

9/14/2009

**INTERN MANUAL**  
**THE JOHNSON INTERN PROGRAM**  
Chapel Hill, NC  
Fall 2009



**Communion**  
**Compassion**  
**Co-creation**  
**Collaboration**  
**Character**

**We do not serve the weak or the broken. What we serve is the wholeness in each other and the wholeness in life. The part in you that I serve is the same part that is strengthened in me when I serve. Unlike helping and fixing and rescuing, service is mutual.**

**--Rachel Naomi Remen, M.D.**

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**DESCRIPTION** – Based in Chapel Hill, NC, the Johnson Intern Program (JIP) recruits young adult men and women (ages 21-30) for eleven-month hands-on service placements, leadership training, and spiritual formation. AmeriCorps positions are available (with educational grants), and a new component places interns in businesses with a social mission. Placements start in August.

**MISSION STATEMENT** - The Johnson Intern Program is a sustainable and replicable opportunity for young adults to serve in an intensive experience of spiritual formation, intentional community, social justice, and training in servant leadership.

The Johnson Intern Program is organized around four components: social justice, communal living, leadership training in the Servant-Leadership model, and spiritual formation. Interns work a four-day week in community social justice organizations. Fridays are devoted to leadership training, personal and professional development, and spiritual practice.

Interns come from a wide variety of places, ethnic, and faith backgrounds. They live in intentional community in the JIP house and create a covenant to guide their experience of living together with opportunities for common meals, discussion, and devotion. Interns are expected to volunteer within a spiritual community of their choosing in the area. They are assigned experienced mentors who serve as a friend and guide for their intern year. Groups of interns design and complete a service project (called Praxis) for the year.

The interns receive housing, food, a stipend (which enables a simple-living lifestyle), and health insurance. If qualified, an intern will receive an AmeriCorps Education Award upon successful completion of service. Housing is provided in a home that is in walking distance of many placements and services, and is convenient to the bus service, which is free in Chapel Hill/Carrboro.



# Johnson Intern Program (JIP) INTERN MANUAL 2009-2010

This manual includes policies and procedures created by the Johnson Intern Program for the purpose of providing the interns and partner organizations with an understanding of the agreed upon expectations and responsibilities of the goals and purposes of the Johnson Intern Program. This manual does not represent a contract and can be changed by Johnson Intern Program at will, though advance notice of changes will be provided to both interns and partners.

## JIP VALUES:

- **COMMUNION**

We are committed to regular, transformative, centering spiritual practices and we intend to live the moments of our lives increasingly present to *God* and awake to the life *God* intends for us to live.

- **COMPASSION**

We confess our own humanity and acknowledge the heart connections we have with those sharing the human condition. We see the light of *God's* being in every person and embrace those who are different than we are.

- **CO-CREATION**

We hear *God's* voice above the clamor of the dominant culture, and *God* asks us to question its assumptions and beliefs. As servant leaders we align our lives with the dream of *God*\* and engage with others to be co-creative instruments of justice and peace. \*Verna Dozier, [The Dream of God](#).

- **COLLABORATION**

We trust in the abundance of *God's* creation to provide, which allows individuals and groups to collaborate instead of compete. I strive to engage others in full participation and lead in such a way that encourages leadership in others.

- **CHARACTER**

We are truly accountable to those we serve and approach opportunities for change with an awareness of its potential. We meet commitments on time, act responsibly with public and personal trust, and are accountable for our words and actions.

## II. PROGRAM COMPONENTS

The four components of the Johnson Intern Program are: Intentional Community Living, Social Justice, Servant Leadership, and Spiritual Formation.

### A. INTENTIONAL COMMUNITY LIVING

A vital part of JIP experience is life in a Christian household made up of five to eight interns. Community living is a challenge to the individualistic culture, and the success of the community requires respect, contemplation, and INTENTION from each of its members. The Community will establish its own Rule of Life\* upon arriving in Chapel Hill. JIP has the following expectations of the intern community regarding that rule:

- Interns will weigh all personal decisions against the well-being of the community. (See entries on time away and outside activities below.)
- All interns will participate fully in the decision-making process of the community, using the consensus model when possible.
- The community will create its own style of shared sacred time gathering to share on a planned and regular basis, at least once a week.
- The interns will designate a "community night" each week when all members are present and participate fully in the business of the household.
- The interns will define the role of Community Chaplain and rotate the responsibility for bringing the community together on a regular weekly basis of sharing, formation and reflection.
- The community members will share common meals together, with intention and forethought, at least 3 times per week, and invite an agreed-upon guest monthly.
- The community members will choose a treasurer who will assume responsibility for the intern checking account, and a second person to sign checks and assist the treasurer.
- The community members will define other leadership roles, create job descriptions, choose these leaders, and rotate the positions as necessary. Such roles may be a fitness coach, meal coordinator, or maintenance director.
- All members of the community will participate equally in the maintenance and upkeep of the community and the house, and will leave the house in a condition equal to or improved from move-in. (See addendum)
- Interns honor the importance of quiet and solitude in the intern house and prepare time and space for both.
- The members of the community will hold each other accountable to the decisions and expectations of the community.

JIP is committed to providing the resources necessary to facilitate a meaningful community experience for our interns.

**\*See resources**

## **B. SOCIAL JUSTICE - SERVICE LEARNING**

JIP places interns in non-profit agencies and socially responsible businesses that serve Chapel Hill and the surrounding areas. Possibilities for service in our partner organizations (POs) change from year to year but usually include poverty intervention, mental health and substance abuse casework, community organizing, women's issues, aging programs, and/or children's programs. JIP tries to offer ample opportunities for interns and partner organizations to assess each other, and works hard to make a compatible match between a potential intern's work interests and skills and the needs of a PO. However, no guarantee for a certain placement is implied.

Additionally, after the first of the year, interns will collaborate with area parishes, community agencies and businesses, and with other identified resources to develop and carry out a team service project within the community called Praxis\*.

\*See Resources

## **C. SERVANT LEADERSHIP**

A core belief of Servant Leadership is that by our nature as beloved children of God all are called to become servant leaders who will manifest God's dream for a transformed world. Achieving that dream involves questioning the voice of the dominant culture and learning the "power-with" instead of the "power-over" model of leadership. The Servant Leadership model invites individuals to a deeper relationship with God and humanity. In community interns explore both an inward journey of personal transformation and an outward journey, discerning their own particular "call" and giving expression to life-giving service in the world.

The basic Servant Leadership course takes place in the fall in ten sessions to which other community members are invited to participate. A key element of the course is the discussion time that takes place in small groups who work together for the duration of the course. Our spring course is on discerning God's call in our lives. Throughout the year interns explore and practice the concepts of community.

Woven through the Servant Leadership courses are practical workshops that give interns ample opportunities to develop and practice the skills of leadership. Real life situations that interns encounter at their placements or in intentional community serve as opportunities to learn and practice the skills of leadership.

## **D. SPIRITUAL FORMATION**

One gift of The Johnson Intern Program is the opportunity for young adults to slow down from the hectic nature of modern life and take time to develop spiritual practices that ground them in a "here and now" relationship with God. JIP recognizes the ways in which culture pushes young adults to stay in constant motion, and seek to help them learn the value of stillness and quiet, without the constant inputs of sound and motion with which

all are surrounded. With the interns, JIP explores different practices that lead to a rich spiritual life, one that ultimately calls them outward, to more meaningful and satisfying personal relationships. In this exploration JIP is open to all traditions that bring an understanding of oneness and connectedness with God and others.

Interns are expected to physically participate in a local spiritual community, either of their faith tradition or perhaps exploring a different tradition that is available here in the area. Interns will participate on a weekly basis and lend their leadership skills to that community. While it is understood that the amount of time given will vary each week, the expectation is of an average of three hours per week. The intern will keep a written record of his or her time and service to the community of faith. See Resources\* for the reporting form.

### **III. EXPECTATIONS/BENEFITS**

**Please note that AmeriCorps has an additional set of expectation that will guide eligible interns during their actual 1700 hours of AmeriCorps service. Eligible interns will be given an AmeriCorps Program Guide upon their arrival at JIP (see resources for summary). Access to the AmeriCorps educational awards varies each year and is based on congressional action.**

#### **ELIGIBILITY FOR JIP**

JIP considers any applicant holding an undergraduate degree or some college time and equivalent experience. JIP values diversity and encourages persons of all races and backgrounds to apply for admission to the program. Our roots are in the Episcopal tradition, but JIP is an inter-denominational private non-profit organization. JIP interns have always come from diverse experiences and ethnicities. JIP expects applicants to be open to dialogue with others, flexible in their relationships, and willing to grow personally and spiritually during their time in JIP. The opportunities for growth come primarily through one's daily experience of service, community, spiritual life, and simple lifestyle.

