The 11th edition of the

Policies and Procedures Handbook

and Code of Conduct

 (updated 2022)

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 or upon 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. all we do.

**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 income will be able to be earned during the program without prior approval and is not likely to be approved.

**OVERVIEW OF PROGRAM**

ORIENTATION

The 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. They will also have the opportunity to serve with CBM’s local Released Time programs, nearby CBM ministry retreats, 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 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 in their individual goal meetings prior to leaving (generally no more than several days prior). They are never revealed sooner than during debriefing, in order to accomplish the goal of keeping interns focused on their current assignment, as well as to allow flexibility for inevitable last-minute needs and changes.

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 any of the different CBM Areas or Affiliate 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.

ROTATIONS (General)

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 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

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 with the leadership about their rotation, and receive a new rotation assignment and customized goals for that rotation.

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 with the leadership about the event. Both before and after the summer rotation assignment, Enrichment interns will have the chance to debrief with leadership.

OVERSEAS MISSION TRIP

The overseas mission trip takes place each August and consists of both the September and January teams (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 in-hand 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 trip.

Depending upon the location selected for the mission trip (which will generally be announced between the fall and early spring), 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. Funds will be sent to HQ and accrued in a protected account. All donations are tax-deductible. The fundraising goal is generally $2,000, but with rising costs, could increase. The ILT will inform interns of dates when interns need to reach certain benchmarks with their fundraising.

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).

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. Graduation is generally held the last night of National Conference. Interns lead the children’s programming for the rest of the Conference.

Enrichment Interns graduate with a One-year Bible Certificate from Davis College and a Certificate of Completion.

Immersion Interns graduate with a Certificate of Completion.

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

**CHAIN OF COMMAND**

The CBM Internship is a 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.

The ILT is in constant contact 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 authority of the ILT and the National Directors during their rotations and summer assignments.* The ILT remains the intern’s ultimate supervisors and always have the final say even during rotations/summer assignments.

If an intern has any questions or feels that they are asked to do anything in conflict with any policy within this Handbook, interns should 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 will allow interns 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 allows accountability, biblical teaching, 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

For Enrichment Interns, Davis College will use Canvas 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. Teaching

1.1. Bible Courses

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

Evangelism, taught by Pastor Kain

Enrichment - via the Excel Program with Davis College

Interns will have designated time each week to work together 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!

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 in exchange for interns cleaning some of the cabins during their nine months at the HQ, so that interns receive the one-year Bible certificate for FREE!

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.

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

1.2. Practical Seminars

Budgeting: personal and ministry finance, taught by Lincoln Simmons

Resume writing

Fundraising

Personality/gifts, taught by Timmy Martens

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

1.3. Practical Experiences

Office Work

Maintenance

Groundskeeping

Housekeeping

Teaching

Fundraising Events

Guest Services

Ministry Events

And More...

2. 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.

## 2.1. Reading List

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

3. Spiritual Disciplines

3.1. Prayer

Interns will be stretched in their prayer lives in several ways. During the week the interns will meet each Monday, Wednesday, Friday morning at 9:00am to pray together. Interns are also expected to be ready to pray when called upon when we have meals, or events.

3.2. Personal Devotions

It is expected that interns 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).

3.3. Bible Memorization

It is expected that interns are working on hiding God’s Word in their hearts and meditating on the Word. To foster accountability, each Friday morning interns will practice saying their verses to each other.

3.4. 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.

3.5. 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.

4. Practical Experience

4.1. Cleaning

In exchange for receiving the Bible certificate for free, Interns will be scheduled to clean some of the cabins at HQ during their nine months.

4.2. Office Work

Interns will be a part of office work such as shredding, filing, putting together donation receipts, and helping the TRC Guest Services Manager with various tasks. Interns will also clean the office on a weekly basis.

4.3. Groundskeeping and Maintenance

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

4.4. Ministry Events

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

4.5. Fundraising Events

Interns will be a part of National’s fundraisers throughout the year.

