



Intern Handbook

Old Oak Ranch

Print Name: _____

Signature: _____

Date: _____

Overview

The structure and guidelines of this program are established to impact the following areas: spiritual development, personal development, and ministry experience. The Intern Handbook is your guide for the entirety of the program. It provides guidelines and instructions for most of your day-to-day activities, along with other various responsibilities.

Mission:

Mathétés exist to facilitate, equip, and train students for excellence in leadership as well as participating in fruitful ministry.

The goal of Mathetes is as follows:

- To give people an opportunity to discover who they are in Christ (e.g.; their gifts, calling, strengths, etc.) as well as be challenged in those areas of their lives that God wants to change.
- To develop interns into confident and servant-oriented leaders.
- To develop servant leaders by challenging each intern with significant opportunities to serve in all areas.
- To grow in knowledge of God's word.
- Gain real-world ministry experience.
- Develop spiritual disciplines that will fuel a lifetime of growth in the Lord.
- Build lifelong relationships with friends and mentors.
- Be transformed more and more into the likeness of Christ.

**** During the course of the Mathetes program, interns will be trained in various departments of camp and will gain valuable experience and skills training. The skills are**

great for any resume and will help you for the rest of your life. Some of the skills that will be learned are:

Office	Grounds
Maintenance/Shop	Housekeeping/Guest Services
Construction	Gift Shop
Snack Bar	Activities
Worship	Sound Tech
Public Speaking	Teaching

Standards

Old Oak Ranch and the Mathetes program have certain standards that will promote growth and unity. Our rules or guidelines have merit beyond simply being a list of do's and do not's. We are here to fully give ourselves to the Lord and to seek His will for our lives. We free ourselves of any bondage or issues that would hold us back from doing this.

Principles

There are times in our lives when the Lord calls us to consecrate ourselves for a purpose. This may have you take on the following:

- We are careful about what we put into our bodies.
- We set our minds on good things.
- We refrain from things that grieve the Holy Spirit within us.
- We choose to put our relationship with the Lord first.
- We honor each other as brothers and sisters in Christ.

Guidelines

- No illegal drugs, alcohol, or tobacco.
- We do not watch movies or listen to music that tears us down.
- Pornography in any form is prohibited.
- We do not engage in any new romantic relationships. If you are involved in a romantic relationship presently, please discuss with the Intern Coordinators or the Directors.
- We refrain from sarcasm, profanity, and joking around at the expense of someone else.

Discipline

Protocol

1st warning—**Verbal warning and possible consequences**

2nd warning—**Written warning and possible consequences**

3rd warning—**Possible dismissal from the program**

Consequences may include any or all of the following

- Loss of off campus activities and privileges
- Curfew reduction
- Stipend deduction
- Essay assignments
- Addition of work related chores
- Expulsion from the program

Work Ethics

Schedules

Camp life requires flexibility and it will test your character. Staff sheets and/or work schedules are given for every camp. Your schedule is your responsibility. You need to know what you are

doing the night before. If you do not follow through it will result in the staff or your fellow interns having to pick up the slack. Be on time and be ready to give your best to every day and to every task.

Sabbath

Each intern will receive time off each week. These may vary one to two days depending on camp season. We believe time off to rest and relax is critical for your success and advancement.

Leadership

Ministry Formation

Old Oak Ranch defines ministry in a broad sense. Every Christian is a minister and ministry is not confined to the walls of the church or to those in official pastoral positions. The focus is on developing leaders for ministry. Old Oak Ranch is intentionally preparing interns to be ministry leaders regardless of their vocation. Old Oak Ranch expects its graduates to see whatever field or vocation God has called them to as an intentional place for ministering the Gospel to others.

Involvement in practical ministry and service in a local church is a fundamental expectation for all interns. The practical ministry component includes a wide variety of experiences that build skills and practical wisdom through involvement in local church life. Every intern must participate in specific ministry activities during their internship at Old Oak Ranch. Ministry formation requirements are intentionally designed to give students practical experiences that complement their calling, ministry, or vocational goals. Old Oak Ranch encourages students to be active participants in their own growth and development.

Ministry Formation Mission Statement:

Ministry formation exists to promote the practical development of interns into leaders who are equipped to serve and lead others in the Church and in the world.

