



Level 3

Internship Handbook

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Section I:

LEVEL 3 PROCEDURES

Attendance Requirements

- a. All assigned daily/weekly activities. (Level 3 schedule)
- b. Sunday and Wednesday night services.
- c. Outreaches and ministry activities. (Level 3 schedule)

Absentee Request

Absentee request forms should be filled out for anything that includes the student leaving the Pittsfield area, even at times considered days off. It is the intern's responsibility to fill out the form online if they need to request time off. (All time off request should be requested 2 weeks prior to the requested date.)

*** Special permission may be given for circumstances such as deaths, serious sickness in family, etc.***

Sick Days:

If a student is sick, they should call the church office (217)-285-4258 and leave a voicemail before 9am.

Services/Activities/Outreaches:

Interns are expected to be on time for all activities, rehearsals, outreaches, services, prayer sessions, classes etc. They must attend all church functions that correspond with their primary ministry unless prior approval has been given.

Interns will also be required to go through a leadership development class that will meet once weekly.

Outside Employment

Students are encouraged to find part time employment during the course of the internship. The pastor that the intern will be under will be flexible with ministry assignments to allow the intern to work. Personal character of the intern is a reflection of Pittsfield Assembly; therefore interns are expected to exemplify a godly work ethic and a high level of integrity in the work place.

Failure to adhere to any of the above requirements may result in a failing grade of the Level 3 internship.

Section II: CHARACTER REQUIREMENTS

Behavior Guidelines

1. Behavior such as smoking, drinking alcohol, illegal drug use, stealing or any other type of questionable activity is prohibited and may result in immediate dismissal from the program.
2. Level Three expects all relationships with leadership, authorities, and fellow team members to be full of honor and respect.
3. Students are expected to be prompt to all activities and events.
4. Level Three places strong emphasis on work ethic, excellence and preparation for hands on ministry.
5. Curfew for Level Three interns is midnight. Curfew extensions may be made only in cases of ministry activities.
6. Interns will need to demonstrate a willingness to learn, grow and be teachable.
7. Adherence to Level Three dating guidelines and relationships with the opposite sex is non-optional. Any relationship deemed unhealthy or out of balance will be addressed. Any questionable compromise in this area may result in immediate dismissal from the program.
8. Each intern is representative of Level Three and Pittsfield Assembly. Integrity in ministry activities, assignments and character are required at all times.

Dress Code

Dress guidelines for Level Three is very simple. Interns may dress casual but during ministry activities and services should be dressed neat and clean.

Dating Guidelines

- a. Dating relationships that have started prior to the intern's arrival to the Level Three program are not of concern, however visits are not allowed.
- b. We ask that interns do not start dating relationships during the internship.
- c. Often time's emotional relationships lead to physical dating.
Guidelines to keep from being emotionally attached to someone:
 1. Avoid private talks with individuals of the opposite sex. (Even if it is related to ministry.) Within the program there is to be no private messaging of any kind between people of the opposite sex. (i.e. Facebook, text, Twitter, phone calls, etc.)
 2. Avoid car rides, socializing and other such activities with the opposite sex.
- d. Staff will approach any intern whom they deem to be in a dating situation and will deal with the situation according to the staff's discretion.

Failure to adhere to any of the above policies may be result in a failing grade or dismissal from the program.

Section III:

HOUSING REQUIREMENTS

L3 House

Cleaning:

All interns are responsible for regular cleaning of the house. In addition, all interns must pass checkout inspection on the day they depart from the program. Any intern who does not pass the inspection will forfeit their \$100 housing deposit. Interns will also need to clean for any scheduled young adult gathering which may be held at the L3 house.

Curfew:

All interns are responsible for upholding a curfew of midnight.

Damages:

Residents will be held accountable for any damages and may be fined on an individual basis according to the damages caused. Fines due to damages will be taken out of the \$100 housing deposit. Any fines exceeding \$100 will be charged to the student. Any monies used to cover damages will be reimbursed at the end of the internship provided that inspection is passed.

Keys:

Residents are issued a passcode to the door keypad of the L3 house. This passcode is not to be shared with anyone who is not residing in the house. There will be a gym key and key to the glass doors of the church that will be kept in the L3 House. Interns will be held responsible for losing keys. If keys are lost there will be a replacement fee of \$75.

Maintenance:

Residents are to report any damages or repair needs to the church office.

Open Flame:

Any item with open flame (candles, incense) is prohibited.

Pets:

No pets are allowed in the L3 house.

Pranks:

Level Three has a no prank policy.

Utilities:

Turn off all lights and electrical items when not in use. The house only has one bathroom. Please be courteous to other residents by curbing hot water usage. The thermostat will remain between the range of 65 and 75 degrees at all times.

Wall Hangings:

No nails, screws, or double stick tape will be used. Thumbtacks and sticky tacks will be permitted.

Guests:

No individuals who are not in the Level 3 program are allowed in the L3 house at anytime. ***The only time this policy is not in effect is when there is a scheduled young adult gathering.***

Quiet Hours:

- Sunday - Thursday 10pm-8am
- Friday – Saturday Midnight - 10am

During quiet hours volume should be kept at a minimum. There may be residents in the house that need quiet time to study, rest etc. (This includes slamming doors, loud music, and loud conversations.)

L3 Training Center / Church Office & Gym

L3 Training center:

Interns are to leave all personal belongings (i.e. book bags, coats etc.) either on the coat rack or under their desks.

Church office:

Time spent at the church office is to be spent with intention and for ministry purposes. Interns should be respectful of pastors, staff members and other interns and work with diligence. If an intern has completed an assignment or ministry duty, they should report to their supervisor and expect a new task.

Gym:

The gym may be used for activities provided that it isn't set up or being used for another function. Check with the church office for availability. There will be a key for the glass doors and the gym, which will be kept in the kitchen of the L3 house. Interns are not allowed in any other part of the church building besides the hallway and restrooms without the permission of their supervisor. Interns are responsible for locking the church by 11pm.

Parking:

Parking for interns is to be at the north parking lot of the church. Students are not allowed to park in driveway of the house or in the grass.