



Welcome to the Mountain!

The Global Institute for Youth Leadership was established to serve men and women who have a God-given desire to minister among young people throughout the world. We are glad you are here because we want to partner with willing hearts and eager minds to reach the portion of the planet that is most reachable, the world's youth. Together, we want to dream of a not-too-distant time when graduates of this Institute will be touching the entire world with the Good News of hope in Jesus Christ. We hope that while you are here you will find that the Institute is:

- An Education! We are a school of higher Christian education. That will require discipline!
- An Experience! We provide opportunities to put intellectual learning with skill development! That requires diligence!
- A Family! We limit attendance to enable us to experience fellowship in the faith! That requires love and patience!

From our unique “vantage point” here at the campus on Fort Mountain, we are daily reminded that though we are individually very small, we are made strong by the awesome power of our Father who is also Creator of heaven and earth! Our goal is simple: to provide leadership for youth ministry worldwide. Our goal is attainable in a single generation, by God's provision.

Dream with us! Believe God with us! Train diligently for active engagement in this realizable dream. May God grant you a wonderful experience of growth and depth while you are here!

Blessings,

Roger Glidewell



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STUDENT INTERN HANDBOOK

PART I: FACILITIES AND SERVICES

The Institute is located on a 150-acre campus at the headquarters of Global Youth Ministry on top of Fort Mountain, near Chatsworth, GA. The facilities include classrooms, library, offices, and residence areas, plus recreational facilities, Dining Room, commons areas, and other facilities.

COUNSELING SERVICES

Counseling services are available for student interns through referrals. Student Interns must assume any financial responsibility. All counseling situations are held in strict confidence. The Director reserves the right to contact parents or guardians in situations where a student intern's behavior indicates he or she is not in control of his/her behavior or emotions. A student intern who is self-mutilating, or is actively or passively placing themselves or others at physical or emotional risk may be removed from campus until arrangements can be made for a safe return to campus. Additionally, the Director reserves the right to make decisions regarding the feasibility of the continued enrollment of emotionally unstable student interns. Student interns who have withdrawn for medical reasons (including psychiatric or psychological care) may be required to provide documentation that the medical condition has been adequately treated and that any necessary accommodations have been prepared to enhance the future academic success of the student intern. Documentation may include but is not limited to 1) reports of treatment from attending professionals, 2) letters of recommendation from attending professionals and/or parents, and in some instances, 3) a personal interview with the attending professionals.

CONFIDENTIALITY COVENANT

Global Institute offers academic courses of study that are Christian-based, life-applicable, and available through a certification or accredited college partnership basis. However, the Institute experience goes beyond educational training and invests in its students via mentoring, disciplining, hands-on mastery of life skills. To this end, Institute leaders in the finance department and the classroom, as well as mentors, disciplers, and assigned task leaders must collaborate and communicate concerning the progress, growth, development, and well-being of the student/intern. The uniqueness and priority of this commitment by the Institute to the student/intern's well being is understood and accepted by the student as a prerequisite to his/her enrollment in the Institute.

FOOD SERVICES

The dining room is located in the Lower Auditorium. Meal plans are secured and a schedule is provided at the beginning of the semester. There is a kitchenette located in the Commons of each dorm that may be used by student interns when meals are not being served. No guests may use any of your weekly meals. No changes to meal plans may be made after semester orientation. Food and drinks should be consumed in the Dining Room or the

Commons. Student interns are requested to refrain from taking food and drinks into the corridors, the classrooms, or the chapel. Entry or use of any facility kitchen is strictly prohibited without the direct consent of a facility supervisor.

CAMPUS PARKING

Every individual who maintains or operates a motor vehicle on Global Youth Ministry's campus must register each vehicle during the time of registration at the beginning of the semester or within 24 hours of bringing a vehicle to the campus. The parking permit fee is to be added to your total tuition package for the first permit. There is a \$5 charge for each additional permit received within a year. The vehicle's license plate number is required for registration of the vehicle.

Permit Placement

The permit must be hung on the rearview mirror inside the car with the front side facing the windshield. The permit must be removed at the end of the official school year for which it was issued. Only the permit for the current registration period should be displayed.

Student Parking

Students are permitted to park in the following areas:

Dorms and Lower Offices—ONLY FEMALE STUDENTS are allowed to park in the parking lot in front of the Dorms. The back left corner (4 spaces-- looking from the entrance towards the dorms) is reserved parking for FEMALE RESIDENT DIRECTORS ONLY. Other parking is available in the gravel parking lot by front gate (only 6 spaces) and along the side across from the fence (2 spaces). Overflow parking is located on the hillside of the Lower Auditorium.

Lower Auditorium—Students may ONLY park in the spaces facing the hillside. The spaces in front of the Auditorium are reserved for staff and guests ONLY. The spaces facing the hillside also serves as student overflow parking

Upper Offices and Lodge—Students MAY NOT park in front of the lodge or in the first two spots (middle and far right) of the parking lot. These are designated spots reserved for STAFF ONLY. Students MAY NOT park in the circle or along the sides of roadways leading to the parking lot

Staff Parking

Staff are permitted to park in the following areas:

Dorms and Lower Offices— For female staff (resident directors) reserved parking is available in the far left corner (looking from the gate towards the dorms). Male Staff (resident directors) may park along the side of the road across from Dorm 4 but MAY NOT park directly across the parking pad located in front of the office. Parking Pad spaces are reserved ONLY for designated staff.

Lower Auditorium - Staff may park on the side facing the building. However spaces closest to the building are reserved for designated staff and any visitors to the campus.

Upper Offices - Spaces directly in front of the lodge are reserved ONLY spots for designated staff. Staff may park in the first two spaces of the middle and far right side of the parking lot. Staff MAY NOT park in the circle or alongside the road leading towards the parking lot.

Parking Regulations and Fines

Parking policy is in effect year-round, including holidays and break periods. Students in violation of parking regulations will be ticketed and fines imposed as follows (effective 9/1/2014):

- Permit must be acquired from Institute Services and properly displayed at all times.
Lack of valid permit / improperly displayed—\$1.00
- Campus speed limit is 25 mph.
Reckless Driving/ Excess of Speed Limit—\$5.00
- Park only in lined spaces (where applicable)
Over / On the Line - \$1.00
- Do not park blocking a Dumpster or Fire Hydrant.
Blocking Fire Hydrant—\$1.00
Blocking Dumpsters—\$5.00
- Do not block another vehicle or blocking the flow of traffic.
Blocking vehicle movement - \$1.00
- Do not park in reserved spaces or in undesignated areas.
Reserved (Faculty / Staff / Guest) Spaces—\$2.00
Driving or Parking on Grass / Walkway—\$1.00
Circle / Fire Lane / Striped Area—\$2.00
Unmarked Area—\$1.00

All parking fees must be paid to the Accounting Office. Checks should be made out to Global Youth Ministry. Persons who accumulate more than five violations during the academic year (August - May) will have a \$5.00 fine added to each additional ticket received. In addition to the designated fine, a chronic offender may also face disciplinary action. A chronic offender's vehicle is subject to removal from campus at any time at the owner's expense.

CAMPUS LAUNDRY

The Institute provides a laundry room designated for student intern use. Coin-operated laundry facilities are available.

RESOURCE CENTER

The Institute Resource Center provides three types of services to our student interns:

Library Services

The Library is located next to the classrooms in the Lower Auditorium. To believers, the academic library becomes hallowed ground upon which to seek the reality of God's truth in all arenas of knowledge. The Institute Library is the central academic common for Institute

learning. The library aspires to provide a broad and current resource collection for study and research. Library hours: the library maintains the same hours as commons areas, except when the Library is being used for Institute class activities. Special group study sessions can be made available upon request to your Dorm Director. For the sake of all students and staff that may choose to access this area, books are never to be removed from the library.

Bookstore

The Bookstore, located in the Library in the lower auditorium, is a service facility provided for its family of student interns, faculty, and staff. The Bookstore makes available required textbooks, school and art supplies, Bibles, general books, gift items, and other assorted merchandise, according to requests.

Services—The bookstore hours will be posted. Student interns should keep the receipts which they receive from the cashier. This is proof of purchase and must be presented with any request for adjustment or refund. Student interns are advised not to make any marks, including their name, in the books which they purchase until classes begin and texts verified.

Textbook Prices—Student interns who have not attended college previously may have “sticker shock” when they see the prices of college level textbooks. The reason for this is that public education is often subsidized heavily, and because textbooks are printed in much less volume which results in higher per-book prices. Textbooks are expensive. They are costly to write, to publish, to ship and sell, and because the ever growing body of knowledge in our day gives most textbooks a shortened period of usability.

Book-Buy, Lost or Stolen Books—The Institute does not assume responsibility for lost or stolen books.

Refunds - Textbooks may be returned for full credit within 7 calendar days after the first day class for fall and spring semesters. In order to return a textbook, you must have a valid receipt of purchase, and books must be in the same condition as they were when purchased. New textbooks with markings will be non-returnable.

Internet and Computer Services

Internet access— Internet access is available, a password will be assigned to each student intern. Office computers may be assigned to student interns, faculty, and staff as needed. Reservations must be made in advance for access to an office computer for use other than office work.

Computer Usage - Office computers are not accessible during official school holidays or during required chapel sessions or other required Institute activities. During office hours, internet use should be limited to ministry purposes. Please do not download large files or programs or excessively stream during daytime office hours.

Inappropriate or questionable webpage are not allowed on office computers, and students are expected to refrain from use of these sites in general. Recreational usage should be reserved for after office hours.

Computer Assistance - Computer assistance can be offered to student interns through our media department during regular office hours.

OFFICE SERVICES

Access to Offices

Interns may not access or use office space during morning business hours without direct supervisor consent. Interns must report to their ministry department at 1:00 to begin work. Any access or use of office space after 5 pm is prohibited unless given explicit permission by your direct supervisor.

Printing Services

Class assignments may be printed without charge to full time student interns. Student interns may make personal copies for 5 cents each. Student interns are not allowed to print during morning quiet time, mission moments, or chapel services.

Career Services

The Institute assists student interns needing guidance in defining their career goals. The department also assists youth ministry student interns secure part-time church internships.

Lost and Found Services

When an item is lost or found it should be reported to Student Services. Items turned in can be bought back by the owner for \$1. After a period of time The Institute office may choose to hold a general auction of unclaimed items.

Mail Services

Each student intern may check for mail at the Institute office during normal office hours. The mail is posted Monday-Friday as soon as possible after delivery from the Post Office. Outgoing mail should be placed in the postal drop box located in the Institute office. Stamps are available for purchase at the office. When a student intern leaves at the end of a term, it is his/her responsibility to give correspondents a temporary or permanent forwarding address. The Institute does not handle temporary forwarding of mail. A permanent forwarding address should be left when a student intern withdraws or graduates.