5. 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. The ILT and the intern will discuss the intern’s progress during the debriefing meeting.

6. Journaling

During the year, interns will be asked to journal about their experience. 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 conversations they may need to have with various CBM ministry leaders at various locations.

7. Immersion: Final Project

Each 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 that 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.

 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. 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. Completion of each rotation is the only guarantee that an 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. As an intern, you are now considered part of CBM. Interns must be in agreement with CBM’s Statement of Faith. Interns should strive to be above reproach in word and deed. All conduct should reflect a strong testimony and reputation, using tact, appropriateness, maturity, and a strong filter when considering actions, reactions, and speech.

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

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

· 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)

· 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)

· Excellence is striving to have a quality of work pleasing to the Lord (Col. 3:23). Therefore, it is expected that interns always report on-time or early for work, assignments, activities, programming, classes, awake and alert (not sluggish), looking sharp, having already eaten, and ready to go. It is also expected that all assignment and class start/end times must be observed with care. Please always be ready to get started at the scheduled start times, not arriving at the start times. Everything we own is His and all our time is His, to bring Him glory. It is expected that all assigned work will be completed before play.

· 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).

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

1.1. THANKFULNESS

1.1.1. Interns are expected to say thank you to the cook or whoever pays for their meal, every time a meal is provided for them.

1.1.2. Interns are expected to write thank you letters to those who donate to their mission trip or monthly support.

1.1.3. 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 or before scheduled times. It is not acceptable for interns to come into work or meetings eating their breakfast or not appropriately dressed and ready for the task at hand. It is also expected that all assignments will be turned in on time.

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. 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.

1.4. SERVANT HEART

It is expected that interns be ready and willing to do what is asked of them with a cheerful attitude. It is also expected that interns will complete any work assignments before play, and work actively against procrastination.

1.5. RESPONSIBLE BUDGETING

1.5.1. 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.

1.5.2. 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.

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

1.6. RESPECTFULNESS

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

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

1.6.3. 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.

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

In pursuing biblical standards for excellence in all areas of their lives, interns are expected to present a modest and professional image, following these specific guidelines, 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 or pants 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, and yoga pants should not be worn as “pants.” If they are worn, we ask that interns wear a tunic or shirt that is long enough to reach mid-thigh or longer.

2.1.8. Clothing is not to have rips, tears, or holes where skin is visible above the knee.

2.1.9. Female interns’ shorts and skirts must be of modest length (top of knee is preferable), when sitting and standing.

2.1.10. No questionable, suggestive or derogatory pictures/messages may appear on interns clothing (including advertising alcohol, tobacco, 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.

2.1.13. If anything is questionable, the ILT reserves the right to ask interns to change.

2.2. Professional Guidelines

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 the ILT or Directors.

2.2.3. Tattoos should not be visible during work hours, whether at HQ or on Rotations/summer assignments.

2.2.4. 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 (masculine or feminine).

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

2.2.6. For male interns, hair must not be unkempt. 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.).

2.2.7. 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.

2.2.8. Shoes must always be worn during the workday and any time the interns are where guests or volunteers will be. Closed-toed shoes must be worn when working in the kitchen. The only places interns are permitted to be barefoot are at a lake or pool, and inside their personal living quarters, unless they are given specific permission or direction. If interns’ housing is in Elk Lodge, they must be inside the apartment or on the deck, in order to be shoeless.

2.3. Professional Attire (For Mission Conferences, Church Events, and Fundraising Events)

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

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

2.4. Class Attire (For all classes, events, college recruiting and in person donation soliciting)

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

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. PROHIBITIONS

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

3.2. 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.

3.3. Other things that are prohibited during the internship based on our Code of Conduct and federal or local laws are as follows:

· Pranks and practical jokes

· Using foul language and coarse joking (including insults)

· Bullying of any kind

· Insubordination

· Hitchhiking or picking up hitchhikers

· Taking any items out of the National Park (flowers, rocks, sticks etc.)

