



Children's Bible Ministries
National Internship Program
Policies/Procedures Handbook and Code of Conduct, 6th edition

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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.

I. Purpose

To train and equip potential missionaries by developing their skills, helping them discover their God-given passion and purpose, and mobilizing them to achieve their potential.

II. Vision

CBM desires for interns to be able to understand God's plan for their lives and to be willing to be sent wherever He may call.

- a. CBM desires to help interns harness their God-given gifts to show others what it means to start an adventure with Christ that lasts forever, no matter where they go from here.
- b. God graciously chooses to use us to share the life-changing gospel with the goal of multiplying disciples. If He calls interns into full-time service, they will be the next generation of willing servants to "Win a child...Win a life."

III. Program Goals

To provide experiences that are out of their comfort zone, to encourage "out of the box" growth and development. 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 FAITHFUL to be strong.

IV. Timeline (January-start)

- a. 4 consecutive months (January-April) of training and equipping at CBM National HQ – must successfully pass in order to go on rotations
- b. Rotation 1 (May-July) at a CBM Area
- c. Rotation debriefing/pre-mission trip prep at HQ
- d. Overseas Mission Trip
- e. Post-mission trip debriefing at HQ
- f. Rotation 2 (mid-Aug through mid-Oct) at another CBM Area
- g. Debriefing at HQ
- h. Rotation 3 (mid-Oct through mid-Dec) at a final CBM Area
- i. Debriefing and Graduation at HQ (third week of December)
- j. Return home to seek the Lord's will and get godly counsel
- k. If He leads them into CBM, they will return to HQ in January to attend GROW Training School.

V. Timeline (September-start)

- a. 4 consecutive months (Sept-Dec) of training and equipping at CBM National HQ – must successfully pass in order to go on rotations
- b. Rotation 1 (Jan-Feb) at a CBM Area

- c. Debriefing at HQ
- d. Rotation 2 (Mar-Apr) at another CBM Area
- e. Debriefing at HQ
- f. Rotation 3 (May-July) at a final CBM Area
- g. Rotation debriefing/pre-mission trip prep at HQ
- h. Overseas Mission Trip (early August)
- i. Post-mission trip debriefing at HQ
- j. Return home to seek the Lord's will and get godly counsel (mid-August)
- k. Graduation (at National Conference: Labor Day weekend)
- l. If He leads them into CBM, they will return to HQ in January to attend GROW Training School.

VI. Debriefing

Between each rotation, interns will spend 2-3 nights at HQ for a time of debriefing, rest, and special assignments/activities. Interns should NOT plan to arrive at HQ prior to or after the specified arrival date/timeframe.

VII. Chain of Command

a. At Headquarters

Interns will directly report to, be accountable to, and ask questions of Jacquelyn (JP) 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. The National Board has entrusted Lincoln and Jamie, as the founders of the Internship Program, with the final say in all matters, however they are accountable to the National Board and the Lord for results and consequences.

b. When on rotations

For all daily responsibilities/projects/duties, 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 rest of 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.

For personal time off requests other than regularly scheduled days off (for example: trips home, funerals, weddings, family events, etc), the proper protocol is for interns to first ask the Intern Coordinator. If approved by the IC, the IC will contact the area with the request. The IC will then let the intern know whether it is confirmed or denied. At no time should interns ask the leadership of their rotation area for time off or to leave the rotation early.

c. At certain times, interns will be placed under the leadership of others, 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 usurp policy, interns should inform the IC right away.

VIII. Overview of 4 months equipping time at CBM HQ

(More details provided in remainder of document)

The first four months of the internship is spent preparing the intern for rotations and what to expect in full-time ministry. Successful completion of the first four months is the *only* guarantee of intern being sent on rotations. The first four months are when the Directors and National Staff are evaluating the interns to determine their readiness and prepare them to be sent to the CBM Areas to be an asset and blessing. If it is determined that this will not be the case, interns will not be sent on rotation.

