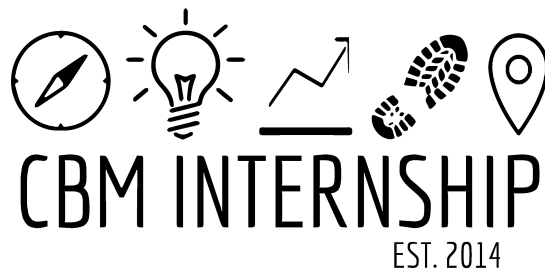


The 12th edition of the  
Policies and Procedures Handbook and Code of Conduct  
(updated Fall 2023)

FOR THE



A discipleship ministry of:



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**INTRODUCTION**

This Handbook contains the program information, policies, and guidelines interns will need for the 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 and will notify the appropriate people as such.

**PURPOSE**

The CBM Internship exists to encourage young people to experience missions by training them to discover their gifts, to understand how God can use their unique interests, 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 of it, as they deepen their walk with Christ. Our prayer is to see the next generation of harvesters sent into the fields (Matthew 9:37-38) so that we may continue to “Win a Child... Win a Life.”

**CORE VALUES**

The Internship's five core values are: humility, flexibility, excellence, unity and servant leadership. These values are at the center of our program and the way we desire to see it function.

## **ADMISSION REQUIREMENTS/BENEFITS**

This program is open to young adults ages 18 and up, who have graduated from High School or have a GED. CBM has an application process for the Internship. Interns will have housing provided throughout the internship but it is required that interns prepare to incur the costs of traveling, whether that is a plane ticket or vehicle expenses.

Immersion: Prerequisite\* Enrichment or 1-year of formal Bible Education, driver's license/car.

Interns will be paid a \$300 stipend (minus taxes) each month to assist in covering living expenses. Generally the first paycheck will be approximately one month after interns begin the program. Responsible budgeting is expected.

No additional jobs will be able to be held during the program without prior approval, and are not likely to be approved.

## **OVERVIEW OF PROGRAM**

### **ORIENTATION**

The 3 week orientation period is more structured and designed to help interns develop strong spiritual disciplines and understand the culture of CBM.

### **TRAINING**

**Enrichment:** Interns will spend nine months at the CBM National HQ in Townsend, TN. During this time, they will take the online Bible classes through CBM's partnership with the Davis College Excel Program. Interns will be assigned some cleanings of the rental cabins at CBM Headquarters (Tuckaleechee Retreat Center) and various property projects. They will also have the opportunity to serve with CBM's local Released Time programs, nearby CBM ministry retreats, and National Office-based conferences and training events. They will also experience life skills seminars, such as Public Speaking, Personality/Gifts, Christian Leadership,



Evangelism, and more. The purpose of the nine-month training/schooling period is to help interns discover and understand their gifts and skills as well as where they need to continue to grow. Satisfactory completion of the nine-month training is the only guarantee of the intern being sent on summer assignment.

**Immersion:** The first two months consist of training at the CBM National Headquarters in Townsend, TN. The purpose of the two-month training period is to help interns discover and understand their gifts and skills as well as where they need to continue to grow. During this time, leadership will work with the intern to customize a plan for their year of service and to ensure they are equipped with the necessary training and skills to go. Satisfactory completion of the two-month training is the only guarantee of the intern being sent on rotations.

### SUMMER ASSIGNMENT (ENRICHMENT)

During the summer (mid-May through mid- to late-July), the Enrichment interns get to put their skills and gifts to use at a CBM Area, Affiliate, or Project as they continue to learn from and serve with other missionaries.

Summer assignments are determined based upon which CBM areas are available to host an intern, their existing needs, and the strengths/abilities of interns to meet these needs. Requests from interns are considered but cannot be guaranteed. The final decisions for summer assignments are made by the ILT & National Directors. Interns may or may not be assigned to a camp with another intern. If assigned to a camp with another intern, this could be male or female, and could be from his or her own team or Immersion.

- As a general rule, interns will not be assigned to their “home” camps
- As a general rule, dating interns will not be assigned to the same camp
- Married interns will always be assigned to the same camp
- Summer assignments will be given to the interns after they have completed all of their online classes or in their individual goal meetings prior to leaving. They are never revealed sooner, in order to accomplish the goal of keeping interns focused on their current assignment, as well as to allow flexibility for potential last-minute needs and changes.
- Depending on the location, interns leave summer assignment before camp season ends (generally around July 25-30).

### ROTATIONS (IMMERSION)

After the Orientation training period at the CBM HQ, for the next ten months the interns get to put their skills and gifts to use at the different CBM Areas, Affiliates, or Projects Ministries as they continue to learn from other missionaries. The length of each rotation, as well as how many rotations, will vary based upon the agreed-upon, customized plan made by CBM Leadership. Satisfactory completion of each rotation is the only guarantee that the intern will be sent on the next rotation. This is determined by leadership's review of the intern's evaluation and consultation with their supervisor(s) from each rotation.

Rotation assignments are determined based upon which CBM locations are available to host an intern, their existing needs, and the strengths/abilities of interns to meet these needs. Requests from interns are considered but cannot be guaranteed. The final decisions for rotation assignments are made by the ILT & National Directors. 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.

- As a general rule, interns will not be assigned to rotations at their "home" camps
- As a general rule, dating interns will not be assigned to the same rotations
- Married interns will always be assigned to the same rotations

## DEBRIEFING

**Enrichment:** During the first nine months, interns will have the opportunity to participate in different special events whether at HQ or at CBM Areas, Projects, & Affiliates. After each event, interns will take some time to debrief (talk through) with the leadership about the event and how they think it went. Both before and after the summer assignment, Enrichment interns will have the chance to debrief with leadership.

**Immersion:** Debriefing consists of anywhere from 3-7 days in-between each rotation and will be at National Headquarters. During this time, interns will debrief (talk through) with the leadership about their rotation and how they think it went. They will receive a new rotation assignment and customized goals for that rotation.

## OVERSEAS MISSION TRIP

In order for interns to graduate from the program, interns are required to go on their team's overseas mission trip. Special exceptions where the intern is not required to go on their team's trip may be:

1. If the married intern is pregnant.
2. If a doctor recommends an intern not to go due to health concerns.

If the intern refuses to go on their team's trip, then he/she will not graduate from the program. If the intern doesn't successfully complete the Enrichment track in any regard (9 months, summer assignment, or mission trip), he/she will not be eligible to apply for the Immersion track unless they receive one year of formal Bible training and complete the team's mission trip or a subsequent one (if exceptions 1 or 2 apply).

The overseas mission trip takes place each August and consists of both the Enrichment and stateside Immersion interns. The goal of the overseas mission trip is to help interns see a global view of God's work, serve alongside foreign missionaries, and put into practice what they have learned throughout the year.

Interns are required to have their PASSPORT turned in to the ILT no later than February 1. If interns enter the program with a passport, the passport's expiration date must be MORE than 6 months **after** the return date of the mission trip (appx. August 15th). *\*Note- some countries require 1 year.*

Determination of location choice for the mission trip is up to the ILT and the National Directors, and will be revealed in the early spring. Depending upon the location selected for the mission trip, the team may need to receive certain immunizations, which will be disclosed upon announcement of the trip's location.

Interns will raise their own financial support for the mission trip, and will need to create their own tracking spreadsheet to stay aware of progress. Funds will be sent to HQ one of two ways: 1) through the intern's Continue to Give link or by donors sending checks payable to CBM to the HQ. Funds are accrued in a protected account. 2) Cash must be deposited into the CBM account. All donations are tax-deductible. Social media fundraisers are also acceptable but they are difficult to track and are not tax-deductible for donors. The fundraising goal per intern is generally \$3,000-\$4,000 depending on location. The ILT will inform interns of dates when interns need to reach certain benchmarks with their fundraising.

Interns are expected to send/hand out ILT-approved newsletters requesting support for the mission trip. CBM covers the cost of printing for this.

Some examples of places past teams of interns have been are: Honduras, Guatemala, Nicaragua, Moldova, and Ukraine. While in these countries, the team runs Vacation Bible School (VBS)

style camps for the children in the churches or villages. Sometimes there are also opportunities to serve the church/ministry we are partnering with through service projects.

