



## *Internship Policies*

**Dress:** Be "above reproach" in your appearance before men. Dress so as to be an example.

1. Never ask, "What is the minimum?" Ask rather, "What would be most appropriate?"
2. Coat and tie (Guy) / dress or skirt (Girl) during Sunday morning services.
3. Please plan on slacks or khakis and a collared shirt ("afternoon dress") or skirt (girl) unless you are doing dirty work or physical activities.
4. Knee-length shorts are acceptable for activities.
5. NO necklaces unless for medical reasons (guys).

**Etiquette:** Maintain an "above reproach" testimony in the guest apartment.

1. Clean up after yourself (sinks, tubs, clothes, supper dishes, etc.).
2. Go out of your way to help and to be kind and considerate.
3. Guard your testimony. If for any reason other than scheduled events, you have to be out past 11 pm, inform a member of the pastoral staff the next day of the situation.

**Propriety:** Be "above reproach" in your testimony with the opposite sex.

1. Absolutely NO dating during your internship with anyone from Westside.
2. Never have physical contact with a person of the opposite sex.
3. Always keep your relationships professional.

**Respect:** Be "above reproach" in your testimony with the staff.

1. Keep things in confidence.
2. Don't take sides against the staff.
3. Don't call pastors, teachers, or adults by their first names unless they have said it is okay to use their first name (i.e. always use appropriate titles such as: "Pastor" or "Mr." "Mrs." "Miss".)
4. Never have a disagreement in public.
5. Knock on doors before entering.
6. In the event of illness or doctor's visits, please notify the office right away (541-689-6325) or Brother Zach (309-335-5482).

**Procedure:** Odds and ends

1. Do not use staff computers for your work unless you have permission. A laptop is available, if you need one. We do have wireless internet.
2. A slot has been made for you in the office to receive mail, pay checks, and other information.
3. You may use Room 103 for an office except you must vacate and clean up before Sunday mornings. You will have a spot in one of the closets for storage.
4. You do have access to the Pastors' libraries, but be sure to ask before taking books and try to limit your trips to their offices as much as possible.
5. If you have questions about anything, try to first ask Brother Zach. Mr. Drew will also be a big help.





**Finances:** You will be given a church credit card for the summer. You can turn in receipts in the office and also be reimbursed if you use your personal money. Don't discuss your financial arrangements publicly. Bill Lowder will need to have you fill out some paperwork. You will get \$100 a week, a scholarship, and an offering will be taken at the end of the summer.

**Intern Car:** Honda Odyssey

1. Keep the car looking as neat as possible. You may need to vacuum and wash occasionally.
2. The church will pay for gas except for big personal trips (going to the coast for enjoyment on a day off). Turn in a receipt to the bookkeeper for reimbursement. She has a slot in the church office. If you use your personal car to drive for church activities, you can be reimbursed.

**Guest Apartment:**

1. The guest apartment comes fully stocked with most things that you should need. If you have any questions about something, please call Esther Skilling at (541-221-6177).
2. There is also a washer and dryer available for your use in the church kitchen you will need to pay for your detergent and dryer sheets.
3. There maybe times when men missionaries or college students may also stay in the guest apartment. You will be notified ahead of time to give you time to prepare.
4. Mrs. Janie will do a room check after staff meetings on Tuesdays. She would like you to change bed sheets, clean the commode and shower weekly. You will also need to dust every other week. Mrs. Janie will show you around. The guest apartment is very new and we all would like to keep it very nice! Please speak with Brother Zach if there is anything that breaks or you have problems with.

**Online Church Directory:**

- Go to <https://churchtraconline.com/login.php>. Enter the church phone number: 541-689-6325. Enter the account pin: 1234. Enter user name: pastor. Enter password: 1310Echo.

