

***YOUR RELATIONS TO PETRA LEADERSHIP:***

1. **Contribution.** Help the Petra leadership succeed in their mission, vision, and purpose.
2. **Values.** Walk in unity with the church's core values.
3. **Unity.** Agree to protect the unity of the church by acting in love, refusing to gossip, walking in transparency with leadership, and walking in forgiveness when offended.
4. **Team Ministry.** Work in unity, assertiveness, and humility with the staff and ministry teams towards constructive feedback and ideas for functional ministry.
5. **Communication & leadership.** Communicate clearly with your assigned pastor and ministry supervisors. Clarify your role and purpose in serving each particular ministry.
6. **Decision Making.** Decision making is an important part of ministry and leadership. Please commit to making larger, more important decisions in the safety of the team, or after consulting any supervisor you are working with.
7. **Constructive criticism.** If you see poor leadership, problems within the organization, gaps in Petra's ministries, or room for improvement, communicate to the appropriate leader and ministry team. Your responsibility is to communicate, and give feedback, not to take independent action to resolve problems. Don't initiate or be drawn into unhealthy criticism of others, either in public or private. Commit yourself to using constructive criticism in the appropriate environments.
8. **Accountability.** If you sense that the choices of a particular pastor or leader within Petra are improper or even unbiblical you may discuss this with the Internship Director, or the Staff Pastor overseeing the Intern Directing Pastor.

***PERSONAL:***

1. **Hygiene & Dress.** Personal hygiene, modest apparel, and good manners are expected of interns. Office attire consists of dressy casual. Pastors are generally expected to wear collars and no denim on Sundays.
2. **Time Management.** Interns should communicate regularly with their assigned pastor about their weekly schedules and their availability for ministry. There is a balance between personal priorities and ministry priorities.
3. **Promptness.** Be prompt at all meetings. A timely phone call is appropriate when running late for engagements.
4. **Attitude.** It is our hope that interns will be cooperative, adaptable, humble, teachable, positive, committed, assertive, and confidential.

***YOUR RELATIONSHIP TO THE PETRA COMMUNITY:***

1. **Ministry.** Strive to use ministry to empower the church and release other people in their gifts, and not to exalt my own agenda or giftings.
2. **Generosity.** Joyfully support your church in prayer, in giving, and in relational service.
3. **Focus on Others.** While serving the Petra community, put the needs and interests of others before your own. Be people-oriented. Show interest in others. Be friendly to all. Take initiative in greeting others and caring for others. Be tactful and patient in dealing with and serving others.
4. **Maturity.** Maturity, discernment, confidentiality, and sensitivity are expected in ministry and leadership.
5. **Serving.** Look for ways to help. If needed, for example, don't hesitate to use a broom or a mop.
6. **Good Attitude.** Don't let disagreements or offenses with others spoil your attitude, or your service to others.