- a. Bible classes
- b. Practical classes (on and off site)
- c. Assigned book reading
- d. Writing assignments (blogging, posting daily devos, book reports and papers for classes, class/teacher evaluations)
- e. College recruiting trips (to recruit new interns)
- f. Lots of social interaction with many guests, volunteers, Board members, and teachers
- g. Cleaning of guest cabins/rooms
- h. Personal website and fundraising site development and management
- i. Church Missions Conferences and events
- j. CBM Retreats and Conferences (at HQ and elsewhere)
- k. Fun outings with interns and leaders
- l. Maintenance and grounds (manual labor) projects
- m. Creative projects, as intern gifts allow
- n. Serving with/teaching Youth Group on Wednesday nights
- o. Teaching/helping with Released Time
- p. Receiving incoming and placing outgoing phone calls
- q. Public speaking
- r. Debriefing/sharing times
- s. Working ministry and personal fundraisers and events
 - i. Fall Auction: soliciting donations both by phone and in person
 - ii. Spring Fundraiser: obtaining sponsors, participants, and more.
 - iii. Personal fundraiser event(s) for mission trip
- t. Daily group prayer time as often as schedule allows
- u. Group Bible Studies
- v. Skill development projects

IX. Overview of Rotations: 7 months spent at 3 different CBM areas

Rotations are when the interns get to use the practical skills they learned during the first four months of training at HQ. Successful completion of each rotation is

the *only* guarantee that the intern will be sent to their next rotation. If it is determined (via the Area 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 will be evaluated by those who directly supervised them during their rotation, using a printed form. Interns will receive a blank copy of this form so that they know what is expected, prior to being sent on rotation.

Interns should stay in close communication with the IC when on rotations. Be sure to answer phone calls, texts, and e-mails. The IC and/or the National Directors may come for a visit when interns are on rotations. Even on rotations, The IC and National Directors are still the interns' direct supervisors and have the final say.

The respective CBM Area and its Director will receive a confidential packet with personal information about their assigned intern, which has been prepared for them by the IC and the National Directors. Included is the following:

1. Personal letter introducing the intern
2. Goals (determined by the IC and National Directors, in collaboration with the respective intern and his/her progress to date.)
3. Original application
4. Payroll info sheet
5. Background check results
6. Personality profile
7. Skills and abilities sheet
8. Favorite things sheet
9. Media links sheet

In addition, all CBM Areas have a National Internship binder, which contains general information concerning the program, a copy of this Handbook, etc.

- a. Rotation assignments are determined based upon which CBM areas are available, what their existing needs are, and the strengths/abilities of interns. Requests are considered but not guaranteed. The final decisions for rotation assignments are made by the National Directors and IC.
- b. As a general rule, interns will not be assigned to rotations at their "home" camps
- c. Rotation assignments will be given to the interns in their final goal meetings prior to leaving for their rotations (generally several days to a week prior). Rotations are not revealed sooner in order to accomplish the goal of keeping the interns focused on their current assignment.
- d. Writing assignments
 - ii. Daily: posting daily devos on the private FB group

- iii. Weekly: journaling/goal tracking
- iv. Monthly: blogging for CBM's website (blogs will be edited by CBM National)
- e. Serving in whatever ways the area assigned to most needs help
- f. Accountability/communication with IC
- g. Will have goals to work on, assigned by Directors and IC
- h. May or may not travel with another CBM intern
- i. Assigned housing must be kept "room inspection" tidy at all times. Interns may or may not have a same-gender roommate.
- j. For each rotation, interns will be evaluated by their supervisors using a form provided by the National Directors. The feedback received will guide the meetings when the intern returns to HQ for debriefing.
- k. The stricter of the standards between the ones in this Handbook and the assigned rotations' is what must be followed

X. Job Offers

Because of the nature of the internship, CBM Area Directors may discuss with an intern their desire for him/her to join their staff full-time after the internship, but 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. We want to prevent interns from prematurely committing to one area and then being called to another area during the next rotation.

