

SUMMER VOLUNTEER 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 internships to qualified candidates in the areas of video, computer programming and graphic design as well as other technical areas. Students may apply any time of the year, but will be considered on a first come, first serve basis. Great Lakes Chi Alpha will provide housing for all summer interns. You are expected to respect the host's property and rules of the house. 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 Intern 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/campus pastor.
3. Interview with Office Manager and Director.
4. Determine duties and schedule.
5. Move to Plainfield, Indiana, and begin term.

Basic Information

First Name: _____ MI: ____ Last Name: _____

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

Phone #: _____ Best time to reach: _____

Current Address: _____

City: _____ ST: ____ Zip: _____

Permanent Address (if diff): _____

City: _____ ST: ____ Zip: _____

Home Church: _____ City/ST: _____

Church Pastor/Leader: _____

Contact Phone #: _____ Contact Email: _____

Ministry (if applicable): _____ City/St: _____

Contact Person: _____ Contact Info: _____

Any college? What university? _____

Major/Minor: _____ Grad. Date: _____

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 internship (what are your skills)? _____

3. What is your ideal work environment? _____

4. What do you expect to get out of this internship? _____

5. If you could accomplish one or could do one thing during this internship, what would it be? _____

6. What do you expect from the Great lakes Staff (besides housing, office space, and living stipend)? _____

7. How comfortable are you living with other people? _____

Explain. _____

8. How does your family feel about your decision to pursue this internship? _____

9. What's the earliest date you could start? _____

What's the latest date you could end? _____

10. 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 |

11. What are your plans after this internship (or after graduation if still in school)?

12. Any other comments/questions: _____

SUMMER INTERN 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 interns 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.

I _____ agree to the above.

Printed Name

Signature

Date