## GRADUATION

Graduation from both Davis College's Excel Program (provided successful completion), as well as from the Enrichment or Immersion program, is held the following September after the interns began, at CBM's National Conference (location varies by year). Graduation details will be provided prior to summer assignment, but the standard date is Saturday evening of the Labor Day weekend.

Intern families will be invited to participate in the entirety of the National Conference, or to attend only the Graduation portion. Families will be responsible to pay for Conference fees/housing/food for the duration they choose to attend. Some conference locations charge a commuter fee even for attendees not staying on site. Interns' attendance at National Conference from start to finish is required. Interns get the joy of teaching/leading the missionary kids' sessions during the weekend.

Enrichment Interns graduate with a one-year Bible Certificate (30 transferable credits) from Davis College, a Certificate of Completion, and also could have the possibility of being certified in Lifeguarding, CPR/First Aid, High/Low Ropes, etc.

Immersion Interns graduate with a Certificate of Completion and also could have the possibility of being certified in Lifeguarding, CPR/First Aid, High/Low Ropes, etc.

Many interns have graduated into non-entry level camping and/or other ministry positions, and even professional positions. There is NO REQUIREMENT for intern graduates to join CBM after graduation. There is also no guarantee of placement in CBM after graduation.

## CHAIN OF COMMAND

The CBM Internship is a discipleship/leadership training/educational program of Children's Bible Ministries. The CBM National Board has entrusted the National Directors (Lincoln and Jamie Simmons) with the final say in all matters, and they are accountable to the National Board and the Lord for results and consequences. Likewise, the National Directors have entrusted all daily decisions to the Intern Leadership Team. They are accountable to the National Directors and the Lord for the results and consequences.

Interns will directly report to, be accountable to, and direct **all** questions to the Intern Leadership Team before anyone else. They should not be going to Camp Directors, the National Directors,

or any of the Board Members to ask questions. The ILT will receive the intern's questions and go ask others if necessary.

The ILT is in constant communication with other ministry leaders that interns may work with during their internship. During rotations/summer assignments and other times throughout the internship, interns will be placed under additional leadership (Bible teachers, other missionaries, Area Directors, etc.). Interns are responsible for respecting and adhering to the guidelines set forth by others but bear in mind that interns are always under National and are required to uphold the policies within this Handbook, as well as complete any responsibilities assigned by National. *Interns are still under the ultimate authority of the ILT and the National Directors even during their rotations and summer assignments.*

If an intern has any questions or feels that they are asked by another supervisor to do anything in conflict with any policy within this Handbook, interns should immediately inform their ILT.

## **SCHEDULE**

Interns will quickly learn that ministry is not a 9am-5pm lifestyle. On many occasions, CBM missionaries can be found working evenings and weekends in order to accomplish the work the Lord has called them to. Part of CBM's goal for the Internship is to expose young people to this reality of the missionary lifestyle. With this said, the leadership cares deeply about the well-being of each intern and will ensure that they are taken care of and get rest (ideally 1-2 days off a week). However, the schedule is full and diverse because that is the nature of ministry. We want interns to experience missions so we intentionally allow them to experience a full and diverse schedule. This can mean that they will have irregular days off or odd work hours. Interns are responsible for adhering to the schedule as given until otherwise notified. **Nothing on the schedule (including team gatherings/intentional hangouts) is optional unless noted.** Interns should be prepared to be flexible as ministry is ever changing and adjustments must be made.

Interns are expected to communicate and check in with leadership once a task is completed and before leaving for the day.

It is not recommended that interns commit to extracurricular activities during the internship due to the traveling and busy schedule.

It is not recommended that Immersion interns take outside college classes during the internship. If an intern desires to do so it must be granted by leadership before any classes begin.

## **OBJECTIVES**

CBM has designed the National Internship Program in such a way that causes interns to have to regularly step out of their comfort zone. We realize this could often feel difficult or impossible, but we believe and have seen that these are the perfect times for God's power to be made perfect in weakness and for us to see that when we 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 provides accountability, Bible education and literacy, and practical, "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, particularly in the realm of CBM's ministry of the C's (Camps, Correspondence, and Classes). 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, Affiliates, and Projects by sending interns to them during which time interns assist these ministries in whichever ways are of most help. It is our desire that interns are able to utilize their specific gifts, talents, and abilities during those times.

## **PLATFORMS**

### **CANVAS &/OR BLACKBAUD**

For Enrichment Interns, Davis College will use Canvas &/or Blackbaud for students to access classwork and submit assignments.

### **GROUPME**

Interns and National staff use an app called GroupMe to stay in contact and get announcements or updates. Interns are responsible for checking these groups for updates or announcements throughout the internship.

## **SYLLABUS**

1. Bible Training
  - 1.1. Christian Leadership and Conflict Resolution, taught by Pastor Mike Young
  - 1.2. Evangelism, taught by Pastor Greg Kain
  - 1.3. Bible Courses- 3 college credits each

Enrichment - via the Excel Program with Davis College

Interns will have designated time each week to work on their classes (as they will be in a cohort together). Interns will need to steward their time outside of their daily intern schedule to ensure that all assignments are completed on time. Late or incomplete work is not acceptable. Interns

should always seek help from the ILT when necessary - we are here for you! For accountability with the interns' grades and classwork, Jaelynn Woullard (Davis College EXCEL Liaison) or her delegate will be meeting with the interns regularly during the 9 months at HQ.

The cost of the one-year Bible Certificate from Davis College is \$19,900. Through the Excel partnership, they are offering it to CBM interns at the extremely reduced cost of \$1,990! This cost is being covered by CBM, so that interns receive the one-year Bible certificate for FREE! **If an intern does not complete the internship in any capacity (if they leave any time during the first 9 months, summer assignment, or mission trip) they are required to pay CBM back for the cost of their schooling.**

NOTE: If interns receive a failing grade in any class, they are responsible for repeating it at their own cost. This will also extend the length of their time at HQ and/or they will have to return to HQ after the summer and not graduate with their team until they finish.

- Life, Ethics, & Worldview
- Systematic Theology 1
- Pentateuch
- Latter Prophets
- Acts/Romans
- Hermeneutics
- Former Prophets
- Pauline Epistles
- Life of Christ
- Systematic Theology 2

## 2. Practical Seminars

Budgeting: personal and ministry finance, taught by Lincoln Simmons

Resume writing

Fundraising

Personality/gifts, taught by Timmy Martens and/or Jeff Nelson

Phone Etiquette, taught by Jamie Simmons

Professional Image, taught by Lincoln Simmons

Public Speaking/How to present a Christ-centered Testimony, taught by Liane Lindauer

## 3. Possible Practical Experiences (Resume Builders)

Office Work/Customer Service

Public Speaking

Maintenance

Groundskeeping

Housekeeping  
Teaching Children  
Camp Cabin Leader (counselor)  
Fundraising Events  
Guest Services/Hospitality  
Ministry Events  
Church volunteering with children's programs  
Community service opportunities  
Marketing/Promotions  
Photography  
Design  
A/V  
Customized experiences based on gifts

#### 4. Reading

All books are provided by CBM. Interns are able to keep any books for which they desire to pay the cost to CBM. Some books are available in a digital format through either an audiobook, a video, or a link.

##### 4.1. Reading List

Tripp, Paul David: Lead

Kent, Homer A., Jr: Jerusalem to Rome: Studies in the Book of Acts.

Bird, Michael F: The Story of God Bible Commentary: Romans.

IVP Atlas of Bible History, by Lawrence, IVP Academic

Kaiser and Silva: An Introduction to Biblical Hermeneutics 2nd edition

Barackman, Floyd: How to Interpret the Bible

VanGemeren Interpreting the Prophetic Word: An Introduction to the Prophets Literature of the Old Testament

Strauss, Mark L: Four Portraits One Jesus: A Survey of Jesus and the Gospels.

Rae, S. B: Introducing Christian Ethics: A Short Guide to Making Moral Choices

Sire, J. W: The Universe Next Door: A Basic Worldview Catalog

Walvoord and Zuck: The Bible Knowledge Commentary New Testament, Vol. 1

Polhill, J. B: Paul and His Letters



Schnittjer, Gary: The Torah Story

Erickson, M. J: Introducing Christian Doctrine 3rd or 2nd edition

## 5. Spiritual Disciplines

### 5.1. Prayer

Interns will be stretched in their prayer lives in several ways. The interns (and sometimes leadership) will meet 2-3 times a week to pray together. Interns are also expected to be ready to pray when called upon when we have meals, or events. When possible, CBM's Prayer Coordinator will lead a Prayer Walking/Journaling seminar for the interns.