· Littering

· Gambling

· Public outbursts of anger and/or vulgarity

· Acting or threatening violence or harm to oneself or others

· Stealing or embezzling

· Killing of any non-insect animals, when not hunting with a permit

· Being involved in terrorist-related interaction, activity, or support

· Converting (or threatening to convert) to another religion

· Being in possession of or using cult-associated items (i.e.: Ouija boards, séances, visiting psychics, etc.)

· Using, selling, or being in possession of illicit/illegal drugs, hallucinogenic substances, or misuse of prescription drugs

· In possession of, consuming or selling alcohol (Interns are also prohibited, when in public, including social media, from participating in any behavior that gives the appearance of participating in drinking alcohol etc.)

· Tobacco (including e-cigs/vapes/juuls)

· Going to clubs

· Supportive of abortion

3.4. Weapons: Having bombs or weapons is prohibited on CBM Properties. If the intern is licensed to carry in the respective state they are located at, 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.

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

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.

4.1. Public or privately exposing oneself or others

4.2. Pornography of any kind (Internet, apps, sexting, magazines, movies, sexually explicit art, etc.) or reading sexually explicit literature. Interns who have struggled with pornography are urged to seek help from leadership, who will ensure that they have proper accountability (i.e.: programs such as Covenant Eyes, etc.)

4.3. Sexual harassment

4.4. Sex trafficking

4.5. Soliciting of any type of sexual activity

4.6. Visiting “adult” stores, strip clubs, etc.

4.7. Pre-marital or extra-marital sexual activity

4.8. Taking or sending of inappropriate and/or sexually-oriented photos

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 accept a friend/follow request from any minor who is not a family member on any social media platform

4.11. Interns are not permitted to view PG-13 or higher-rated movies, games, videos, or shows with minors without the ILT and parental permission

4.12. 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)

4.13. Interns are never permitted to instigate any type of romantic or sexual relationship with a minor (age 17 or under).

The stricter of the standards between the ones in this Handbook and the assigned Rotations’/Summer Assignment policies is what must always be followed. 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 report this to the ILT and National Directors.

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

5. RELATIONSHIPS

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

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.

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

5.3. When contacting other interns of the opposite gender, we recommend that interns use a group message. If interns need a third party or group, they can use 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).

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.

Please speak with the ILT with any questions or concerns.

7. TECHNOLOGY

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.

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

7.3. If an emergency arrives 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 the work hours or class. 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.

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 obtained from the ILT, if approved 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. CBM leadership strongly advises against 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 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 to social media platforms.

7.12. Interns are to stay away from all political discussions and or promotions. As a 501C3 Nonprofit, CBM is not legally permitted to make any political statements. As a CBM Intern, you are, by all legal standards and for all practical purposes, a CBM representative and must act as such during your time in the program.

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 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 anytime, anywhere.

7.17. Interns may not purchase concert or event tickets to be attended during the Internship, without prior approval from the ILT. If the concert or event tickets are purchased for the intern, he/she must still receive permission from the ILT in order to be able to attend.

8. COMMUNICATION

Communication is a vital part of ministry. It is expected that interns stay in close communication with the ILT.

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 workday to leave property.

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

9. CURFEW

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

9.3. 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.

9.4. 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.

9.5. Interns are not to leave their housing prior to 6:00am 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 cleaned 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 50lb bag, bedding (if needed) and a carry-on item.

10.16. Interns are given one footlocker at HQ for storage while they are on rotation or at summer camp. Everything must fit in the footlocker, and it must be labeled with the intern’s name.

10.17. Interns are asked not to 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, etc.)

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. 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.

11.6. 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.).

11.7. 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 their leadership or rotation/camp director.

12.4. The first instance of tardiness will be considered a warning. For each instance thereafter the intern will be required to stay late or come in early to make up the work they missed.

