

PURPOSE

The Intern Handbook for House on the Rock Family Ministries exists as a reference for interns and staff engaged in the voluntary internship activities of all House on the Rock programs and procedures.

WELCOME FROM OUR FOUNDER AND PRESIDENT

Dear Friend,

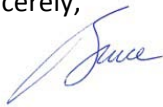
I am thrilled that you have chosen to intern with House on the Rock. Interns are vital to the our missions to see families, marriages and parents thrive in our modern culture and contribute greatly to our mission of encouraging men, equipping parents and energizing marriages. Interns play a key role in a number of activities at House on the Rock such.

I hope you find that your participation in our Internship Program is fulfilling, and that your experience with us is rewarding and positive.

The following information package includes details about House on the Rock Family Ministries and the roles and responsibilities of our interns. If you have any questions please feel free to contact me or our Intern Program Coordinator Jeffrey Kime at 717-299-8969.

Once again, thank you and welcome!

Sincerely,



Dr. Bruce McCracken

Founder & President

House on the Rock Family Ministries

HISTORY OF HOUSE ON THE ROCK FAMILY MINISTRIES

House on the Rock Family Ministries was envisioned and founded by Bruce McCracken. Bruce was initially called to family ministry during his senior year at Taylor University (TU) as a result of a study he did on how local churches were responding to the increasing number of broken homes due to divorce rates in the mid 1970's. While his call was strong, it was not a good time for Bruce to start any ministry to families. He had no creditability or experience as a 21 year old who was not married and not a parent. So the vision sat on hold.

Bruce married Karen (Palmer) after graduating from TU in 1974. Bruce served as youth pastor in two local churches the 7 years after graduation from Taylor. During this time he and Karen could see firsthand the devastating effects of broken homes on the lives of children within churches.

In 1981, Bruce and Karen moved to Chicago to pursue a graduate degree from Trinity Evangelical Divinity School (TEDS). While at TEDS Bruce's call to family ministry was rekindled through the many marriage and family courses he took.

Upon graduating from TEDS in 1983, Bruce and Karen moved to Lancaster, PA to begin 23 years of service at Lancaster Bible College as a member of the faculty and administrative team. One of Bruce's favorite classes was "Christian Home." It was through teaching Biblical principles of marriage and family to students from "good churches" that Bruce discovered the lack of intentionality of churches in preparing their people for married and family life. The cry of these generations of students was: "I want to build a better family than the one I grew up in." If they were not getting this vital information in their churches where were they going to find it? Bruce began to speak throughout the region under the moniker of House on the Rock Family Ministries.

Finally, in 2004 two elders from Bruce and Karen's home church confronted Bruce with the life changing question: "When are you going to take House on the Rock Family Ministries to the next level and how can we as a church help?"

Bruce contacted a group of couples to meet at his home to hear the vision and the story of what God was doing in launching HOTRFM. Those folks were all on board that the Lord was calling Bruce to do.

In 2004 he formed the first Board of Directors and a full time Executive Director. House on the Rock served over 4,300 families in its first year of full time ministry. The call of 1974 became a reality in 2004 ... 30 years

In 2006 Bruce resigned his full time administrative position at LBC to begin full time at HOTRFM. We also received our 501 c 3 status on July 12, 2006.

Since that time, House on the Rock has ministered to over 70,000 families in its first decade of ministry. In 2013, the ministry launched its online arm called, "Fan the Flame Dates." In its first few months, it began a nationwide reach with a goal to go worldwide as translations continue.

HOUSE ON THE ROCK PROGRAMS

Ministry Peer Groups (MPG) Program

Our vision for MPG is to bring pastors and ministry leaders together on a monthly basis to enjoy fellowship, get feedback on ministry challenges, share personal concerns, pray for each other and explore new approaches to ministering to men, marriages and families.

Each session includes training on a family ministry topic, encouragement and enrichment ideas for keeping the "first family first," a safe place to discuss ministry issues with fellow pastors who can share insights and ideas and accountability on action items set at the meeting.

