

**Generation**  
CHURCH



# **Internship Agreement**

*Welcome to the best team on the planet.*

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## **Employment**

### Equal Opportunity Employer

Generation Church is an Equal Opportunity Employer. Our church does not discriminate on the basis of race, religion, color, sex, pregnancy, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All aspects of employment including the decision to hire, promote, discipline, or discharge will be based on qualifications, merit, and organizational need.

### Internships

Interns are individuals whose attention and energies are devoted to Generation Church for the opportunity to learn leadership lessons and to gain ministry experience. Interns' time commitment is between 30 - 40 hours per week, with the exception of special events or Big Days which may require additional hours of interns and other paid staff members.

### Employment At Will

Generation Church is an "at will" organization. All hiring is presumed to be 'at will'; that is, Generation is free to discharge individuals for good cause, or bad cause, or no cause at all, and all employees & interns are equally free to quit, or otherwise cease to work for Generation Church.

### Voluntary Termination

Interns who are voluntarily terminating their employment at Generation Church should submit a letter of resignation to their direct report or Office Coordinator with appropriate notice. Appropriate notice varies by employment category; interns must give two-weeks notice.

Separating interns should complete an Exiting Questionnaire and assist in making any transitions as smooth as possible. Interns who are absent from work for three or more consecutive working days without notifying their direct report

and/or the Office Coordinator will be deemed to have voluntarily terminated employment.

### Involuntary Termination

Generation Church reserves the right to terminate an individual's employment at any time when it is in the organization's best interests to do so. Circumstances warranting involuntary termination with or without notice may include, but are not limited to:

- Performance below the standard expected;
- Grossly inappropriate, unethical and/or criminal behavior;
- Insubordination;
- Misrepresentation of facts;
- Severe disregard for Generation Church's policies (e.g., sexual harassment, abuse of drugs or alcohol, severe violation of the morality agreement, etc.).

## **Personal Expectations**

### General Conduct

Regardless of position or role, every employee's work at Generation Church is vitally important, as is their behavior at work. Likewise, each employee's conduct away from work should be consistent with the values of Generation. All employees serve as a representative of the church and as such are expected to display more courtesy and understanding than is seen in most other areas of employment.

### Morality Agreement

As Christ followers, we are commanded to live our lives as an example for others. Interns and staff members at Generation are held to this standard as well and should be examples to our church of how to live, lead, and behave.

As such, interns are required to adhere to the following morality agreement throughout the course of their internship with Generation Church and are strongly encouraged to live by it after their internship is complete:

- Understand and affirm What We Believe at Generation Church. ([generationchurch.me/about-us/beliefs](http://generationchurch.me/about-us/beliefs))
- Enter into & maintain active partnership with Generation Church
- Complete & pass an employment-level background check
- Avoid viewing pornography (Matthew 5:28)
- Use your speech to uplift and edify those around you. (Matthew 15:11, Ephesians 4:29, Titus 2:7-8)
- Practice Biblical views of sexuality. (Romans 13:13, 1 Corinthians 6:9-10, 18)
  - Commit to sex only within marriage.
  - Choose not to cohabitate outside of marriage.
  - Choose not to be active in & avoid promoting a homosexual lifestyle.

Violation of this agreement may result in corrective action up to and including involuntary dismissal from the internship program.

### Confidentiality

In the course of their work, interns at Generation Church may acquire information that is confidential pertaining to the Church's internal affairs and its ministry to its owners, attendees, and to the community. Interns are obligated to preserve the confidentiality of such information. Interns are expressly prohibited from discussing or conveying such information to unauthorized persons either within or outside the Church. Queries by individuals concerning the operations of the church, its finances, or attendees of Generation should be directed to a member of the Executive Team.

### Drug & Alcohol Abuse

Generation Church has established safeguards against drug and alcohol abuse to ensure a safe and healthy working environment. Substance abuse imposes a burden on those caught up in the abuse, but also on their co-workers. It may lead to poor job performance, accident risks, and negative perceptions. To mitigate these effects, possession or sale of illegal drugs or alcohol on church premises is strictly prohibited.

