



INTERNSHIP HANDBOOK

A LETTER FROM OUR LEAD PASTORS

Dear Intern,

The day is almost here, and we are counting down! We are so thrilled you've chosen to join us in this Internship, as we launch Dreamer's Church Internship! We can't wait to meet you, and we're so excited to partner with you in this journey. There are so many incredible things ahead, and we believe God is going to bless you greatly as you invest these next months to seek Him, and pursue His call for your life.

We want to encourage you, whether you're a native Austinite, or you're making the moving here from out of town, even as you prepare to enter this next season that you would begin to press into God right now. Don't wait! We need your prayer daily, and we believe that your commitment to prayer will pave the road ahead for you to have the greatest God-encounters and God-opportunities that you have ever experienced.

We also want to encourage you – be excited about Austin, Texas! In Joshua 1:3, God tells Joshua, *“Every place on which the sole of your foot treads, I have given it to you, just as I spoke to Moses.”* We are claiming this promise for the city of Austin. We believe that God has given this city to us as our inheritance, and as you partner with the vision of Dreamer's Church, you are taking part in that inheritance. Believe with us that as we release “A New Sound in Austin”, that a move of Holy Spirit would sweep this city, and we would see the people of Austin won for Jesus Christ.

So be expectant; expectant that you will encounter God in a greater way than ever before, expectant that you will grow immeasurably as a man or woman of God, expectant that you are stepping right in to the middle of God's will for your life, and expectant to see a city saved and transformed by the same power that raised Christ from the grave.

We can't wait to get started; see you soon!

All our love,

Pastors Poncho & Lora Lowder

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DREAMER'S CHURCH INTERNSHIP

WELCOME

Dreamer's Church Internship is a ministry of Dreamer's Church, and in partnership with Portland Bible College. We are committed to raising up, equipping and empowering dreamers to go after their God-given destiny. We have a passion to help you discover and develop your God-given gifts and therefore become a person of influence in every sphere of your life. You will be equipped with vital spiritual and practical tools for life and ministry through teaching and preaching from the Dreamer's Church staff, Portland Bible College professors, and other guest speakers.

This handbook is designed to familiarize you with Internship life as you begin this journey with us. It will be your guide to the requirements of the Internship as well as the many other activities that will take place. This handbook clarifies the values and standards we hold and that we expect you to honor in your conduct as a Dreamer's Church intern.

During your time here at Dreamer's Church Internship we want to encourage you to open your heart to all that God has planned for you. This is an opportunity for you to stretch and grow not only in your spiritual walk but also in every aspect of your life. Life at the Internship will be rewarding but it will also present its challenges. Here at Dreamer's Church we value open and honest communication between interns and staff. The staff is here to help walk you through any challenges you may face.

A BRIEF HISTORY OF DREAMER'S CHURCH

Dreamer's Church was a dream birthed in the hearts of our Lead Pastors Poncho and Lora Lowder over 5 years ago. They dreamed of planting a church in Austin Texas with a simple mission—to reach broken dreamers and help empower them to fulfill their God-given dreams. With the help of the initial Dream Team, a passionate group of people committed to reaching broken people in Austin, Dreamer's Church was birthed on October 7th, 2018. That Sunday, hundreds of people, including 25 pastors from the Austin area, met in east Austin at 4 PM.

From the beginning, Dreamer's Church has focused on reaching those who do not know God personally and building relationships through Small Groups. The life-giving message of the Gospel, the passion and joy of Sunday services, and the simple style of Dreamer's Church has connected immediately with the people of Austin. At the same time, we helped other church planters in the city and gave over ten percent of our income to missions/church planting.

We invite you to see for yourself how exciting church can be when the focus is simple and people are free to seek God with passion. So come dream! Dream with God, dream with others and dream again. Our God loves transforming the lives of broken dreamers into something beautiful beyond recognition.

