre-approval each time, interns may use Elk's kitchen and its dishes/cookware as long as a group is not renting the building. Interns must clean up after

themselves, including all dishes washed/dried/put away and all food removed from the kitchen **immediately** after use. Interns must ask permission to use items from Elk's kitchen pantry.

All leftovers must be thrown away or taken to interns' personal housing location. If interns use the tupperware, it must be returned within a week of leftovers being taken.

ENTERING AND EXITING ELK LODGE

When guests are renting the building, interns housed in Dogwood should enter/exit the building **ONLY** through the office door. Interns housed in the Elk apartment should enter/exit the building using the outside deck stairs **ONLY**. Interns should not enter any other space in the building besides the apartments and the office. When the building is vacant, interns may use any entrance.

When interns need to enter the building to obtain housekeeping supplies, they will do it with discretion and announce themselves as housekeeping when necessary.

QUIET HOURS

Quiet hours in Elk Lodge are 11pm-7am. The walls are extremely thin and interns should keep a respectful noise level anytime they are staying in the building.

OFFICE

When interns have the day off, are not working on an assignment or not specifically assigned to the office, they should NOT be in the office, whether at HQ or on Rotations. Non-working individuals can cause distractions for those who are working. They should enter the office **only** to ask if there are other tasks to be completed. During debriefing at HQ, interns should not be in the office unless they are working or in their goal meeting.

Interns are not to be alone in any office at any time, for any reason, unless they have permission from the IC. The third party rule also applies to the office.

COMPUTERS

At HQ, the computers available to interns are the one at the Intern desk and, by request **ONLY**, Sue's (if she is out of the office). **All** other computers and laptops are off-limits at all times, due to confidentiality.

MISSIONARY OFFICES

Without advanced permission, the offices/desks/phones of **all** CBM missionaries at **all** CBM Areas are off-limits at all times unless Intern is in a meeting with a supervisor.

COMPENSATION

STIPEND

Interns will be paid a \$300 stipend (minus taxes) to assist in covering living expenses (bills, groceries, travel, etc) on the 15th of each month for the twelve

months of the program. Responsible budgeting is expected.

OUTSIDE WORK

No additional income will be able to be earned during the program (i.e. outside jobs) without prior approval, and is not likely to be approved.

BANKING

Direct Deposit is strongly recommended. Interns should come prepared with account information, including account number and routing number.

Townsend banks available are BB&T, US Bank, and CBBC. 30 minutes down the road (in Maryville/Alcoa), other banks are available.

SUPPORT AND PERSONAL FUNDRAISING

Interns can raise additional support if needed. The IC will work with the Intern to create a budget and then a newsletter to give to family and friends.

GIVING OPTIONS

Supporters giving to interns can send checks or give online. Throughout the internship, all support checks should be made payable to Children's Bible Ministries (or CBM) and mailed to headquarters at 160 Bear Lodge Drive, Townsend, TN 37882 with a note specifying whose support it is.

All interns will set up a Continue to Give account (discussed in detail during the Personal Fundraising class during the first four months at HQ) to accept online donations (donations are directly deposited to CBM's bank account with the interns' name attached).

MONTHLY SUPPORT

Support designated for during-internship use will be stored in an escrow account and be paid out on the 15th of the next month (upon request only), allowed to accrue for the mission trip, or a combination of both. If intern decides during the internship to go into full-time ministry after the internship and proactively starts collecting support for this (called deputation), it will be stored in a protected escrow account. When intern joins the full-time ministry, funds will be transferred to that new ministry. Surplus funds remaining in escrow after the intern has either graduated or left the program will be sent to the intern in the form of a check. It is strongly recommended that the intern work with his/her supporters to determine whether they would want the funds returned, applied to a future mission trip, or whether the intern may keep them.

Designated funds must be spent only for designated purposes.