XI. Technology/Social Media

- a. Verizon is the phone provider that works best at HQ. AT&T, Sprint, and T-Mobile are extremely unpredictable.
- b. Do not let technology/social media, *especially cell phones*, become a distraction; use only at appropriate times. During group meals, meetings, classes, church, volunteer work weeks, or any other time that where social interaction should/could be done, phones should *not* be visible. If an emergency situation arises, deliberately disengage socially by excusing yourself or leaving the room.
- c. Interns are not permitted to engage minors (other than relatives) on phones or social media/apps, unless the IC is included as a third party.
- d. When using technology (other than direct phone call) to communicate with interns of the opposite gender, the IC will copy in the male National Director or additional interns, making it a group message.
- e. Throughout the program, interns are representatives of CBM, and statements, photos, and all actions will reflect upon this ministry and affect perceptions of you as a future missionary. Be professional and positive, and stay away from political discussions and/or promotions. In addition, nothing may be posted on social media that reflects a non-Christian attitude or lifestyle. When in

- doubt about 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.
- f. No posting photos of or including supervisors (both at HQ and on rotations) without permission.
 - g. Text back acknowledgement protocol: Interns must text all supervisors back so that supervisors are aware they received the information or request.

XII. Dress Code

- a. Dressy attire (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):
Applies to Sunday church, church visits, and Missions Conferences
- b. Professional attire (look sharp; no shorts or capris, t-shirts, sweatshirts/hoodies, no tattoos or facial/body piercings showing):
Applies to classes, events, college recruiting, and in-person donation soliciting
- c. Casual attire: (jeans, t-shirts, hoodies, shorts are acceptable but look neat and well-groomed) non-working hours, regular work hours not mentioned above, study time in rooms, during cabin cleaning
- d. No strapless or two-piece bathing suits, unless covered with a dark t-shirt (if style is such that the stomach shows)
- e. No new tattoos or piercings are to be added during the internship
- f. Jeans are not to have rips, tears, or holes where skin is visible above the knee.
- g. 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. Spaghetti strap and racer back styles are only permitted in public during water or athletic activities. Midriff must not be exposed and shirts may not be “low-cut” (no cleavage). Undergarments must not be seen through clothing.
- h. Male interns’ tank/sleeveless tops are only permitted in public during water or athletic activities.
- i. All clothing must fit properly (not too tight, too short, too low, etc).
- j. Skinny jeans/pants – please use discretion to ensure all clothing is properly and professionally fitting. Tights, leggings, and yoga pants should not be worn as “pants.” (Make sure tunic or shirt worn over them is long enough to be modest.)
- k. Both males’ and females’ hair and nails must be neat, clean-cut, appear well-groomed, and portray a professional image.
- l. Shoes must always be worn:
 - i. During classes
 - ii. In the presence of all guests

- iii. In the office
- iv. In the Elk (or Bear) dining room
- v. In all kitchens (not including interns' personal living quarters).
- m. Subject matter of attire...if not sure, ask. No suggestive or derogatory pictures/messages (including advertising alcohol, tobacco, etc).
- n. Camp Victory "freedom speech":

"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. Clothing should not be skin tight or revealing. All clothing should be neat and clean and fit properly.....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."

XIII. Comings and Goings

- a. Overnight stays off site must be pre-approved.
- b. Upon each time leaving and returning to the property, interns must let the IC know where they are going, not just that they are leaving. Upon their return, they must text that they have arrived back safely on the property.
- c. 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 approved.

XIV. Food

- a. 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.

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

 - i. "Volunteer Work Weeks" (breakfast, lunch, and dinner) – one or two weeks during spring and one or two weeks during fall
 - ii. "Fellowship in the Smokies" weeks (breakfast) – one week in fall
 - iii. Bible class weeks (lunch and dinner) – three to four weeks during spring and three to four weeks during fall
 - iv. CBM will bring funds to cover all interested interns for Wednesday night dinners at 6pm at Church of the Cove on the weeks that we run

the local Youth Group (this is usually a minimal amount of food, so you may want to prepare to eat before or after)

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

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.

- b. When meals are prepared for you, please do not leave the kitchen afterward until everything is cleaned and put away or unless otherwise advised.
- c. When using any “public” kitchen (i.e.: Elk), interns must clean up their personal dishes after each use, not leaving anything in the sink.
- d. 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.
- e. Interns should not help themselves to other interns’ groceries in the pantry or refrigerator without permission.
- f. 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.
- g. 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.
- h. Gratitude – throughout the internship, no matter who is paying for or providing the meal, interns are expected to show gratitude/say thank you.

