**INTERN ROLES, RESPONSIBILITES, EXPECTATIONS**

**Intern Name**-

**Direct Report (DR) Name-**

**Ministry-**

**Primary Campus Assigned (if any)-**

**Job Description-** (Attach additional pages if necessary)

**Weekday Duties and Expected Hours-**

**Weekend Duties and Expected Hours-**

**NOTE**- The Intern will have occasional outings and road-trips with the Interns class which will be considered priority over ministry duties and requirements. The Intern will give as reasonable advance notice as possible to their DR, and if needed, work with their DR to find a replacement while away. All interns are expected to be in class every Tuesday evening unless otherwise noted and will also be priority over any other ministry-specific meetings or responsibilities.

*We, the Intern and Direct Report understand and accept these roles and expectations.*

Intern signature-\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_

Direct Report signature-\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_