



ENROLLMENT & AGREEMENT

FOR 360 VOLUNTEER-INTERNS

Confidential Information – Read Carefully

This document contains confidential information that will only be reviewed by approved personnel.

PLEASE PRINT

Name of Intern _____		
Address _____		
City _____	State _____	Zip _____
Cell _____	Email _____	
Ministry Area of Internship _____		Campus: _____
Internship Supervisor's Name: _____		
Period of Internship FROM _____		TO _____
Number of Weekly Hours to work _____		Today's Date: _____
Briefly explain your faith journey (write on back if needed) _____		

What do you hope to accomplish through this internship (write on back if needed)? _____		

Responsibilities of Intern

The intern...

- ...will keep weekly hours as agreed upon notifying the Supervisor if unable to report to work.
- ...will show honesty, punctuality, courtesy, respect for life and property, a cooperative attitude, proper health and grooming habits, and a willingness to learn.
- ...will furnish the Supervisor with all necessary information and complete all necessary reports.
- ...will consult with the Supervisor about any difficulties arising in the ministry area where working.
- ...will not terminate his/her internship employment without proper notification.
- ...understands there is no guarantee of a job at the conclusion of the internship.
- ...understands this is an unpaid internship and will not receive a wage.
- ...agrees, as required by law and for the safety of Grace Church families, to a federal background check, and if the intern will be working directly with children and students, must agree to follow all policies set by the Power Kids and Student Ministries of Grace Church.

Responsibilities of Grace Church

Grace Church, in collaboration with the Intern Supervisor...

- ...recognizes the experience of an internship is for the benefit of training the intern in a specific ministry area.
- ...will provide a job description reflecting a specific training plan.
- ...will regularly assist and consult with the intern concerning his/her training.

Intern Signature

Date

Internship Supervisor

Date

Please return completed original copy to the Human Resources Manager.