



Heart of Christ Ministries, Inc.
El Corazon de Cristo
La Ermita, Talanga, F.M. Honduras

Heart of Christ Ministries Internship Policy and Procedures

Position Title:	Ministry Intern	Start Date:	_____
Organization:	Heart of Christ Ministries, Inc	End Date:	_____

Heart of Christ's Scope of Ministry

Heart of Christ (HoC), a faith-based mission located in Honduras, was founded by Rev. Lee and Gracie Murphree in 2005. It is the heart of Christ that reaches out to rescue the lost, the suffering, and the dying. We must impact the world by sharing Christ's love in the form of serving others, meeting their needs, rescuing them from their suffering and discipling and empowering them to become the solutions to the problems around them.

Heart of Christ's ministry is three fold: Spiritual, Mercy, and Victims.

- **Spiritual:** Disciple and train leaders
- **Mercy:** Food, clothes, medicine, education, Christmas, disaster aid, and other aid.
- **Victims and children:** Rescue women, children, elderly and disabled from violence. Refuge for Victims and Specialized Children's home.

Heart of Christ's Commitment

Heart of Christ Ministries is dedicated to the personal, relational, and spiritual growth of its interns. Our work is demanding and challenging, yet very rewarding. Interns are considered a part of the Heart of Christ staff and given responsibilities which are consistent with their skills and God's calling in their lives. They are also asked to serve outside their comfort zone learning new skills while tending to the needs of the surrounding community. We encourage the nurturing of the intern's spiritual growth through Bible study, daily devotions, regular reviews, and worship. Heart of Christ is dedicated to help the intern learn and grow. We disciple them while they are here with the goal that they are a help to this ministry and they grow in skills for life and work.

For internships of at least 6 months, Heart of Christ Ministries will attempt to coordinate alternate service projects for the intern to work with other missionaries within the Honduran Fellowship of Missionaries and Ministries for a specified period of time. These projects are coordinated by the Heart of Christ Mission Director when it is feasible and are focused on aligning the needs of other ministries within the fellowship with the skills and interest of the intern. Participation by the intern in these service projects is not required; rather it is an opportunity that is available to broaden the intern's perspective on ministry.

Intern's Commitment

As an intern with the Heart of Christ ministry, you will be challenged mentally, physically, and spiritually as you share Christ with, and serve, the people of Honduras and work alongside us and other missionaries. An intern's commitment to service lasts between 2 months and 2 years; the actual term can be negotiated based on your goals (or the requirements of your university or college internship program) and the ministry's needs. Our schedule is very dynamic and, as such, we expect our interns to function as part of our staff, working 44 hours per week performing the described functions agreed upon for your internship. Additionally, our interns are expected to raise their own financial support to cover expenses to/from Honduras and while in-country.

Leadership:

While at our ministry, interns are under the authority of the leadership of this ministry and their home pastors. If the internship is part of a university program, they are also under the authority of the university's leadership. We must all be under the authority of leadership and act in a manner of respect, with open hearts and minds with the goal of becoming better, smarter, and more successful in our lives and work for Christ. At Heart of Christ in Honduras, the leaders are Robin Gracie Travis Murphree (President and Mission Director) and Pastor Lee Allen Murphree (Mission Coordinator). The Mission Director and Mission Coordinator are under the authority of their pastor and the USA Board of Directors and the Honduran Board of Directors. At times, an intern or employee (based on their leadership capabilities) will be put in a leadership position either briefly or over a longer period of time. That person holds authority in the absence of other leadership.

Relationships:

Your time as an intern at our ministry is not a time to be establishing romantic relationships with other missionaries or Hondurans. It is a time of service to the Lord and the people to whom we minister. As such, dating is not permitted during an internship. We do understand that it is possible an intern might meet someone with whom they might want to have a relationship with, but that will have to wait until after the internship is completed. Dating during an internship can distract you from your purpose and, in some cases, put a bad reputation on the ministry. Unless you are married, you consecrate your time at HoC to pursue intimacy with the Lord. Interns will not pursue nor give the appearance of a romantic relationship while at HoC. If your behavior reflects otherwise, and you do not adapt to HoC leadership counsel, you may be asked to discontinue your internship and return home.