Acceptance into the JIP program is separate from acceptance as an AmeriCorps Volunteer; AmeriCorps requires interns to be US Citizens. Non US citizens may be accepted as Johnson Interns and will participate fully in all aspects of the program but will not be eligible for loan deferment (except by individual request) or be awarded an educational grant.

JIP is committed to providing its interns with equal opportunities without discrimination on the grounds of race, gender, color, national origin, religion, disability, or sexual orientation. This policy governs all aspects of the program, including selection, placement assignment, compensation, and access to benefits and training

The Johnson Intern Program assures that its placement agencies have similar non-discrimination policies. Any intern with questions or concerns about any type of discrimination in their placement workplace is encouraged to bring these issues to the attention of their immediate supervisor, superior, and the Johnson Intern Program Director.

Discrimination on the part of the Johnson Interns is also prohibited. Anyone found to be engaging in any type of unlawful or prohibited discrimination will be subject to disciplinary action, up to and including dismissal from the program.

## **APPLICATION PROCESS**

Applications can be obtained from our website, <http://johnsoninternship.org>, or by mail, and should be submitted to the Johnson Intern Director. Reference forms are mailed to the JIP Director directly by the three individuals recommending a potential intern. JIP accepts applications in the spring; check the website for deadlines. To obtain an application, call 919-929-2193.

## **TERM OF SERVICE**

Interns commit to an 11 month term of volunteer service that runs from early September to late June. JIP interns begin their year with a retreat and an orientation/training program. Interns participate in at least two other retreats during the year, and the program ends with a banquet for the entire JIP community which features the intern's Presentations of Leadership and Service (POLS).

## **TIME (Please read carefully)**

JIP seeks to help interns evaluate their relationship to time and create a lifestyle that allows room for the spirit to move. Within this framework interns honor their personal relationships and show respect to each other by arriving on-time and fulfilling commitments to each other. Timeliness will be expected both on the job and in trainings. Within the intern community, interns will develop ways to hold each other accountable regarding use of time.

In this commitment to community, outside jobs, education, and excessive volunteer activities that lie beyond the requirements of JIP are prohibited. Any activity or combination of activities that take the intern away from the program more than five hours per week will require prior approval of the director.

Interns are required to remain in Chapel Hill during the first three months of the program to support the process of creating community; any exception to this policy must be approved in advance by the Program Director.

In addition to the 12 holidays listed below, interns receive five vacation days off from the placement site and two days off from training days. Days off must be requested and approved (by placement AND JIP directors) at least a week in advance of the event.

Interns receive a total of seven sick days off from either placement or training during their tenure. Interns are expected to give as much notice as possible for sick days.

Interns have the following vacation/holiday schedule for time off from their placements: two days off for Thanksgiving, December 24th and the subsequent days up to and including New Year's Day, MLK Day, Good Friday, and Memorial Day.

There is often confusion regarding the AmeriCorps hours. In order to be eligible for the Education Award, each eligible intern must complete a minimum of 1700 hours of service and training that meet the AmeriCorps criteria. Johnson Interns participate in additional activities and trainings that may or may not be count towards the AmeriCorps total. The intern will log their eligible time with their placement site, and the JIP Director will provide the interns with a monthly listing of other activities and their eligibility as AmeriCorps Hours.

## **MONEY, STIPENDS, AND LIVING EXPENSES**

Living within the stipend is an important element of JIP life. JIP asks that interns try not to utilize additional resources beyond the stipend during their time at JIP.

JIP provides the interns with housing, utilities (including phone and internet), a food allowance, and health insurance. In addition, each intern will receive a monthly stipend to cover additional living expenses. These resources allow for a simple lifestyle intended to be lived in alliance with the poor.

NOTE; Interns not opting for the JIP health coverage must prove that they are covered elsewhere.

JIP does not cover travel to and from Chapel Hill, personal insurance policies (other than the health policy), car payments or insurance, mortgages, college loans nor outstanding personal debts.

Interns who have a college loan to pay off *may be eligible* to receive a deferment on the loan during their service time through the AmeriCorps Program. The Director can provide details on the procedures of a loan deferment and whether this option is currently available. Access to the AmeriCorps educational awards varies each year and is based on congressional action each year.