Fan the Flame Dates Program

Our vision is that “Fan the Flame Dates” will become the leading, and most trusted, provider of interactive online marriage building experiences for couples, of all ages and stages, anywhere the internet goes.

Through our short 8-15 minute instructional videos, couples with our “knee to knee, nose to nose” questions, couples learn how to grow the intimacy of their marriage and rekindle the feelings of commitment and passion.



Pebbles of Truth Radio Program

Our weekly Pebbles of Truth radio program is a 5 minute program designed to help strengthen and enrich families. With topics that vary from parenting and marriage tips, to more challenging issues such as working with blended and broken families.

Each week the show is recorded and mixed at our in-house studio and is submitted to local radio as well as placed online for podcasting.

Conference and Weekend Retreat Programs

House on the Rock holds various parenting, marriage and men’s retreats and conferences throughout the year. From our “Keeping Your Kids from Canaan” parenting program, to our “Back to Naked” marriage retreats, to our “Building a Healthy Family Ministry” program for churches, families and churches grow in their understanding of God’s design for marriage and family.

These events are held at local churches, conference centers, hotels or in private retreat venues. Interns will be involved in the entire event planning process from selecting venues, to creating marketing materials, to registration and day of event plans.

COMMUNITY EVENTS

Annual DreamRide Event (fall)



House on the Rock provides a “family fun” fundraising opportunity in a healthy setting. By choosing a family rail trail option, or daring the 10, 20, 30, 62 or 100 mile course, families have a meaningful day of service, exercise and bonding.

Annual Benefit Event (spring)

House on the Rock hosts an evening benefit dinner each year and includes a keynote speaker, stories of families being touched, an appeal and other components that lift up and support the challenging work of family ministry. To receive more information on the event, look for updates in our e-newsletter or contact a House on the Rock staff member directly.

e-Newsletter & Social Media

If you would like to receive short emails regarding the current activities of House on the Rock, sign up on our website (www.hotrfm.org). We use this communication tool for community awareness, specific volunteer needs, and stories of families. Visit our local Facebook page as well (www.facebook.com/pages/House-on-the-Rock-Family-Ministries/10772158372), where you can find more info on our office, events, and needs.



Extraordinary Give Program

Each year in conjunction with the Lancaster County Community Foundation, we seek to mobilize our base to give ... in an extraordinary way ... online! This entertaining way of giving has a profound impact in our ability to raise the financial needs of ministering to families throughout the year.

GENERAL INFORMATION

Office Location

House on the Rock Family Ministries

265 Plane Tree Drive

Lancaster PA 17603

Office Phone Number

General: 717-299-8969

Emergency Contact: 717-439-5862

WHAT IS AN INTERN?

Internships are carefully monitored work or service experiences in which a student has intentional learning goals and reflects actively on what she or he is learning throughout the experience. Internships at House on the Rock last anywhere from four to twelve months and are generally a one-time experience. The internship may be part-time or full-time. Internships may be part of an educational program and carefully monitored and evaluated for academic credit, or internships can be part of a learning plan that someone develops individually. Internships promote academic, career and/or personal development.

House on the Rock internships are non-paid experiences and interns are not employees of the organization.

DO HOUSE ON THE ROCK INTERNSHIPS LEAD TO EMPLOYMENT?

House on the Rock does not keep statistics on the conversion of internships to full-time employment, but we do consider interning to be the best way to educate students about the opportunities available within our organization and to prepare them for employment in the fields of family ministry, production, marketing and communication.

INTERN COORDINATOR ROLE

The Intern Coordinator of House on the Rock recruits, screens, assigns, and orients interns for the various programs of the organization. This position will coordinate and maintain recordkeeping of intern hours and duties.

If the intern has questions at any time pertaining to their role or responsibilities, they are encouraged to contact the Intern Coordinator who can direct them as needed.