Ministry Formation Goals:

After completing the Mathétés program, interns will be able to:

1. Demonstrate, in response to the Holy Spirit's activity, transformational development in their spiritual lives and in their ability to lead others.
2. Employ major disciplines, tools, and methodologies of ministry/vocation.
3. Demonstrate spiritual growth as they live out the Christian faith and function in spiritual gifts.
4. Implement strategies for personal and corporate spiritual formation.
5. Proclaim the Gospel (evangelize), bringing it to bare on the needs of a lost and dying world.
6. Disciple (and be discipled by) others toward Christ-likeness.
7. Serve Christ and others in practical ways:
 - a. Value community and corporate worship for their personal life as well as for those they serve.
 - b. Serve intra and cross-culturally.

Church Attendance

Old Oak Ranch will require interns to attend service on Sunday's. Attendance is considered a vital part of each student's ministry training and is required for all interns. This will help contribute to the spiritual development of the interns along with providing a space for community amongst the staff and interns. Old Oak Ranch aims to bring individuals from a wide range of experience, with particular emphasis given to effective ministry.

- **Attend Chapel**—the Chapel curriculum is designed to provide a comprehensive experience for students to engage in Spiritual Formation, Advancement, Foursquare Heritage, Strategic Partners, Old Oak Ranch’s mission, vision, and values. It will be live streamed through Life Pacific College meetings that take place Tuesdays and Wednesdays from 10:20-10:30 am.
- **Attend Church**—Old Oak Ranch believes in the transformational development that takes place in the life of the local church.

Old Oak Ranch recommends that you attend and support the local Foursquare Church:

Pastor: David Wheeler

Sonora Community Church

20415 Jamestown Rd.

Sonora, CA, 95370-8005

Cellphonel: 209.532.5724

Website: www.sonoracommunity.org

*****The only time where it is acceptable for an intern to miss a Sunday service is when it interferes with Old Oak Ranch’s work schedule.**

Differences between First Year and Second Year (Mathétés interns):

- First year interns do not participate in the overseas mission’s trip.
- First year interns receive \$250.00 monthly stipend.
- First year interns are not allowed to be in any type of dating relationship (new relationships are prohibited).
- Second year interns will receive \$500.00 monthly stipend.

- Second year interns will be able to participate in the overseas mission's trip (For example: Venezuela and the Philippines).

Note: The majority of internships are not payed, for, it is the intern paying to be an intern. We at Old Oak Ranch want to reward you for serving the Kingdom of God.

***Status is determined by what you applied for, length of stay at OOR, personal growth, adherence to rules, good attendance, Christian character, exhibiting leadership skills, willing to be led, and by evaluations conducted by the Intern Coordinators and Directors.**

Intern Life

Old Oak Ranch strives to provide a rich environment that partners with interns in their academic success, personal development, social connection, global awareness and spiritual growth. Old Oak Ranch is committed to providing a residential experience that compliments and supports the mission of the institution. Statistics show residential living has a significant impact on the experience of the individual.

Learning Objectives

- Interns will be challenged and supported to become knowledgeable and engaged learners as well as leaders both in and outside their class work. Our work will serve as a catalyst in teaching our interns healthy academic habits.
- Interns will be challenged and supported in discovering the value of their unique design and how they can use their gifts to benefit God's Kingdom. Interns will also be challenged to live a life of healthy boundaries and discipline.
- Interns will be challenged and supported in the development of intentional and authentic relationships. It is important that interns learn what it means to contribute and be a part of a rich community.

- Interns will be challenged and supported to increase their awareness of global and societal concerns and with that they will be better suited to actively respond to those concerns.
- Interns will be challenged and supported in striving to continue to develop their spiritual identities and grow in spiritual disciplines.

Procedures

The Intern Coordinators and Directors will work towards providing interns with a living environment to support their spiritual development and academic pursuits which in turn will maximize their experience at Old Oak Ranch.

Checking In

- Upon arrival, interns will be provided a housing agreement and a check-in form.
- Interns must check his or her assigned room and list any noted damages, including the location and extent of the damage on the check-in form. (Damages may include the following: pinholes, nail holes, scratches on walls, doors or furniture, water damage, carpet damage, etc. (forms will be provided).
- The student must return the housing agreement and check-in form to the intern coordinators and the Directors.
- The Intern Coordinators or the Directors will go over the terms of the housing agreement and the check-in form with the interns to answer any questions.
- The student must sign the housing agreement and the check-in form before final approval will be given.