MISSIONS TRIP SUPPORT

Interns will raise all funds for the overseas missions trip in August, including airfare, ground

transportation, required shots/vaccines, passport, visa, R&R expenses, extra snacks, souvenirs, food, ministry supplies for VBS/Camp/Other, and contribution to a gift for the ministry/missionaries being visited. The goal will be approximately \$2,000-\$3,000, depending upon the selected location.

The fundraising benchmark dates for the \$2,000 mission trip are as follows:

- 20% by March 1 (\$400)
- 35% by April 1 (\$700)
- 50% by April 15 (\$1,000)
- 75% by May 1 (\$1,500)
- 100% by June 1 (\$2,000)

If interns do not have 50% of their support amount raised by Easter break, they are required to do a fundraiser while they are on break (whether at home or at HQ). The IC will help them plan strategize this. This can be a dinner, a mini-golf tournament, the selling of handmade items, or partnering with a local restaurant that does fundraisers. If interns do not have 100% of their support amount raised by the time of the trip, they will be responsible for reimbursing CBM National for the balance between what they raised and the goal amount.

THANK YOU LETTERS/DONATION RECEIPTS

For any and all donations (monetary or tangible) received during the Internship, interns must send a thank you note. CBM provides receipts (with stamped envelopes) to be sent to all financial donors, and will place these in the respective Intern's box

following each donation. These should be promptly mailed to supporters with a thank you note.

MAIL

Interns may send outgoing mail (stamps are not provided) while at Headquarters by placing stamped mail in the box right inside the main office. There is also a post office in Townsend where packages can be mailed.

Interns may receive mail while at Headquarters at 160 Bear Lodge Drive, Townsend, TN 37882.

When interns graduate and/or leave the program, they should take special care to have their address changed and mail forwarded.

PHONE SERVICE

Verizon is the phone carrier that works best at HQ. AT&T, Sprint, and T-Mobile are extremely unpredictable. On Rotations, the carrier with the best service will vary.

WiFi can be spotty at certain CBM Areas.

INSURANCE

The CBM Internship does not provide any type of insurance for interns (other than general liability, and travel insurance for the mission trip). It is the Intern's responsibility to confirm insurance coverage with their insurance provider. Doctor, dentist, chiropractic,

vision, and all other visits, and the payment of such, are the responsibility of the Intern.

If an Intern must be taken to the hospital or doctor during the course of the Internship, and he/she does not have the funds, the Intern and/or the IC will contact the Intern's parents prior to taking the Intern.

GAS/VEHICLES

It is preferred that interns have a driver's license and personal vehicle. If this is not the case, interns must make arrangements for their own transportation throughout the Internship, including to and from HQ, home, and Rotations. Interns who do not have vehicles and have to get rides for personal reasons should always offer to contribute gas money to the driver.

Interns who own vehicles are strictly responsible for the insurance, care, and operation of their vehicle. Caution is advised in granting permission for other licensed drivers to use an Intern's personal vehicle. CBM will reimburse for gas expense (not mileage) when interns are traveling for CBM business (excluding traveling to Rotations or for travel during rotations), and this must be approved by the IC in advance and receipts must be submitted.

Interns may not borrow CBM Staff Missionary vehicles or any other vehicles which are CBM property, without the express permission (each time) of the vehicle owner or the person in charge of granting such permission.

EMERGENCIES

In case of an emergency: fire, tornado, hurricane, severe injury, accident, or life-threatening incident, etc, interns should follow the “emergency action plan.” When on rotation at a CBM Area, interns will follow the emergency action plan of that Area.

DAYS OFF

Days off will be given off as often as possible, but with the full schedule we have, there may be weeks that not all interns have the same day off, or you may have a weekday off instead of a weekend day. There will not always be the opportunity to have two days off in one week. One full day off per week is the goal. If you become mentally or physically exhausted and need a break, please see the IC and we will address it on a case-by-case basis to ensure you are receiving the rest you need.

During any time off, it is recommended that interns rest and mentally/physically/spiritually prepare and refresh themselves as necessary for the upcoming demands of the schedule.