XV. Gas/Vehicles

- a. 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.
- b. Interns that do not have vehicles and have to get rides for personal reasons should offer to contribute gas money to the driver.
- c. 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 submitted.

XVI. Extracurricular Activities

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

XVII. Compensation

- a. 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.
- b. 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.
- c. Direct Deposit is strongly recommended. Interns should come prepared with account information, including account number and routing number.
- d. Townsend banks available are BB&T and CCBC. 30 minutes down the road (in Maryville/Alcoa), other banks are available.

XVIII. Support and Personal Fundraising

- a. Upon acceptance to the program, interns should create a personal budget and assess whether they will need additional funds. If so, interns should work with the IC to send out support letters/create fundraising websites to raise additional funds for living expenses; different methods for this will be taught during the first four months.
- b. Throughout the internship, all support 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.
- c. 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.
- d. Designated funds must be spent only for designated purposes.
- e. Missions trip
Interns will raise all funds for the overseas missions trip in August, including airfare, required shots/vaccines, passport, visa, R&R expenses, extra snacks, souvenirs, and possibly food, depending upon the trip. The goal will be approximately \$1,500-\$3,000, depending upon the selected location. A timeline with goal dates when interns must have raised a certain percentage by will be provided and must be strictly adhered to. Interns will each host, and help each other host, a fundraiser (restaurant, car wash, bake sale, dinner or gathering, church presentation, etc), either in their home town during a break or while at headquarters.
- f. 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.
- g. 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.

- h. 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 sent out.

XIX. Mail

- a. 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.
- b. Interns may receive mail while at headquarters at 160 Bear Lodge Drive, Townsend, TN 37882.
- c. When interns graduate, they should take special care to have their address changed and mail forwarded.

XX. Benefits

- a. Interns will receive three breaks: Thanksgiving (one week), Christmas (two weeks), and Easter/Spring Break (four-five days).
- b. 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. No time off will be given during summer.
- c. 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 TRC 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.

XXI. Housing

- a. 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.
- b. Interns should respect one another's time and personal space. They will be in tight living quarters. Chores should be divided equitably, with all residents carrying their own share of the load.
- c. Assigned housing, both while at HQ and during rotations, must be kept clean and orderly *AT ALL TIMES*, ready at all times for a tour or guest. CBM HQ very

- frequently has guests interested in seeing intern living space (particularly Dogwood, as many of the volunteers helped to renovate it). The IC will sporadically conduct room checks to ensure housing is being respected.
- d. Pets of any kind are not allowed.
 - e. Interns must provide their own paper supplies: toilet paper, paper towels, trash bags, etc.

XXII. Spiritual Growth and Accountability

a. Sunday Church

- i. On all Sundays (both at HQ and on rotations) when programming is not planned for interns, they ***must*** attend a local evangelical Christian church of their choosing.

Some interns may choose to attend together; others may attend alone.

1. The Simmons attend Victory Baptist in Maryville and Church of the Cove in Townsend.
 2. The Traisters attend Bethel Baptist in Townsend.
 3. Sue attends Rio Revolution in Maryville.
 4. The Steeles attend Church of the Cove in Townsend.
 5. JP attends Sevier Heights Baptist in Alcoa.
- ii. If interns need to miss Sunday church due to illness, they must contact the IC (or respective supervisor on rotations) *in advance* to let her know.
 - iii. "Online" church services are not considered Sunday church attendance, but are a great supplement to one's spiritual walk.
 - iv. During rotations, interns ***must*** find and weekly attend a local evangelical Christian church of their choosing and become involved to whatever extent possible. Letters ii and iii also apply.

b. Youth Group

- i. On Wednesday nights at HQ, interns will assist Church of the Cove with its youth ministry. Interns will be a part of the youth program by assisting or leading games, music, or lessons. Be prepared to help in any way when asked by the IC.

c. Quiet time/personal devos

- i. 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 *SHORT* daily FaceBook post (on the Intern FaceBook group page), including the Scripture(s) they read and something that stuck out from their time with Him.

d. Daily prayer time

- i. As often as the schedule will allow, interns (and any other available staff and TRC guests) will gather for daily prayer.
- ii. Prayer will be held at 8:30am in the Prayer Garden, weather permitting.