Checking-Out

- It is the responsibility of each intern to meet with the Intern Coordinators or the Directors to check out at the end of the program.
- Rooms must be empty of any personal belongings and the residence must be properly cleaned. This process must be completed before going through the check-out procedure.
- Once the check-out procedure begins the keys that are given to each intern at the beginning of the program must be given to the Resident Advisors.
- The Resident Advisor will list any damages to the residence on the check-out form and determine appropriate charges. The resident must sign the form and the Resident Advisor will sign it when the intern is cleared to depart.
- The check-out process must begin at least 48 hours before the intern's departure.

Important Detail:

***Never show up at the Intern Directors, OOR Staff, and Director's homes unannounced.**

Cleanliness and Inspection

- Interns are responsible for keeping and maintaining a healthy and clean-living environment.
- Regular bathroom checks and inspections of rooms for cleanliness, safety, and appropriate decorations will take place.
- Any damage to intern residences should be reported to the Resident Advisor. Should damages occur in an excess of \$200.00, an additional fee will be presented to the responsible party.
- Failure to keep a personal area clean will result in a pay deduction.

Note: Since it is camp property, please take care of the living spaces that you are allowed to stay at. Be respectful and clean! The estimated costs of repairs and cleaning are as follows:

Cleaning of room: \$200.00	Window Blind: \$4.00
AC return grill: \$20.00	Hole in Wall: \$75.00
AC supply grill: \$20.00	Bathroom Mirror: \$250.00
AC thermostat: \$300.00	Towel Rack: \$25.00
Exterior Door: \$150.00	Shower Door: \$100.00
Exterior Door Lock: \$250.00	Shower Partition: \$75.00
Interior Door: \$100.00	Shower Faucet Handle: \$100.00
Interior Door Lock: \$200.00	Toilet Seat: \$30.00
Exterior Light: \$75.00	Toilet Bowl: \$150.00
Interior Light Bulb: \$5.00	Toilet Tank: \$75.00
Light Fixture: \$100.00	Toilet Paper Dispenser: \$75.00
Wall Scrapes/Scratches (each): \$10.00	Bowl Brush: \$5.00
Wall Switch: \$5.00	Plunger: \$7.00
Wall Plug: \$5.00	Mop: \$20.00
Window: \$100.00	Broom: \$15.00
Dust Pan: \$3.00	Pinholes in Wall: \$20.00
Bed Frame (per part): \$100.00	Mattress: \$250.00
Carpet Stains: \$50.00	Floor Damage: \$50.00
Lost/damaged radio: \$150.00	

Note: The repair cost for any damages in the intern's residence will be shared by the interns living in the residence unless an individual assumes responsibility for the damages. All damage fees will be sent to the accounting office at Old Oak Ranch and subtracted from their paychecks. Persons determined to be responsible for damages in the residences will be held financially responsible and could receive further punishment.

Entertainment units

Interns are free to have radios, stereos, TV's, and DVD players in their residences.

Fire Safety Equipment

Tampering with fire alarm systems or fire extinguishers will result in a \$500.00 fine, possible dismissal from the internship program, or it could result in criminal prosecution.

Safety Equipment

Interns must report to Intern Coordinators or the Directors if the smoke and carbon monoxide sensors are not working correctly.

*Note: any tampering with batteries (on walkie-talkies, power tools, etc.) safety equipment (carbon monoxide sensors, smoke sensors, hard hats, caution vests, etc.) machinery (vehicles,

tractors, heavy equipment, trailers, chainsaws, weed-eaters, etc.) will be grounds for termination from the internship program because the results can be injury or death.

Firearms/Weapons

Firearms are prohibited from being in possession by an intern and the use of a knife must be approved by the Directors.

Guest Housing

Interns must receive consent from the Intern Coordinators or the Directors if a guest is expressing interest in visiting an intern. Visitors are limited to family only and must be scheduled in advance with the Intern Coordinators or the Directors. It is up to the discretion of the Intern Coordinators or Directors to determine if a guest is approved for coming onto Old Oak Ranch property.

If a guest receives approval, then they must abide by the policies of Old Oak Ranch. Guests who do not abide by these rules will be asked to leave. Additionally, the intern hosting the guest may be held responsible for the behavior of their guest. Interns are responsible for cleaning the rooms that are used by their visitors. Interns are responsible for providing meals for their visitors.