DREAMER'S CHURCH STAFF

Lead Pastor	Poncho Lowder	poncho@Dreamers.church
Lead Pastor	Lora Lowder	lora@Dreamers.church
Staff Pastor	Matt Riopelle	Matt@dreamers.church
DreamKids Pastor	Angie Riopelle	angie@dreamers.church

INTERNS CODE OF CONDUCT

A fundamental goal of Dreamer's Church Internship is to foster an environment in which its members may live and work productively together to see growth and development of Christian character both in and outside of Internship settings. Since interns are also being trained for Christian ministry and are engaged in ministry as part of their course, it is expected that they will conduct themselves in a manner consistent with the standards expected of Christian leaders and ministers, and the churches in which they are ministering and being trained. Interns are expected to be familiar with the Interns Code of Conduct. These serve as the guidelines forming the protection of each individual's well-being. Whenever violations of the rules occur, our Pastors will treat them as matters of serious concern because they disrupt the individual lives of interns, and the shared life of this Internship.

Each intern is expected to:

- Avoid attitudes and behavior that disrupts the unity and health of the Internship
- Show respect and consideration for other students and their property
- Show respect for staff
- Attend all Internship and ministry sessions and activities required by the Internship and church.
- Pass all Bible College classes, and have all papers and projects turned in on time.
- Refrain from dishonest academic practices
- Abstain from alcohol and smoking.
- Be neat, clean and modestly dressed.
- Maintain a lifestyle that is beyond reproach (including, but not limited to abstaining from sexual immorality, abstaining from substance abuse, etc.)

LIFE IN AUSTIN

Austin is a vibrant, lively city, with a distinct, creative culture. The University of Texas, Austin, is right near the heart of downtown, and as a result, the city is full of young families, and college-age young men and women. College sports are a big deal here in Austin, so buy your Longhorns apparel at your nearest team store and you'll fit right in!

Named the capital of Texas in 1839, the beautiful Texas State Capitol Building adds to the beauty of the Downtown Austin area. It was the fastest growing city in America in 2014, and continues to be one of the fastest growing cities in America today. It has developed in to a tech hub; Google, Apple Inc, Facebook, Hewlett-Packard, Samsung Group, and many more all hold offices here in the city.

Austin is known as the Live Music Capital of the World, and the city is full to the brim with its live music venues. Folk music and rock are the premiere genres in the city, however there is a wide range of genres available, including jazz, pop, blues, rnb, and much more.

You will also enjoy the food and coffee scene in Austin. The city is known for its food trucks, with food ranging from Mexican to Greek, from Chinese to Thai, and it also holds claim to the best BBQ and Tex-Mex in Texas. The coffee scene in Austin is fast growing, and there are plenty of coffee shops to keep the coffee-connoisseurs satisfied. Starbucks is available for everybody else!

Austin is a fit and healthy city! If you like a late afternoon run followed by a quick stop at the salad bar in Whole Foods, you will love it here. There is an abundance of natural lakes, parks, and cycling trails, and plenty of health food stores available.

For a few specifics of how to enjoy the city, we recommend you check out Barton Springs Pool, Lady Bird Lake, the Texas State Capitol Building, the Baylor Street Art Wall, go watch a Texas Longhorns football game, wait for 2.5 hours for BBQ at Franklin's, grab a donut at a Gourddough's food truck, and you won't have trouble finding a place to enjoy some live music; trust us!

LIFE ON CAMPUS

ATTENDANCE

We expect that in committing to Dreamer's Church Internship, you are also committing to being in attendance for at least 80% of the scheduled contact hours. This will also insure you get the most out of your time as an intern.

Interns are responsible for recording their attendance by signing in at the start of each day. You will also be required to request and fill in a Leave Application form for any day or period of time in which you are requesting time away from the internship.

In the instance that you are not satisfactorily meeting our attendance expectation, our staff will schedule an appointment with you in order to discuss why, and how we can best assist you to make the most out of your time as an intern.