- iii. In case of inclement weather, prayer will be held in Elk Conference Room.
- iv. If a National Staff member is not present and interns are scheduled for prayer, check the Prayer Book for requests.
- e. Bible Study/Small Group
The IC and/or another CBM National Staff member will lead Bible Studies on site during the four month equipping time, as often as possible.

XXIII. Tuckaleechee Facilities – at HQ

- a. When groups are not renting the building, interns have the privilege of using the common areas (dining room, living room, conference room) of Elk and Bear Lodges for group gathering/hanging out (especially during class weeks) as long as interns continually ensure that trash and/or personal items are not left around and clean up behind themselves.
- b. Laundry – Interns are able to use either set of washers and dryers in Elk (or Bear) 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. Come prepared to provide your own laundry soap, dryer sheets, etc.
- c. Interns are not permitted to stay overnight in other locations on the property besides their respective, assigned housing.
- d. *ALL* intern belongings must be removed from the building and the spaces move-in ready for guests on the day of guest check-in. Be sure to check with the IC about check-ins each week so that you know what time to have your items removed.
- e. On certain weeks, interns may be responsible for cleaning the common areas and certain rooms in preparation for a group arrival following intern classes.
- f. Pool/hot tub
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.
- g. Porch
During non-working hours, interns may use the porch at Elk Lodge, unless a group is renting the building.
- h. Office
 - i. When not working on an assignment or specifically assigned to the office, interns should not be in the office. Non-working individuals can cause distractions for those who are working. If interns are off or have completed work, they should enter the office only to ask if there are other tasks to be completed.
 - ii. Computers available to interns are the one at the intern desk and, by request, Sue's (if she is out of the office). All other computers are off-limits due to confidentiality.

- iii. Without *advanced* permission, the offices/desks/phones of all National Staff are off-limits at all times unless intern is in a meeting with a supervisor.
 - iv. Secular music or rap/hard rock style Christian music is not permitted to be played in the office or anywhere on the property other than the intern's personal living quarters.
 - v. During debriefing, interns should not be in the office unless they are working or in their goal meeting.
- i. Kitchen use
- i. With permission, 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. All leftovers must be thrown away or taken to interns' personal housing location.
 - ii. Tupperware must be returned within a week of leftovers being taken.
 - iii. Interns must ask permission to use items from Elk's kitchen pantry.
- j. Entry/exit
- i. When guests are renting the building, interns staying in Dogwood should enter/exit the building *ONLY* through the front door and should not go upstairs. Interns staying 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.
 - 1. Sometimes interns will need to enter the building to obtain housekeeping supplies, which must be done silently and with great discretion.
 - ii. When the building is vacant, interns may use either entry.
- k. Locking doors/turning out lights
- i. When leaving Elk Lodge after 5pm Mon-Fri, or any time during the weekend, interns must lock the front door, even if they are *NOT* the last to leave.
 - ii. It must *always* be locked when they are the last to leave.
 - iii. When leaving the office, it must be locked if intern is the last to leave.
 - iv. A spare key for Elk's office door is located in the closet under the front stairs.
- l. Other cabins
- Except during cleaning, interns should not enter nor use any cabin other than Elk or Bear Lodge without permission.
- m. Quiet hours in Elk are 11pm-7am. The walls are extremely thin and interns should keep a respectful noise level anytime is staying in the building.
- n. Interns are not to be alone in the office at any time, for any reason, unless they have permission from the IC. The third party rule also applies to the office.

XXIV. Classes and Homework

During the interns' four months of preparation 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 intern developmental 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.

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.

(Classes *NOT* standard to each team are highlighted.)

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.