Health and Safety Checks

Throughout the internship program, there will be health and safety inspections. These inspections will be conducted by the Intern Directors or the Directors and it is up to their discretion when these inspections will occur. The purpose of the health and safety inspections is to discover and eliminate health and fire hazards in order to ensure the well-being of the interns within the residence. These inspections can be conducted without any intern's present.

Intern-actions: 10 Month Program ONLY

Interns of the opposite sex are strictly prohibited from being in the residence of an intern of the opposite sex without the consent of Directors. The interns must communicate to the time of arrival at the residence and the time they are leaving the residence. The Intern Coordinators or Directors may make an appearance at any time when interns of the opposite sex are at either residence. All roommates must be made aware and receive confirmation for co-ed visitation. Visitation is limited to Living Rooms/Dining Rooms, no hanging out in bedrooms. For example, if the male interns wish to have dinner at the female interns residence then they must communicate that to the Intern Coordinators or Camp Directors.

Stick with the standard ratio of always having 2 guys and 2 girls minimum. Never be alone with the opposite sex:

- Act like mature adults.
- Stay above reproach (accusation, blame, criticism, or having the finger pointed at you).
- Never touch or flirt with another intern in a manner that can be questioned.
- It is natural for people to develop feelings or attractions for others. There have been many people that have met their future spouse at OOR. With that said, you have made a commitment to abstain from romantic relationships while at OOR.

***Interns should refrain from using destructive language against others and themselves.**

Prohibited Interactions between interns:

- **Sex.**
- **Kissing.**
- **Prolonged Hugging.**

- **Petting.**
- **Bullying.**
- **Pornography (sexting).**
- **Peer pressuring.**

There is no allowance for romantic relationships to begin at Old Oak Ranch. It is natural for people and our flesh to develop feelings or attractions for others. There have been many people that have met their future spouse at OOR. With that said you have made a commitment to abstain from romantic relationships while at OOR (Refer to No Dating Policy).

***Any inappropriate sexual activities must be reported directly to the Intern Coordinators and Camp Directors.**

Any violations committed by an intern(s) will result in disciplinary action and if the violations are considered substantial then the intern(s) will be dismissed from the program.

Dress Code

- OOR will provide shirts which **MUST BE WORN** for all OOR Ministry camps and may not be covered up.
- OOR Staff shirts and/or sweatshirts **MUST BE WORN** when assigned “On Call” duty.
- No obscene language or images on any article of clothing. Anything that would be deemed inappropriate or offensive is prohibited.
- Closed-toed shoes must be worn during work of any kind.
- No cross-dressing.
- Interns of the opposite sex must be fully clothed when interacting with one another when they are in either residence.

- Shirts for boys can be off when they are swimming or when they are in their residence without interns of the opposite sex present.
- Speedos are not allowed.
- Girls must wear a modest one-piece bathing suit that conceals cleavage or a two-piece with a dark shirt covering the top.
- All shirts/dresses must cover bra straps; coverage cleavage and midriffs at any body angle.
- Dresses and shorts should not be too tight or too short. They must come to right above the knee or longer. Shorts need to be long enough so that body parts are never exposed.

Personal Hygiene

- Every intern is expected and required to maintain a clean and neat appearance.
- It is important to take showers on a regular basis, shave/trim facial hair, maintain well-kept hair, and clothes must be CLEAN.
- Individuality may be expressed but at no time is it appropriate or allowed that a student be unclean or disheveled in appearance.

Personal Vehicles

- Personal liability insurance is always part of driving your personal vehicle.
- Before any student transports any other student you will be assessed on your driving ability on the hazardous roads to and from OOR.
- During the summer months there will be other students here that will be under the age of 18. You are not to drive minors with your personal vehicle anywhere without permission and approval from Intern Coordinators or OOR Camp Directors. It is a privilege so if you abuse it then you will lose it.

- Operating your vehicle excessively over the speed limit or in an unsafe manner will be cause to restrict your use and privilege.
- Never give campers rides unless instructed to by OOR Director.
- Contribute for gas if you are riding in someone else's vehicle.
- Abuse of this policy is the subjective opinion of the OOR Director.

Meetings (“Devos”)

There will be meetings held periodically throughout the program between the Intern Coordinators and Directors with the interns. These meetings will be held to determine the mental, spiritual, and physical well-being of each individual intern.