13. TIME OFF

13.1. Intern days off will be given as regularly as possible. However, due to the type of schedule, interns may not have the same day off or days off in secession. The goal is for interns to have at least one full day off a week, 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 first and only ask the ILT, who will fill out a request form and will consider all aspects and possible ramifications of the request. If the request is approved, the ILT will contact 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.

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.

14. JOB OFFERS

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 Directors are able to make job offers, and discussions with other missionary staff should not be considered as job offers.

14.2. Directors or missionaries may give interns an application for employment.

14.3. Interns are **not** allowed to submit an application or give verbal commitment, nor accept a full-time position with any CBM Area during the internship.

14.4. Before an intern posts or announces they have accepted a position within CBM, they must submit the CBM application to the local Area and be accepted by the local board.

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. Intern’s monthly support is held in an escrow account designated for them.

15.1.3. If an intern decides during the Internship to go into full-time ministry and proactively starts collecting support for this, it will be stored in a protected escrow account. When the intern joins full-time ministry, 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.

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. 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.

**HQ/TRC POLICIES**

1. OFFICE

1.1. Interns are not to be in the office on their days off, when they are not working on a project, or not specifically assigned to the office. This applies whether at National or any other CBM Area, Affiliate, or Project. During debriefing at HQ, interns should not be in the office unless they are working or in their goal meeting. 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. Interns have one computer they have access to in the intern office. No other computers should be touched or used due to confidentiality.

1.3. Without advanced permission, the desks, offices, and phones of all CBM Missionaries are off limits at all times.

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. 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 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.

3. LODGES

3.1. 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.

3.2. All other lodges are off limits for interns to hang out in, except during times designated by the ILT or by special permission.

3.3. Interns are not allowed to stay overnight in any locations on or off property other than their assigned housing (including outdoors).

3.4. Interns must have pre approval to use Elk’s kitchen, its dishes, cookware or items in the pantry.

3.5. Interns are responsible for cleaning up after themselves **immediately** after using the common kitchen. They are also required to remove any personal food items from the common kitchen.

3.6. Interns are not to enter buildings 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.

3.7. Quiet hours for Elk Lodge begin at 10pm because of the thin walls. Interns must respect teachers, cooks, and others who might be staying in the building.

4. LAUNDRY

4.1. Interns are able to use the washers and dryers in Elk Lodge when guest groups are not renting the building.

4.2. Interns are to promptly change over laundry from washer to dryer and remove laundry from the dryer because many people use the facilities.

4.3. Interns may leave their detergent in the private laundry room if they put their name on it.

5. POOL AND HOT TUB

5.1. 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 and hot tub but must yield to the guest. Interns must receive special permission to use the pool and hot tub at Firefly Lodge.

5.2. The pools and hot tubs close for interns at 9pm.

5.3. Interns are not to use the hot tub at any other cabin.

5.4. While using the pool or hot tub, interns are to observe the third-party rule.

5.5. Interns must wear a cover up or t-shirt (including males) when not in the water.

6. DRIVING AND PARKING

6.1. Once turning onto Bear Lodge Drive or Cavern Road, interns must **not exceed** 10-15mph, 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.

6.2. Interns are to keep their vehicles parked at their respective housing, especially on the weekends when we have guests in Elk Lodge.

**CLASS POLICIES**

1. 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.

2. Late Work

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

3. Disabilities Statement

Any interns who need help with homework, quizzes, or assignments should come to the ILT.

5. 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 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 and drinks are prohibited in the classroom, with the exception of water or coffee.

6. 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 the assigned 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 interns’ file.

3. Discipline Board

If, after the verbal and written warning, the conduct continues, the issue will be brought before the discipline 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 dismissal.

**DISMISSAL**

CBM reserves the right to suspend or dismiss interns at any time for breaking any rule or combination of rules contained herein.

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 deems 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.