### 5.2. Personal Devotions

In order to thrive, interns must maintain a consistent daily quiet time with the Lord. To both foster accountability and encourage one another, interns are asked to share each day in the *Daily Devotions* GroupMe what they read and something they learned. This includes during summer assignment (Enrichment) and on rotations (Immersion). Discipleship includes accountability for this discipline.

### 5.3. Bible Memorization

Hiding God's Word in our hearts and meditating on the Word is vital to growth as a believer. Davis College has assigned verses that the interns will have to memorize for some of the classes. Interns are held accountable by having a group on the Verses-Bible Memory app or use BibleMemory.com to memorize them as a group.

### 5.4. Sharing your Testimony

Interns should be prepared to share what God is doing in their lives anytime they are asked, including during all CBM events at the HQ. Interns will be taught how to effectively share their testimony and will be given many opportunities to practice throughout the year.

### 5.5. Church Attendance

Interns are expected to attend, in-person each week, a local evangelical Christian church of their choosing. Interns are responsible to arrange their transportation to and from church. Interns are also responsible to make sure they are back on Sunday afternoons in time for any responsibilities they might have.

## 6. Practical Experience

### 6.1. Cleaning

Within the hospitality ministry at HQ, Tuckaleechee Retreat Center (TRC), we have guest rental cabins. The proceeds of TRC help support the ministry and the internship. Interns will be scheduled to clean some of the cabins at HQ during their nine months, not only for the purpose of gaining experience (as it is possible the interns may have to do some cleaning at the camps), but also to understand how to do all things to the glory of God with excellence.

### 6.2. Office Work

Interns will be a part of office work such as shredding, cleaning/organizing, filing, working at the reception desk, checking in guests, and helping the TRC Guest Services Manager with various tasks.

### 6.3. Groundskeeping and Maintenance

Interns will be a part of weeding, blowing & raking leaves, painting, or other various projects to help keep the grounds kept based on the time of year they are in training.

### 6.4. Ministry Events

Interns will be a part of various ministry events. This includes helping in the kitchen with clean up, teaching children, leading games or songs or serving as a counselor.

### 6.5. Fundraising Events

Interns will be a part of CBM's fundraisers throughout the year in various ways. This is to help the interns get the experience of the process of helping plan and run a fundraiser.

### 6.6. Camp Cabin Leader (counselor)

Interns have opportunities to serve as a camp counselor during the retreat seasons that CBM camps host throughout the year. During the summer assignment and depending on the need of the camp, interns will serve as camp counselors during the summer camp season.

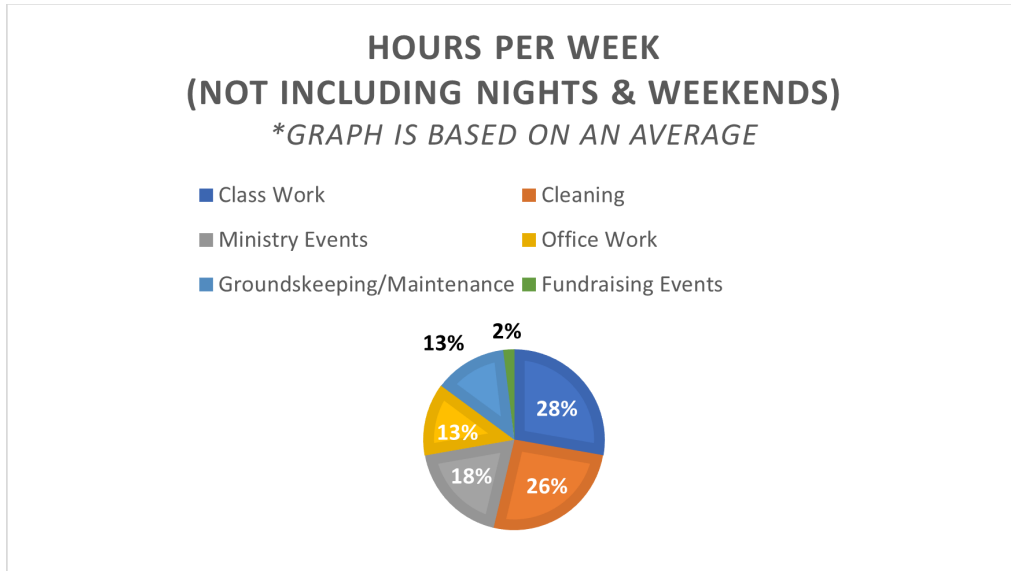
### 6.7. Soft Skills

The Blount County Chamber of Commerce schedules Soft Skills Seminars that the interns have the opportunity to attend. "Soft skills are strengthened and developed over time, and are necessary if you desire to climb the career ladder."

### 6.8. Prayer walking/journaling

CBM's Prayer Coordinator will lead the interns in a prayer walking/journaling seminar, they will have the opportunity to create their own prayer journal as well after that seminar.

### 6.9. Evangelism



## 7. Goals

Interns will be given specific and measurable goals throughout the year. These goals are determined by assessing how the intern needs to grow, personal goals the intern has, and specific assignments they may have. Interns will be asked about their goals throughout the year. During the 9 months at Headquarters, interns will have 2-4 goal meetings with the ILT. The ILT and the intern will discuss the intern's progress during the debriefing meeting.

## 8. Journaling

During the year, interns will be asked to journal about their experiences. This helps CBM Leadership better understand the intern's viewpoint, what joys and struggles they may have encountered, and helps the ILT create goals for the intern's next rotation/assignment. Interns are to write an entry each week they are on rotation/assignment. The interns' journals are invaluable for helping CBM leadership understand ways they can make the experience even better for future interns, as well as follow up they may need to do with various CBM ministry leaders at various locations.

## 9. Immersion: Final Project

Each immersion intern will choose one special project to complete during the year. The proposal will be turned in within the first two months of the internship. The intern will use the year and the time with missionaries and interns to ask questions and research topics regarding their final project. At the end of the year the intern will turn in a notebook full of their final project items and papers. Final project options are as follows:

- Camp Director

- Camp Programmer
  - TEAM Leader
  - Registrar
  - Released Time Coordinator
  - Maintenance and Groundskeeping
  - Housekeeping
  - Camp Cook
  - Marketing and PR
  - Guest Services
- Other (i.e.: foreign missions)

## **EVALUATIONS**

Interns will be evaluated by leadership throughout the internship.

### 1. Training Evaluations

Interns will be evaluated throughout their training by the Leadership Team. They are looking for interns who follow the Code of Conduct and complete assignments with a teachable spirit and a good attitude. The ILT will be evaluating interns based on their measurable goals set in place by the interns and the ILT. In the intern's goal meetings, the ILT will share how they feel the intern's progress has been throughout the year.

### 2. Rotation Evaluations

Interns will be evaluated throughout their rotations (Immersion) or summer assignment (Enrichment) by the rotation Director or their direct supervisor at the rotation/assignment. The evaluation will include the intern's performance based on certain measurable outcomes and personal development goals. The rotation Director's complete evaluation is not shown to the intern (unless the rotation Director so desires prior to sending it to National). However, CBM leadership will review the evaluations in detail and encourage and/or counsel the intern on any applicable topics during the individual goal meetings during debriefing. For Immersion Interns, successful completion of each rotation is the only guarantee that the intern will be sent to the next rotation.

## POLICIES

### 1. 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. During the Internship, you are 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. Interns are expected to be role models in servanthood. They are looked up to by many.

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. The stricter of the standards between ones in this Handbook and those of any other location where the intern may serve during their time as an intern is what must always be followed.

Our Code of Conduct and 5 Core Values are as follows:

- **Humility** is a heart posture before the Lord where we recognize who He is and who we are (Isaiah 6). We are to continually fix our eyes on Christ and focus on His sacrifice for us. (Hebrews 12:1-3, Micah 6:8, Luke 9:23)
- **Flexibility** comes from an attitude of selfless love for the Lord and is exhibited by having a willing heart to do anything asked of you at any time because we live on God's timetable and not our own (Ruth 1:16, 1 Corinthians 9:19-23). This is one of the hardest lessons of the Internship.
- **Excellence** is striving to have a quality of work pleasing to the Lord (Col. 3:23). Everything we own is His and all our time is His, to bring Him glory.
- **Unity** is an attitude of love, patience and forgiveness towards others as Christ has shown us. Unity is something that must be strived for according to Ephesians 4:3.
- **Servant Leadership** is exhibited in our actions towards others. Whatever position we are in, we desire to take initiative to seek the needs of others, have discernment to see the true needs of others and to be an example through service in meeting those needs (Ezekiel 22:30, Mark 10:45). Interns are to have a willing heart, focused on Christ's sacrifice that is exhibited in their attitude and actions towards others with a desire to do everything for the glory of the Lord.