Room Search Policy

The Directors and Intern Coordinators reserve the right to enter any room at any time for the purpose of inspection, repairs, or other official business. Prohibited items will be confiscated upon arrival and if prohibited items were received during the duration of the intern program. All searches carried out will be by the same sex as those occupying the dwelling being searched.

Storage

There is no storage available beyond that of the intern’s residence. No provisions will be made for storage of any item belonging to an intern. Items that are left over after check-out may be disposed of at the intern’s expense, be donated to charity, or become the property of Old Oak Ranch.

Theft

All interns should take precautions against theft. Interns are advised to lock up items that are of value to them individually. If a theft occurs, it must immediately be reported to the Resident Advisor who will then report this to the Intern Coordinators or the Camp Directors.

Trash

Interns are responsible for disposing of their own trash.

Windows

Window screens must be secured at all times. If a window screen is removed or missing the interns will be held responsible. Throwing objects out the windows is strictly prohibited. The use of a window as an exit and entrance is strictly prohibited unless in an emergency situation where it calls for the damaging of the window. Violations will incur financial penalties and if it is a substantial violation it may result in the dismissal of the intern(s) responsible.

Dining Services/Etiquette

Interns must be present (**Mandatory**) at all meals unless it's their day off. Interns are excused from breakfast if they worked after 10 pm in the Snack Bar or after 10 pm in the PM Kitchen shift or were on call during the P.M. the night before. Those excused from breakfast must send a notification to the Viber chat labeled “Kitchen Blackboard” indicating they will not be present.

Interns are not allowed to have any device open and upon arrival will have to put those devices into the indicated basket.

It's important that you are on-time to all meals.

Breakfast and lunch will be served Monday-Friday unless given prior notice. When there is a camp in, breakfast, lunch and dinner will be served for all interns. You are responsible for your cooking your own meals with food staples provided by OOR on the weekends, unless there is a camp in.

Breakfast 8:00 am (*This time may vary depending on camp schedule, please refer to staff sheet for proper time*).

Lunch 12:00 pm (*This time may vary depending on camp schedule, please refer to staff sheet for proper time*).

Dinner 5:30 pm (*only available when camps are in, this time may vary depending on camp schedule, please refer to your staff sheet for proper time*).

- There is a Staff and Intern reach-in available for snacks and leftovers in the Dining Hall. You are not allowed in the Fridge or Freezer unless given permission.
- Be gracious and appreciative of the kitchen staff. No complaining about menu or service.
- Use your best manners. This is part of your personal development.
- Control your portions, be considerate, and wait until everyone has gotten their food before getting seconds that is if it's available.
- Put all electronics away during meal times.
- You cannot leave anything in the staff lounge unless you are working in the kitchen.

***Interns are responsible for leaving the dining area clean with the tables cleared of any debris as well as putting the chairs on top of the tables.**

- While working a Kitchen shift, one must not use any sort of electronics. (Only Kitchen Staff will be allowed to check VIBER).

Note: The Intern Coordinators or the Directors have the right to observe any form of communication that is happening with an intern. That will include texts, emails, letters, and social media of any kind. If this occurs, it is because an intern(s) has caused reasonable suspicion.

Commonalities

OOR will assist an intern if they are in need of a laptop. Wi-Fi is available to the interns at their residences and it can be used for entertainment, yet it is mainly designed for educational purposes.

Please be mindful that we have slow connectivity at Old Oak Ranch. Watching YouTube videos or streaming music or movies needs limited to after hours and to only one device per house when camps are in.

*Phones, laptops, or any device with a Wi-Fi connection must go on <http://x3watch.com/> and sign up for their accountability program. The program will send emails to the Directors. Chris Khan will receive the male intern's information and the female intern's information will go to Christine Khan.

Snack Bar and You:

- Snack Bar privileges only when it is open for business. All interns are given \$1 off to use once a day, after that you may purchase items at half price. Don't help yourself. Order through the windows if you're not working at the Snack Bar. Use the opportunity to minister and build relationships while working. No laptops or personal electronics allowed while working.
- No one is allowed in the Snack Bar unless they are scheduled to work. No loitering inside the Snack Bar. There is always something to do in the Snack Bar. Use your own initiative and keep busy.

Guest Groups

1. No lingering or loitering with minors.
2. No mingling or loitering with opposite sex members of guest groups.
3. Keep your staff shirts on when guests are on property.

