

HIGH SCHOOL CO-OP APPLICATION



EVERY CAMPUS, EVERY STUDENT

Great Lakes Chi Alpha Campus Ministries is a missionary organization. Visit our website at www.greatlakesxa.com for more information. We are the area office of Chi Alpha Campus Ministries (www.chialpha.com) for the states of Illinois, Indiana, Kentucky, Michigan and Ohio. Our job is to plant a Christian ministry on every campus in our area and to resource our current ministries. Currently, we are on 46 campuses with over 100 personnel.

We host several events a year. **SALT**, our annual conference for students, is held each December/January. This conference is 4 days of worship, teaching and training. Anywhere from 400-600 people attend this event. **Chi Alpha U** is a hands-on training experience for student leaders held during the summer. **FORWARD** is a training and fellowship gathering for our personnel. We also have **Support Raising Seminars** which train and coach missionaries to raise support efficiently. Between events we host, meetings and other regional/national events, Great Lakes Chi Alpha has an event at least once a month.

In addition to events, we produce resources for staff and students. We provide pastoral care to our missionary personnel and work with National Chi Alpha on projects of national scope.

Rev. Stephen Lehmann is the Area Director for Great Lakes Chi Alpha. Currently, our staff also includes Belkis Lehmann (Office Manager), Nicole Berry (Communication and Donor Services), Candace Balzano (Event Coordinator), Brandon Hilliard (Finances) and April Hilliard (Support).

We are currently offering non-paid internship opportunities to high school juniors and seniors, age 16 and up. Students may qualify for high school credit from their home school association or public school. Students may apply any time of the year, but will be considered on a first come, first serve basis. Students will work in the office answering phones, filing, and helping with projects as needed and qualified. Any questions should be directed to:

Rev. Belkis Lehmann, Office Manager
Great Lakes Chi Alpha Campus Ministries
317-837-7970
belkis@greatlakesxa.com

Process

1. Fill out this Co-Op Application Packet (including the Policies) and mail to Great Lakes Chi Alpha, Attn: Belkis Lehmann, 226 N Mill St Ste 1, Plainfield, IN 46168. You may want to copy your completed application for your records.
2. Mail references—1 from a friend and 1 from pastor/church leader.
3. Interview with Office Manager and Director.
4. Determine duties and schedule.
5. Begin Co-Op Program.

Basic Information

First Name: _____ MI: _____ Last Name: _____

D.O.B. ____/____/____ Email: _____

Phone #: _____ Best time to reach: _____

Current Address: _____

City: _____ ST: _____ Zip: _____

Current High School: _____ Graduation Year: _____

Home Church: _____ City/ST: _____

Church Pastor/Leader: _____

Contact Phone #: _____ Contact Email: _____

What are your plans for the future: _____

High School Policies: Please attach any policies of your high school co-op program.

Questions:

1. Why are you interested in working with the Great Lakes Chi Alpha Office Team?

2. What kind of work would you like to do during your co-op (what are your skills)?

3. What is your ideal work environment? _____

4. What do you expect to get out of this co-op? _____

5. What do you expect from the Great lakes Staff? _____

6. How does your family feel about your decision to pursue this co-op? _____

7. Co-Ops usually function with the school semester—Fall Term (Aug-Dec), Spring Term (Jan-May) and Summer Term (June-Aug).

a. Which of these terms are you interested in? _____

b. Date available to start (i.e. Jan 3rd): _____

c. Date need to end (i.e. May 6th): _____

8. What days and hours could you work (i.e. MWF-11am to 4pm)? _____

9. What does your high school expect from Great Lakes Chi Alpha? _____

10. What are your expectations of Great Lakes Chi Alpha?

11. Please circle one for each area:

P – Proficient, **E**- Experienced, **N**-No experience but able to learn, **O**-Outside my giftings

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| P E N O Dreamweaver | P E N O MS PowerPoint | P E N O Networking |
| P E N O FrontPage | P E N O MS Project | P E N O Leading Study |
| P E N O Java | P E N O MS Publisher | P E N O Discipleship |
| P E N O CSI Scripts | P E N O MS Visio | P E N O Evangelism |
| P E N O PHP | P E N O MS Word | P E N O Counseling |
| P E N O My SQL | P E N O Quickbooks | P E N O Leading Prayer |
| P E N O Corel Draw | P E N O Peachtree | P E N O Leading Worship |
| P E N O Studio | P E N O Google Apps | P E N O Researching |
| P E N O Photoshop | P E N O Tech Writing | P E N O Secretarial |
| P E N O Quirk Express | P E N O Editing | P E N O Encouraging |
| P E N O MS Access | P E N O Formatting | P E N O Mentoring |
| P E N O MS Excel | P E N O Bookkeeping | P E N O Event Planning |
| P E N O MS InfoPath | P E N O Filing | P E N O Evaluating Needs |
| P E N O MS Outlook | P E N O Scheduling | P E N O Organization |

12. Any other comments/questions: _____

CO-OP POLICIES



EVERY CAMPUS, EVERY STUDENT

1. **Hours of Work:** The office is open Monday to Friday, 9am-5pm. Staff Prayer takes place each day at 9AM. Tardiness to prayer and other meeting is unacceptable. You are expected to be in the office during office hours unless otherwise arranged. Extended hours may occur for events hosted by Great Lakes Chi Alpha.
 2. **Substance Use:** The use of alcohol or illicit drugs is cause for termination. Smoking is not allowed in the office or on the premises of the office.
 3. **Violence and Weapons:** Neither violence or weapons are acceptable in the office.
 4. **Food and Beverage:** You are welcome to bring food and drink items to the office. Please mark all your items clearly and do not leave anything in the fridge for more than one week.
 5. **Workplace Attire:** Please dress professionally. Business casual is acceptable.
 6. **Telephone Use:** We only have two phone lines and multiple employees; therefore, please do not tie up the phone with personal calls.
 7. **Postage, Shipping & Office Supplies:** Do not be wasteful with these supplies. Uses outside of general office use needs to be approved and recorded.
 8. **Personal Property:** Keeping personal property in the building is at your own risk. It will not be covered in case of fire or theft either by Great Lakes Chi Alpha or our insurance company.
 9. **Inventions & Creative Works:** All work done while as a team member of the Great Lakes Chi Alpha staff will be the property of Great Lakes Chi Alpha.
 10. **Confidential Information:** As a member of this staff, you will be privy to confidential information. Please keep all information you hear in the strictest confidence. Failure to do so is grounds for immediate dismissal.
 11. **Conflicts of Interest:** Please do not bring items for sale to the office.
 12. **Disciplinary Policies:** All members of the Great Lakes Chi Alpha Office Team are expected to conduct themselves in a manner worthy of the Lord. Relational and moral lapses are considered grounds for discipline. Disciplinary action will be determined on a case by case basis. You are expected to follow our Lord's command listed in Matthew 18 if you have a problem with another team member as well as to not discuss it with anyone else. In the case that you cannot resolve a relational conflict with another team member, please see the office manager or director. Disobedience of any of the above policies or procedures are grounds for discipline or dismissal.
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I _____ agree to the above.

Printed Name

Signature

Date