**A minimal number of courses will be taught by non-CBM staff offsite (TSBDC classes, taught by local marketing and business professionals).*

- a. **Customer Service**, taught by Jamie Simmons (with practical video project and experiences such as Groupon, greeting guests, etc).
- b. **Phone Etiquette**, taught by Jamie Simmons (with practical video project and experiences such as answering the phone, making outbound calls, etc).
- c. **Professional Image**, taught by Lincoln Simmons (with practical project/challenge and ongoing experiences).
- d. **Website and Social Media**, taught by Sue Duchow, CBM/TRC media specialist (with practical assignment: website design/creation).
- e. **Public Speaking**, taught by Lincoln and Jamie Simmons (with practical project and experiences: sharing testimonies at events, churches, etc).
- f. **Church Relations**, taught by Jamie Simmons (with practical project and experiences: calling and visiting churches, speaking at churches, etc).
- g. **Communication**, taught by Ruth White (was CBM's Innkeeper for 12 years).
- h. **Fundraising**, taught by Jamie Simmons or JP Davis (with practical projects such as fall Auction, spring fundraiser, and personal support raising).
- i. **Budgeting: personal and ministry finance**, taught by Lincoln Simmons (with practical project).
- j. **Professional writing and editing**, hands-on (coached by Jamie Simmons, with experiences such as writing, personal websites, newsletters, business e-

- mails, etc). During the full course of the program, interns will rotate writing blogs for CBM's website.
- k. CPR, taught by a local person for those who aren't certified.
 - l. Marketing and Public Relations, taught by Jamie Simmons (with practical projects and experiences, such as intern recruiting at colleges, intern video series, promoting TRC and CBM at local businesses/churches/events, etc).
 - m. Released Time, taught by Mark and Roberta Redka (with experiences such as observing, serving/teaching in local Released Times, etc).
 - n. Cleaning (daily cleaning/chore time from 11a-12:30p unless otherwise denoted), trained by Lincoln Simmons and checked by the IC.
 - o. Maintenance and grounds keeping, hands-on training and projects around the property.
 - p. Hospitality and inn keeping, hands-on training (greeting guests, answering phones, Groupon promotion, etc).
 - q. Event planning, hands-on training (fall Auction, Ladies' Retreat, Directors' Conference, spring Golf outing, and more).
 - r. Personality/gifts, taught by Jamie Simmons or Jeff Nelson (Director of CBM's Ponderosa Student Ministries).
 - s. Business skills: interviewing and resume writing, taught by Jamie Simmons (with practical projects and experiences).
 - t. Bible classes
 Following each Bible 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.
 - i. Old Testament, taught by Pastor Keith Eggert (Interim Executive Director at CBM's Camp Grace)
 Assigned reading: Survey of the Old Testament, by Paul N. Benware
 - ii. New Testament, taught by Chuck Bounds (CBM's New Life Camp)
 Assigned reading: Entire New Testament
 - iii. Christian Ethics, taught by Pastor Greg Kain (Chairman of CBM's National Board)
 Assigned reading: Christian Ethics, by Evangelical Training Association
 - iv. Beyond Reasonable Doubt, taught by Pastor Greg Kain (Chairman of CBM's National Board)
 Assigned reading: Evidence and Truth, by Robert J. Morgan
 - v. World Religions, Homiletics, or Hermeneutics, taught by Pastor Rick Piatt (Senior Pastor of the Simmons' home/sending church in FL)
 Assigned reading: The Kingdom of the Cults, by Walter Martin
 Or other, as determined
 - vi. Christian Leadership, taught by Dr. Marcus Daly
 Assigned reading: Who Moved My Cheese?, by Spencer Johnson & QBQ! The Question behind the Question, by John G. Miller

- vii. 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

XXV. Time Management/Work Ethic

Colossians 3:23 is what we strive for in everything: "And whatever you do, do it heartily, as to the Lord and not to men." Everything we own is His and all of our time is His, to bring Him glory.

- a. Complete all assigned work before play.
- b. In an effort to help CBM Interns establish good time management practices, they are to be in their assigned housing area by the following times.
12:00am – if working the next day (even if on the weekend)
1:00am – if not working the next day
Exceptions *may* be obtained from the IC, if approved in advance
- c. It is expected that interns do not report to work tired.