4. Activity areas are off limits if the rental group is on property and scheduled to use it, might use it, or could use it.

Electronics

- Are not to be used in front of campers or during work hours.
- Not permitted to use during work hours and activities.

OOR Vehicle Use

- Drive slowly.
- Sit down if you are in the back of a vehicle.
- Check with Intern Coordinator or Camp Director before you use any camp vehicle.
- You must pass a proficiency test given by Steve Sorenson or Chris Khan in order to operate any camp vehicle.
- Please keep the golf carts clean and maintained (check gas, tires, etc.).
- Do not use your personal vehicle for camp related business.
- Your personal vehicles are not for campus transportation which means you must walk.
- Using an OOR vehicle is a privilege which means if you abuse it then you lose it.
- You may not always have access to a golf cart or Cushman so bring a good pair of walking shoes.
- When you are discovered operating any OOR vehicle in a way not approved you will be subject to disciplinary action, which may, for gross negligence, include dismissal from the program.

Camp Property

- You break it, you buy it.
- OOR keys are a privilege. If they are lost or stolen, it will cost you \$2 per key.

- Use of OOR tools is forbidden without permission from a staff member. The tools must be returned where you found them.

Music

- No headphones while working, driving, or in the dining hall. (Any type of earphones, wireless, etc. is not allowed in any job area).
- Consecrate your ears. Do not allow your media entertainment to hinder the opportunity for the Holy Spirit to work in your life.
- Never have your music loud enough for guest groups to hear.
- Be courteous of your housemates.

Mail

- May be sent to Old Oak Ranch and it will be delivered to the office where you are able to pick it up in the Intern Box. No other intern can pick up another interns mail. Each intern must retrieve their own mail.
- Turn any outgoing mail into the Business office's mail box located just outside the entrance in the upper compartment shelf.
- Address Old Oak Ranch, 15250 Old Oak Ranch Road, Sonora Ca. 95370.

Phones

- Cell phones are allowed and are required for communication between the staff and interns and camper guests.
- Every intern will be asked to download the Viber app. This will be use as our main form of communication while at Old Oak Ranch.
- Cell phones may never be used or displayed when students are in proximity of campers or during work hours. (Only use for Viber)

- Make sure that your phone does not become a distraction or nuisance to your housemates.

Off Campus Activities

If an intern wants to leave the mountain then they must get consent from the Intern Coordinators or the Directors. An intern must indicate time of departure, where they are going, who is going with them, and when they will be coming back to Old Oak Ranch. Arrival back on campus must be Vibered out as well.

Lost and Found

- During a Camp, all Lost and Found must go into the Dungeon. It must be labeled with the camp's name and where it was found. If it is an electronic device then this must be brought to Guest Services located at the Business office and must be labeled as well.
- Lost and Found may never be taken for personal use.

Curfew

- Get enough sleep. There is a connection between exhaustion and temptation.

You can hang out together late, but:

- Be responsible, not naïve.
- Be aware of who is around.
- Be quiet.
- Be mindful of your housemates.

For your protection, you must abide by the curfew. The curfew is 10pm during the week and 12pm on the weekends, unless you are working. Interns must get consent to be out past curfew from the Intern Coordinators or Camp Directors.

Statement of Nondiscrimination

In compliance with federal and state regulations, Mathètès admits students of any race, gender, color, and national and ethnic origin, and disability, status as a veteran or any other characteristic protected by law to all rights, privileges, programs, and activities to students at Mathètès.

Development

Vocationally

- Sharpen professional development: decision making, time management, delegation, and discipline.

Practical Work Environment

Grounds	Housekeeping
Kitchen	Maintenance

- Interns will facilitate all OOR activities for guests groups of all kinds and ages.
- Mathètès Interns will conduct training for all summer interns.
- Mathètès Interns will provide oversight of summer interns in the performance of all activities during summer camping season.

Manners and Etiquette

- Table manners.
- General etiquette for all professional and personal situations will be taught and discussed.

Administration

- Proper phone etiquette.
- Providing office assistance.
- Learning how to be an organized leader.

Relationally

- Learn to interact and problem solve with others through loving and accountable relationships.
- Trust through transparency.
- Accountability.
- Leadership.
- Conflict resolution.

Schooling

Every Mathètès Intern must take one or two college courses; these courses are paid for by OOR. Books are provided, but they are the property of OOR. Loss or damage to books will result in a fine. Interns are required to pass the classes with a grade of a C or better. It is the responsibility of the intern to manage their time to do homework. Camp Directors will ask for progress reports from teachers from time to time.