Telephone Service

The main number for the Institute is (877) 251-1800 and can normally be reached from 9:00 am-5:00 pm, Mondays-Fridays during the regular academic year. The operator serves as an information and referral source. Each office has an individual extension number which can be dialed directly. The Institute does not provide in-room phones.

Cell Phone Usage

The Institute strives to provide a positive learning environment for all student interns. Cell phones disrupt classes and quiet places of study. Please cooperate by:

- Turn off, or “silence”, your cell phones in the classroom
- Move phone conversations away from quiet places (e.g., library and computer labs)
- Refrain from texting, computer messaging and other forms of electronic communication during class

SPIRITUAL LIFE FACILITIES & SERVICES

Chapel Service

Chapel is a time when the Institute family gathers for a shared learning and growing experience in the context of corporate worship. Chapel services are designed to provide spiritual encouragement, moral guidance, and intellectual challenge. Student intern attendance in chapel is required. A chapel calendar is available through the office. The chapel program is an integral part of the life of the Institute. It is the central and focal event of the Institute and serves as a time for the entire faith family to express its common commitment to Jesus Christ through corporate worship. Chapel brings top quality preachers to campus, as well as Christian leaders who share the opportunities and necessity of active Christian leadership in youth ministry. The purpose of Chapel is different from the systematic spiritual development student interns receive from their local church. Chapel is purposefully designed never to take the place of a local church in a student intern's life. Just as the study of chemistry cannot be completed from a textbook alone, the study of God's truth also needs a "laboratory" for experiencing and understanding, for it is not enough to study the Bible without having exposure to the worship of God and an opportunity to understand the relationship offered to us in Christ.

Prayer Chapel

A Prayer Chapel is located in the Lodge lower level and is available for student interns, faculty, and staff.

RECREATIONAL OPPORTUNITIES

This campus is used by both Institute and guests. Student interns are not to use or be in places not designated for their use.

Dorm Commons Areas

The Commons areas in each dorm are often equipped with lounge furniture, TV/DVD player, and a kitchen or kitchenette. Student interns and their guests are required to properly care for the furnishings and equipment provided in the lounge area as well as respect the rights of others in the Commons. Furnishings are not to be removed from the rooms. Public areas must be maintained and ready for guest use at all times.

Outdoor Alpine Tower, Climbing/Rappelling Walls, Pond and Hiking Trails

Special outdoor facilities are available on campus, including an Alpine Tower, a Climbing Wall, and a Rappelling Wall. These facilities, including trails, may be used only under the supervision of authorized and trained Institute personnel. No hiking alone.

Pond & Indoor Swimming Pool—Water activities are available. Pool hours are posted, and there is no lifeguard on duty. Swimming is forbidden in the pond and is allowed only with two or more swimmers in the pool when permitted by management.

Weight Room—The Weight Room is located at the Indoor Swimming Pool. This facility is open to student interns; care should be taken to work out in twosomes or more.

CAMPUS SAFETY AND SECURITY

The Institute makes every reasonable effort to provide for the safety and security of student interns and their personal property, but student interns must practice good safety habits and exercise individual responsibility. The ultimate responsibility for personal security rests with each individual who should be aware of his/her surroundings and potential risks to personal safety. Walk with friends and in lighted areas, know building evacuation procedures, drive defensively, lock doors and vehicles, and know how to contact resident directors, and other campus authorities. Residents should exercise caution and take responsible actions to protect themselves and property: keep rooms secure, lock room doors and windows, and report suspicious activities to the resident directors or security officers. Security concerns should be reported to the Institute office or to the Residence Director. Please treat employees with courtesy and respect and respond to any reasonable request.

Fire Safety

Exits in all buildings are clearly marked. Student interns are encouraged to become familiar with the locations of equipment and with emergency procedures. Any damaged or missing equipment should be reported to the Institute Office. Tampering with safety equipment will be grounds for severe disciplinary action or civil charges.

Residence Safety Precautions and Guidelines

Each resident can help keep the residence complexes safe and secure by following some simple precautions.

Baby-sitting—The Institute does not allow baby-sitting in the Residence areas. This is for the safety of the children, the liability of The Institute, and the protection of other resident's right to a peaceful environment.

Bicycles—Student interns are responsible for the safety of their bicycle, and they must be appropriately locked when not in use. Bikes are not to be kept on porches or in rooms.

Candles—Any candle, incense, or open flame is prohibited.

Electrical Appliances—Appliances should be no more than 1000 watts, must be U.L. approved, and properly maintained. TVs, along with Toaster ovens, hot-plates, sun-lamps, halogen lamps, and small heaters are strictly prohibited due to fire potential except as provided by the Institute for designated purposes in specific locations.

Electrical Cords and Outlets—Do not use multi-plug covers, cords, or other splitters to increase the number of appliances. An acceptable solution is a multi-plug "power strip" with an internal fuse.

Fire/Tornado/Emergency—Fire/Tornado/Emergency regulations are posted in each building. Removal of these are against fire codes and will result in a fine. Fire extinguishers are in each hallway. They are to be discharged only in an emergency. If the fire alarm or tornado warning is sounded, residents must follow the emergency procedures.

Grills—No personal outdoor grills are allowed in the residence areas. Only the outdoor grills provided in designated areas by the Institute are to be used with approval of Institute personnel.

Keys—Any dorm keys that may be distributed to interns is the mutual responsibility off roommates as well as keeping the dorm door locked, locks functioning, windows locked, and keys under control. Report any problem with key or lock immediately. Do not loan out keys, tamper with the lock, prop door open, or hide keys.

Personal Property Insurance—The Institute does not provide insurance coverage for individual student interns. Therefore, students should obtain through agents of his/her choice, personal property insurance for his/her room.

Smoking—Use of tobacco (in any form) by student interns is prohibited in all of the public and private areas of the Institute. Pipes and cigars are not allowed.

Strangers—Report suspicious/unusual people on the campus to the Institute Office.

Thefts—All suspected thefts should be reported to The Institute office and an incident report filed. Student interns should be aware of the whereabouts of their keys, backpacks and other valuables.

CLASS SCHEDULE & COURSE CONTENT

Core

The Institute provides a set of courses which are foundational to its mission to provide students with basic knowledge and skills to prepare them for life. All students are required to enroll in these courses. These courses usually precede track courses.

Tracks

There are four possible avenues of study at the Institute, called “tracks” which enable student interns to craft the general course content for their stay with us to achieve the most practical results.

Track 1: Leadership & Life Purpose - Student interns who take these courses include those who desire to fulfill God’s purpose for their lives as Christian leaders in their homes, churches, community, and career.

Track 2: Youth Ministry—Student interns who take these courses are preparing for intentional ministry with youth, whether vocationally, avocationally, or as a mission ministry abroad.

Track 3: Youth Missions & Mentoring Abroad—Some student interns who attend the Institute are interested in exploring missions as a career. Some are in the final stages of preparation for youth ministry as missions abroad. Some may already have attended the Institute to take youth ministry classes or may have taken youth ministry courses elsewhere. Missions student interns will spend one or two semesters on campus and then time abroad in ministry service with one of our mentors. Mentor candidates are required to attend the Institute for the final stages of their mission preparation. Courses offered to these student interns will enable them to serve more effectively abroad as they prepare for the practical aspects of their service while they are here at the Institute.

Track 4: Creative Arts—Student interns who take these courses are preparing for ministry in creative expressions such as worship leadership, drama, graphics and other creative outlets.

Projects

Every course offers individual course projects. Since it is the Institute’s desire to adapt every learning situation to the particular interests and career path of each student interns, we offer special individual projects which reflect the Track each student intern is on in any given class. Example: In the Strategies class, Youth Ministry student interns’ project options will be targeted

for domestic churches while Youth Mentors' projects will be designed to prepare for overseas ministry.

TYPES OF COURSE SCHEDULES

There are at least three types of daily course schedules utilized simultaneously at the Institute. These courses are designed to maximize the effectiveness of class time for student interns and for our guest professors.

Daily Schedules

Full Semester Courses—Some of the courses offered are just over an hour in length for two days per week or 2+ hours per week one day per week. These courses meet weekly for the entire 13 weeks of the semester in order to fulfill standard classroom requirements at all colleges.

Accelerated Term Courses—6 weeks, at least 2+ hours per day. Day and Hour: Usually Monday/Tuesday or Wednesday/Thursday or Friday only classes are offered for most courses. This “accelerated” 6 week schedule allows student interns to concentrate on only 2-3 courses per accelerated term rather than attempting to study 5-6 courses each day.

Directed Study Courses—At times, the Institute will offer a specialized course for a student intern who may be preparing for a certain type of ministry. This type of course will usually have little or no class time lectures, but regular visits between the professor and the student intern.

Modules

Part of our hope is to expose student interns to youth ministry experts and Christian leaders from around the country. For this reason we group many class schedules above to allow our guests to spend parts of two consecutive days with student interns. This is the reason why we have adopted the Monday/Tuesday, Wednesday/Thursday, and Friday class schedule. By scheduling courses to meet in consecutive days (such as Monday/Tuesday), we are able to invite our guest professors to be with us for as many as two days at a time to lecture on particular topics within the course structure. This will maximize the use of their busy schedules and avoid over-extending the necessary time they are with us, which would be inherent in the Monday/Wednesday or Tuesday/Thursday class schedules used in other institutions.

Practicums

Practicums are a 1 to 2 hour seminar held once a week in which Interns will learn a practical skill such as basic electrical work, basic self defense, first aid, or a variety of other skills. Practicums may rotate each week or may sometimes last 2 or 3 weeks. These courses may be taught by a staff member or a guest leader.

STUDENT INTERN HANDBOOK

PART II: STUDENT INTERNS’ PRIVILEGES AND RESPONSIBILITIES

Enrollment at the Institute is a privilege for which all of us owe thanks to God. Such privilege causes us to work together so as to show our gratitude to God and to fellow participants. We desire to create a unique and healthy sense of “family” here on this campus. We work toward the creation of a “sanctuary” here on this beautiful mountain retreat, and this means that all of us will need to accept appropriate responsibility for our attitude, behavior, and conversations.

When student interns are accepted for admission to The Institute, it is assumed that they are capable of conducting themselves in a manner which involves restraint and self-control when such are necessary. Written rules and regulations cannot be provided for every act or condition that may occur in the lives of students. However, the general policy of conduct at the Institute is that interns conduct themselves as persons of faith who strive to exemplify the character of Jesus Christ throughout their daily lives.

COMMUNITY RESPONSIBILITY AND ACCOUNTABILITY

At the Institute, all members of this community have the responsibility to look out for each other’s best interests. When the values which we hold dear are violated, all of us must take responsibility to restore the broken places. Every participant has the responsibility to:

- Intervene or confront the violation so the behavior stops; and/or
- Immediately leave the area where the violation is occurring and contact appropriate Institute staff members so the violation can be confronted.