Alcohol and Drug usage:

During the internship, a code of conduct must be maintained by the intern at the HoC ministry and while on their own time. It is never permissible to use illegal drugs or abuse prescription medication. The use of marijuana is prohibited. In Honduras the legal age for alcohol and tobacco is 21. Anyone under 21 should never use alcohol or tobacco. Because of your commitment to Christ and the HoC ministry, those over 21 should self-govern their intake and never use, or be under the influence, of alcohol or drugs at the ministry community or on ministry sites. (Smokers do have a designated smoking area). For safety reasons, interns are prohibited, regardless of age, of going off with Hondurans to consume alcohol and/or drugs. If interns break these rules, or fail to use wisdom and self-govern, leadership will intervene and the intern may forgo the privilege of continuing their internship.

Off-site guidelines:

Security is always our first rule. Interns cannot spend the night in a Honduran home away from the ministry, neither can they go off with Hondurans on excursions, and must always be back on-site before dark. For interns staying more than six months, we might have times they stay overnight at another “approved” mission on a collaborative project. While interns are away from our ministry site for work or their day off, they must check in with the Mission Director or Mission Coordinator, as specified, by telephone to assure the intern’s safety. If an intern plans to go to a specific place, or is assigned to go to a specific place and needs to (or wants to) change that in-route, the intern MUST call the Mission Director for permission of this change. These rules are in place to provide safety and security in a country where violence is rampant. There have been rare occasions of kidnappings of Americans and this policy is created to prevent that from happening. Interns who break these rules and disappear for hours to places unknown without permission or knowledge of the Mission Director or Coordinator (or other leadership) put themselves and the ministry at risk. Interns not respecting safety rules may forgo the privilege of continuing their internship.

The Job Description:

An intern is not a volunteer. An intern serving with the Heart of Christ Ministry is an individual who is considered part of staff interested in utilizing their skills and resources to serve God and the needs of the people of Honduras. We must remain open and teachable because our goals are to serve the Lord with excellence and grow into the person God has called us to be. The expectations of an intern are as follows:

- An intern agrees to serve for a negotiated period of at least 2 months or up to 2 years.
- An intern agrees to work within the Heart of Christ’s scope of ministry and their personal capabilities.
- An intern agrees to work under the supervision of the Mission Director and Mission Coordinator and (if applicable) under the direction of their university, college, and/or home church.
- An intern agrees to remain open, be teachable, and follow the guidance of ministry leadership
- Regular reviews of an intern’s work and progress will be conducted.

The Work Schedule/Time off:

The weekly schedule at Heart of Christ ministry is very dynamic and is dependent on the needs of the people we are here to serve. This requires flexibility on the part of the ministry’s staff. We ask our interns to work an 8 hour day Monday through Friday and until noon on Saturday. Work schedules can be coordinated on a weekly basis as follows (hours might vary slightly based on tasks/jobs the intern performs):

- Monday – Friday 8am to 4pm or Monday – Friday 8am to 1pm and 4pm to 7pm
- Saturday 8am to 12pm

We go to great efforts to ensure our interns have time to rest and rejuvenate each week on Saturday afternoon and Sunday. In the event of an emergency, or presence of teams, your assistance may be needed, even during your time off. Time off can be adjusted after the emergency passes or the team leaves. Special requests for additional time off may be submitted, in advance, and in writing to the Mission Director or Mission Coordinator for approval.

The Finances:

An intern serving with the Heart of Christ ministry in Honduras is expected to raise funds to support expenses associated with their involvement in the ministry. Intern costs are outlined as follows. Please be advised that these are only estimates as many of these expenses are not controlled by the ministry.

	3 Months	6 months	9 months	12 months
Airfare (estimated)	\$ 1,000	\$ 2,000	\$ 3,000	\$ 4,000
Travel/medical insurance (estimated)	\$ 200	\$ 400	\$ 600	\$ 800
Exit fees	\$ 40	\$ 80	\$ 120	\$ 120
In-country costs	\$ 1,500	\$ 3,000	\$ 4,500	\$ 6,000
Personal allowance (\$100 per mo.)	\$ 300	\$ 600	\$ 900	\$ 1,200
Totals:	\$ 3,040	\$ 6,080	\$ 9,120	\$12,160

The ministry can provide recommendations on fundraising as well as guidance for financial requirements.

Payment schedule:

- Airfare and travel insurance (if being purchased by HoC for the intern) must be paid to HoC two months prior to your arrival date.
- For internships less than six months, the remaining costs must be paid ten days prior to your arrival on site.
- For internships longer than six months (if you have not raised the full amount at the time your internship commences but have paid the first three month portion of the remaining balance), payments for the remaining amount due should be made quarterly, ten days before each quarter begins. They can also be paid in advance.