XXVI. Schedule

- a. Be prepared for an extremely busy and demanding schedule, including weekend responsibilities. The goal of this program is to help prepare you for the 24/7 lifestyle of full-time ministry.
- b. 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. Interns are responsible for faithfully checking the FaceBook group for updates and strictly adhering to the schedule. Nothing on the schedule is optional, unless noted.
- c. Sometimes you may finish one assignment with time left before the next assignment. In this case, please ask the IC what else needs to be done.
- d. Writing and reading assignments will most of the time need to be considered "homework," unless other time is designated in the schedule.
- e. 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 they 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.
- f. 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.
- g. Travel opportunities to assist at and learn from other CBM locations will be offered, which may include, but not be limited to the following:
 - i. Released Time observation and assistance

- ii. Retreats
- iii. Events
- iv. Work projects
- v. Skoolzoutt
- vi. Conferences (men's, women's, Missions, Program Directors', etc)
- h. Due to the extremely busy and demanding nature of the schedule interns will experience during their time at headquarters, it is not advised that interns commit to extracurricular activities on a regular basis. 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.
- i. Punctuality
Interns must be on time (or early) for all classes, assignments, and programming. All assignment and class start/end times must be observed with care. Please be ready to get started at the posted start times, not arriving at the start times. If you are running late for any assigned task/activity, please text the IC. The first instance of tardiness will be considered a warning. For each additional instance, intern will be assigned to a work project during a time when they were scheduled to be off.
- j. Absences
 - i. All absences require prior approval from the IC. If an intern finds it necessary to be absent from class or programming because of illness or other grave reason, notification of the intended absence must be given *prior* to the scheduled class or programming.
 - ii. Missed classes (pre-approved by the IC) must be made up on intern's own time.
- k. Cabin turnover/cleaning
During the interns' four months at headquarters, 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 weekends). If needed, they may also assist with the turnover for Deer, Bear and/or Elk Lodges.

XXVII. Personal Visits (Family and Friends)

Interns' family and friends may wish to visit during the interns' time at headquarters. 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:

- a. No charge if staying in interns' assigned housing or if family is dropping off interns or picking up for start or end of program or debriefing.
- b. No charge for a room in Elk or Bear Lodge if intern is cleaning the room.

- c. \$25/night per room in Elk or Bear Lodge if intern not cleaning the room.
- d. 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.

XXVIII. Personal Development Plans

The IC and Directors will set aside time at the beginning of the internship 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 and Directors will use these mutual goals to determine the CBM camps that are the best fit for each intern's camp rotation assignments. Prior to the first assignment, the IC and Directors will meet with each intern to evaluate the goal progress and to set additional goals to be worked on and documented/journaled daily during the intern's camp rotation assignments. During each debriefing time at HQ, each intern will meet with the IC and Directors to review goal progress and set new goals.

XXIX. Evaluation

Interns will be evaluated by the IC, National Directors, and Directors from their camp rotation assignments. The evaluation will include interns' performance based on certain measurable outcomes and personal development plan goals.

XXX. Conduct

- a. As an intern, you are now considered part of CBM, an organization which holds itself to an extremely high, conservative moral standard. Strive to do all for the glory of God!
- b. Interns must be in agreement with CBM's Statement of Faith.
- c. Non-married (to one another) male and female interns are not to be alone together without a third party (other intern or staff) present, without IC approval. This includes both on-site and off-site activities at HQ and on rotations. If a male and female are assigned to a cleaning duty or project, the door to the cabin or room must be kept open.
- d. No physical contact is permitted between non-married (to one another) male and female interns, with the exception of *non-lingering* side hugs.
- e. Interns should strive to be above reproach in word and deed. All conduct should reflect a strong testimony and reputation, using tact, appropriateness, and a strong filter when considering actions, reactions, and speech.
- f. A positive attitude should be consistently strived for. 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 have