The responsibility to abide by and respect the community values at the Institute is shared by all members of the learning community. If members of the community willingly fail to respond to violations, they in essence not only allow them but encourage them. In so doing, they may be subject to sanctions as well.

Authority For Community Expectations

These are the sources to which we look for the values we seek to instill at the Institute:

- Scripture (What does the Bible say to us about community expectations?)
- Legal Authority (Local, State, and Federal Laws.)
- Christian Values (The life-style issues, roots, and values of evangelical Christians who find their authority in God’s word and have stressed the need for a personal, redemptive faith in Jesus Christ.)

The values of the Institute are based upon these tenants. For the common good, selfish individualism must yield to community health. Therefore, the following standards have been embraced by the Institute:

GROWING SPIRITUALLY (Devotion to the Savior)

We value devotion to God in one’s spiritual life. Devotion is developed and maintained by devoted and daily practice of one’s relationship with God. In view of our value for devotion in spiritual life, these will be considered violations:

Church Attendance

Intentionally missing church attendance on Sunday is not acceptable behavior. The Institute will assist student interns in choosing a “church home away from home.” Student interns are expected to attend Sunday morning services and are encouraged to become involved in other regular ministry events and worship services.

Chapel Attendance

Chapel attendance is required. Absenteeism without prior excuse is not allowed.

Daily Quiet Time Participation

Personal devotions, whether one is participating in a class assignment or not, is required campus-wide, Monday through Friday mornings, and encouraged on weekends, as well. Student interns are also required to participate in a Mission Moment each morning to pray together as a campus family for an area of the world.

Discipleship

Discipleship and Mentorship opportunities are offered on campus. All are required to participate and fulfill any obligations/challenges set forth by the leader.

II. GIVING SERVICE (Dignity in Social Relationships)

We believe that God created every individual with intrinsic sacred value. This means that we will respect and appreciate the cultural backgrounds, attitudes, and opinions of others. Luke 12:7 says, “*But even the hairs of your head are all counted. Do not be afraid; you are of more value than many sparrows.*” Galatians 6:1-2 says, “*If someone is caught in a sin, you who are spiritual should restore him gently, but watch yourself, or you also may be tempted. Carry each other’s burdens, and in this way you will fulfill the law of Christ.*” (NIV)

In view of our respect for the dignity of the individual, these will be considered violations:

Student/Student Relationships

Abuse—This includes any behavior that results in harassment, coercion, threat, disrespect, and/or intimidation of another person or any unwanted sexual attention towards another person. This action may include any action or statements that cause damage or threaten the personal and/or psychological well-being of a person. Inappropriate narrative on a personal blog may be considered personal abuse.

Hazing—Hazing in any form is prohibited by law. This regulation governs both on and off-campus initiation activities. Hazing is to be interpreted as any activity that endangers the physical safety of a person, produces mental or physical discomfort, causes embarrassment, fright, humiliation, or ridicule, or degrades the individual—whether it is intentional or unintentional. It is defined as doing any act or coercing another to do any act of initiation of a student intern into an organization that causes or creates a substantial risk bringing mental, emotional, or physical harm to a person. Hazing is also any act that injures, degrades, harasses, or disgraces any person. It includes any forced or required intentional or negligent

action or activity that recklessly places any person at risk of physical injury, mental distress, or personal indignity. Initiation activities are subject to the Dean's approval.

Breach of/Disturbance of the Peace—This is any action which disrupts the peace or which endangers or tends to endanger the safety, health, or life of any person. It also includes the disruption of the functional processes of the Institute by individuals. Talking, yelling, singing, playing a musical instrument, electronic device, etc., loud enough to disturb other members of the Institute family is strictly prohibited. Campus quiet hours are 10pm-7am.

Reckless Behavior—Any behavior which creates a risk of danger to one's self or others in the Institute family is strictly prohibited. This includes but is not limited to, speeding on campus, propping exterior doors ajar in the Residence area, throwing/launching/setting fire to objects, and disclosing or giving Residence area access to unauthorized persons.

Student Intern Dating Relationships

Student interns who attend the Institute acknowledge that this collegiate experience is NOT like other academic institutions in that student interns' goal is to focus on the LORD rather than upon romantic relationships during their time with us. Therefore, dating relationships between student interns are strictly forbidden. This includes romantic involvement of any kind.

Exceptions and Clarification below:

Dating Relationships prior to Enrollment—If a student intern is involved in a serious dating relationship with a NON-student intern before enrolling at the Institute, this should be clarified with the enrollment counselor PRIOR to acceptance at The Institute. We urge student interns to carefully consider the impact of this relationship upon their ability to give fully of themselves to the Institute experience. It is important to explain to an off-campus person that the relationship, in effect, must take a back seat to the student intern's Institute experience. Long-distance relationships will be difficult to maintain. If the student intern's academic performance or campus experience is negatively impacted, this will affect the student intern's continued status at the Institute.

Dating Relationships—Dating relationships, on campus or off-campus, are not allowed.

Relationships between student interns, any Institute staff members, and associates should be kept above reproach. Such relationships are very distracting to this ministry and may even destroy other relationships on campus. Conflict between team members can destroy an effective ministry.

Dating-type association with guests, campers, local students, or anyone under the age of 18—It should be apparent why dating relationships of any kind between students and people with whom we minister is absolutely out of the question. It is important that others never receive encouragement in this way. Wherever there is a possibility that a certain person is romantically interested in a short-term Intern, for example, it is the responsibility of the staff member to carefully and kindly explain to the person that such a relationship is not possible.

- Physical contact between students and members of the opposite sex should always be according to public decorum.
- Personal counseling situations between members of the opposite sex should always be done within full view of others. Never allow a circumstance to be easily misconstrued by an observer or counselee.
- When offering rides home, etc., in relation to your local church friends, etc., always keep a member of the same sex in the vehicle with you.
- When phoning a member of the opposite sex, always identify yourself as a Global student intern.

Sexual Impropriety—Sexual impropriety includes but is not limited to PDA (inappropriate displays of affection in public), participation in or appearance of engaging in

premarital sex, extramarital sex, homosexuality, or cohabitation. Pornography (sexually explicit materials) is forbidden. The Institute's computers are prohibited from any inappropriate use for this purpose.

Student Intern/Staff Relationships

The people who work alongside us are our spiritual support system. It is important to all of us to maintain the highest respect and consideration for each other. Don't allow *anything* to come between you and fellow student interns or staff members. This would be a sad burden for us to bear and would have a very definite impact upon the overall effectiveness of the Staff.

Whenever we have a disagreement with any fellow student intern or staff member, we DO NOT air this disagreement in front of others. We deal with differences of opinions privately. We always present a united front to those with whom we minister. If we cannot resolve our difference with another student intern or staff member, then it is our spiritual responsibility to seek out the counsel of a supervisor, and quickly. We desire to keep personal relationships a source of joy to the Lord, of fulfillment for us, and of inspiration to those with whom we minister.

Insubordination—Failure to comply with a request, written or verbal, of an authorized Institute staff member or residence assistant constitutes insubordination. Failure to comply, based on a difference of opinion is not an acceptable response.

Responsibility for Campus Guests

Personal Guests of student interns—Student interns are held responsible for the conduct of their personal guests on campus. Prior arrangements must be made with the Institute office.

Overnight visitors must register through Guest Services ahead of time and arrange arrival time, check-in, and pay any required fees in advance. Overnight guests in student interns' rooms are not permitted except in special circumstances with prior approval. Special rates are available for immediate family members/former student interns.

Surrounding Community Relationships

We value our privileges and responsibilities as members not only of the Institute family but also as citizens of the cities beyond the campus. As part of this community, we bear responsibility for one another. We will honor the community standards of conduct expressed in our system of laws and value the fair administration of those laws, including Institute,

municipal, state, and federal laws. Romans 13:1-2 says, "*Let every person be subject the governing authorities; for there is no authority except from God, and those authorities that exist have been instituted by God. Therefore whoever resists authority resists what God has appointed, and those who resist will incur judgment.*" (NIV) In view of our respect for community authority, these will be considered violations:

Breaking the Law—All student interns are required to abide by the laws of the local, state, national, and international governments and are subject to judicial action at the hands of the Institute and/or law enforcement agencies. Formal charges, complaints, or indictments by government entities are not prerequisite for Institute action under this section.

Special Exceptions for off-campus Events—The capability to minister off campus without disrupting the schedule may be permitted with these following provisions:

- No missed Institute coursework or assignments.

- Appropriate arrangements must be agreed upon between the professor and student. Otherwise the student may not accept the off-campus responsibility.
- Students that are placed as church ministry interns in a church must meet their hours needed for satisfactory completion of the internship. Therefore it is recommended that students return before their Sunday or weekend assignment if possible, in order to avoid disrupting other Institute Intern's work schedules or being unable to fulfill the required work hours for Intern scholarship.
- The student must make up hours of office ministry and weekend ministry preferably before the off-campus event.
- Finances, travel and lodging arrangements in host homes must be reviewed and meet standards of safety for our students to go and return ready to fulfill their responsibilities. It is the host church or inviting ministry's responsibility to provide for the expenses of any individual's off campus ministry.
- Paperwork must be completed and submitted to Student Services, professors and supervisors in the same way as other normal time away or ministry weekend requests.
- These provisions are not available during the summer camp season.

Honor Council Funds—Honor council funds that are received from tips, snow shoveling, or any other form of group donations will be handled in this way:

- Honor council funds will not be used for individual needs.
- They will be used to cover any group activity that is not covered by regular funds. Such as parties, dinners, and etc.
- Our group of students will decide whether or not to do something with the remaining money at the end of the semester.
- Whatever funds are left over at the end of the semester will rollover to the next semester.

Accountability Between Student Interns And Staff

Matthew 18:15-17 says, "If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses. If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, treat him as you would a pagan or a tax collector."

Order of Conflict Resolution

1. Student to Student
2. Student, Student, and RA
3. Student, Student, RA, and RD
4. Student, Student, RA, RD, and the Dean of Students
5. Student, Student, RA, RD, the Dean of Students, and the President of the Institute.

III. GUARDING MY SCHEDULE, SPENDING, AND STUDY (*Disciplined Intellectual Excellence*)

The Institute encourages personal growth and academic development in an atmosphere of Christian influence. We believe that diligence in study habits is a worthy goal and should be a high standard on our campus and in life beyond the academy. We affirm the necessity of both academic and personal standards of conduct that allow student interns and faculty to live and study together. We value the fair and efficient administration of these standards of conduct. Proverbs 12:22 says, “*The Lord detests lying lips, but he delights in men who are truthful.*” (NIV) In view of our respect for integrity, these will be considered violations:

Schedule Discipline

The Institute recognizes that growing as a leader requires a holistic approach to discipline, including self-discipline. While free-time during your time at the Institute may be limited, student interns are encouraged to focus that time on personal growth and not indulge in the development of lazy habits.

