



Thank you for your interest in the ALC Internship Program. Our goal and focus for this program is surrounded around 4 points of emphasis:

1. Spiritual Development
  - Daily Reading
  - Bible Summaries
  - Weekly In-Depth Bible Studies
  - Online Ministers In Training (MIT)
2. Leadership Development
  - Listening to and learning from Pastor's Anointed Leadership Podcast.
  - Training under different Ministry of Helps departments and staff members.
  - Co-Leading specific areas in the ministry.
  - Developing leadership skills to lead and teach a body of people.
3. Relational Development
  - Consistent conversation with those not typically found in your social circle.
  - Frequent meetings with different ministers to help build relationships with those inside and outside the church.
4. Missional Development
  - Minister to members of the body when someone is in need.
  - Serve different needs in the body.
  - Be a part of the soul winning team.

***Before you decide to apply for the internship program, we would like to highlight a few requirements of the program (in detail) to help you decide whether a ONE YEAR commitment is something you would like to apply for.***



# INTERNSHIP REQUIREMENTS

## WEEKLY SCHEDULE

- Monday -Thursday: 9:00- 4:00 pm
- Wednesday: 6:00-8:45 pm
- Saturday: 9:00-11:30 am
- Sunday: 8:45-1:00 pm

## FEES AND DUE DATES

The application fee is \$25 and if selected, the cost of the program is \$1200. All payments must be made by the due dates. For more information, contact our office.

### Due dates for January 2024 - December 2024 interns:

- \$400 on January 8th, 2024
- \$400 on May 8th, 2024
- \$400 on September 8th, 2024

### Due dates for August 2024 - August 2025 interns:

- \$400 on August 5th, 2024
- \$400 on December 5th, 2024
- \$400 on April 5th, 2025

## 2024 ALC EVENTS

All staff and interns are required to actively participate and provide assistance during our events. Here are some of our recurring events. Please be aware that our calendar might change throughout the year.

1. Block Parties
2. Crusades
3. ALC Conferences
4. Revival weeks
5. Special services
6. Soul winning once a week
7. Soul winning workshops once a month

## OUT OF TOWN TRAVELING

All expenses for the upcoming trips are fully covered, but please note that you'll need to obtain a passport at your own expense before the start of the internship.

1. 1 out of town conference
2. 1 mission trip (**passport required**)



# INTERNSHIP REQUIREMENTS

## SPIRITUAL GROWTH

- The following will be done during work hours:
  - Online MIT program.
  - Daily/Weekly bible studies.
  - Prepare messages
  - One-on-one discipleship with new believers
- The following will be done outside of work hours:
  - Workbook studies



# ALC CODE OF CONDUCT

Christian Ethics are very important in any environment and among any group of people. They assure justice and provide a scale for acceptable and non-acceptable behavior. Webster says that "ethical" means to conform to moral standards; to conform to the standards of a given group. Christian ethics means to operate by the characteristics and guidelines of Jesus Christ (whether you are in or out of the Christian environment). You represent not only God, but now as an intern, you also represent your Pastor and Abundant Life Church. Therefore, we ask that you make sure all your social media platforms represent Christ and the church.

## **Be an example to all - 1 TIMOTHY 4:12**

- Your age doesn't matter.
- Be an example in word.
- Be an example in conduct.
- Be an example in love.
- Be an example in spirit (attitude).
- Be an example in purity.

## **Believers are to deal with leaders ethically - HEBREWS 13:7, 17**

Submit to those who have the leadership over you.

## **Obey those who have leadership over you - 1 THESSALONIANS 5:13**

Esteem them very highly in love

## **Believers are to deal with one another ethically - COLOSSIANS 3:12-14**

- Put on tender mercies.
- Put on kindness.
- Put on humbleness of mind.
- Put on meekness.
- Put on long-suffering.
- Bear with one another.
- Forgive one another.
- Put on love, the bond of perfection.

## **Decency** "Let all things be done decently and in order." - 1 CORINTHIANS 14:40

Decency is propriety of conduct and speech; proper behavior, modesty, courtesy, etc. Our God loves decency. Below are ways to ensure we operate in decency throughout our day while encouraging those around us to do the same.

## **Respect for Others**

Treat all men and women with respect, regardless of level of authority or prestige. Obviously we respond to and speak to those over us in authority in a manner superior to co-laborers and team members.



# **ALC CODE OF CONDUCT**

## **Golden Rule**

Do unto others as you would like done unto you.

## **Politeness**

There is absolutely no reason why one would not use common courtesies in speech, as well as actions. Facial expressions, voice tone, and inflections, as well as posture and use of hands and arms also communicate kindness or attitude.

## **Manners**

There is never any excuse for not using proper speech manners, such as please, thank you, yes sir, no sir, etc.

