



# PRINCETON ALLIANCE CHURCH

*Know God • Develop Community • Bring Hope*

## 2019 Summer Internship

### Expectations for Interns

1. Required Work Hours
  - The internship dates are from June 10, 2019 to August 15, 2019.
  - Monday – Thursday from 9:30AM-4:30PM, unless arranged otherwise with your supervisor
  - Regular attendance at PAC Sunday morning services is required.
  - Monday – Staff Prayer meeting @ 9:30AM
  - Tuesday – Cohort meeting from 12-1:30PM
  - Wednesday – Bi-weekly Staff meeting/Staff chapel @ 9:30AM
  - Summer Blast events – two monthly events in June & July
  - Summer Camp - leadership role in PACKids Camp
2. Professionalism
  - Time management
    - Ask your supervisor if you finish a task need something to do.
    - Lunch is one hour.
    - Be on time to work and all meetings.
  - Attire: Dress with professionalism and modesty; cover everything from shoulders to knees, with audience and task in mind.
3. E-mail Communications – use professional language; not for personal use.
4. Phone usage – limit phone usage, especially during meetings.
5. Vacation
  - The summer internship is a 10-week program and no vacation time will be granted.
6. Mission Trips
  - An intern may apply for a mission trip (as stated within each job description) during the Summer Intern application process. The 2019 teams are:
    - SEA - June 27 - July 7
    - Thailand - July 11-22 (Remember Nhu)
    - Brazil - July 12-21 (Camp)
    - India - July 19-28 (Medical Trip)
    - D.R. - July 20-27