Curfew—The Institute sets a 11:00 pm curfew (12 am lights out) for its residents Sunday-Thursday and 12:00am Friday and Saturday (1am lights out). No student interns are allowed to enter or leave Campus between curfew and 5:30 am without prior approval from their Residence Director. This is for both the safety and security of the campus and resident student interns. Visitors must adhere to curfew hours.

Sickness/Illness Policy—Sickness or illness eventually will be an unwelcomed guest for everyone! The effect is that it skews personal plans as well as class involvement, special events, and scheduled ministry/work schedules of which students may be on teams that depend on their involvement for the benefited of efficiency and fairness of shared responsibilities. If a student is ill, he/she should contact his/her RD to report the nature and severity of the problem. The RD will notify the appropriate administrators, or staff. (Missed work team responsibilities must be considered time to be “made up”. Missed classroom assignments may be submitted in accordance with the course teacher’s syllabus policy re: absenteeism and missed submission dates).

Study Discipline

Academic Honesty—The Institute upholds the highest standards of honesty. Student interns are to refrain from the use of unauthorized aids on examinations and all graded assignments, to refuse to give or receive information on examinations and all graded assignments, and to turn in only those assignment which are the result of their own efforts and research. Faculty members are to accept the responsibility for discouraging cheating and will make every effort to provide physical conditions which will deter cheating. They are to be aware at all times of activity in the testing area. Any student intern found guilty by the instructor of cheating will be subject to disciplinary action by the instructor. The instructor will file a report of the incident and the intended disciplinary action with the Institute Director. If the student intern deems this action unfair, he/she may request a hearing before the Director and instructor. A written report of this hearing and decision will be retained by the Director. The Director’s decision will be final.

Personal Honesty—Lying or committing fraud on any level is unacceptable.

Financial Discipline

Gambling—Playing games or placing bets for money or other valuable stakes with the hope of gaining something significant beyond the amount an individual pays is not allowed.

Fulfill Fiscal Obligations—As any other organization, business, or ministry, The Institute has financial obligations to support the services it offers to students (food, lodging, education, etc.). The Institute also offers “tuition-defraying scholarships” based on several “programs” that students may choose. Part of The Institute’s operational income comes from the timeliness of the students’ payment of tuition. It is important that student financial obligations and commitments are fulfilled or that an agreed-upon plan is approved by the Finance Director before the end of each semester. Failure to do so may result in the reduction of scholarship programs which have been offered, or a student not being asked to return for the next semester until the financial obligations are fulfilled, as agreed.

Travel Arrangements—During the school year interns may be given many chances to travel both locally and at a distance. If traveling on a Global-sponsored activity The Institute will likely arrange transportation for all those involved. However, there are many instances that the student is responsible for (i.e. local trips, church attendance, trips to the store, for dining out, or transport on campus). In those cases it is the students’ responsibility to arrange amongst those who travel together the appropriate reimbursement for travel expenses. It is never the sole responsibility of one driver to provide for multiple riders.

When traveling long distances, specifically by bus or plane, The Institute advises you choose your departure or arrival city as Atlanta or Chattanooga. It is suggested that the student contact Groome Transportation Service, [\(423\) 954-1400](tel:4239541400), which transports to and from Dalton, GA. The student is responsible for all transportation expenses.

IV. GRACING SPACE: Dependable Stewardship Internal Discipline (Personal Physical Health)

We value personal responsibility and recognize the individual’s need for physical, intellectual, spiritual, social, and emotional health. We value the full development of every student intern in terms of a confident and constructive self image, of a commitment to self-discipline and of a responsible self-expression. According to Galatians 5:22-26, we should be characterized by the fruit of the Spirit, including self-control. *“By contrast, the fruit of the Spirit is love, joy, peace, patience, kindness, and self-control. There is no law against such things. And those who belong to Christ Jesus have crucified the flesh with its passions and desires.”* (NIV) In view of our respect for individual responsibility for one’s actions, these will be considered violations:

Alcoholic Beverages—The possession, use, purchase, or distribution of alcoholic beverages on or off campus is prohibited. The possession of empty alcoholic beverage containers and/or drug paraphernalia on campus (on campus includes all facilities of the Institute, any adjacent parking areas, parks, etc.) is forbidden and will be considered strong evidence that alcohol and drug regulations have been violated.

Illegal Drugs—The purchase, possession, use, or distribution of drug paraphernalia or any substance of abuse is prohibited except under the direction of a licensed physician. A substance of abuse is any form of narcotics, hallucinogenic, sports enhancement or “street drug,” alcohol, and any other controlled substances as defined by law. Local law enforcement may be called.

Tobacco—Realizing that the use of tobacco is harmful to health, the Institute does not allow the use of tobacco in any form inside any of its facilities. In addition, the Institute strongly encourages individuals to respect themselves, others, and the overall community enough to

abstain from all tobacco use in any location. Tobacco use by Institute participants on the grounds or buildings at the campus is not permitted.

Dress Code—The goal of the Institute is to establish a “cut-above” standard of excellence.

Thus, student interns are expected to maintain a standard of dress which ensures neatness, cleanliness, and appropriateness of attire.

Specific Standards

Footwear—For health and safety reasons, students are expected to wear appropriate footwear at all times.

Students are required to wear shoes in all campus buildings except in residential halls and in certain athletic areas.

Hats—Hats or head coverings should not be worn in the classroom, chapel, or official college meetings/assemblies.

Shirts—In general, shirts should be loose fitting and not skin tight. Shirts must be long enough to meet one’s shorts/pants/skirts. Examples of immodest and unacceptable shirts include, but are not limited to, tank tops that are low in the neckline or expose undergarments, those that are tube tops, tight, backless, strapless, spaghetti strap tops, halter-tops, or vests without shirts. Clothing should not be see-through or mesh garments.

Pants—Pants should be worn at the waist, should meet one’s shirt, be loose fitting, and should not be skin tight. Rips, tears, or holes should not be above one’s fingertips when standing with arms relaxed at the side. Pajama pants are neither appropriate nor acceptable outside one’s residence hall. Excessively baggy trousers and extraneous articles hanging such as chains are not permitted. “Gothic” style clothing and/or make-up is not permitted.

Shorts—Shorts should be no shorter than the bottom of one’s fingertips when standing with arms relaxed at the side. They should be worn at the waist and should not reveal undergarments. Rips, tears, or holes should not be above one’s fingertips when standing with arms relaxed at the side.

Skirts/Dresses—Should not be skin tight and must extend to the knee when standing with arms relaxed at the side. Slits must not expose undergarments and must be below the knee when standing with arms relaxed at the side.

Inappropriate Messages- No clothing that advertises a message inconsistent with the lifestyle and mission of GIYL is to be worn. This includes clothing that promotes alcohol, tobacco, drugs, sex, profanity, and / or pornography.

Piercings—Body and Facial Piercing are not permitted except on the ears.

“Special Event” Dress—Special Events are Global-sponsored events, and the dress code will be determined by the Office of Student Services depending on the nature and location of the event.

External Discipline (Responsibility for the Space around you)

We value diligence in protecting the environment and property as good stewards of God’s provisions. We believe that we should leave this place better than we found it, as part of our stewardship for God’s earth. We acknowledge that there are both rights and privileges in owning and using property, both personal and that of the Institute, and there are inherent benefits in both preserving and maintaining property and natural resources. Demonstrating respect for property demands accountability for our actions to the future academic and spiritual community at the Institute. Exodus 20:15 says, “*You shall not steal.*” Psalm 24:1 says, “*The earth is the Lord’s, and everything in it, the world, and all who live in it.*” Genesis 2:15 says, “*The Lord God took the man and put him in the Garden of Eden to work it and take care of it.*”

I Corinthians 4:2 says, “*Moreover it is required of stewards that they be found trustworthy.*” (NIV) In view of our respect for property, these will be considered violations:

Common Areas—The student intern center and other neutral areas have been established for student interns to assemble but may also be available to other guests. These areas enable both genders to enjoy friendship without disturbing others or infringing on Institute office, personnel, or office spaces. Being present in any non-public area of the Residence areas with a member of the opposite sex is forbidden. Student interns are not permitted to visit Rooms/halls of student interns of the opposite sex. Eph. 5:1-5 says, “*Be imitators of God, therefore, as dearly loved children and live a life of love, just as Christ loved us and gave himself up for us as a fragrant offering and sacrifice to God. But among you there must not be even a hint of sexual immorality, or of any kind of impurity, or of greed, because these are improper for God’s holy people. Nor should there be obscenity, foolish talk or coarse joking, which are out of place, but rather thanksgiving. For of this you can be sure: No immoral, impure or greedy person—such a man is an idolater—has any inheritance in the kingdom of Christ...*”

Littering—Help pick up! Intentionally discarding trash in places other than designated trash receptacles is prohibited.

Property Destruction—Actions that violate this value include damaging, destroying, defacing (in any way) property belonging to others or to the Institute.

Unauthorized Entry—No person may enter into any Institute building, vehicle, office, parking lot, student intern room (by door or window), or into any building without prior authorization.

Resident Advisors are not permitted to unlock resident’s or other personnel’s doors without the prior permission of the person who occupies that particular space.

Stealing/Possession of Stolen Property—Unauthorized taking, borrowing, and/or keeping of property belonging to the Institute or others is unacceptable and may be unlawful.

Arson—No fires may be lit anywhere on campus without appropriate permission and supervision.

Possession of Firearms, Weapons or Fireworks—Possession of these items--whether open or concealed—which could be used to intimidate, scare, or harm others or possession of materials used to manufacture bombs, firearms or weapons is prohibited.

Tampering With Fire Safety Equipment/Communication Equipment—Tampering with or removing emergency instruction sheets, fire alarms, fire extinguishers, exit signs, or other safety equipment puts others at risk of injury and is strictly prohibited. Any unauthorized tampering with communications equipment, including computer equipment belonging to the Institute, is prohibited. Student interns are responsible for abiding by computer acceptable use policies.

Facility Rules

General Rules

- It is everyone’s duty to keep common areas clean.
- When anything is spilled, you are responsible for cleaning the soiled area immediately.
- A/C and heat temperatures are pre-set. *Only assigned staff may adjust temperature.*
- Please turn lights out when you leave unoccupied rooms.

TV Hours and Policies

- Keep TV at a respectful volume.
- Television may be on only after dinner and must be turned off by curfew.
- TV may not be on until after lunch on Saturdays and Sundays.
- No TVs in student intern rooms.
- Democratic vote on what is watched M-F.