JIP will provide, and the interns will maintain an intern checking account to cover the costs of food. The interns will choose a treasurer and also a second person with check signing privileges. The community will be allotted two checking cards to facilitate shopping.

## **PARTNER ORGANIZATION RESPONSIBILITY**

JIP has the following expectations of any partner organization that an intern serves:

1. The partner organization will provide the intern with a clear job description, a meaningful orientation, and quality supervision.
2. The partner organization will provide the intern with an 11-month work program of direct client service, which is, as much as possible, compatible with the intern's skills and work interests.
3. The partner organization will respect the JIP schedule of Friday training days, and will honor the JIP schedule that is provided each quarter.

The partner organization may make reasonable requests on the time and energy of the intern outside of regular hours. While JIP understands the need to work extra hours at times, the agency should support the intern's needs and the program's goals for community life. While most interns work Monday through Thursday from 9 a.m. to 5 p.m., the organization may request different hours, which must be approved by the Director. The intern's expected hours of service will be stated in the contract with JIP.

Hours over 32 per week will be compensated by the Partner Organization with hours off at a time agreeable to the site supervisor and intern.

An intern may not be required to have a car in order to receive a particular placement. If an intern uses his or her car on-the-job he or she will be reimbursed for its use at the federal mileage rate.

Other aspects of the Intern/Partner Organization relationship are covered in the *JIP Partner Organization Guide\**.

## **MENTORS**

Each JIP intern will be matched with a mentor, with whom they will meet three times a month. JIP recruits mentors who embrace the values of the program, who strive to discern God's call in their lives, and who can also help the intern with practical matters of living in Orange County. The interns will honor this relationship.

## **PERFORMANCE REVIEWS**

The first 90 days of placement with JIP are considered probationary. The JIP Staff will visit the Partner Organization (PO) sites to meet with the interns and supervisors for a mid-year review. POs with AmeriCorps Volunteers must complete a specific mid-year and year-end report in order for the intern to receive the Education Award. Each PO will make the JIP director aware immediately if the intern is falling short of expectations.           \*see Resources

## **INTERN GRADUATION REQUIREMENTS**

In order to successfully complete the Johnson Intern Program (and receive an AmeriCorps Education Award), an intern must meet the following requirements:

1. Complete a minimum of 1700 eligible community service hours (placement hours) within the guidelines of AmeriCorps.
2. Meet the time requirements of the JIP Program and actively participate for the full 11 months.
3. Satisfactorily complete the responsibilities and requirements of the placement site, earning satisfactory or better evaluations from the site placement supervisor.
4. Participate fully in all aspects of the Praxis Project and the Presentations of Learning and Service.
5. Attend and fully participate in weekly community meetings and JIP sponsored events, not exceeding the allowed time off.
6. Attend all JIP sponsored retreats.
7. Give time, talent, and resources to an area congregation or spiritual community and becoming a part of that community during the intern year (see Resources).
8. Participate fully in a mentor relationship for the duration of the internship.
9. Complete and submit all JIP documentation, which includes, but is not limited to
  - Biweekly AmeriCorps timesheets signed by supervisor and Director
  - All assessments and evaluations required by JIP
  - Other AmeriCorps forms
  - All paperwork required by placement agency
  - Other JIP forms as required
10. Leave the JIP house in the same condition (or better) as it was found upon moving in at the beginning of the program year (see below).

## **IV. RULES AND REGS**

### **WHAT ISN'T ALLOWED**

While in their placements, interns will abide by the restrictions of AmeriCorps that are provided in the AmeriCorps Member Handbook and detailed in the AmeriCorps orientation. This list limits some activities of the interns while on the job. Additionally, AmeriCorps provides guidelines for unauthorized tardiness and absences, inappropriate language, criminal activity, lying, and violation of program guidelines (see resources) are cause for dismissal.

## **OUTSIDE COMMITMENTS**

Unless reviewed and approved by the Director for extenuating circumstances, an intern shall not take on outside employment, student status, or excessive volunteer activities while serving in the Johnson Intern Program. See "Time," above.

## **RELATIONSHIPS AND GUESTS**

Residency in the JIP house is limited to Johnson Interns. Exclusive relationships are damaging to community and are not permitted in the JIP house. Overnight guests may be invited when acknowledged by the entire community. Whenever possible, guests will be given separate sleeping quarters. Guest visits are always limited to three nights.