The consumption of tobacco, illegal drugs, prescription drugs, and alcohol is regulated as follows:

- The use of tobacco products or tobacco substitutes is prohibited.
- The use of alcohol is prohibited when representing Generation Church, whether on church property or off-premises. During personal time, alcohol is permitted, if of legal age. Consumption of alcohol, however, should always be done in a responsible manner with moderation and sensitivity to others for whom alcohol use may create an offense or be a stumbling block.
- The use of illegal drugs is strictly prohibited.
- The use of prescription drugs is permissible if it does not impair an employee's ability to perform the essential functions of their job and is administered as prescribed so long as it does not endanger other individuals in the workplace.

The abuse of drugs and/or alcohol, per the regulations above, may lead to disciplinary action, rehabilitation, or immediate dismissal from the internship program.

### Sexual Harassment & Discrimination

Generation Church is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that prohibits unlawful discriminatory practices, including harassment. Therefore, Generation expects that all relationships among persons in the office will be businesslike and free of bias, prejudice, and harassment. Our goal is to ensure that all employees can work in an environment free from unlawful harassment, discrimination, and retaliation. Generation will make every reasonable effort to ensure that all concerned are familiar with these policies and are aware that any complaint of behavior in violation of such policies will be investigated and resolved appropriately.

- Harassment on the basis of any other protected characteristic is strictly prohibited. Harassment is verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual because of their race, color, religion, sex, national origin, age, disability, marital status, citizenship, or any other characteristic protected by law. Harassing conduct includes but is not limited to epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility toward an individual or group.

- Sexual harassment constitutes discrimination and is illegal under federal, state and local laws. Sexual harassment is unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, whistling or touching; insulting or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures; and other physical, verbal or visual conduct of a sexual nature.

Generation Church encourages reporting of all real or perceived incidents of discrimination or harassment to your direct report. In the event the incident involves your direct report, reporting of your real or perceived discrimination or harassment should be brought to their direct report. It is the policy of Generation Church to promptly and thoroughly investigate such reports. Generation also prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports.

### Social Media Usage

Generation Church generally views creating or contributing to personal websites, blogs, social networks, message boards, virtual worlds, and other kinds of social media positively. We recognize the desire of many of our employees to participate in the online community and encourage this form of networking and idea exchange. As an employee of Generation, you may be seen by our owners, attendees, and outside parties as a representative of our organization. That means that while you may view your online presence as a personal project, many readers will associate you and the views you express with us. In light of that, we ask that you observe the guidelines outlined below. Please keep in mind that these guidelines will continue to evolve as new social networking technologies emerge. Check back periodically to ensure that you are up-to-date.

- Use good judgment in all situations. If you wouldn't want your mother seeing what you're doing, do not put it online.



- Whether offline or online, you are representing Generation Church at all times. Please keep this in mind as you interact, create and share in the digital world.
- Please be sensible when using social networks during your working hours. We realize this is a powerful and effective medium to keep in touch with friends, co-workers, and volunteers, but please be mindful of how much time you spend doing non-Generation related online activities during work hours.
- What goes on the Internet, stays on the Internet. Google has a very good (and very permanent) memory. Think about this before sharing anything online.
- Social networks are never a good place to air personal grievances with other staff members or Generation owners. Unfortunately, social networks are breeding grounds for passive-aggressive behavior. Rise above that. If you have a conflict with someone, please respect yourself (and them) enough to work through it in person.

These guidelines are designed to protect both you and Generation Church. Failure to abide by these guidelines could result in dismissal from the internship, legal issues between Generation and members of the community, the ability to attract and retain visitors, and ultimately set back the advancing of the Kingdom.

### Outside Employment

Interns may accept outside employment as long as their outside employment and volunteer activities do not create a real or perceived conflict of interest or commitment. These activities must also not interfere with an intern's full and proper performance of their employment with Generation Church.