Dining Area Rules

- A special kitchen and serving area has been provided for student intern use. The commercial kitchen is off-limits to students.
- A microwave and other appliances on the serving counter may be provided for general use.
- Do not eat food that is not yours in the commons fridge.
- Clean up after yourself when you're done in the dining area. Use the cleaning supplies that are provided.

Student Intern Rooms

- Temperatures in common areas are preset. Only assigned personnel may adjust these thermostats. Individual room temperatures should be well-maintained, not excessively cold or hot, and turned down or off when the student intern is absent for more than 24 hours.
- Male and female areas are separate: Student interns are NOT allowed in the opposite gender's area.
- Close room doors when you go to bed.

NO tape, pins, or nails are allowed on the walls. Use only pre-approved adhesives. No posters, pictures, or any other items may be attached to the walls in a room or any other area without special permission.

- Do not leave your personal toiletries in a common bath.
- NO silly string, shaving cream wars, or water balloons.
- Furniture in rooms and other common areas may not be moved or rearranged without special permission in order to preserve furniture and protect floors and carpets from scrapes and snags. Please take special care to protect carpets from stains and snags.
- No unapproved appliances are allowed in rooms without specific, express permission.
- When emptying trash in your room, please take it to the dumpster rather than a nearby outdoor trash can.

Common Areas

- The furniture and décor may not be rearranged or moved without special permission.
- Activities in common areas should be in alignment with the purpose of the room. No behaviors are allowed that bring into question the integrity of the Institute or its purpose or is inappropriate for the room.

Laundry Facilities

A coin-operated Laundry Room is provided for intern use. All policies regarding student intern use of facilities apply to this area as well.

Common Area Cleaning Assignments

Responsibility for maintaining and cleaning the commonly used areas will be shared among interns. Cleaning assignments will be made at the beginning of the semester. Interns will be given areas to maintain daily. Inspections will be conducted weekly. Failure to pass inspection will result in loss of privileges until the area is cleaned appropriately.

Room Inspections

Interns' rooms are to be maintained in a clean and orderly manner. Inspections will be held without prior notice during the semester. On a scale of 10, at least 7 items must pass. If a student intern's room receives a score of less than 7, he/she will be subject to minus merits or fees for every point under 7. Fees are to be settled at the end of the month. Rooms will be checked by RAs or RDs on a weekly basis.

STUDENT INTERN HANDBOOK

PART III: DISCIPLINE AND SANCTIONS

HONOR COUNCIL

The Honor Council is a committee led by the Dean of Student Interns that meets as needed to determine the appropriate disciplinary action for any offence made by a Student Intern. The committee consists of RD's, RA's, one male and one female student First Year intern who will be elected by the student body to represent all the student interns on the Council. The purpose of this Council is to give a voice to the student interns in the decision making process. The Council will make suggestions to the Dean of Student Interns, but the Dean reserves the right to the final decision.

DISCIPLINARY PROCEDURES

On-site discipline—In the case that a student breaks a rule set forth by the Institute office, the authorities at place may choose a minor disciplinary action at their discretion. (for example, being late for scheduled events may result in being asked to stay later than scheduled, or push-ups)

Probation

Residence Life Probation—Formal written warning that the student intern's conduct is in violation of Institute policies. The continued status of the student intern as a resident depends on the maintenance of satisfactory citizenship during the period of probation. Any student intern who is on Residence Life probation will remain on probation for one full semester, clear of any violation of Community Values and Expectations. Student interns on probationary status may not hold student leadership positions. Student interns on probationary status may not participate in intramurals or other discretionary Institute activities until they have been removed from probationary status.

Institute Academic Probation—Formal warning will be given to the student intern that his/her academic performance is insufficient for meeting Institute standards resulting in jeopardy and out-of-good standing with the Institute. The continued enrollment of the student intern depends on the maintenance of satisfactory grades during the period of probation. Student interns on probationary status will be barred from certain student life activities and events so as to enable the student intern to focus on academic studies. Student interns on probationary status may not participate in designated recreational or other discretionary Institute activities until they have been removed from probationary status.

Institutional Scholarships Probation—Formal written warning that the student intern's conduct is in violation of Institute policies and his/her funds are in jeopardy of being removed for not less than one semester. Continued benefit from Institute funds depends on the maintenance of satisfactory citizenship during probation.

Suspension

Institutional Scholarships Suspension—Termination or reduction of institutional scholarships and aid for not less than one semester, including institutional aid given in the current semester.

Residence Life Suspension—Exclusion from living in or visiting the Institute residence common

areas for a stated period of time during which the student intern's presence in any residence area is prohibited without prior permission from the Residence Director. No residence life refund will be given.

Immediate Suspension - In the event a student intern's actions on- or off-campus show that the student intern's continued presence constitutes a danger to property, others, or themselves, the student intern may be placed on immediate suspension until a campus hearing can be arranged. A student intern on interim suspension will be restricted from the campus or from a particular program, activity, or building.

Institute Suspension—Termination of student intern status at the Institute for not less than the remainder of the semester during which time the student intern's presence on the Institute campus is prohibited without permission of the Director. Tuition may be refunded on a pro-rated basis, according to the Institute Financial policy. Student interns who reapply and are allowed to return to the Institute following a suspension will enter on probationary status and may be ineligible for Institute funds for not less than one semester.

Expulsion

Termination of student intern status at the Institute permanently for an indefinite period of time. No Residence Life refund will be given.

JUDICIAL PROCESS

The purpose of the Judicial Process is to give fundamental fairness and consistency to a student intern who has possibly violated an Institute guideline. A student intern who has been charged with a violation and thus alleged to be involved in an inappropriate behavior will be granted these rights in the judicial process.

Procedures

Report of Violation—Any student intern, faculty, staff, parent or guest may present to the appropriate RD an oral or written report (incident report form) of the facts as they know them regarding the alleged violation.

Meeting Arrangements—If there is substantial evidence to support the alleged violation, he/she will arrange a meeting with the student intern. In the case of allegations of academic dishonesty, the faculty member will arrange a meeting with the student.

Hearing: - The student intern will receive written or verbal notification from the Resident Director that there is an alleged judicial violation and meeting. Failure by the student intern to appear for a scheduled hearing of which he/she had been officially notified will necessitate a decision be made by the Institute without the student intern's input. A summons to a judicial hearing takes precedence over any Institute class or activity.

Decision—After the hearing takes place, the degree of involvement will be established and any appropriate sanctions will be declared. The student intern will receive written notification of the outcome of the judicial hearing listing any assigned sanctions. Faculty advisors will be copied all judicial letters.

Appeal—Any student intern has the right to appeal the decision of any disciplinary hearing if the student intern believes the treatment received was unjust, all the facts in the situation were not taken into consideration or the action taken was too severe for the behavior involved.

Future Registration—Registration for subsequent terms or the conferral of academic degrees may be withheld pending the resolution of allegations of values violations.

STUDENT INTERN RIGHTS

Procedures—The student intern will be informed verbally or in writing of the judicial process.

Access to the judicial process is detailed in the Student Intern Handbook which is available to all student interns.

Hearing—Depending on the type of violation, the student intern will be heard by the Residence Director. The student intern may request a hearing before the faculty/student intern judicial committee. Depending on the nature of the violation, appeals will be considered by the Dean of Student Interns.

Evidence—The student intern will be informed of all the evidence connecting him/her to the alleged violation.

Testimony—The student intern may offer personal testimony, decline to testify against oneself or bring personal witnesses to the hearing.

Counsel—The student intern may bring one Institute faculty, staff, or student intern to the hearing in the role of friend, advisor, and counselor.

Appeal Process

The Institute offers an Appeal Process to all student interns who feel the facts regarding their judicial hearing merits an appeal.

The student intern must fill out an Appeal Form available in the Institute office. This must be completed and detailed, and returned within 48 hours after receiving notice of disciplinary sanctions. Student interns are not guaranteed an interview with the judicial council hearing the appeal. All judgments on an appeal may be made solely on the information written in the appeal. This information must also be typed and stapled to the Appeal Form.

- This information must be directly related to one of the three reasons for an appeal below:
 1. The treatment received was unjust.
 2. All the facts in the situation were not considered.
 3. The action taken was too severe for the behavior involved.
 4. Student interns did not receive due process.
- The student intern will be provided an official written notification detailing the decision to accept or deny the appeal.

RE-ADMITTANCE

After Expulsion

Any student intern, once having been admitted to the Institute and then missing one or more semesters for judicial reasons, may be re-admitted by the following process:

1. Complete a new application (fee is not required).
2. Clear all previous academic, social, and financial obligations. This includes written permission for re-admittance by the Director.
3. Submit official transcripts from any undergraduate institutions attended since leaving the Institute. A student intern transfer form from the last institution attended must be submitted if it was a educational institution other than the Institute.

After Suspension from a Residence

Any student intern having been suspended for one or more semesters for judicial reasons must be readmitted by the following process:

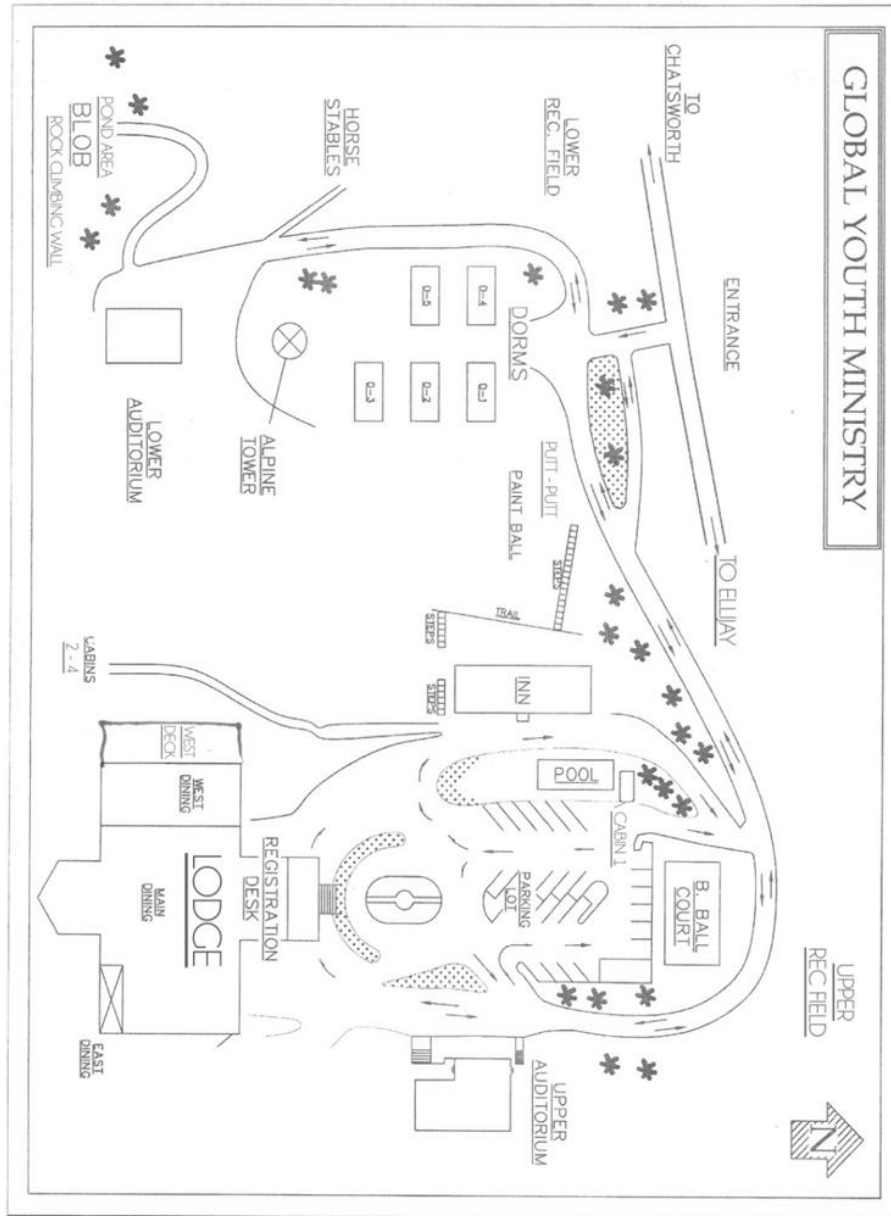
1. Submitting appropriate deposits or payments.
2. Interview with the Residence Director and obtain written permission for re-admittance.
3. If the student intern is permitted to move back into the residence area he/she will be readmitted on Probationary status and will remain at that status until he/she have remained clear of any violations of Community Values for one full semester.

Redemptive Support

All discipline should be redemptive in nature, seeking to reconcile the individual to God and to his/her neighbor. To assist in accomplishing this, the Institute attempts to model the Biblical ideal of redemptive discipline outlined in Matthew 18:15-18, James 5:19-20, and Galatians 6:1-2. Like a pyramid, most situations should be confronted and dealt with initially at the lowest level, student intern to student intern. If the problem is not resolved, it rises to the next level. As you rise up the pyramid, the options for disciplinary action are more limited. The goal is to resolve as many situations as possible involving as few people as possible. By doing so, relationships and individuals can be restored to the glory of God.

Seeking Change

Each student intern should be aware of his/her own behavior and the positive or negative effects that behavior can have on the Institute family. If a student intern knows his/her behavior is outside the limits established by the Institute and sincerely wishes to get assistance in order to change that behavior prior to the Institute discovering the inappropriate behavior, the student intern may take the initiative to discuss this with the Resident Director without the threat of disciplinary action. This kind of problem is defined as a "personal problem," and the staff member will seek to work with the student intern toward the goal of restoration (Proverbs 27:5,6). Exceptions to this approach may occur when behavior is repetitive, self-destructive, hazardous to others or self, or involves a significant legal issue.



Facility Map



Student Intern Personnel Policy Manual

Revised January 1, 2015

Student Intern Office Policy Manual

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MISSION STATEMENT

(Who We Are)

Global Youth Ministry exists to mobilize youth and youth leaders to mentor youth ministry throughout the globe.

Faith Statement

(What We Believe)

This ministry is built upon the following principles of the Christian faith:

- We believe the Bible to be the only infallible, authoritative Word of God.
- We believe that there is only one God, eternally existent in three persons: Father, Son, and Holy Spirit.
- We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return to earth in power and glory.
- We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life.
- We believe in the resurrection of both the saved and the lost; the saved unto resurrection of life and the lost unto the resurrection of damnation.
- We believe in the spiritual unity of believers in our Lord Jesus Christ.

MISSION VISION

(What We Do)

We exist to equip local youth leaders to raise leaders for and among youth for the next generation

MISSION VALUES

(Qualities We Value)

Equipping Values: We value the Great Commitment to live holy and godly lives.

- Christian faith is a maturing process; all grow through certain stages of spiritual development (1 Jn. 2).
- The Bible is our standard. We seek to honor God's Word and place it in a primary role in all that we do.
- Prayer energizes our work. We are a praying people who depend on power and direction from Above.
- Personal Responsibility: We desire to be responsible for ourselves and our work. We seek to be diligent about taking care of the small details. Good ministry is not a "throw-together-at-the-last-minute" kind of thing! We want to discover how to do what we don't want to do, then do it quickly and well. Then, it's easy to do what we prefer, without the nagging uncertainty about the things that have been put off! We know that there isn't a job or even a ministry anywhere in the world that doesn't have its little unpleasant tasks! These things just "go with the territory." So, we do those things that we like least first! Then, they are done and behind us! This is a good habit that we seek to develop. Hopefully, if we are truly called to ministry, then the good and positive features of our work will far outweigh the bad or negative aspects. At any rate, it is important to learn how to discipline ourselves to do even the tasks which do not come easily or are totally lacking in glory or recognition!

We believe time is short, and, therefore, valuable. We seek to plan ahead. We desire to be on time...in fact, we desire to show up at least 5 minutes early for any meeting that we are involved in, as a good example to others. For college and grad school students serving with us as

Interns and Associates, we understand that your studies, etc., are important in your life right now. When you get overloaded, you can expect us to be sympathetic. But, we do not allow this to become an excuse for putting off our work! This position is designed to help you to successfully deal with a very busy schedule. Ministry is a busy lifestyle! So, don't procrastinate. We try to calendar events well ahead. Take a close look at personal engagements and appointments to plan tasks with deadlines in mind. When we do this, then we will not have a crisis on our hands when projects are due!

Evangelism Values: We value the Great Commission to grip the globe with the gospel!

- Action: Everyone is a missionary, first to his own Jerusalem, then to the uttermost parts of the earth.
- Focus: Our task is to finish the job of taking the gospel to the globe by reaching its youth.
- Integrity: We are accountable to an untrusting world; we meet our financial obligations as agreed. We do what is right. We are consistent. We are trustworthy and keep our word.

Encouraging Values: We value the Great Commandment to love our brothers and prepare for the return of the Bridegroom.

- Relationship: We value team. We prize the family. We value commitment to each other. We define expectations of others. We invest in people. We acknowledge the gifts and abilities of others. We protect each other. We value laughter and fun. We prize service.
- Excellence: We are committed to quality. We value effectiveness over efficiency. We learn from failure.
- Worship: We bring glory to God.
- Submissive Spirit: As we work alongside those in spiritual authority, we appreciate more and more the truth that God has chosen all of us not on the basis of *our performance or perfection* but on the basis of *His grace*. Our leaders may disappoint us at

times. We desire to accept this as a reality of our fallen world. Leaders may do or say things with which we do not fully agree. We just remember to keep our eyes on the Lord who is sovereign over all and learn how to submit to authority, even when we do not agree. It is God's place to correct those in authority over us, so we PRAY for them! We seek to always clear everything we do through an assigned supervisor. We do not presume to act on our own without the approval of the person who has charge of our work!

Discernment: Much of what takes place in a ministry setting is not to be shared outside the context of the office. We all must guard our lips. If we have a difficulty

- with anything we see or hear or are asked to do, or with anything else about which we may disagree, or if we have a problem of some kind with a supervisor or another co-worker, then it is our spiritual responsibility to the Body to try to work it out. First, by speaking directly with the person involved in a Spirit-led manner, and if that does not produce results, then with an immediate supervisor. We do NOT talk about problems we may have with someone on staff to a third party. We do not share privileged information outside the office with appropriate and designated office staff.
- Servant Leadership: No ministry position should be viewed as anything but an opportunity to serve others. For some, the idea of "being up front" at events has appeal. The romance of this idea fades fast whenever the behind-the-scenes work is brought into the picture. We do not do our ministry for the sake of recognition or personal glory. We will only end up being disappointed and disillusioned. Ministry is all about giving glory to God. This must be our fundamental motive, and we will then enjoy a wonderful sense of fulfillment as God works through us to accomplish His awesome Master Plan. In Global Youth Ministry, let's set the pace in the area of servanthood. Many people will be observing our ministry and work and expect to see the highest ideals lived out before them, especially before young people! This is a great privilege, but it carries with it the cost of knowing that we forfeit much privacy and freedom to express opinions, have "bad hair days," etc.



SECTION 1

Office Procedures

OFFICE SCHEDULE

I. Purpose

This policy sets forth guidelines for office schedules at GYM. Employee work hours are established to ensure continuity of operation and provide convenience and communication for guests, suppliers, and employees.

II. Policy

GYM offices shall be run in an effective, Christ-honoring manner.

- A. Because of the guest service requirements, office hours and working times may vary by department.
- B. The immediate supervisors will work in conjunction with the Executive Director or designee in establishing work hours for each department.

III. Procedure

Staff members are expected to maintain a written schedule with the office so that the rest of the staff may properly respond to telephone inquiries, etc. Consistency is a virtue we cherish. Some activities are "givens" on the regular schedule, such as staff meetings, and you are expected to be present unless providentially hindered. When a staff member is unable to attend a meeting, it is imperative to call the office, preferable having already made arrangements to cover for the work during the absence. Any time away should be cleared in order to avoid confusion, unfinished projects, missed deadlines, etc.

- A. As a general policy and as much as possible, appropriate work schedules are posted one (1) week in advance of the next workweek. All hours are to be scheduled in consultation with the supervisor.
Associates are expected to work 40 office hours per week, beyond project participation.
Interns are expected to work up to 24 office hours per week, as agreed, beyond class or project participation.
- B. Supervisors are responsible for submitting proposed work schedules by 5:00 p.m. the day before posting.
- C. Supervisors and other personnel providing crucial guest-related services must inform GYM Administration of schedule changes.

ATTENDANCE

I. Purpose

This policy sets forth guidelines and procedures regarding excessive absenteeism and tardiness.

II. Policy

Our goal is to help "get the ministry accomplished, whatever it takes." All time away should be scheduled in advance with your supervisor. Excessive absenteeism and tardiness adversely affects ministry purpose, disrupts normal operating effectiveness, and overburdens other employees who must cover for the employee who is absent. Excessive absenteeism and tardiness will be grounds for disciplinary action, up to and including termination. All time away should be scheduled in advance with your supervisor.