Because of this code of conduct and core values, we expect all interns to practice:

### 1.1. THANKFULNESS

- 1.2.1. Interns are expected to say thank you to the cook or whoever pays for their meal, every time a meal is prepared or purchased for them.
- 1.2.2. Interns are expected to write thank you notes promptly to those who donate to their mission trip or monthly support.
- 1.2.3. Interns are expected to show gratitude for their places to stay, or when others drive them places, in addition to offering to help pay for gas.

### 1.2. PUNCTUALITY

Interns should be 100% ready to go at least 10 minutes before the scheduled times. It is expected that interns always report on-time (or earlier) for work, assignments, activities, programming, and classes. They should come in awake and alert (not sluggish), looking sharp, having already eaten, and ready to go. Punctuality issues are grounds for the use of the disciplinary process by the ILT & the National Directors.

### 1.3. BIBLICAL RECONCILIATION/CONFLICT RESOLUTION

- 1.3.1. It is expected that interns will handle conflict with one another and anyone else with whom they come in contact according to the godly standards of conflict resolution found in Matthew 18. Always go to the Lord in prayer first, and then go to that person directly, before discussing the matter with anyone else. As the Lord directs, seek counsel from the ILT, who will help guide you as you seek to handle the matter in a godly manner. If you go to any staff member, the first question they should ask you is if you have talked to the person with whom you have the offense.
- 1.3.2. Interns are required to keep their negative feelings about CBM areas or missionaries to themselves, their ILT and the offending party, and not share their negative experiences with current or past interns. Each intern will have different experiences; we do not want to breed discontentment or hostility towards others.

Do not be discouraged when conflict arises; expect for it to arise . Conflict is a normal part of life, as we are all different in the ways in which we approach it. The important thing is how we handle conflict. Roommate conflict is extremely natural, but like most conflicts, when approached by sharing the truth in love and both parties compromising and deferring to the other, stronger relationships are forged. We keep short accounts and don't "sweep things under the rug."

#### 1.4. RESPONSIBLE BUDGETING

1.4.1. Interns should ensure they are budgeting responsibly throughout the year. Interns are provided with a small stipend to help with groceries, gas, and other necessities. Interns may raise additional monthly support if needed. This will be determined as the intern goes through budgeting class with their ILT.

1.4.2. Interns should be prepared to pay for their own meals out. If an outing or travel is planned, the ILT will inform you if you do not need to pay for your meal.

1.4.3. Interns must budget to pay for their own travels to and from home to see family during breaks.

#### 1.5. RESPECTFULNESS

1.5.1. Interns should think of others before themselves and that this will impact how they treat one another.

1.5.2. Interns should not exclude part of the team as they make plans to hang out.

1.5.3. Interns should respect other people's property and items. They should ask before using something that is not theirs. They should also put it away and leave it in better condition than when they used it.

1.5.4. Interns should not invite themselves out to eat with their supervisors or elders.

## 2. 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 states in their guidelines: "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. In our desire to avoid causing conflict we have chosen to take a conservative approach in our dress, appearance and behavior. We limit our freedom to impact the most people 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, throughout the entire program:

#### 2.1. Modesty Guidelines

2.1.1. All clothing must fit properly (not too tight, too short, too low, etc).

2.1.2. Midriff (stomach) must not be exposed and shirts may not be "low-cut" (no cleavage).

- 2.1.3. Undergarments must not be seen through clothing.
  - 2.1.4. Spaghetti strap and racer back styles are only permitted in public during water or athletic activities.
  - 2.1.5. Male interns' tank/sleeveless tops are only permitted in public during water or athletic activities.
  - 2.1.6. Male interns should not remove shirts for outside work. Shirts must be worn at all times, unless in the pool, hot tub, or in one's own house.
  - 2.1.6. Skinny jeans (that are not excessively tight) are allowed but please use discretion to ensure all clothing is properly and professionally fitting.
  - 2.1.7. Tights, leggings, yoga pants, and activewear are not considered "pants." and should only be worn during appropriate times. With these types of pants, interns must wear a tunic or shirt that is mid-thigh or longer both when seated and with hands raised.
  - 2.1.8. Clothing is not to have rips, tears, or holes where skin above the knee would be visible.
  - 2.1.9. Female interns' skirts must be of modest length (top of knee), when sitting, standing, and with hands raised. Both male and female interns' shorts length must be of modest length (three finger width).
  - 2.1.10. No questionable, suggestive or derogatory pictures/messages may appear on interns clothing (including advertising alcohol, tobacco, political statements, secular bands, etc).
  - 2.1.11. 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. One piece suits shouldn't have slits/cutouts that show a lot of skin. Bathing suits should be worn only in pool/hot tub areas.
  - 2.1.12. Male interns must have swim trunk style shorts and must follow the three finger width above the knee or longer.
  - 2.1.13. If anything is questionable, the ILT reserves the right to ask interns to change.
- 2.2. Professional Guidelines/ Hygiene
- 2.2.1. No new tattoos or piercings are to be added during the internship.
  - 2.2.2. Interns may be asked to cover or remove certain piercings, and to cover certain tattoos, at the discretion of their leadership.
  - 2.2.3. Both males' and females' hair and nails must be kept neat, clean-cut, clean, appear well-groomed, and portray a professional image in keeping with their gender assigned at birth (masculine or feminine).
  - 2.2.4. Hairstyles and colors are not to be extreme in nature even temporarily. When coloring hair during the program, interns must receive permission from the ILT before doing a "non-natural" color, and direction on where to do it as it can be very messy and stain things.



2.2.5. Hair must not be unkempt. Men's facial hair must be kept well-groomed. CBM reserves the right to ask an intern to be clean-shaven if the situation necessitates (i.e.: certain overseas locations, more conservative camps, etc).

2.2.6. Female interns' makeup must not be overdone, gothic-style, or club-like. Male interns are not permitted to wear makeup or nail polish, or cross-dress even in jest.

2.2.7 Interns cannot wear any contact lenses that look like animal eyes, unnatural eye colors, etc.

2.2.8. Shoes must always be worn during the workday and any time the interns are where guests or volunteers will be (which can include after hours).

Closed-toed shoes must be worn when working in any common 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.

2.2.9 Interns are to practice good personal hygiene; this includes: showering daily, brushing teeth, wearing clean clothes, deodorant, etc.

2.2.10 Halloween costumes must be approved by the leadership ahead of time.

2.3. **Professional Attire** (For Mission Conferences, Church Events, Fundraising Events and working reception):

Guys: non-jean pants and a polo or button-up; no chacos or flip-flops

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

2.4. **Class Attire** (For all classes, events, college recruiting and visiting businesses on assignment): Usually this will be the CBM Internship Polo shirt that will be provided to the intern.

Look sharp: no shorts or capris, t-shirts, sweatshirts/hoodies, facial/body piercings/tattoos in certain places showing, no chacos or flip-flops. (Leadership has the right to require that tattoos be covered in certain circumstances.)

2.5. **Casual Attire** (For non-working hours or regular work hours):

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

### 3. RESTRICTIONS/FIREABLE OFFENSES

3.1. 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.

3.2. While not necessarily illegal, the following are considered serious violations of the Code of Conduct & are also grounds for possible dismissal:

- Pranks, practical jokes, and prank calls/texts
- Using foul language and coarse joking (including insults)
- Bullying of any kind
- Insubordination (telling supervisors “no,” being defiant, or refusing to comply/respond.
- Hitchhiking or picking up hitchhikers
- Littering
- Gambling
- Public outbursts of anger and/or vulgarity
- Acting or threatening violence or harm to oneself or others
- Being involved in terrorist-related interaction, activity, or support
- Killing of any non-insect animals, when not hunting with a permit. (with the exception of rodents with a trap that is provided by the maintenance staff or the pest control vendor).
- Converting (or threatening to convert) to another religion
- Being in possession of or using cult-associated items (i.e.: Ouija boards, tarot cards, séances, visiting psychics, etc)
- Possessing, consuming, selling, or promoting 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
- Supportive of abortion or promoting pro-choice activities
- Lying and being found out about the matter
- Extramarital sexual activities
- Sexual harassment

3.3. Interns are to follow all local, state and federal laws for conduct and behavior. Any information received by CBM proven to be done by an intern, that is contrary to this policy, can result in immediate dismissal of the intern.