## **PETS, SMOKING and FIREARMS**

Firearms, pets and smoking are not permitted in the intern house. Firearms or dangerous weapons are not allowed in the house or on any JIP premises and are not to be carried by interns. NO EXCEPTIONS are made to this policy; violation will result in dismissal.

## **ALCOHOL, SUBSTANCE ABUSE, CRIMINAL ACTIVITY**

AmeriCorps requires that an intern notify the Program Director within 5 days if he or she is convicted under any criminal statute. The abusive use of alcohol or prescription drugs, or any use of illegal substances by a JIP intern can lead to dismissal from program. AmeriCorps prohibits alcohol use while performing AmeriCorps hours.

## **HARASSMENT**

The Johnson Intern Program prohibits and will take action against harassment of any kind. Harassment is defined as verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of a person's race, skin color, gender, sexual orientation, national origin, age, religion, or disability. Harassment can also occur if conduct is directed towards a person's relatives, friends, or associates. Because of the unique community aspect of The Johnson Intern Program, our harassment policy extends beyond the workplace and into the intern house, where the goal is to create a community of faith that is loving and supportive for each individual living there. Behavior that works against this goal will not be tolerated.

Harassment has the purpose or effect of creating an intimidating, hostile, or offensive home or work environment.

## **GRIEVANCE PROCEDURES**

Any intern, staff member, or volunteer of the Johnson Intern Program who believes that he or she has been subjected to discrimination or harassment **of any kind**, or who has knowledge about discrimination or harassment of others, should promptly report the alleged offense to the Johnson Intern Program Director and/or the Board chairperson. Any intern, staff member, or volunteer of the Johnson Intern Program who disagrees with a decision or finding of a staff member or director will file a report with the director and/of the Board chairperson.

Disputes and allegations of discrimination or harassment will be promptly investigated, respecting the need for confidentiality. All efforts will be made to insure the legal rights and safety of anyone making a report of misconduct.

Any investigation will be conducted by the program director, Board chairperson, and a selected member, or members, of the Board of Directors. If the complaint or disagreement is against the Director, the Board Chairperson and a committee of the Board of Directors will investigate.

There will be no retaliation against any person who, in good faith, pursues his or her rights under the law or this policy.

Any member who is found to have engaged in discrimination or harassment will be subject to appropriate discipline, up to and including expulsion from the Johnson Intern Program and legal considerations where warranted.

In the events that informal efforts to resolve disputes are unsuccessful, AmeriCorps members may seek resolution through the following grievance procedures. These procedures are intended to apply to service-related issues, such as assignments, evaluations, suspensions, or release for cause, as well as issues related to non-selection of members and displacement of employees or duplication of activities by AmeriCorps.

1. Optional Alternative Dispute Resolution (ADR)
2. Grievance Hearing with Catholic Network of Volunteer Services
3. Binding Arbitration

Please consult the AmeriCorps Member Handbook for details of these options.

## **WITHDRAWAL/DISMISSAL FROM JIP**

After some discernment, an intern may feel that he/she should withdraw from JIP. Likewise, the JIP Director may feel it is no longer effective or beneficial for an intern to remain associated with the program. Poor job performance, background checks, sexual misconduct, inappropriate behavior on the job or in community, violent behavior, theft/illegal actions, application misrepresentation and failure to live up to the JIP covenant are possible reasons for dismissal from JIP. Other reasons might include obvious disregard or violation of placement agency policies, use of illegal drugs, and conviction of a city, state, or federal criminal statute.

## **CARE OF THE HOUSE**

The house is an integral component of the community and as such must be treated with care and respect. Interns will document the condition of the house upon their arrival, and covenant to leave the house in the condition in which they found it, or improved. Stewardship of the house and property is an important component of The Johnson Intern Program.

Move-in: Interns will be given a detailed move-in check list\* to document the condition of the house upon arrival.

Move-Out: Move-out guidelines are provided in writing\*. Disbursement of final check is contingent upon the house being left in the condition it was in, as documented, upon move-in.

\*See Resources

## **V. RESOURCES**

**JIP RULE OF LIFE**

**AmeriCorps Manual**

**TIME LOGS**

**MOVE IN/OUT PROCEDURES**