In the event an intern must leave their position for failure to comply with policy, they do so at their own expense. Funds raised for their support are not available to fund their departure. Any funds remaining in the intern's account may be used at HoC's discretion based on IRS regulations.

The Accommodations:

Living accommodations are within the Heart of Christ Ministry's facilities and the cost for accommodations and meals are paid for (in-country costs) through the intern's fundraising efforts.

Safety

It is safe to travel to Honduras, in fact, Hondurans love Americans. Of course it is always wise to implement precautions such as not displaying money in public, not wearing lots of expensive jewelry, and not wandering off alone. Failure to follow security procedures can result in the termination of your internship at any time. There are always risks when you travel, but the following rules are enforced to ensure your safety:

1. The gates for the mission must remain locked and closed at all times.
2. Anyone leaving the mission must be accompanied by another person and inform the Mission Director or Mission Coordinator where you going and with whom. Permission

must be asked for and granted, in advance, for any desired trips that are not short runs to grab snacks. When outside the mission, cell phones must be on your person and turned on at all times.

3. Nobody goes out after dark unless it is an emergency or a planned event coordinated with Mission Director or Mission Coordinator.
4. All security measures outlined at your arrival, or new security measures given at any time, must be followed.

The Requirements:

Prayerfully consider your application for an internship with Heart of Christ Ministries. This is a commitment to serve those in need in the country of Honduras. The following is required to be considered for an internship with Heart of Christ Ministries:

- The applicant must be at least 18 years of age and have completed high school education or the equivalent.
- The applicant must fill out and sign the following:
 - Heart of Christ Internship Service Application
 - Minor Permission Travel Form (if under 21 years of age)
 - Medical History and Emergency Treatment Release Form
 - Liability Release Covenant
 - Intern Policy & Procedures
 - A copy of the picture page of your passport
- The applicant must complete an interview with the Heart of Christ Mission Director, and submit a written testimony of faith and calling into this internship.
- The applicant is required to have travel medical insurance.
- The applicant is encouraged to comply with Federal Travel Guidelines for travel to Honduras as posted by the CDC and consult with your personal physician.
- The applicant must submit a written recommendation by the Pastor at your church or Professor/Advisor for your internship program through your university or college.
- The applicant must submit a written recommendation by another adult (not a family member) who is in a leadership position.
- The applicant must submit payments for their budget on time and remain up to date.
- In the event the applicant is planning long-term internship work, and if the applicant's internship is not through a university or college (for credit), and the applicant has never been to our ministry, the applicant's first trip must be for a maximum of three months. At the end of the three months, the applicant must return to the USA to their home church for thirty days, before making the decision about participating in an internship for a longer period of time. If the applicant, and the applicant's family and Pastor desire to continue the internship, the applicant must submit a written request, with an evaluation by their Pastor, listing the applicant's desires and focus of work on a longer term and be reapproved for a longer term internship.

Resolution of Conflicts:

Because we all are human, disputes and/or conflicts are to be expected. Resolution of any disputes or conflicts is encouraged to be handled in accordance with the example provided by Jesus in Matthew 18:15-17.

- If an intern is involved in a dispute or conflict with a member of the ministry’s staff, the intern is encouraged to prayerfully attempt to resolve the dispute with the individual. If this does not resolve the dispute, the intern is encouraged to involve the Ministry Director or the Ministry Coordinator in the resolution. Decisions made by the Ministry Director or Ministry Coordinator with respect the dispute should be honored by both parties.
- If an intern is involved in a dispute or conflict with the Ministry Director or the Ministry Coordinator, the intern is encouraged to prayerfully attempt to resolve the dispute with the individual. If this does not resolve the dispute, the intern is encouraged to involve a pastor or counselor from the Honduran Fellowship of Ministries. Decisions made by the pastor or counselor, with respect to the dispute, should be honored by both parties.

The Agreement:

Heart of Christ Ministries agrees to disciple interns while they are here with the goal that they are a help to this ministry and they grow in skills for life and work.

After prayerful consideration, the Intern Applicant agrees with the terms in this Intern Policy. The intern service dates and the terms of this agreement are effective as of the date of signature by the intern. Any deviation from these terms must be agreed upon, in writing, by the intern and the Heart of Christ Ministries, and approved by the ministry’s Board of Directors. Failure of the intern to comply with this agreement at any time during the term could result in termination of the internship at the discretion of the Heart of Christ Mission Director and/or the Board of Directors.

Intern Applicant (Signature)	Date
Intern Applicant (Print)	Date