- Taking any items out of the National Park (flowers, rocks, sticks etc.)
- Stealing or embezzling
- Using, selling, or being in possession of illicit/illegal drugs, hallucinogenic substances, or misuse of prescription drugs

3.4. Weapons: Having bombs or weapons is prohibited on CBM properties. If the intern is licensed to carry in the respective state where they are located, interns may ask the Directors for an exception; if approved, firearms will be under lock and key. Interns are allowed to have pocket knives when at National or not in a cabin with campers. When on rotation/summer assignment interns must follow the Camp Policies if they are the stricter of the two.

#### 4. CHILD PROTECTION

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.

Below is a brief overview of some violations of this policy:

- 4.1. Publicly or privately exposing oneself or others
- 4.2. Pornography of any kind (websites, 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.)
- 4.3. Sexual harassment
- 4.4. Sex trafficking
- 4.5. Soliciting of any type of sexual activity
- 4.6. Visiting "adult" stores, strip clubs, restaurants, etc.
- 4.7. Pre-marital or extra-marital sexual activity
- 4.8. Taking or sending of inappropriate and/or sexually-oriented photos or language (written or spoken)
- 4.9. 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 ILT is included as a third party.
- 4.10. Interns are not permitted to view PG-13 or higher-rated movies, games, videos, or shows with minors without the ILT and parental permission
- 4.11. 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)
- 4.12. Interns are never permitted to instigate any type of romantic or sexual relationship with a minor (age 17 or under).

For additional clarification and more detailed information, see the CBM CPP.

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 immediately report this to the ILT and National Directors. Those engaging in inappropriate adult to adult interaction that breaks the law will be reported as well.

Violation of any of the above rules 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 above known activities, whether they or another person is committing them. Please note that any violation past or present with a minor must be treated with immediate dismissal. Law enforcement will become involved as necessary.

## 5. 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.

5.1. 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 the opposite gender (unless this person is a family member). This includes both onsite and off-site activities at HQ and on Rotations/Summer Assignment. 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 (if they are the only two there). See ILT for questions on a case-by-case basis.

5.2. Interns should limit physical contact to non-lingering side hugs and brief high-fives/fist bumps, unless the person is a family member.

5.3. When contacting other interns of the opposite gender, the texting thread has to have a third party. If interns need a third party or group they can use a member of the ILT.

## 6. ROMANTIC 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 or enter the program already in a relationship).

6.1. Interns are not to enter into any new romantic relationships with anyone throughout the duration of the program.

6.2. 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 ILT. 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. Interns should conduct themselves in such a way that other interns, Staff, and Missionaries should not be able to tell if interns are “interested in someone.”

6.3. 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.

6.4. Interns who are already dating a minor prior to applying to/joining the internship should disclose this in their application.

6.5. Only male/female relationships are permitted.

Please speak with the ILT with any questions or concerns.

## 7. TECHNOLOGY

Interns are required to have a cell phone and a laptop/tablet, and should create a professional email address if they don't already have one.

Interns are not to let technology (social media, texting, entertainment) become a distraction. All entertainment must meet the standard of excellence and edification as found approvable by the ILT and rotation/summer assignment directors, who reserve the right to deny the use of any means of entertainment they find unacceptable.

7.1. Phones should not be visible or utilized for any reason (unless it's an emergency) during group meals, meetings, classes, church, during scheduled work time, or any time social interaction should/could be done, especially when around elders.

7.2. Interns should refrain from taking phone or FaceTime calls during car or van rides with others.

7.3. If an emergency arises during work time and an intern must answer their phone, the intern should excuse themselves, state that they must deliberately disengage for a moment and leave the room.

7.4. There will be times that interns will be asked to turn in their phones to the ILT throughout the internship.

7.5. CBM reserves the right to withdraw technology privileges to whatever extent it is taking away from an intern's productivity and/or motivation.

7.6. Headphones or AirPods are not allowed to be used during work hours or in-person classes. Exceptions may be obtained from the ILT, if approved in advance. If the intern has approval to wear them, they must leave one out (in order to appear available) if in a public setting.

7.7. 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.

Interns are prohibited from being in possession of or watching R-rated films. Exceptions may be requested from the ILT, in advance.

- 7.8. MA or NC-17 rated video games are not permitted. Interns are expected to use good judgment with subject matters of all other ratings.
- 7.9. Interns are to discuss with the ILT what interactive games or apps they are playing or would like to download (i.e. Roblox, Minecraft, etc.). CBM leadership prohibits Snapchat or other apps where traceability is a concern (i.e.: photos sent disappear).
- 7.10. Interns are required to be professional and positive on all social media platforms. They are not permitted to create posts or responses that reflect a non-Christian attitude or lifestyle, or advocate for political, non-conservative, or controversial ideals. Interns are asked to use discernment, discretion and the filter of the Spirit when posting. Use Philippians 4:8 as a guide. When in doubt about liking, sharing or viewing a certain photo or video they are to ask the ILT.
- 7.11. Interns are asked to edit each post thoroughly, and read over each post twice before posting.
- 7.12. We request that interns refrain from all political discussions. As a 501C3 Nonprofit, CBM is not legally permitted to take a political position. 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.
- 7.13. All music listened to anywhere should be honoring and glorifying to the Lord. If an intern has roommates, he/she should ensure that the music style and noise level is acceptable to all who are within earshot.
- 7.14. Interns are not permitted to take or post photos of or including others (staff, interns, or campers) without permission.
- 7.15. No rap, hard rock, metal style Christian music or any secular music (including Disney) is permitted to be played anywhere except the intern's personal living quarters or personal vehicles.
- 7.16. No music that takes the Lord's name in vain or includes cuss words or sexual themes/suggestive language is permitted at any time, anywhere.
- 7.17. Technology "sabbatical" will be required if interns are found in non-compliance with these policies.
- 7.18. Interns are required to periodically, as assigned, post social media updates, and/or send update letters about their experiences in the Internship. They must receive approval from ILT before posting ministry updates to social media platforms.

## 8. COMMUNICATION

Communication is a vital part of ministry. It is expected that interns stay in close communication with the ILT. Texting all CBMers must involve a 3rd party if it's the opposite gender.

- 8.1. Interns should respond promptly each time the ILT or other CBM staff send out information whether by text, group message, or GroupMe.

8.2. During work hours, Interns are required to ask for permission when leaving property. There may be times where the schedule may or may not allow for time during the work day to leave property.

8.3. During downtimes, interns are required to communicate via the *Sign in\_Sign out* GroupMe when leaving and arriving on HQ property or their destination.

8.4 It is strongly recommended interns take a buddy to/through zones that do not have cell service (i.e. Great Smoky Mountain National Park/Cades Cove).

## 9. CURFEW

9.1. Curfew at HQ for interns is to be inside their respective assigned housing and quiet by 11:00pm if they are working the next day and 12:00am if they have the next day off.

9.2. Interns are required to be off all technology (games, apps, phones, tablets, computers, and TV) no later than one hour after curfew. Exceptions may be obtained from the ILT, if approved in advance. If additional accountability is needed, interns should seek help from the ILT.

9.3. On rotation/summer assignment interns should follow the curfew set by the Rotation/Camp Director. If none is set, the intern is to follow National's curfew.

9.4. Interns are not to leave their housing prior to 6:00 am unless assigned for work earlier or they have specific permission from the ILT.

## 10. HOUSING

Interns are to respect the housing they use throughout the internship. They could be housed at someone else's house or CBM's property. Interns are to be gracious and take care of what God has provided for them.

10.1. Interns are not allowed to move, remove, or change the furniture or appliances in their respective housing.

10.2. Interns are not allowed to place screws or nails into walls.

10.3. 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.

10.4. Interns are required to provide their own paper supplies (paper towels, toilet paper, trash bags etc.), laundry detergent, dishwashing liquid, and hand soap.