Additionally, interns who are concurrently undertaking post-secondary education will be granted flexibility so long as their responsibilities to the church are still fulfilled. Ultimately, the expectation is still that these activities must not interfere with an intern's full and proper performance in their employment by Generation Church.

## **Work Expectations**

### Role Descriptions

All interns at Generation Church will have a role description outlining responsibilities and setting clear expectations. Role descriptions will be reviewed and updated annually to ensure responsibilities and expectations are accurate and up to date.

### Goal Setting

At Generation Church, our mission, vision, and values get translated into five year, three year, one year, and 90-day goals. These goals provide a clear focus, unified direction, motivation, and individual and organizational purpose. Every intern at Generation is expected to develop individual goals, personal ministry goals, and help achieve the overall organizational goals.

### Performance Evaluation

Generation Church will review interns' performance on a monthly basis through performance evaluations with interns' direct reports. Evaluation results will aid in decisions regarding possible next steps after the end of the internship, other leadership opportunities, and corrective actions (up to & including involuntary termination). The goal of performance evaluations is to improve performance, guide the intern toward excellence, and understand areas of concern on the part of Generation Church and/or the intern.

### Personal & Professional Development

In a spirit of learning and growth, Generation Church expects each intern to continue to improve both personally and professionally. Interns are expected to maintain a growing, thriving relationship with Jesus Christ through regular Bible study, prayer, worship, and regular participation in weekend worship experiences. Generation will assist interns in personal and professional growth by providing opportunities and encouragement for continuing training and development. Training and development involves the acquiring and improving of ministry-related skills and knowledge, preparation for the expansion

of ministry responsibilities, and exposing oneself to educational opportunities such as conferences, book studies, and podcasts.

### Leadership 101

One component of an intern's personal and professional development is Leadership 101. Leadership 101 is an independent study component of the internship designed to mirror college-level coursework & develop interns in four areas of competency: leadership (of themselves and a team of people), emotional maturity, spiritual formation, and theological foundations.

Generation Church will provide interns with necessary materials to complete Leadership 101. Interns are responsible for completing their coursework adequately and on time. Interns who consistently do not complete their coursework on time or complete it inadequately may be subject to disciplinary action up to and including involuntary dismissal from the internship program. Adequate completion of coursework will be determined by a team including but not limited to the Office Coordinator, Intern Supervisor(s), & Operations Director.

### Work Schedule

Generation Church's work week runs Sunday through Thursday with standard office hours Monday through Thursday from 9:00 AM to 3:00 PM. Due to Sundays being a full workday, Fridays are reserved for days off. Time away from the church for visitation, conference assignments/meetings, youth trips, etc. will be considered as time worked.

### Office Etiquette

As employees of Generation Church, we share life and space with each other for a majority of the week. To respect each other and to have order in the office, we have a code of conduct that we expect each employee to honor and adhere to:

- Character - Your character and heart are worth more to us than your talents or your intelligence. Make sure to always act in a manner that will ensure integrity. Never be alone with a person of the opposite sex who is not your spouse. (For example, take a travel companion to conferences and church trips) As much as possible, staff should communicate with one another regarding the week's office

attendance in order to eliminate males and females being in the office alone to be above reproach.

- Chemistry - We are a family first and foremost. We will treat each other with respect, love, and compassion. We want to have the best team in the world. To foster chemistry, we will often work in shared spaces and eat lunch together.
- Fun - If you don't like to laugh or have fun at work, then Generation Church isn't for you. Practical jokes, games, and laugh breaks are encouraged and welcomed. We have the greatest job on the face of the earth, so we will enjoy it!
- Honor - We will show honor to one another by being respectful and we will go out of our way to serve one another. Ways we show honor include arriving on time for work days and meetings, maintaining cleanliness of personal and common workspaces, being considerate of each other, respecting each other's privacy, and limiting excess noise.
- No balance - At Generation Church, we talk about the pendulum principle. If you try to balance your life, you will always feel the pressure of leaning towards one way more than the other. Life is impossible to balance, but it is possible to plan for the "swing". There are seasons where our schedule is full-swing in ministry, and there are also seasons where you will feel the swing towards rest. Take advantage of the "swings" to avoid burnout.
- Attire - With the exception of hospital visitation, business meetings, and other similar events, you may dress comfortably during the work week as long as you remain modest.
- Hospitality - Periodically throughout the week and on weekends, we host visiting pastors, churches, and other guests. When hosting we will go above and beyond to show honor, love, and hospitality.