III. Provision

A. Attendance

1. Occasionally, it may be necessary for an employee to be sent from work as a result of illness, injury, or for personal reasons.
2. Absences are classified into two (2) categories:
 - a. Excused absences
 - Examples of excused absences are personal emergencies, holiday, vacation, leave of absence, and sick leave.
 - If an employee's immediate supervisor deems appropriate, he/she may require the employee to provide a physician's statement indicating inability to work before approving sick leave.
 - b. Unexcused absences
 - Unexcused absences occur upon failure to report to work.
 - Any unexcused absence will be considered a major act of misconduct.
 - Employees will receive disciplinary action in the form of suspension without pay.
 - Two (2) unexcused absences within a 12-month period will result in termination.

B. Punctuality Being on time is most important to the efficient operation of GYM. Tardiness disrupts productivity and

1. makes it difficult to function effectively and to meet ministry needs.
2. It is every employee's responsibility to be at his/her work station at his/her scheduled starting time and to return from lunch periods no later than the allotted time.
3. Each occurrence of tardiness will result in disciplinary action.
4. Five (5) days within a three (3) month period in which an employee fails to report to work on time will result in termination.

IV. Procedure

- A. In case of absence, an employee is expected to give his/her immediate supervisor as much advance notice as possible before the beginning of his/her scheduled starting time.
- B. Advance notification is necessary so proper arrangements can be made to handle his/her work during his/her absence.
- C. If the absence can not be predicted in advance, the employee should notify his/her immediate supervisor within the first hour of his/her starting time of the first day of absence.
- D. If an employee must leave work, his/her immediate supervisor should be notified as far in advance as possible.
- E. Occasionally unavoidable circumstances may cause employees to be late. Employees must notify their immediate supervisor as soon as possible if they should be in this situation.

Staff Meetings

- A. Interns, Associates and Salaried staff meet with their immediate Supervisor regularly for evaluation, and meet with the staff weekly or as scheduled. It is the staff member's responsibility to arrange these meetings and to have an agenda for the supervisor!
- B. It is every employee's responsibility to be at his/her work station at his/her scheduled starting time and to return from lunch periods no later than the allotted time.
- C. Each occurrence of tardiness will result in disciplinary action.
- D. Five (5) days within a three (3) month period in which an employee fails to report to work on time will result in termination.

OFFICE ETIQUETTE

I. Purpose

This policy sets forth guidelines for office behavior at GYM.

II. Policy

A. Staff Relationships are Important. Something that we will want to prayerfully consider as we begin our ministry is good staff relationships. The people who work alongside us are your spiritual support system. They alone will be able to truly understand what we are going through, because they will be going through the same thing. It is important to all of us to maintain the highest respect and consideration for each other. Don't allow *anything* to come between you and fellow Staff members. This would be a sad burden for us to bear and would have a very definite impact upon the overall effectiveness of the Staff. Whenever we have a disagreement with any fellow Staffer, we DO NOT air this disagreement in front of others. We deal with differences of opinions privately. We always present a united front to those with whom we minister. If we cannot resolve our difference with another staffer, then it is our spiritual responsibility to seek out the counsel of a supervisor, and quickly. We desire to keep our personal relationships a source of joy to the Lord, of fulfillment for us, and of inspiration to those with whom we minister.

B. Dating Relationships: We hope every staff member has a great experience ministering at GYM...in every way! But we ask that everyone go into this ministry experience with our eyes wide open to the potential ramifications of romantic involvement of any kind. Some things we will want to watch for are these problem areas: Serious Dating Relationships: If a single staff member is involved in a truly serious relationship outside the staff, we urge staff members to carefully consider the impact of this relationship upon their ability to give fully of themselves to those with whom they minister.

1. It is important to talk this over with such a person before making the decision to participate in this ministry. Pray together about it. Be sure that this ministry can take the appropriate priority. Long-distance relationships can strain staff members' effectiveness.
2. Dating Fellow Staff Members: This is taken very seriously. It is discouraged and in most cases, not allowed between staff members, associates', students, or Institute Interns. Such relationships are very distracting to this ministry. Sometimes, a relationship between team members can destroy an effective ministry. Team members who become more involved with each other than with those they minister with may destroy the principal objective for which they were called.
3. What About Dating-type Association with those with whom we minister?: It should be

apparent why dating relationships of any kind between staff members and people with whom we minister is absolutely out of the question while on staff. It is inappropriate, and it is important that others never receive encouragement in this way. Wherever there is a possibility that a certain person is romantically interested in a short-term Intern, for example, it is the responsibility of the staff member to carefully and kindly explain to the person that such a relationship is not possible.

- Physical contact between staff members and members of the opposite sex should always be according to public decorum.
- Personal counseling situations between members of the opposite sex should always be done within full view of others. Never allow a circumstance to be easily misconstrued by an observer or counselee.
- When offering rides home, etc., always keep a member of the same sex in the vehicle with you.
- When phoning a member of the opposite sex, always identify yourself as a Global staff member.

III. Procedure for Office Etiquette

- A. Office Staff Assistance: When needed, ask your supervisor for assistance from other staffers.
- B. Staff Folders: Please check your box or folder often for messages.
- C. Desks/Work Areas: Please keep your desk and your area clean and neat. No matter who comes through your area, they should be impressed by your cleanliness and orderliness. Remember, this is a shared work area, so be sensitive to others. Please keep noise levels down.
- D. Media: Please check before you use media equipment.
- E. Parking Lot: Please park in designated areas only. Be sensitive to how and where you park, for the sake of others.
- F. Keys: Keys are assigned only to designated staff. Other staff will need to think in advance to plan for those times when they will need to get into the offices.
- G. Stationery: Ministry stationery is for authorized use only.
- H. Energy conservation: Please be sure that lights are turned off when an area is not in use. This helps save funds.
- I. Personal Responsibility: Staffers must conduct their personal affairs in a manner that their individual responsibilities and the reputation of this ministry are not jeopardized.
- J. Confidentiality: You will have access to information of a confidential and/or sensitive nature, contained in records, correspondence, inter-office memos, and other documents. You are in a position of trust and obliged to keep this information strictly confidential. You may not disclose, duplicate, or use this information except as directed by your supervisor. No GYM files, either electronic or hard copy, may be downloaded or taken from the office without express permission.

DRESS CODE

I. Purpose

This policy sets forth guidelines for dress at GYM.

II. Policy

Two things we ask:

- A. First, remember who you are in Christ! At Global Youth Ministry, you are a world

ambassador for Christ. As a ministry professional, you will be dealing with youth leaders, pastors, and lay people from the United States and around the world. Although many of our contacts are by phone and by mail, we also receive office guests. We want the first impressions of this ministry to always be that of excellence and quality. We only get one chance to make a first impression. Our staff is the first impression of this ministry — programs usually come later. It is important for our staff to recognize that sometimes personal tastes must be set aside in order to minister effectively to others. We do not want anything to become a stumbling block, including our mannerisms, dress, language, etc. While some slang terms, fashions, etc., are obviously not “wrong,” they may pose problems for youth pastors who must answer to parents who do not wish for their children to mimic or copy these fashions. When we insist upon “our way”, we may make the job of the youth pastor more difficult. We never want students to go home and say to their parents, “But the staff did....” If they say anything about us, let it be something about which ALL of us can agree in language, attitudes, hangouts, movie tastes, and, of course, fashions. Furthermore, we believe that when one dresses to the highest possible standards, it affects self image, confidence, and composure. We understand that some of our staff will be younger than many of the youth leaders whom we serve. When youth leaders see our staffers dressed in a more businesslike attire, they tend to treat us more seriously. Jeans, cutoffs, T-shirts, and the like only reinforce an image of immaturity in which we are not taken seriously.

B. Second, dress according to what you are doing. Staff members should dress appropriately to the tasks assigned to them; they should maintain a personal appearance which enhances youth ministry as a profession and which does not reinforce the negative image that youth ministers often bring upon themselves by an overly casual appearance.

1. GYM employees are to dress with good taste and modesty.
2. The employees' dress, like our manner and personal conduct, must consistently be reflective of Christ in us as a witness.

As a leader in the community, GYM desires to be looked 1. upon as an example of excellence in its field.

2. Public tours of the facilities are an aspect of public relations. Attitudes of the community and our guests are affected by what we do and in part by what we wear.

III. Procedure

A. In lieu of an exact code for all situations and circumstances, the Executive Director, in conjunction with the immediate supervisor, is to;

1. Exemplify appropriate dress.
2. Interpret what is modest, decent, and appropriate. This will also include such things as the wearing of jewelry, cologne, and perfume.

B. For employee safety, dress restrictions are enforced to prevent accidents or serious injury, such as;

1. Wearing loose clothing, loose jewelry, or unprotected long hair is not permitted while working on or around moving machinery or hand power tools.
2. In the event other dress items are determined to be a safety hazard by a safety audit, employees will be notified.

C. Specific Codes may include;

1. Come to work in slacks and button-down shirt for guys, and for the ladies a dress, skirt, or nice slacks and blouse.
2. No body-piercing jewelry, please, except earrings for the ladies.

3. Hair trimmed and well-groomed. Guys, no pony tails, shoulder length hair, or shaggy side-burns, please. No braids. No "off-beat" hair coloring.
4. All apparel, make up, jewelry, etc., should always be in good taste. Nothing revealing, too tight, or too short. Also, no advertising of any questionable or objectionable products.
5. Certain days will be set aside at the office as work days when more casual apparel, such as T-shirts and blue jeans, are acceptable. These will be indicated in advance.
6. Please no long fingernails. This is not the kind of environment in which you could maintain them anyway!

TELEPHONE USAGE

I. Purpose

This policy is to establish telephone usage for GYM employees. Since most of our relationships are conducted via phone or other electronic means, certain behaviors are important.

II. Policy

Purpose of Phone Use: GYM phones are meant to be used for ministry and official purposes only. Office staff represents to the public not only the activities of Global Youth Ministry but also the spirit of our ministry. Therefore, telephone use should correspond to our values. GYM telephones are for necessary ministry-related business.

III. Procedure

- A. Personal Calls: Personal calls should be kept to a minimum. We do not object to your making or receiving occasional calls of a personal nature. Please keep these calls brief and do not allow personal calls to interfere with your ministry time in the office. Do not charge personal long-distance calls to the ministry or use the toll-free line to make or receive personal calls!
- B. Computer Uploads and Downloads Affect our Phones: Our phones are VOIP-based. This means that uploads onto personal computers can impact the ability of others to make or receive phone calls. We ask that uploads are not conducted during business hours.
- C. Length of Calls: Lengthy telephone conversations are discouraged. Please keep all calls to 3-5 minutes in length. Of course, your first objective is to meet the needs of the caller. Please do not waste time on the phone, especially if it is long-distance! Each minute costs money!
- D. Long distance calls are restricted by the long distance carrier. Long distance account codes are assigned to personnel whose jobs require accountability for calls.
- E. Personnel responsible for answering incoming telephone calls are to respond as follows:
 1. The initial greeting should be "Good morning (or afternoon, as appropriate) Global Youth Ministry, this is _____ speaking."
 2. If a particular person is requested and he/she is thought to be in, the response should be "Please hold while I transfer your call."
 3. If a particular person is requested who is known not to be available, the response should be "Name is away from their desk or Name's line is currently busy or Name is not here today. May I help you?"