REQUESTING TIME OFF

For personal time off requests other than regularly scheduled days off (for example: trips home, funerals, weddings, family events, etc), or if the intern is wanting to stay overnight anywhere but camp, the proper protocol is for interns to first and only ask the Intern Coordinator, who will consider all aspects and possible ramifications of the request and consult with the National Directors, as necessary. If

the request is approved, the IC will contact the Intern's Rotation Director to present the request. Once the request has been confirmed or denied, the IC will inform the intern. At no time should interns ask the leadership of their Rotation Area for a non-scheduled day off, to leave a scheduled day of work early, or to leave the Rotation early, whether heading home or back to HQ.

PERSONAL VISITS (FAMILY AND FRIENDS)

Interns' family and friends may wish to visit during the interns' time at Headquarters. All visits must be approved in advance, and interns' available time off during these visits will depend upon demands of the schedule.

Subject to availability, family and friends may stay at Tuckaleechee Retreat Center, and rates are as follows:

- No charge if staying in interns' assigned housing or if family is dropping off or picking up interns for start or end of the program or a debriefing.
- No charge for a room in Elk or Bear Lodge if Intern is cleaning the room.
- \$25/night per room in Elk or Bear Lodge if Intern not cleaning the room.
- 80% off regular rates during weekdays and 50% off regular rates during weekends for a private cabin (Hemlock, Cedar Cove, Blue Spruce, or Deer Lodge); hosting Intern **must** clean the cabin afterward.

- May not be booked more than 2 weeks in advance.

Alumterns also receive discounts to stay at Tuckaleechee Retreat Center. For more information call the Innkeeper.

If family or friends want to visit when on Rotation, interns are **always and only** to ask permission from the IC first, **never** the Rotation Director. If permission is granted, visits should never interfere with the interns' scheduled work assignments, and interns should not expect time off in addition to what they are already scheduled for, as the CBM Area is expecting to fully maximize the use of the interns' Rotation there.

Please remember that visits from family and friends are the exception, rather than the norm, and should never be expected. Interns should have a positive attitude if they are given a "no" answer. The goal of the IC and National Directors is to give interns a focused and distraction-free year of ministry. This becomes more difficult if interns are continually making requests to have visits or to leave the Rotation. **No requests for visits from/to family and friends should be made from the time summer camp starts until the time it ends.**

BENEFITS BREAKS

Interns will receive three breaks: Thanksgiving (one week), Christmas (two weeks), and Easter/Spring Break (four-five days).

ADDITIONAL VACATION DAYS

Vacation days in addition to those above are not offered. Special requests may be made and will be considered, but are not guaranteed, particularly during interns' camp rotation assignments. (See "Days Off")

If an intern would like to request time off, he/she should fill out the "time off" form located in the office and put in the IC's mailbox or email it to the IC.

Please be aware that if the request is not during the first four months at HQ, the Intern will need to wait for an answer until the IC and Directors have determined where the Intern will be on Rotation during that time, and can therefore ask the appropriate Director. No time off will be given during summer.

DOLLYWOOD

This amazing park offers 14 (fourteen) \$10 (+tax) passes to each employee of an establishment that promotes their organization by having a display in the lobby, and CBM HQ does this. All you have to do is take your most recent paystub and driver's license/ID (does not have to be TN) to any window at the park to get your VIP pass. If they ask where you work, you will need to say Tuckaleechee Inn or Retreat Center, and give them the name Jamie

Simmons. Then each time you go, you will take the VIP pass, most recent paystub, and driver's license/ID.

The park opens in mid-March and closes the first week of the next January. Passes may be used for friends and family, but you must accompany them into the park.

EXTRACURRICULAR ACTIVITIES

CBM will plan some outings and activities for interns while they are at National Headquarters. These are not always mandatory, but are encouraged as team-building and bonding times. Some activities will be paid for by CBM, and interns will pay their own way for others, if they choose to participate.

When interns are planning non-program activities or events, they should make every effort to include the entire group, and not be exclusive or off by themselves.