EQUAL OPPORTUNITY

House on the Rock does not discriminate on the basis of race, color, national origin, sex, sexual orientation, religion, disability or veteran status in the placement of interns.

PLACEMENT OF INTERNS

All interns are requested to:

1. Fill out a internship application and submit it along with a current resume and cover letter to the Intern Coordinator
2. Sit in on an interview with the Intern Coordinator
3. Sign all relevant releases and consent forms

4. Submit a background check
5. Provide a record of driving/motor vehicle history to the CWS Business Office.
6. Be officially accepted, assigned a job description and supervisor
7. Attend an internship orientation
8. Report to assigned supervisor for schedule and first day

The Intern Coordinator will place the applicant into their assigned role based on interest, assignment availability, qualifications, and screening.

INTERN JOB DESCRIPTIONS

House on the Rock has various positions available for interns depending on the current needs and trends of the program. A list of possible openings is available online at www.hotrfm.org under the “Take Action” tab.

APPLICATION

The individual interested in an internship with House on the Rock will fill out an Internship Application and submit it along with an updated resume and cover letter to the Intern Coordinator. The Intern Coordinator will contact those applicants that he/she deems as a possible fit for an internship interview.

BACKGROUND CHECK

House on the Rock requires interns to submit a criminal history report. Please visit <https://epatch.state.pa.us> to download and print out your report (\$10 fee required). Background checks must be submitted to CWS before an applicant is officially placed.

ORIENTATION

Each new intern will contact the Intern Coordinator to attend an orientation at the House on the Rock office.

During orientation, the intern will receive general training on family ministries and on the various possible assignments he/she will fill while assisting House on the Rock. The intern will be instructed on forms, procedures, and policies and will be given further direction on reporting to their supervisor.

TRAINING

The Supervising Staff Member will provide training to each intern appropriate to the complexity of the position.

SUPERVISION & COMMUNICATION

Each intern will be assigned to a staff supervisor who is responsible to assist the intern in establishing a schedule and discussing any scheduling conflicts or changes. The supervisor will provide all materials and resources needed to complete the internship assignment and will be available for questions and feedback.

House on the Rock relies on interns to be our eyes and ears for the needs and concerns of our clients. Therefore, interns are encouraged to maintain communication with their supervisors regarding the issues they may observe while assisting clients.

INTERN TIMESHEETS

House on the Rock maintains records of the time invested in our program by all interns. Therefore, interns are asked to fill out timesheets provided by the Intern Coordinator. Timesheets are submitted every two weeks to the Intern's supervising staff member, upon receiving the supervisor's signature, an intern may leave his/her timesheet in the inbox inside the office of the Intern Coordinator.

SAFETY

Safety is a top priority for all interns of House on the Rock. If, at any time, you do not feel safe while you are interning, we encourage you not to complete the task that poses a threat and report back to your supervisor.

An intern who is injured while on assignment for House on the Rock should report the incident immediately to their direct supervisor. The intern should also use their judgment in reporting any possible safety threats.

Safety tips:

- Be aware of your surroundings. Trust your gut feeling!
- Don't leave valuable items visible in your parked car.

TIMESHEETS

Interns are asked to complete timesheets accounting for all time volunteered for House on the Rock. This allows House on the Rock to track its volunteer hours and properly report to its grantees.

Timesheets are collected every other week on Friday at close of business. Interns should submit their bi-weekly timesheet to their supervisor on the last day in the office of the week timesheets are due.

OUT OF POCKET EXPENSE

Interns will not be asked to purchase items for House on the Rock or for our clients. However, under special circumstances, and *if the intern receives approval from their supervisor*, the intern may be reimbursed for the exact amount shown on a receipt. The supervisor approving the purchase will provide the intern with the appropriate forms for approval and reimbursement.