## **Helping-hand Manners**

It is always proper to help load and unload vehicles, lighten someone's hand, carry part of someone's load, open a door, etc., not only for the ladies, guests, and superiors but also for members of your work team.

## **Team Member Support**

We are a team for God, and it is always proper to cover each other's back. Picking things up, straightening matters out, and filling in the gap for fellow workers is credible, and even protecting another's name and reputation in any conversation is outstanding.

## **Representation**

Covering an absent team member's interest or input in a staff meeting is well respected. Even asking another team member to stand in proxy for you is above reproach and can be very beneficial for the meeting.

## **Standing With Your Team Members**

Standing with your team members is honorable and must be done in order to create and maintain a team spirit. It is permissible to properly voice one's opinion, and maturity receives it without offense.

## **Misrepresentation**

Misrepresentation is intolerable among ministry personnel. We should never do this to each other and never use a superior's name for fortification unless assigned to do so or the moment and issue demands such action. This should be rare.



# ALC CODE OF CONDUCT

## **Relationships**

We must be able to have face-to-face relationships and man-to-man conversations. Keep everything ministry oriented, and never let anything digress to a personal level. Don't take it personally.

## **Honor**

Keeping your word is not only essential but mandatory in the ministry environment. The best way to keep your word is to govern what you promise. Your word is your bond. Your word is your promise. You can only be trusted to the level that you keep your word.

## **Allow Room for Repentance**

Always leave room for others to repent and space for them to be forgiven and restored whether a small matter or large. The incident should never come up again. Never push a matter until there is no fix for it.

## **Cover Weaknesses**

Never tease about others' weaknesses or shortcomings. Remember that like you, all people have bad days and daily stress to deal with. People vent from time to time in different ways. Overlook as much as you can with a smile and a prayer.

## **Greeting**

When entering a room, you should always politely greet those in it. Spreading joy and friendship is invaluable. The only exception is when entering a meeting when the meeting is in process. Entering a room without greeting those in it is considered rude, uncaring, self-centered, and arrogant.

## **Greeting Authority**

Always greet authority figures and use the appropriate titles (Reverend, Pastor, Doctor, Brother, etc.). Avoid calling Pastor Terry by any other name other than that. It is not necessary to greet peers and subordinates with a title.

## **Ladies**

It is always proper for gentlemen to rise when a lady enters a room, especially if she is a guest, authority figure, or someone of honor. It is not necessary to rise when a peer or female subordinate enters the room.

## **Meeting Arrival**

It is appreciated at our ministry, and expected elsewhere, that all staff personnel report and be settled for meetings with superior officers five minutes early. This allows for meetings to start on time, and everyone's agendas are kept.



# **ALC CODE OF CONDUCT**

## **Proper Speech for Meetings**

It is never proper and always rude to speak when another is speaking, or to talk to the one next to you while the meeting is in process. To interject your comments and input, use proper protocol. Our protocol is a raised pencil signifying your desire to communicate, input, or interrupt.

## **Keeping Meetings Focused**

Always remember the purpose of the particular meeting that you are attending and do all in your power to keep your comments brief and on course. It is inconsiderate to steer a meeting away from its purpose (even unintentionally). It produces insufficient and incomplete answers and solutions. Off-agenda topics can be discussed when an "open" is given at the end of the meeting or when the meeting leader asks for questions or comments.

## **Interruptions**

It is disrespectful to leave scheduled meetings early or to arrive late. When you must dismiss yourself, you should ask permission or slip a note of explanation to the leader. Unless preauthorized, cell phones should be turned off during the meeting. Laptops should be used only for reasons pertinent to the meeting. Other work should not be conducted during the meeting.

## **Meetings With the Senior Officer/Pastor**

It is highly advised (and appropriate) that all staff personnel report and be settled for meetings with the pastor 10 minutes early and even earlier if any preparatory conversation is necessary before his arrival. It is considered rude to hold meetings while meetings are going on. In other words, don't speak while another has the permission to share, and do not just verbally interrupt someone who has permission to speak.

## **Slang Words**

Many slang words are usable to express common thought, but you should not use any that seem carnal or at all worldly. Slang words should be used at a minimum and never in place of cursing or profanity. Avoid calling people slang names or referring to them with slang adjectives. Avoid calling PASTOR by any other name (or nickname).

## **Older Co-workers**

Dealing with people older than you is always to be done with good taste and honor. Even older people who are under your authority should be addressed with respect. Treat a son like a son, a brother like a brother, and a dad like a dad, even if they work for you or with you.

## **Apologies**

Apologies are powerful. A soft answer turns away wrath. It is always scriptural and proper to apologize to those around you. Always start every dispute with, "I am sorry. I must have misunderstood," or "I apologize for my response, but here is my reason," or "I am sorry that I miscommunicated or treated you like that; please forgive me."