### Access of Funds

To maintain strict financial integrity, interns and employees of Generation Church have limited access to organizational funds. No petty cash is available and no personalized debit or bank cards will be issued to protect the employees, the organization, and the organization's donors. Purchases will be processed through a reimbursement system, where individuals make necessary purchases with their own funds, and then will promptly be reimbursed. In accordance with IRS regulations, strict records must be kept including purchase forms and receipts for each reimbursable transaction. In the rare event a debit or credit card is used, purchase forms and receipts must be turned in

for accurate reporting of ministry purchases. At no time may an employee who is in possession of a church issued debit or credit card use the card for purchases intended for personal use. The use of church-issued credit cards for anything other than its intended purposes may result in the card being revoked and/or disciplinary action up to and including termination of employment.

Reimbursable purchases include but are not limited to items an intern is expressly asked & authorized to buy on behalf of Generation Church. Reimbursable purchases will be determined on a case-by-case basis. Should any intern request reimbursement for a purchase deemed non-reimbursable, they will be held personally responsible for the cost incurred and may return the item(s) for full or partial refund, but will not be reimbursed by Generation Church, regardless of the item's refundability.

## **Benefits**

### Compensation

#### Salaries and Wages

Interns at Generation Church are compensated in a base bi-weekly salary format compliant with their offer letters and based upon industry standards, expected responsibilities, and the operating budget. Intern salaries are reviewed regularly and may be adjusted each semester and/or year through the budget review process.

#### Payroll Processes

To maintain financial integrity, all interns and employees are paid from an outsourced accounting firm contracted for the sole purpose of payroll. All compensation is given for work previously performed and dates of pay are the 15th and last day of the month. In the event the 15th or last day falls on a weekend, paydays will be the preceding Friday.

## Time Off

Time Off is given to provide for the employees who diligently serve Generation Church, including interns. Time Off will be given to interns once their first evaluation has been completed (after four weeks of employment). Time off should be requested via the Time Off Request Google Form at least two weeks in advance (unless there is an emergency). All requests will be approved based on the following criteria; church calendar and events, days available, rotation of time off and Blockout Dates.\*

\* There are several Blockout Dates throughout the year where time off is not permitted. These dates are reserved for mission-critical seasons where all employees and leaders are expected to be engaged. The Block Out Dates include, but are not limited to; the first three weeks of the New Year, the two weeks leading up to and Easter Weekend, the week of Vision Rally, two weeks leading up to and Christmas Weekend.

## Delegation of Responsibilities

When going on leave, you are required to ensure that your responsibilities are covered, both by working in advance and by empowering a replacement. As a leader, it is your responsibility to contact your volunteers two weeks prior to your absence and let them know to contact your replacement if they need anything or if they will be unable to serve during the dates you will be gone. Provide all necessary contact information for your replacement to your ministry team.

## Paid Time Off

Interns are granted up to 3 PTO days per semester subject to the prior approval of the Office Coordinator and their direct report. PTO days may not be granted prior to the intern's four-week evaluation.

Generation does not distinguish between sick, emergency, or vacation days. Interns are given a set amount of Paid Time Off to manage as they see fit.

## Ministry Related Travel

While interns are not granted a specific amount of Ministry Related Travel time off, due to the unique nature of their role, they may accompany any staff member who is doing Ministry Related Travel so long as prior approval has been granted by the Office Coordinator and their direct report, and provided that their other responsibilities will be fulfilled.

Interns may also be granted Ministry Related Travel days as individuals or as a group at the discretion of the Office Coordinator and their direct report(s).

## Holidays

Generation recognizes eleven holidays that the offices are closed. The exact dates will be set each year as the following year is planned.