DEVOTIONS

Devotions is a time where students come together weekly to seek God, have praise and worship and receive a message from Dreamer's Church staff and guest speakers. You are required to attend Dreamer's Church Internship Devotions.

SMALL GROUPS

Each intern will be involved in attending a young adults small group. Participation is twice monthly, and is a required part of the internship. In addition, all interns will be expected to lead or assist in a High School small group.

COUNSELING & PASTORAL CARE

Dreamer's Church staff is available for you to talk to in the case of counseling and pastoral care matters.

GRADUATION

Internship graduation services are held at the end of the internship year. This includes a Sunday graduation service and a graduation dinner with interns, and Dreamer's Church staff. Attendance at these events is mandatory for all students.

HEALTH AND SAFETY

RESPONSIBILITIES

This manual sets out instructions to staff and students of Dreamer's Church Internship about Occupational Health and Safety (OHS). The aim of this manual is to promote safe work practices, to manage OHS risks, to inform staff and to assist in providing a safe environment for all staff, contractors, students and visitors.

OBJECTIVES

Dreamer's Church will endeavor to:

- Provide safe buildings and systems of work
- Ensure compliance with legislative requirements and standards.
- Provide employees, contractors, voluntary workers and interns with information, instruction, training and supervision for their safety.
- Provide support that will assist employees, voluntary workers and interns in maintaining their psychological and physical health.

RESPONSIBILITIES OF DREAMER'S CHURCH INTERNSHIP

- Provide a safe workplace and environment.
- Implement work practices consistent with the extent of their control over or influence on working conditions and methods.
- Promote actively and be involved in those policies and procedures.
- Provide the resources required to satisfy the Internships OHS commitments.

RESPONSIBILITIES OF EMPLOYEEES, VOLUNTARY WORKERS AND INTERNS

- Follow all OHS policies and procedures
- Report all hazards identified to the staff
- Comply with lawful instructions.
- Not behave in a willful and reckless manner.

HOW TO REPORT A SAFETY ISSUE OR COMPLAINT

All accidents, near-misses or any issue to do with safety should be reported immediately to a pastor or leader. Always follow up with a written email to info@dreamers.church describing the issue and who you talked to.

Serious accidents must be reported within 24 hours to a staff member.

HEALTH AND SAFETY RULES

1. No smoking in/around Dreamer's Church buildings.
2. No alcohol or drugs on Dreamer's Church property.
3. Know and observe all OHS rules.
4. Know and observe details of emergency response and evacuation plans.
5. All work at heights must have the permission of the OHS coordinator before commencement. Safety equipment is essential, and can be obtained from the coordinator.
6. Do not undertake work for which you are not qualified. eg. Electrical maintenance.
7. Take responsibility for own OHS by not doing anything that may endanger you or a fellow employee/voluntary worker/intern.
8. Report all potential hazards or accidents and incidents to the OHS coordinator.
9. Keep work areas neat and tidy at all times.
10. If required to lift any items likely to cause injury, seek assistance before proceeding.

EMERGENCY EVACUATION PROCEDURES – GENERAL

All students are required to follow the instructions of building managers, security or emergency services. On hearing an alarm or being informed by building managers, please exit the building via the nearest emergency exit and assemble in the allocated building assembly area. Information on assembly areas is displayed in all buildings. You must not enter or walk through an alarmed building or area. Please take the time to familiarize yourself with emergency procedures.

- On hearing an evacuation alarm, or on instruction of emergency control personnel, immediately cease all activity and secure personal valuables.
- Assist any person in immediate danger, but only if safe to do so.
- If practical, and only if safe to do so, secure any activity or process that may become hazardous or suffer damage if left unattended as a consequence of evacuation.
- Act in accordance with directions given by emergency control personnel and evacuate the building immediately.
- Assist with the general evacuation if directed to do so by emergency control personnel.
- Assist with the evacuation of disabled occupants.