10.5. Interns will need to provide their own bedding (twin size) and towels.

10.6. No pets or animals of any kind are allowed.

10.7. With the exception of married couples, female interns will be housed together and male interns will be housed together.

10.8. Interns may fellowship in each other's housing as long as a third party is present.

10.9. Interns should respect and defer to one another in regards to quiet, light/dark, and personal space.

10.10. Interns should not help themselves to other interns' groceries without permission. If interns take turns cooking meals for one another, interns should divide the cost of the meal equally.

- 10.11. Interns are required to keep their housing tidy by washing dishes **each day**, regularly taking out the trash, making their bed, and doing laundry. Interns are also required to clean their bathrooms **at least once a week**.
- 10.12. 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 ILT will regularly conduct room checks to ensure housing is being respected. Interns are responsible collectively for the state of their housing upon inspection. Any personal areas (bed, desk, closet space) that are excessively messy will be dealt with on an individual basis.
- 10.13. All housing must be inspected and found satisfactory by the ILT before interns leave for any weekend, or holiday. Interns must schedule this inspection with the ILT.
- 10.14. Housing should be thoroughly deep cleaned & approved by the ILT before departure for rotations or summer camp.
- 10.15. Interns are required to pack lightly for rotations/summer camp as they could be carpooling with other interns. If an intern does not have a vehicle, they are asked to only have one 50 lb bag, bedding (if needed) and a carry-on item.
- 10.16. Interns are given one footlocker storage container at HQ for storage while they are on rotation or at summer camp. Everything must fit in the footlocker storage container and it must be labeled with the intern's name.
- 10.17. Interns should not take items that are too bulky, overly distracting, inappropriate for the location or a nuisance to the people they are living with. (Examples: large electronics, appliances, plants, workout equipment, etc.)
- 10.18. Interns should not dispose of any property/items not owned by them (other people/interns, CBM, etc.) without the ILT's permission.

## 11. TRAVEL

- 11.1. Interns are responsible for the incurred cost of travel (including to and from summer assignments, rotations, and personal travel) during the internship, unless special exceptions are made. It is highly recommended that interns have a personal vehicle and driver's license.
- 11.2. Interns are 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.
- 11.3. CBM will reimburse for gas expenses (not mileage) when interns are traveling for CBM business (excluding to and from rotations/summer camp). This must be approved by the ILT in advance and receipts must be submitted.
- 11.4. Interns are not to borrow CBM or CBM Staff vehicles or golf carts/ATVs, etc without express permission from the vehicle owner or the appropriate CBM staff



member. Prior to using the golf carts/Gator at National, interns will need to go through training on how to properly use them.

11.5. When leaving the property, it is strongly recommended to use the buddy system. No one should go alone into areas where there is known to be no cell service (i.e.: the National Park, other hikes, etc).

11.6. Overnight stays off site must be pre-approved, and are not guaranteed.

## 12. ABSENCE

12.1. All absences require prior approval from the ILT.

12.2. If an intern is absent due to an illness, they are required to inform the ILT or rotation/camp Director as soon as possible. Interns should stay in contact with leadership so they know when to expect them back. Interns should not stay away longer than reasonable.

12.3. If an intern is running late for any assignment or activity, they are required to text the ILT or rotation/camp director.

## 13. TIME OFF

13.1. Sometimes ministry demands require 7 plus days in a row. The ILT will ensure proper rest time is scheduled before & or after these stretches. However, due to the type of schedule, interns may not have the same day as each other off, or days off in succession. The goal is for interns to have at least one full day off a week for rest, but they may sometimes have two.

13.2. If you become mentally or physically exhausted and need a break, please see the ILT and we will address it on a case-by-case basis to ensure you are receiving the rest you need.

13.3. 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.

13.4. Interns receive several vacations during the internship: Thanksgiving break (about one week), Christmas break (about two weeks), and Easter break (2-3 days).

13.5. 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 their assigned location, the proper protocol is for interns to:

1. Complete a request form (or if on summer assignment or Immersion Rotation-contact the ILT first).
2. Submit the complete form to the ILT who will consider all aspects and possible ramifications of the request. If the request is approved, the ILT will inform the intern. If during a Summer Assignment or Rotation (Immersion) the ILT will communicate with the intern's Rotation/Camp Director to

present the request. Once the request has been confirmed or denied, the ILT will inform the intern. Interns should NOT directly 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.

- 13.6. No time off will be granted during summer unless approved before the start of the program. Exceptions for weddings (the interns are in), funerals, surgery, etc.
- 13.7. 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. Cost varies based upon where the visitors wish to stay.
- 13.8. Interns can go home on weekends when their schedule allows. It has to be communicated to the ILT beforehand, and interns must be back on property by curfew the night prior to their next scheduled day.

#### 14. JOB OFFERS FROM CBM LOCATIONS

Because of the nature of the internship, it is natural for CBM Area Directors and missionaries to try to recruit interns. We desire for this to happen but we also want to prevent interns from prematurely committing to one CBM Area.

- 14.1. Directors or missionaries may discuss positions or the desire for the intern to join their staff. Please note that ONLY Area & Affiliate Directors are able to make job offers, and discussions with CBM missionary staff should not be considered as job offers.
- 14.2. Directors or missionaries may give interns an application for employment. Interns should inform the ILT when this occurs.
- 14.3. Interns are **not** allowed to submit the application or give verbal commitment, nor accept a full-time position with any CBM Area, Affiliate, or Project during the internship.
- 14.4. Before an intern posts or announces they have accepted a position within CBM or announce they are "going somewhere," they must submit the CBM application to the National Directors, the local Area, and be accepted by the local board.
- 14.5 Just because one "decides" to serve at a given location is not a guarantee it will happen.

#### 15. SUPPORT

- 15.1. Monthly Support
  - 15.1.1. Interns are allowed to raise additional monthly support based on their financial needs.
  - 15.1.2. Interns' monthly support will be deposited in an escrow account designated for them, within CBM's bank account.

15.1.3. If an intern does not complete the program, their remaining escrow funds will be returned to donors or forfeited.

15.1.4. If an intern decides during the Internship to go into full-time ministry with CBM and proactively starts collecting support for this, it will also be stored in the protected escrow account. When the intern joins that CBM ministry full-time, the funds will be transferred to the new ministry.

## 15.2. Mission Trip Support

15.2.1. Interns will raise support for their overseas mission trip: \$3,000 to \$4,000 depending upon the location of the trip.

15.2.2. Mission trip funds will be designated for the intern mission trip and held in the intern mission trip fund.

15.2.3. If interns have not raised 100% of their support amount raised by the designated deadline before the trip, they will be responsible for reimbursing CBM National for the balance between what they raised and the goal amount.

15.2.4. Funds designated to the mission trip go to the intern mission trip. If an intern does not go for medical reasons, or because they left the program, the funds are forfeited to CBM National. CBM National will refund donors upon their request. In the rare event that an intern is unable to go on their trip, but will be able to attend a future trip, their funds will be held in escrow until such time (see page 10-11).

## Earning Additional Income

- Interns cannot use CBM resources (lodging, office supplies, etc.) for income-earning opportunities (i.e. babysitting, selling things on ebay, baking goods, etc.).
- Interns may sell their own personal property on Facebook Marketplace. Meetups can be done at CBM's Office, with a member of the ILT present, with ILT pre-approval.

## Fundraising Benchmark Goals:

### **\$3,000 goal**

20% by October 1st (\$600)

35% by November 1st (\$1,050)

50% by December 15th (\$1,500)

75% by February 1st (\$2,250)

100% by March 1st (\$3,000)

### **\$4,000 goal**

20% by October 1st (\$800)

35% by November 1st (\$1,400)  
50% by December 15th (\$2,000)  
75% by February 1st (\$3,000)  
100% by March 1st (\$4,000)

#### How Supporters Can Donate:

Each intern will create an online missionary account through Continue to Give within the first two weeks of the internship, with the help of the ILT. This account will allow for credit card, and ACH donations. Both one-time/launch gifts, and recurring ones.

A supporter can send a check with a note with the intern's name, saying that it is for the mission trip, payable to CBM, to the CBM Headquarters at 945 Cavern Rd. Townsend, TN 37882.