# ALC CODE OF CONDUCT

## **Tempering Your Temper**

All of us have a short fuse somewhere in our systems. Whether you respond to yours with anger, pity, pouting, tantrum, withdrawal, revenge, sarcasm, etc., is a matter of lifestyle and personality. As a team, we should know each other's weaknesses and factor that into our response. We must be willing to tolerate but not condone these reactionary displays among us.

## **Discussing One Another**

Never talk to another employee about a fellow worker in a negative way unless it is to discuss the way a project or piece of communication will be delivered to them and responded to. This helps the one being discussed, in that he or she is being considered personally. Never discuss among yourselves any matter, circumstance, or happening about another department or person unless it is to solve the problem. Never think that everything is your business or that you should have full facts about things that do not involve you.

## **Voice Mail**

Any voice mail should be absent of as much emotion as possible. Your message should be filled with information-not criticism. Though sometimes this is unavoidable, it should never be the norm.

## **Office Etiquette**

Be prompt or early for your scheduled workday. Exercise good manners, composure, and do not enter a conversation you have not been invited to. You will hear conversations around the office and do your best to mind your own business. Anything heard in the office should never be repeated to anyone without permission. The privacy of all members and staff is extremely important. Do your best to not become familiar with those in authority, your respect is appreciated (and learned by others).

## **Order of Direct Reports**

In order for you to be successful in our office, you must understand the oversight of administration. Felix Bonet, our office administrator, handles the day to day operations and staff assignments. However, due to the complexity and newness of the Internship Program, Pastor Terry will directly oversee the expectations, assignments, and tasks. Oriana Murrell has been assigned as the Internship Coordinator to help carry out these assignments. Interns will report directly to Oriana for tasks, questions, and clarification. On certain occasions, interns may work with various staff members to complete assignments in which instruction will come from the particular staff member. Outside of this special case, as a rule of thumb, always get direction and clarification from Oriana as the Intern Coordinator.





# ALC CODE OF CONDUCT

## Screen Calls/ Traffic

Sometimes people think they need the pastor, when their question or situation can be more accurately taken care of by a minister or another member of the staff. Speak confidently and be firm. Assure them you know what you are talking about. Allow no one to speak to, or walk in on the pastor unannounced, respectfully request to call the office to schedule a meeting.

## Office Work / Meetings

Weekly tasks or any unfinished work should be done during the normal office hours. While working late or on a day off is ok, it is not permitted to work or hold meetings during service times (Sunday and Wednesday). Do not miss out on what God is doing! It is understood that there will be times where this is unavoidable, however this should be rare.

## Dress Code

Employees and interns are required to adhere to the business casual dress code during regular working hours. This dress code strikes a balance between professional appearance and comfort. Acceptable business casual attire includes slacks, khakis, dress pants, skirts, blouses, collared shirts, sweaters, and dresses. Employees are expected to maintain a well-groomed appearance. Hair should be neat and clean, and facial hair should be well-trimmed. The following items are not permitted under the business casual dress code:

- Ripped or distressed jeans
- Shorts
- Flip-flops or beach-style sandals
- Tank tops or spaghetti strap tops

## Flexibility

Pastor may change his mind, therefore, be ready to adapt! Be dependable, even when the task seems difficult.

## Health Days (sick days & doctor's appointments)

We understand that occasional sick days and doctor appointments are necessary. To ensure a balanced approach, interns will be granted 4 health days during the course of their internship. These days can be used when an intern is genuinely unwell and unable to perform their duties or for a doctor's appointment. We encouraged all interns to schedule their routine doctor appointments on Fridays whenever possible. However, we understand that certain circumstances may require appointments on other days. If so, It is recommended that you schedule all your appointments either at the start or end of the day for optimal efficiency. Interns should inform their supervisor in advance of any doctor's appointments or sick days to allow for appropriate scheduling and ensure minimal disruption.



## **ALC CODE OF CONDUCT**

### **Vacation Days**

Interns will be granted one week of vacation during the course of their internship. This vacation time can be used for personal travel, family commitments, etc. Interns are required to request vacation time 8 weeks in advance by submitting a formal request to their supervisor. The request should include the preferred dates for the vacation, ensuring they are mutually agreeable and do not conflict with critical project deadlines or other team members' vacation schedules.

### **Tardiness**

Interns are allowed a maximum of 5 unexcused tardies (unavoidable reasons) throughout the duration of their internship program. A tardy is defined as arriving late (even one second) to work or returning from breaks beyond the designated start time. If an intern exceeds the allowable limit of five tardies, they will be dropped from the internship course, with no refund provided. Interns must inform their immediate supervisor if they anticipate being late due to unforeseen circumstances.

### **Ask The Lord**

Ask the Lord to help you improve your people skills and grow up a little more inside every day. We are a Christian ministry, and we should walk by love at all cost!