- In a fire, do not use an elevator to evacuate a building.
- Move calmly to the nominated evacuation assembly area and do not leave the evacuation assembly area until the all clear has been given.
- Follow the instructions of relevant emergency services personnel and campus emergency control personnel.

INTERNATIONAL STUDENTS

The following information is for international students who are considering joining the Dreamer's Church Internship.

EDUCATION, YOUR RIGHTS AND RESPONSIBILITY

The United States Government wants overseas students in America to have a safe, enjoyable and rewarding place to study. United States laws promote quality education and consumer protection for overseas students and requires them to have a US citizenship or approved VISA. You will be required to stay in good standing with the VISA you come to America on.

STUDENT VISA REQUIREMENTS

We provide you paperwork after approval into the internship for applying for your B1/B2 Visa.

Emergency Services

In an emergency in the United States, dial – “911”.

COST OF LIVING

STUDY COSTS

For information on internship fees please refer to the fee schedule, in the *Student Handbook*. International students should also be aware of the additional international student work regulations under the B1/B2 Visa.

LIVING COSTS

Interns are responsible to find and pay for their living arrangements. We do have some dorm options available, recommended housing providers, but the final choice is up to you where you will live.

COURSE FEES

Refer to Dreamer's Church Internship pricing sheet

TRAVEL COSTS

The student will be responsible for any travel costs to Austin, Texas and visits throughout their course.

REFUND POLICY

1. Application fees, accommodation booking fee and airport pick-up fee are non-refundable.
2. Tuition fees are refunded in full, only if the student's visa application is rejected. Student must provide Dreamer's Church with a written notification and a copy of documents evidencing the refusal.
3. Tuition fees will be refunded less a cancellation fee of 25% of that semester's tuition provided that the written intention to withdraw from a course is received 28 days or more prior to the course start date.
4. If written notice of your intention to withdraw from a course is received less than 28 days prior to the course commencement date, tuition fees will be refunded less a cancellation fee of 50% of that semester's tuition.
5. Dreamer's Church will not authorize the transfer of fees to other institutions or any other student's account
6. Bank charges for refunds made by check, bank draft or electronic transfer will be deducted from the refund amount.
7. All refunds will be made within 30 days after Dreamer's Church receives a written refund claim
8. No refunds will be given to students who provide false or misleading information to the internship.
9. No refunds will be made after the start date of the course. No refund will be made if a student fails to comply with the conditions of enrollment or any breach of the visa requirements of his or her visa imposed by the United States Government

INTERNSHIP DATES AND SCHEDULE

SCHEDULE

Dreamer’s Church Internship Starts August 21st 2019 and goes through May 17th 2020.

Weekly Schedule

Sunday	8:00am – 2:00pm
Monday	Off
Tuesday	9:30AM - 3:30PM
Wednesday	6PM - 9:30PM
Thursday	9:30AM - 9:30PM
Friday	Off
Saturday	Off

Holiday Schedule

Interns Start	Wednesday Feb 3rd
Spring Break	March 15 th – 19th
Interns Graduation Sunday	May 30th

LIVING IN AUSTIN

ACCOMMODATION

Dreamer’s Church does not guarantee dorm accommodation. We have organized student accommodation in the Central Austin area for around \$700 a month, however rooms are limited. Please email internship@dreamers.church for further information regarding this student accommodation. In case you are not interested in the student accommodation, or there is no more space available, please visit the following websites for apartment and housing rentals:

<http://www.zillow.com>

<http://www.craigslist.com>

<http://www.realtor.com>

Make sure you notify Dreamer’s Church Internship of any changes to your residential address.

WORKING IN THE UNITED STATES OF AMERICA

International students and their dependents applying for student visas for the first time will not automatically be granted permission to work in America. Students and their dependents will only be able to apply for a visa with work rights after they arrive in America and the student has begun their course of study and there are no guarantees that a visa with work rights will be granted. You therefore need to be sure that you have sufficient funds to support yourself and any family members for your entire stay in America.