4. If a caller is requesting assistance and you must transfer their call, respond as follows: "I can help you by transferring your call to Name."

F. Personnel answering an office extension are to respond as follows: "Hello, this is Name (or) This is Name, May I help you?"

G. If the caller wishes to leave a message, the following information is essential:

1. Complete name of caller with Company or church name, if applicable
2. Telephone number and extension, if applicable
3. Message with enough information about nature of call
4. Please return calls promptly, as it reflects on our desire to respond to ministry needs of our clients.

COMPUTERS & SERVER USE

I. Purpose

This policy is to establish computer usage for GYM employees. Since most of our ministry business is maintained by means of the computer, certain behaviors and procedures are important.

II. Policy

A. Purpose of Computer Use:

The Server is a shared base for all office staff. All GYM documents should be saved to the server so that they are not lost in case an individual computer crashes.

III. Procedure

A. Assignment of Computers

Staff members are assigned access to computers with appropriate access codes. In general, we discourage use of other staff members' computers unless permission is obtained. Personal use of office computers is discouraged. Do not allow non-staff to use ministry computers. Do not allow personal computer use to interfere with your ministry time in the office. Unless otherwise noted, computers are not to be taken from the campus.

B. Server Use: The Server has two main files: one is the media server (Y), and the other is the main server (Z). Most files that we work with (other than the Prom/Prod Dept) are in the main server. Note the categories in the main server and take care to file individual documents in the correct category and file folder. If you are unable to determine where to save a document, ask for help.

1. Do not save a document on an individual computer but always save to the server.
2. No electronic file may be downloaded or copied for
3. personal use without express permission.
4. Do not change information on an existing document. If you need to make changes, please "Save As" a new document (for example "Camp Daily Schedule 09 v2" or version 2) so that we can preserve previous documents *and the date* that document was created in the server. In some cases this is very important as it documents times when agreements were made, etc., with our clients.

C. Database Use: "Filemaker Pro" is our database. We keep all pertinent information about our ministry clients in the database.

1. When you speak with or communicate with someone by email, etc., please check to see if that person is listed in our database, then add new ministry client information into the database. Do NOT create a new file for a person who already exists in our database.
2. Please note phone calls in the caller's database file under "notes."

FILING SYSTEM

I. Purpose

This policy is to establish filing procedures for GYM employees. Good record keeping is essential for the smooth operation of our ministry. These filing procedures are important.

II. Policy

Purpose of Hard-Copy Filing: The hard-copy filing system is the final record of our operations and the basis for any future operations. Office files provide the record base for all office staff. All GYM documents should be saved in the appropriate file cabinet so that they are not lost in case our computer system fails or crashes. No hard copy files may be copied or taken from the office for personal use without express permission.

III. Procedure

We continue to create hard-copy files as a back up to all computer-based information. It is important that you create a hard copy file for each event for which you are responsible.

- A. Please do not keep file folders at your desk for more than a few hours at a time, as other staff members may need access to this information.
- B. There is a "current" events' folder rack" in each of our two office areas. Please keep current events' file folders in the "current events folder rack" in the office where everyone can access them.
- C. Please place event files that are concluded, after properly cleaning them and organizing them for future reference, in the appropriate file cabinet.
- D. Place event files in the cabinet with the most recent events to the front of the cabinet.

Types of Files

There are two types of files in our filing cabinets:

- A. Specific personnel or dated event files are always stored in manila colored file folders. All information regarding a specific person or event should be kept in one of these.
- B. General files regarding an event type are stored in color coded file folders, according to the "5 Ps" of GYM's planning template (Place, Personnel,

Promotion, Program, Product):

1. Place Folders (Orange): Place/Date information that applies to all place information for a certain type of event, like camps or conferences. For example, all information concerning Shocco Springs Conference Center is stored in the Shocco Springs Folder which is color-coded orange and placed in a file cabinet with other facility folders.
2. Personnel Folders (Green): Summer staff, campus interns, etc., each have a personnel File, which is

manila colored. Information related to all campus interns, regardless of the year they worked with us or which position they held, is stored in a green color-coded file.

3. Promotion/Registration Folders (Yellow): Everything that is generic that relates to all promotion or registration procedures should be placed in yellow color-coded folders.
4. Program (Blue): Program related general information, such as recreation rules and policies, track time procedures, etc., should be filed in a blue folder for easy access. However, information concerning a specific year's camp recreation should be filed in a manila folder with the appropriate year on the tab.
5. Product (Red): General information, such as catalogue information for merchandise, camper shirt companies, etc., should be filed in red color-coded folders.

Tab Folder Identification

There are three levels of ministry at Global, which should be tabbed in a certain way:

- A. All-Youth Events for 7th grade and up (Left Tabs): Events such as Momentum 1, summer Global Youth Camps, etc., are tabbed on the left because these involve all youth.
- B. Young Leaders Events (usually 11th grade through college) (Middle Tabs): Events such as M2, the Institute for Global Youth Studies, Intern positions, and mission projects are usually middle-tabbed.
- C. Adult Youth Leaders (Right Tabs): M3, Associates, Mentors, e tc., should be right tabbed.



Financial Policies

FINANCIAL POLICY

I. Purpose

This policy sets forth guidelines and procedures regarding finances for GYM. GYM is a 501 (c) (3) not-for-profit ministry, and all our records are scrutinized by the IRS carefully. Above that, Our Lord scrutinizes our use of His funds, and it is imperative that we maintain a godly perspective and godly stewardship. We squeeze every ounce of ministry we can from every dollar. Pennies matter, because funds that are spent needlessly are then unavailable to use in other important undertakings. Employees assume final responsibility for any GYM funds they supervise.

II. Policy

- A. GYM does not make purchases unless there are funds in the bank to cover the amount.
 - B. GYM does not make purchases or expend funds outside the budget approved by the board without getting board approval.
 - C. Officers and employees of Global may make requests for funds within their budget based on prior approval as noted:
 - 1. Executive Director: May approve expenditures for the ministry and for Coordinators within the budget provided funds are available. Extra budget expenditures or budget changes may be made at the Director's discretion up to \$2,000 provided funds are available, other budgetary needs are met, and the account maintains a positive balance.
 - 2. Coordinators: May approve expenditures by associates for line items within their budget up to \$100.00 when on the field without prior office approval, but they must report these expenditures to the office within 48 hours.
 - 3. Associates: Must get written approval for all expenditures.
 - D. With approval, make any charges to our **Corporate American Express card** if at all possible for many business reasons. Our back up is a corporate Master Card. See your supervisor or the accountant to make use of either of these cards for your authorized purchases.
 - E. GYM only reimburses if prior approval was received.
 - F. GYM does not reimburse employees for taxes paid. You must make arrangements by taking the proper documentation, credit cards, etc. with you to make the purchase.
- We always appreciate your adhering to these policies without exception. Let's be diligent to follow these policies for the best financial stewardship possible in the Lord's work.

III. Procedure

When making a purchase, please follow these procedures:

- A. Always remember to make arrangements with the company you are doing business with to set us up as **Tax Exempt**. You usually do this by faxing them a copy of our Tax Exempt form.
- B. If ordering anything over the internet or phone, always get prior approval on a **Purchase Order** form signed by the appropriate supervisor. Give the completed form to the accounting office.
- C. If making a purchase, paying for it yourself, and requesting reimbursement you must do

three things:

1. Always get prior approval (Purchase Order or Check Request) from the appropriate supervisor before making any purchase.
 2. Take documentation with you to show the company where you are making the purchase that we are tax exempt; therefore, the company will not charge us any tax.
 3. When you return to the office with the purchase, you must fill out a **Check Request** form for reimbursement with all of the proper documentation. Receipts must be provided to receive any reimbursement.
- D. Project Funds: If you are responsible for disbursing funds for a mission project, you will be given appropriate credit cards, cash, checks, and other forms of finances at the beginning of a project. You are a steward of these funds and are totally responsible for proper handling. The on-site director will review necessary expenditures for which he or she is responsible prior to departure. The Director must request the needed amount and delineate the forms of payment that will be needed (i.e., cash, check, or credit card.) In some instances, it will be necessary to convert. If U.S. currency must be converted to another currency, keep the conversion form given by the bank. Then, record the expenses in the currency used on the budget Expense form in the initial column, and convert to U.S. under the appropriate secondary column (i.e., transportation, lodging, etc.)

Paperwork

These are the forms we use for budget expenditures:

- A. Check Request Form: This form is used when funds are needed at the time of a purchase.
- B. Purchase Order Form: This form is used when you need to purchase an item but do not need to pay for it in advance.
- C. Budget Expense Form: This form is used to maintain daily record of funds being expended while on a project. It is important to keep all receipts in order to carefully document expenses and that the recorded expenses match the receipts. Each receipt should be numbered in chronological order so that it is easy to match the receipt with the line item.
- D. Tax Exempt Form: GYM is a tax-exempt ministry, and we have forms which you will need to show businesses in order to avoid paying taxes.
- E. Reimbursements: When a GYM staff member uses personal funds to pay for a GYM expense, it is essential to provide receipts to our accountant for reimbursement. Remember: GYM does not reimburse for taxes charged.

PURCHASE REQUESTS

I. Purpose

This policy establishes guidelines for the completion and submission of purchase requests to bookkeeping for all items purchased. It also designates individuals who are authorized to sign purchase requests.

II. Policy

A purchase request must be completed and submitted to bookkeeping for all items purchased.

III. Procedure

- A. Purchase Requests must include:
 1. Completion Date

1. Vendor Name
2. Vendor address & phone number (if new vendor)
3. Vendor number (note if new vendor)
4. Expense account number
5. Request date
6. Individual making requisition
7. Description
 - a. Item being purchased
 - b. Purpose of purchase
 - c. Location item will be used
9. Cost of item (if known)
10. Attached substantiating information (if available)
11. Authorized Signature
 - a. Department Directors (as approved)
 - b. Executive Director
 - c. Other Executive Director designees

- B. The Purchase Request procedure requires that the following items be forwarded to the Bookkeeper prior to payment being processed:
1. Purchase Requests
 2. Delivery tickets/shipping labels
 3. Invoice
- C. COD orders must be the last resort for receiving purchases. If there is a COD order, this information must be brought to the attention of the bookkeeper and noted on the Purchase Request.
- D. Arrangements should be made at the time of purchase for any shipping costs. Whenever possible, freight should be billed through the vendor.