***Free schooling should not be taken lightly; it is an opportunity.**

Relationship with God

- Living in constant state of communication.
- Walking out small obedience in all aspects of life and community.
- Knowing God.
- Discerning a good thing from a God thing.
- A balance sense of obedience.
- Balancing time/priorities.
- Prayer, Fasting, Worship.

Self

- Accountability as a standard for living.

- Determination through adversity.
- Honesty in everything.
- Work is for the Lord.

Calling

- Gifts/talents, identification, and use.
- God's will for your future, discussion, and research.
- Discipleship.

Meditation

- Value and practice out the scriptures.
- Words on a page vs. The Living Word.
- Scripture memorization.
- Journaling.
- Devotions/Prayer.

Ministry Services (Foursquare Camps Only—Possible Bethel and Jesus Culture Services)

- Interns are required to participate and attend ministry camp's evening services.
- It is important that each intern is involved in camp services so that they may participate in all the Holy Spirit is doing during any given week of Camp

Peer to Peer File Sharing and Copyright Infringement:

- Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under Section 106 of the Copyright Act (Title 17 of The United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file sharing context, downloading or

uploading substantial parts of a copyrighted work without authority constitutes an infringement.

- Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750.00 and not more than \$30,000.00 per work infringed. A court can, in its discretion, also assess costs and attorney fees. For details, see Title 17, United States Code, Sections 504-505.
- Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000.00 per offense. For more information, please see the website of the U.S. Copyright Office at www.copyright.gov.

Sexual Conduct

Old Oak Ranch affirms a commitment to Christian values and works to provide a community environment free from harassment. Old Oak Ranch is committed to recognizing, upholding, and enforcing the laws of the United States and the State of California. Violation of those laws shall not be condoned at Old Oak Ranch or at any activities off the property of Old Oak Ranch. It is the policy of Old Oak Ranch, in keeping with its efforts to establish an environment in which the dignity and work of all members of the community are respected.

Any sexual harassment of interns or staff is unacceptable conduct and will not be tolerated. Sexual harassment may involve the behavior of a person of either sex against a person of the opposite or same sex, when that behavior falls within the definition outlined below. The policy of Old Oak Ranch concerning sexual harassment applies equally to all individuals classified as interns, staff, campers, guests, etc. Any reported incident of possible sexual harassment or assault will be investigated promptly.

Harassment violates federal and state laws, including, but not limited to, Title VII of the Civil Rights Act of 1964, which prohibits harassment in the workplace, and Title IX of the Education Amendments of 1972, which prohibits harassment of students as a form of discrimination that denies or limits a student's ability to participate in or benefit from the all that is provided by Old Oak Ranch. Inquiries about Old Oak Ranch sexual harassment policy should be directed to the Intern Coordinators.

Reporting Procedures and Victim Rights

As defined under California law, sexual assault is a general term, which covers a range of crimes, including rape. Sexual contact is considered non-consensual and, therefore, rape when the person is incapable of consent because he or she is incapacitated from alcohol and or drugs, or if a mental disorder or development or physical disability renders the victim incapable of giving consent. Furthermore, any sexual contact that involves the threat or use of force, violence, or future retaliation and duress is considered rape.

Old Oak Ranch does not condone or tolerate sexual assault. An intern who is a victim of sexual assault on or off campus, or at the hands of anyone affiliated with Old Oak Ranch should report the incident immediately to the Intern Coordinators AND the Directors. Transportation to a hospital will be arranged if necessary or deemed appropriate.

Procedure Initiation

- With the consent of the victim, the proper law enforcement agencies will be notified in order to report the assault.
- With the consent of the victim, the Intern Coordinators and Directors will be contacted.
- The Intern Coordinators and Directors will ensure proper reporting and coordinating.

- The victim will be apprised of any disciplinary action against the alleged perpetrator if this person is a fellow intern or staff member.

Policy

Old Oak Ranch takes its heritage, background, and theological standing very seriously.

Therefore, it will not tolerate any action that demeans the value of another person. As a result, Old Oak Ranch condemns any type of behavior that constitutes harassment, or related retaliation, of or by any staff member or intern. Old Oak Ranch will take any complaint regarding this type of conduct very seriously. Efforts will be made to resolve all situations in a timely fashion.