Where work rights are granted, students are limited to 20 hours work per week while their American education provider is in session but they may work full time during holiday breaks. Work rights are intended to be only a supplement to a student's support rather than their sole source of support.

ARRIVAL ARRANGEMENTS

Dreamer's Church Internship is happy to arrange pick up to first time arrival international students, during office hours. Please notify the Dreamer's Church office of your flight number, arrival time and accommodation arrangements two weeks prior to your arrival. A Dreamer's Church representative will meet you upon arrival and drive you to your accommodation.

DREAMER'S CHURCH INTERSHIP POLICIES

1.11. Attendance Policy

Regular attendance is required in all internship functions

1.12. Course Progress Revised

Internship Director will meet at random with students to review where they are at in each class, church involvement, and personal internship goals.

1.13. Complaints Procedure

All complaints are to be directed to the Internship Director.

1.14. Critical Incident Procedure for International Students

1. The National Code defines critical incident as 'a traumatic event, or the threat of such (within or outside America), which causes extreme stress, fear or injury'.
2. Critical incidents may include but not limited to:
 - a. missing students
 - b. severe verbal or psychological aggression
 - c. death, serious injury or any threat of these
 - d. natural disaster
 - e. issues such as domestic violence, sexual assault, drug or alcohol abuse
 - f. loss of accommodation
 - g. other non-life threatening events that may cause extreme stress or fear
3. Orientation
 - a. During orientation students will be informed of the critical incident procedure, including the initial response contact information:
 - i. Interns Director
 - ii. Police, Ambulance, Fire and Rescue services: 911
4. Initial Response
 - a. When a critical incident has been identified, the person receiving the news will contact the Interns Director as soon as practical. The Interns Director can be contacted 24 hours, 7 days a week.
 - b. The Interns Director will meet with the student and will determine the severity of the incident and actions to be taken.

- c. If the incident is not severe and can be resolved with the resources available, the Interns Director will begin the action plan and follow up as required.
 - d. If the incident is considered severe and requires additional support, the Interns Director will ensure the appropriate support is provided.
 - e. A report of the critical incident will be forwarded to the Lead Pastor within 5 days working days.
 - f. At any time the student can contact the Interns Director or other services immediately if necessary.
5. Follow Up Action Procedure
- a. The Interns Director will follow up the action required to help support this student, or delegate this to another person with approval of the student. This includes:
 - i. monitoring the condition of and providing appropriate support to the international student/s through this period;
 - ii. contacting, where appropriate, family members and other relevant people regarding the condition of the international student;
 - iii. help coordinate resources needed during this period;
 - iv. liaise with the police and other emergency services (where necessary);
 - v. provide assistance for any family members who decide to travel to Austin to support the international student/s with travel and accommodation requirements;
 - vi. record all details of the incident and follow up outcomes;
 - vii. inform relevant staff that the student situation.
 - b. In the event of the death of an International Student, the Interns Director will ensure the following is undertaken:
 - i. contact the family and determine their wishes regarding repatriation of the body, personal effects, religious observances etc.;
 - ii. coordinate the repatriation of the body and personal effects in line with the family's wishes and in accordance with United States regulations;
 - iii. organize the sending of a letter of condolence to the family;
 - iv. ensure all administrative actions are taken e.g. adjust the student records database, process any tuition refunds, etc.
6. Closure and Recording Procedure
- a. The Interns Director will meet with the international student at the completion of the follow up action plan.
 - b. The Interns Director will determine if any further follow up is required, if so they will repeat the process as described in the Follow Up Action Procedure.
 - c. When the Interns Director determines the incident has been resolved, they will:
 - i. Complete the Critical Incident Report Form, and attach all necessary documents

- ii. Send report to the ISAC
- iii. The report is then filed in the student's folder.