DRIVING

Before the start of your internship, if you meet the following criteria, you will be asked to complete some paperwork in order to drive your own or House on the Rock-owned vehicles for internship-related activities:

- Must be 21 years of age or older and have a valid U.S. drivers license
- Be capable of safely driving the assigned vehicle
- Be able to read and speak English
- Comply with your college/university policy regarding driving regarding permission to drive and/or permission to transport clients
- Submit a 10-year driving history from your state

Additional information regarding driver safety will be provided for each intern at orientation.

****Note for F&M interns:** F&M does not allow their students to drive F&M-owned or students' personal vehicles for the purposes of their internship. F&M students *are* allowed to drive House on the Rock-owned or leased vehicles, if they qualify per the requirements above. F&M also does not allow their students to drive minors at any time for the purposes of the internship.

When operating House on the Rock-owned vehicles, please be sure to lock all doors and close all windows when parked. Always keep the vehicle clean and free of garbage. When your driving assignment is complete, take a few minutes to go through the vehicle to find any remaining items and trash and dispose of them appropriately. Notify your supervisor immediately of any accidents, bumps or scrapes to the vehicle, and/or maintenance issues.

REIMBURSEMENT FOR TRAVEL

Interns who drive their personal vehicles as a part of their internship duties may be reimbursed by House on the Rock. Please keep detailed record of the date, location, purpose of travel, and miles driven for all travel in a given month. Submit this information at the end of each month to your supervisor who will then complete a mileage reimbursement form. Most House on the Rock reimbursement checks are distributed one month after the request.

Interns cannot be reimbursed for travel to and from the internship site at the beginning and end of each day.

DRESS CODE

As representatives of House on the Rock, interns should dress responsibly as appropriate for their assigned task. Each intern should dress appropriately for a business-casual office setting. House on the Rock will not be held liable for any damage to volunteer's clothing or accessories while on assignment.

Inappropriate wear: sweatpants, sweatshirts, clothing with inappropriate wording or images, shorts, mini-skirts, "spaghetti-strapped" tops, low-cut tops

ACCEPTABLE COMPUTER/PHONE USE

Interns should not expect to use the computer or phone for personal use during the hours of their internship, this includes checking personal or school mail, Facebook, using other social media, and completing school assignments while "on the job". Calls made from a personal cell phone should take place during a break and away from the work environment. We realize that emergencies come up; if you do need to take a call, please feel free to do so while leaving the work environment so as not to cause a distraction.

OFFICE CLOSING POLICY AND PROCEDURES

For inclement weather, House on the Rock follows the closing decisions of Hempfield School District.

House on the Rock will make an effort to notify interns of the plan for the day, however, we do not guarantee that we will be able to alert all interns in time. Therefore, House on the Rock expects that interns will keep advised of delays and closings posted online at www.wgal.com/closings.

DISMISSAL OF AN INTERN

Interns who do not adhere to the rules and procedures of House on the Rock or who fail to perform their assignment satisfactorily are subject to dismissal. No intern will be terminated until the intern has had the opportunity to discuss the reason for possible dismissal with his/her supervisor.

1. Reason for Dismissal

Possible grounds for dismissal may include the following:

- Misconduct with staff, other volunteers, or clients
- Being under the influence of drugs or alcohol while performing volunteer duties
- Theft of property
- Misuse of House on the Rock equipment or materials
- Abuse or mistreatment of staff, other volunteers, or clients
- Failure to abide by House on the Rock policies and procedures
- Failure to perform the tasks of their intern assignment
- Consistent absence from internship assignment without proper notice

2. Departure

An intern who wishes to leave his/her assignment with the organization is asked to give notice in advance. Interns may need to end their services with House on the Rock for unforeseeable reasons. The Intern should discuss such a situation with the supervisor and/or Intern Coordinator.

3. Exit Interview

The Intern Coordinator may ask to conduct an exit interview, when possible, with an intern at the conclusion of his/her service to House on the Rock.

IMPACTING YOUR COMMUNITY: Thank you for choosing to intern with us!