#### 16. GRIEVANCE POLICY

Interns who have a grievance regarding a policy, procedure, or job-related issue (for interpersonal disagreements or personal issues, see Conflict Resolution) should first go directly to the offending party to attempt to resolve the issue. If the issue is not resolved by going to the offending party, interns should take their grievance to the Intern Leadership Team. Interns must not bypass the ILT to resolve job-related problems. The ILT must communicate with all parties involved, act upon the grievance in a timely manner, and report the decision to all parties involved. If a solution is still not reached, the ILT is not available, the complaint is against the ILT, or if the intern with the grievance is not satisfied with the ILT's response, the person may file a formal, written grievance with the National Directors. Interns should file any written reports within a reasonable time after the concern arises and should clearly outline the nature of the grievance. The National Directors will set up a meeting to discuss the complaint. As necessary, they may also meet with others who were named in the complaint or who may know the facts outlined in the complaint. Interns will receive a written response from the Directors. If the intern is satisfied with the resolution, its terms will be recorded and signed by the intern, ILT, and National Directors. No further action is required unless the nature of the matter is such that violation of biblical and/or legal principles is the nature of the offense. When interns do not agree with the final decision made in any area, they must choose to respectfully submit to the authority God has placed above them, or consider if God may be leading them elsewhere.

#### 17. HEALTH INSURANCE POLICY

The ministry does not provide interns with health insurance. Interns must retain active health coverage (or equivalent Christian sharing program or government program) of some kind, at all times. Interns must provide their health insurance information to the leadership upon arrival at HQ.

## HQ/TRC POLICIES

### 1. OFFICE

1.1. Interns are not to be in the office on their days off or weekends (unless they are working on school or other assignments. This must be pre-approved by the ILT.) This applies whether at National or any other CBM Area, Affiliate, or Project. The primary purpose for this is that the office is a place of work and those who are not working should not be in the office.

1.2. Without advanced permission, the desks, offices, cubicles, and phones of all CBM Staff are off limits at all times.

1.3. Each intern will be assigned a cubicle in the office. Interns will be able to use this space to work on schooling and other projects that are assigned to them throughout the year.

1.4. Interns should strive to maintain a peaceable (library-like) and productive office environment. Interns should be mindful of other office staff when noise levels exceed normal whether playing music, taking phone calls, or interacting with others.

1.5. In the break area & at the coffee station, interns are responsible for labeling their food and promptly cleaning after themselves. Interns should also maintain a quiet atmosphere to respect those not on break.

### 2. EVENTS

2.1. When there are CBM events or intern classes, CBM will provide meals for interns. This might also happen at CBM Areas while interns are on rotation or serving at their various events. This is a blessing and should be treated with gratitude.

2.2. Interns are required to help clean up the kitchen and dining area after all meals and should not leave the area without permission until it is complete. Interns should stay in the kitchen and continue to work, not stand around talking and watching others cleanup. The exception is if the ILT has assigned only certain interns to clean that meal, in which case the non-working interns should not be in the kitchen distracting the working interns.

2.3. Interns assigned to clean the kitchen should leave the table in plenty of time to ensure that clean-up is fully finished by the time they need to be back in class or at the next assignment.

## USAGE OF AMENITIES

### LODGES

- When groups are not renting Elk Lodge, interns have the privilege of using the common areas of Elk Lodge. Interns are responsible for picking up after themselves, turning off lights and locking doors when they leave rooms or

buildings. If interns fail to turn off lights and lock doors, they can lose the privilege of using the common areas of the building.

- All other lodges are off limits for interns to hang out in, except during times designated by the ILT or by special permission.
- Interns are not allowed to stay overnight in any locations on or off property other than their assigned housing (including outdoors).
- Interns must have pre-approval to use Elk's kitchen, its dishes, cookware or items in the pantry.
- Interns are responsible for cleaning up after themselves **immediately** after using a common kitchen. They are also required to remove any personal food items from the common kitchens.
- Interns are not to enter buildings or respective grounds when groups are renting them. Interns whose housing is inside Elk Lodge (the apartments) must use the outside exit only when a group is in Elk Lodge.
- Quiet hours for interns residing in Elk Lodge begin at 10pm because of the thin walls. Interns must respect teachers, cooks, and others who might be staying in the building, even though interns' curfew is later.

#### MISSIONARY TRAINING CENTER (MTC)

- Interns may use the MTC for school work with permission from the ILT.
- Special activities like movie nights, game nights, etc. can be hosted in the MTC with prior permission from the ILT.
- If the MTC is used for activities or school work it will need to be straightened up, cleaned, and chapel lights turned off (all others are motion-activated). Privileges for using the building may be taken away if the conditions are not met.

#### LAUNDRY

- Interns are able to use the washers and dryers in Elk Lodge's conference room and private laundry room when guest groups are not renting the building.
- Interns can use the washers and dryers in the Elk Lodge's Pantry by using the outside access. In order to observe the quiet hours, interns will not be allowed to do laundry here past 10pm.
- Interns are to promptly change over laundry from washer to dryer, and remove laundry from the dryer because many people use the facilities.
- Interns may leave their detergent/dryer sheets in the private laundry room if they put their name on it. Non-labeled supplies are considered open to all.

#### LINEN CLOSET/CLEANING CLOSET

- Interns can use the vacuum and mop in the cleaning closet. They will need to return it immediately after use and make sure that the vacuum has been cleaned out.
- Interns can refill their cleaning bottles for their respective housing, in the cleaning closet.
- Interns will also be allowed to use the cleaning rags in the cleaning closet, but should be willing to help wash them with the provided laundry detergent for the rags.
- Interns CANNOT use any of the towels, sheets, paper products, pillows, liquid hand soap or the round soaps without permission from the ILT.

#### POOLS AND HOT TUBS

- During non-working hours, interns may use the pool and hot tub at Elk Lodge. If a group is renting Elk, they may still use the pool but must yield to the guests. Interns must receive special permission to use the pool and hot tub at Firefly Lodge.
- The pools and hot tubs close for interns at 9pm.
- Interns are not to use the hot tub at any other cabin besides Elk Lodge.
- While using the pool or hot tub, interns are to observe the third-party rule.
- Interns must wear a cover up or tshirt (including males) when not in the water.

#### DRIVING AND PARKING

- Once turning onto Bear Lodge Drive or Cardinal Lane, interns must **not exceed** 10-15 mph, whether in a personal vehicle or otherwise. There are many guests with children staying on property. We ask interns to be careful and watchful for guests and others as they drive around property.
- Interns are to keep their vehicles parked at their respective housing, especially when we have guests in Elk Lodge.

#### DOLLYWOOD

- Tuckaleechee Retreat Center allows Dollywood to display brochures and information about their two parks, Dollywood and Splash Country Water Park, allowing everyone on payroll to access the Area Hospitality Pass (VIP).
- Each intern has the opportunity to attain an Area Hospitality Pass at the front gate window at Dollywood or Dollywood's Splash Country
- To visit the parks, you must present your driver's license or passport photo ID and your current pay stub. The pay stub must be dated within one month of your visit.
- You receive 14 admissions for the season. Admissions can be used at either Dollywood or Dollywood's Splash Country.

- Each Area Hospitality admission is \$10 plus tax, for yourself and for each guest entering with you.
- All tickets are valid only on the day issued.
- Your guests must be present and you must enter the park with your guests (each guest counts as one admission).
- If your pass is lost, it cannot be replaced and they cannot issue a new one.
- Area Hospitality admissions are based on availability and subject to blackout dates.

Blackout dates for 2023-2024 are as follows:

**Dollywood (closed early Jan through mid-March)**

All Fridays & Saturdays  
 March 24 - April 8  
 October 2 - October 16  
 November 24 - January 6

**Dollywood's Splash Country (open May through September)**

All Fridays & Saturdays

**TRC GIFT SHOP DISCOUNTS**

Interns get 30% off all TRC merchandise.