- New Year's Day\*
- Martin Luther King, Jr Day
- Presidents Day
- Easter Monday
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Thanksgiving Day
- Columbus Day
- Christmas Day

## 7th Sundays

Seventh Sundays are given due to the complexities of full-time ministry and to account for the strain on the families of employees. These dates may not always fall exactly every seven weeks, but it is expected for our leaders to periodically take time off for rest.

Interns may take up to 2 Seventh Sundays per semester in addition to their 3 days of PTO. Interns must obtain prior verbal approval from their direct report before blocking out a Seventh Sunday.

### Funeral Leave

In the event of a death in an intern's family, the intern will be allowed time off with pay in order to assist with arrangements, attend funeral services, and to grieve. Time off will be based on relationship to the deceased.

Spouse, Child, or Step Child	10 Days
Parent or Step-Parent	5 Days
Siblings	5 Days
Grandparent or Grandchild	2 Days
In-Laws (Parent, Sibling, Child)	2 Days

If additional time is necessary, Paid Time Off may be used, provided that the intern has remaining Paid Time Off Days. Should extensive travel be necessary, additional time may be granted at the discretion of the Office Coordinator and the intern's direct report.

## Grievance Procedures

### Corrective Actions

Certain standards of job performance and conduct are necessary for Generation Church to operate effectively and fulfill its mission. When an intern's work or conduct does not meet acceptable standards, corrective action may be initiated to resolve the problem. While the particular corrective action taken will vary according to the severity of and the circumstances surrounding a situation or incident, the general nature of corrective actions is restorative. The intent is that the intern can be helped to restore their performance or conduct to a satisfactory level and consistently maintain that level. Sometimes certain corrective measures, including disciplinary measures, may be required in the restoration process. Disciplinary measures may include but are not



limited to: oral reprimands, written warnings, suspension from work without pay, mandatory counseling, and/or dismissal from the internship program.

### Settling of Disputes

When a problem arises or an employee feels they have been treated unfairly, they should discuss it with their direct report. In the event the issue involves your direct report, reporting of your concerns should be brought to their direct report. Discussion usually leads to a better working relationship as well as a better working environment. If such discussion doesn't lead to a satisfactory resolution, employees can discuss their concerns with the person to whom their direct report is accountable. If employees feel unsafe in discussing a situation with their direct reports or ministry coordinators, they can request assistance in resolving their concern from the Executive Team. Direct reports and ministry coordinators have a joint responsibility to be aware of and to work together with employees to resolve such tensions in a mutually beneficial fashion. Employees who are unable to resolve a problem through the above procedure may discuss that problem with an Overseer of Generation Church.

### Arbitration Agreement

If an employment dispute arises while employed or post-employment at Generation Church, all employees, current and former, agree to first attempt to handle all conflicts, disputes, and/or tensions within a biblical manner of conflict resolution. The biblical manner of conflict resolution includes self-reflection, one-on-one meetings, then assisted peacemaking with a neutral party. If this process does not conclude with a mutually agreeable resolution, employees, current and former, agree to submit any such remaining dispute arising out of employment or the termination of employment exclusively to binding arbitration. This arbitration shall be the final means of resolving disputes arising out of employment or termination from employment with Generation Church, and no other action can be brought by employees in any court of law or any such forum.

## **Acknowledgement of Receipt**

I acknowledge that I have received the Generation Church Internship Agreement, and I understand that it is my responsibility to read the Agreement and know its provisions. I also acknowledge that I have received my copy of the Leadership 101 handbook, read through it in its entirety, and agree to complete my assignments to the best of my ability.

I understand that I will be expected to live by and work within these policies and policies listed in the Leadership 101 handbook, including the Grievance Procedures and Arbitration Agreement, and I agree to be held accountable to them.

I understand this Agreement and its provisions are subject to change with approval by the Executive Team, and in the event of such changes, I will be properly informed.

I also understand and acknowledge that my employment at Generation Church is “at will” and that, just as I may terminate my employment at any time with or without notice or cause, Generation Church may do the same.

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Intern's Name

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Intern's Signature

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Date