- the same experience as one another and should respect that each person should be able to make his/her own judgment call.
- g. Interns should be prepared to share what God is doing in their lives when asked.
 - h. Secular music with inappropriate/suggestive language or non-Christian themes is not allowed.
 - i. TV programs and movies viewed both on and off site should not be questionable in nature. MA- or NC-17-ratings are not permitted, and please use good judgment with subject matter of all other ratings. If you are unsure as to whether a certain program or movie is acceptable, please consult the IC. Interns should not view R-rated movies at a theater.
 - j. Dating relationships should not be a distraction. If an intern is already in a relationship with someone upon entering the program, that relationship must not be a hindrance. 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.” Interns are not to enter into any *new* romantic relationships. Please speak with the IC or Directors with any questions or concerns.
 - k. Interns will follow all local, state, and national laws for conduct and behavior without excuse.
 - l. Things that are prohibited include:
 - i. Gambling
 - ii. No weapons or firearms are permitted on the property, or to be taken with interns to any of their camp rotations. (*If licensed to carry in TN, interns may ask the Directors for an exception; if approved, firearms will be under lock and key.*)
 - iii. Viewing pornography of any kind (internet, magazines, movies, sexually explicit art, etc.) or reading sexually explicit literature (including “sexting”). Interns who may have struggled with pornography are urged to seek help from leadership in order to have further accountability (i.e.: programs such as Covenant Eyes, etc).
 - iv. Terrorist-related interaction or activity
 - v. Video games deemed to be questionably violent, or with an MA-rating
 - vi. Pre-marital or extra-marital sexual activity with either gender
 - vii. Illicit/illegal drugs, hallucinogenic substances
 - viii. Interns are not permitted to consume alcohol (or when in public, anything that gives the appearance of an alcoholic beverage) or use tobacco (including e-cigs/vapes) throughout the course of the program.
 - ix. Foul language and coarse joking (including insults)
 - x. Misuse of prescription drugs
 - xi. Acts or threats of violence or harm to oneself or others

XXXI. 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 situation involving the intern, the supervisor is mandated to report it to the authorities. Additionally, if any intern becomes aware of a current abusive situation of a minor, the intern is mandated to report this to the IC and National Directors.

XXXII. Overseas Mission Trip

The overseas mission trip takes place each August and is comprised of two teams of interns (the January-start and the September-start). Possible locations are Honduras, Nicaragua, Moldova, and more. The mission trip is required in order to graduate, unless there are unavoidable extenuating circumstances, approved by the National Directors.

The fundraising benchmark dates for the 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)

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.

Interns are *required* to 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).

XXXIII. Dismissal

It is *required* that interns comply with the Code of Conduct set forth within this handbook. It is the desire of the CBM National Directors and the IC that all interns entering the program will successfully complete it and be able to graduate. However, we take the program and its Code of Conduct very seriously and reserve the right to dismiss interns from the program at any time within its course.

XXXIV. Graduation

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

XXXV. 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 – GROW 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 the GROW Training program that follows their graduation. It is preferred that the September-start intern graduates until the spring GROW Training, vs attending the one immediately following the mission trip, as there are extensive pre-assignments to be completed. 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. All meals are provided.

Step 3 – Submit a formal application for the respective CBM Area (can be done before attending GROW). 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.”

Lifestyle Statement

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, CBM Interns should seek to live by the following Biblical guidelines:

- The desire to glorify God in all things
(Romans 15:5-6)
- A concern for the feelings and sensitivities of others – showing selflessness
(1 Corinthians 10:23-24)
- A commitment to put off one's old way of life
(Ephesians 4:20-24)
- A refusal to be shaped by the value system of this world
(Romans 12:2)
- A desire to act in ways that reflect maturity
(Hebrews 5:14)
- The understanding and practice of teachability
(Proverbs 9:9-10)

Academic honesty

Cheating is defined as but not limited to the following (taken from: http://www.marywood.edu/nutrition/forms/DIHandbook_2012_2013.pdf):

1. having unauthorized material and/or electronic devices during an examination without the permission of the instructor;
2. copying from another student or permitting copying by another student in a testing situation;
3. communicating exam questions to another student;
4. completing an assignment for another student, or submitting an assignment done by another student, e.g., exam, paper, laboratory or computer report;
5. collaborating with another student in the production of a paper or report designated as an individual assignment;
6. submitting work purchased from a commercial paper writing service;
7. submitting out-of-class work for an in-class assignment;
8. changing grades or falsifying records;
9. stealing or attempting to steal exams or answer keys, or retaining exams without authorization;
10. submitting an identical assignment to two different classes without the permission of the instructors;
11. falsifying an account of data collection unless instructed to do so by the course instructor;
12. creating the impression, through improper referencing, that the student has read material that was not read;
13. artificially contriving material or data and submitting them as fact;
14. failing to contribute fairly to group work while seeking to share in the credit;
15. collaborating on assignments that were not intended to be collaborative.

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.