**TRC CABIN DISCOUNTS**

Person Type	30%	40%	50%	60%	80%	Other	Holiday/ Summer
Friend/ Family of Current Intern	FF, BL, EL (full bldg.) Weekends	FF,BL,EL (full bldg.) Weekdays	BS, CC, HH,DL weekends if booked in advanced	BS, CC, HH,DL weekends available no more than 1 week prior.  BS, CC,HH, DL weekdays if booked in	BS, CC, HH, DL weekdays if available no more than 1 week prior	Free if staying in intern's housing, drop-offs, passing through. Free room in EL,BL if intern cleans &	30% off all



				advanced		available no more than 1 week prior. Otherwise \$25/night/room * N/A more than 1 week prior	
Intern Alumni	FF, BL,EL (full bldg.) weekends	BS,CC,HH, DL weekends  FF,BL, EL (full bldg.) weekdays		BS, CC, HH weekdays		Free if staying w/current intern or intern housing.  Just cleaning fee/taxes for a room in DL,FF,BL,EL if available no more than 1 week prior.  \$20/night plus cleaning fee/ taxes if available no more than 1 week prior	Holidays: 30% off all  Summer: 20% off all

## CLASS POLICIES

1. It is expected that necessary classwork/assignments be completed before play/free time activities
2. Academic Dishonesty

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. Depending on the severity of plagiarism, it could constitute grounds for termination.

### 2.1. Artificial Intelligence (A.I.)

Interns cannot use A.I. for any of their assignments. (Davis College or others assigned through the Internship). The use of A.I. will be considered plagiarism.

### 3. Late Work

Late work will follow the standards set by Davis College. Multiple instances will result in a meeting with the ILT regarding disciplinary measures.

### 4. Special Accommodations Statement

Any interns who need help with homework, quizzes, or assignments should come to the ILT. A member of the ILT will also help contact Davis College to get any special accommodations needed for their online course work.

### 5. In-Person Class Behavior

5.1. Interns are expected to maintain classroom decorum that includes respect for other interns and the teacher, prompt and excellent attendance, and an attitude that seeks to take full advantage of the educational opportunity.

5.2. Interns are not permitted to have cell phones and handheld devices out during class.

5.3. Playing games, browsing the internet, using email, instant messaging, or text messaging, etc. are considered unacceptable when class is in session.

5.4. Food is prohibited in the classroom; Drinks (water, coffee, etc.) are acceptable. One should not get up during non-breaks to “refill,” etc.

## 6. In-Person Class Attire

Interns are to follow the class attire outlined previously in this Handbook. Failure to come to class in the appropriate attire will result in the ILT asking the intern to go change.

## DISCIPLINE

It is required that interns comply with the Code of Conduct and Policies set forth within this Handbook. 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.

If the ILT or rotation/camp Director has an issue with an intern not following any of the policies outlined in this Handbook or those of any other CBM Area, the following steps will be taken:

### 1. Verbal Warning

The ILT 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 ILT will sit down with the intern and review with him/her their previous decisions. This is a written warning, which will go into the intern's file.

### 3. Internship's Disciplinary Review Board

If, after the verbal and written warning, the conduct continues, the issue will be brought before the Internship's Disciplinary Review Board who will review the issue and determine the appropriate consequences and present their decision to the ILT who will enforce the consequences 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 and the ILT to discuss possible dismissal.

## DISMISSAL

CBM reserves the right to suspend or dismiss interns at any time for breaking any rule or combination of rules contained herein or other non-covered rule that may arise or issues that are not currently known.

1. **Removal from Rotation/Summer Assignment** is when an intern is asked to be removed from a rotation by the rotation Director or because the ILT and National Directors deem it necessary. If an intern is removed from 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.
2. **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.
3. **Full Dismissal** results in the intern being removed from the program. The intern may not re-apply for the program.

## WHAT ARE MY OPTIONS AFTER THE CBM INTERNSHIP?

1. Immersion
2. Be invited to do Pre-Field MTP (requires GROW attendance)
  - Raise support at HQ or other National Director assigned location while serving for 9-12 months, then placement by the National Directors.
3. Apply to a CBM Area, Affiliate, or Project
  - Application
  - Sending Church/Letter of Affirmation & Acceptance
  - Local or National Board approval/acceptance
  - Support raising (support goes to escrow; can work a job during this)
  - GROW
  - Once at 75-100 percent support (depending on the Area), can move there to serve full-time
  - If overseas: training/ language studies (possible Immersion first.)

## **Children's Bible Ministries, Inc. STATEMENT OF FAITH**

In effect June 9, 2019 CHILDREN'S BIBLE MINISTRIES, INC. (Formerly Children's Bible Mission) Children's Bible Ministries, Inc. serves along nondenominational lines, and as such there are certain essential truths which we believe. As Christians we believe in the necessity of the new birth as the work of God, the Holy Spirit to be obtained only by receiving the Lord Jesus Christ and that men are saved by grace through faith not by works.

A. We believe the Scriptures of the Old and New Testament to be the verbally inspired (God-breathed) Word of God, the final authority for faith and life, inerrant in the original writings (Matt. 5:18; John 16:12-13; II Tim. 3:16-17; II Pet. 1:20-21).

B. We believe in the deity of the Lord Jesus Christ as fully God and fully man, conceived by the Holy Spirit, born of a virgin; as God, co-equal and co-existent with God the Father and God the Holy Spirit (Matt. 1:1-2:13; John 1:1-11; 14:16; Phil. 2:5-11; Col. 1:15).

C. We believe in man's fallen condition. Through nature, choice and practice he is guilty before God and is righteously judged fit only for everlasting punishment (Gen. 3:1-13; Matt. 25:46; Rom. 3:10 & 23; 5:12-21; I Cor. 15: 21-22; II Thess. 1:7-10; Rev. 20:12-15).

D. We believe Jesus Christ offered on our behalf the only acceptable sacrifice for sin and was raised in the same body from the dead according to the Scriptures. Christ has secured our redemption through the shedding of His blood, qualifying the saints for service here, a like resurrection, and a place in His divine presence for eternity (Matt. 28; Luke 24:39-43; Rom. 3:21-28; 5:10-11; I Cor. 15: 3-4; I Tim. 2:5-6; Heb. 9:11-22; I Pet. 1:18-20; I John 2:2; 5:10-13).

E. We believe that repentance, forgiveness and becoming a new creature are several of the many experiences of the Christian who is kept by God's power, being secure in Christ forever and that it is the privilege of believers to rejoice in the assurance of salvation. (John 6:37-40; 10:27-30; Rom. 8:1, 38-39; II Cor. 5:17; I John 5:11-13).

F. We believe that God the Holy Spirit is a person who convicts sinners and who regenerates and baptizes them at the moment of their salvation into the body of Christ. We also believe that the Holy Spirit indwells and seals until Christ returns, all who believe, and fills and empowers for service those who are yielded to Him (John 16:8-11; Rom. 8-9; I Cor. 6:19-20; 12:12-14; Gal. 5:16; Eph. 1:13-14; 4:30; 5:18; Titus 3:5).

G. We believe in the visible, personal and imminent return of the Lord and Savior Jesus Christ for His church (John 14:3; Acts 1:9-11; I Thess 4:13-18).

H. We believe in the bodily resurrection of the saved and of the lost, the everlasting blessedness of the saved and the everlasting punishment of the lost (John 11:23-27; Rom. 8:11; II Cor. 5:1; I Thess. 4:13-18; Rev. 20:12-15).

I. We believe that Christ made provision for all the effects of sin in the atonement and that God heals in answer to believing prayer according to His sovereign discretion. Healing may not be claimed on the same unconditional basis as salvation, and the final deliverance from sickness awaits the believer in glory (I Cor. 15:51-57; II Cor. 12:7-9; Phil. 3:20-21; I John 3:2).

J. We believe that some gifts of the Holy Spirit are permanent and are intended for use throughout the entire Church age. Other gifts were temporary and were given in the Apostolic age for the purpose of founding the church. These include the gifts of Apostleship, Prophecy, Miracles, Healings, Tongues, and the Interpretation of Tongues. At the same time, we affirm that God performs miracles as He wills (John 14:16-17; John 16:7-15; Romans 8:9; 1 Corinthians 6:19; 1 Corinthians 12:13, 28-30; Ephesians 2:20-22; Ephesians 4:1-16, 30; Hebrews 2:1-4; Titus 3:5).

K. We believe God sovereignly and immutably creates each person as a male or female. These two distinct, complementary genders together reflect the image and nature of God and His plan for man and woman (Gen. 1:27; Matt. 19:4).

L. We believe in the biblical view of marriage as sanctioned and defined by God in His Word, which is the exclusive, covenantal union between one man (born biologically male) and one woman (born biologically female) (Gen. 2:18-24; Eph. 5:22-23; Matt. 19:4-6; Mark 10:6-9)