Members of the Old Oak Ranch community should be aware that anyone found responsible for sexual harassment will be subject to the strictest sanctions which could possibly include possible dismissal or termination of employment.

Violation

- Verbal or physical conduct that has the purpose or effect of unreasonably interfering with an individual's work or performance of their duties.
- Behavior that creates an intimidating, hostile, or offensive educational or working environment.

Three Types of Sexual Harassment

1. **Hostile environment:** a hostile environment includes any situation in which there is harassing conduct that is sufficiently severe, pervasive, persistent, and so patently offensive that it alters the conditions of education or employment, from both a subjective (the alleged victim's) and an objective (reasonable person's) viewpoint. Purely verbal conduct rarely will be sufficient to establish a hostile environment. The determination of whether an environment is "hostile" must be based on all circumstances.

These circumstances should include:

- The frequency of the conduct.
- The nature and severity of the conduct.
- Whether the conduct was physically threatening.
- Whether the conduct was humiliating.
- The effect of the conduct on the alleged victim's mental or emotional state.
- Whether the conduct was directed at more than one person.
- Whether the conduct arose in the context of other discriminatory conduct.
- Whether the conduct unreasonably interfered with the alleged victim's educational or work performance.
- Whether the statement is a mere utterance of an epithet, which engenders offense in an employee or an intern, or by mere discourtesy or rudeness.
- Whether the speech or conduct is protected expression under the First Amendment.

Any single incident of sexual assault is considered to immediately create a hostile environment and should therefore be viewed as sexual harassment under this policy.

2. *Quid pro quo sexual harassment exists when there are:

- Unwelcome sexual advances, requests for sexual favors (sexting—nudes, petting, etc.), or other verbal or physical conduct of a sexual nature.
- Submission to or rejection of such conduct results in adverse educational or employment action.

3. *Retaliation: for purposes of this policy, "retaliation" means:

- The student was engaged in protected activity (i.e., serving as a witness or complainant in a sexual harassment complaint); and

- A staff member or other person with authority over the student was aware of the activity; and
- The intern suffered adversely; and
- There was a causal connection between the intern's protected activity, the staff member's awareness of the protected activity, and the adverse actions on the intern's duties.

Federal Mandate

On November 18, 1988, Congress passed the Drug-Free Workplace Act requiring contractors and grantees of federal agencies to certify that they will provide a drug-free workplace. Compliance with this required certification is a precondition for receiving a contract or grant from a federal agency. The federal government then mandated, on October 1, 1990, that there would be no illegal drug use by interns, staff, or any other member on any college campus of any kind in the United States. Pursuant to the Drug-Free Workplace Act of 1988, it is unlawful to manufacture, distribute, or dispense, possess or use any controlled substances at work sites or while performing activities, events, or business. Old Oak Ranch prohibits the use of any controlled substances, which includes alcohol, anabolic steroids, cannabis (marijuana, THC, Hashish, Oil, Synthetic Marijuana), cocaine, hallucinogens (PCP and LSD), prescription drugs (without a doctor's consent), stimulants (amphetamines, crank, ice, and methamphetamines), tobacco, nicotine, and vapors of any kind.

Pastoral Counseling

Old Oak Ranch offers pastoral counseling, a clinical practice that integrates both psychological and theological concepts into its framework, is not unlike other modes of therapy when it comes to the therapeutic process. What sets it apart is the way faith, spirituality, and theology are incorporated into the model. Pastoral counselors believe

this incorporation of spiritual exploration and support can foster wholeness, healing, and growth in those who are seeking help. Beyond providing psychotherapy, pastoral counselors utilize resources such as prayer, scripture study, and participation in the congregation community to help guide people on their journey toward transcendence, transformation, and greater connection to others.

Note: The tools and treatment plans provided are given by Intern Coordinators and Directors that have received high education in the field of psychology and biblical studies. (For example: Christine Khan (Co-Director) has a B.A. in Health Care Studies, M.A. in Social with a Concentration in Health Care or Owen Khan (Intern Coordinator) has a B.A. in Human Development and Psychology with a Minor in Biblical Studies and is studying M.A. Counseling: Clinical Mental Health). We are Biblicists, Psychologists, and Believers.

**ANY QUESTIONS AND/OR CONCERNS TALK WITH THE INTERN
COORDINATORS AND DIRECTORS**