



Student Expectations

The Office of Church Engagement (OCE) strives to make the Summer Fellowship Program a valuable experience for both sites and Fellows. We have a number of structures in place to prepare our sites to host a Fellow. First, we prayerfully interview ministry sites and are intentional about choosing host sites that offer practical ministry and leadership experience, provide spiritually formative mentorship, and have genuine needs that you as a Fellow can help address. Many of these host sites and supervisors have connections to Whitworth. The OCE offers sites spring trainings in topics such as student development/mentorship, the current cultural landscape young adults experience, and how to provide a great homestay setting for a Fellow. The Fellowship Director will also maintain an open line of communication with students and sites and checks in with site supervisors throughout the summer.

We call this the “Fellowship” program because it is markedly different than what you might expect from a regular “internship” – particularly because we have high expectations. We expect a lot from our site partners, and we also expect a lot from you as a summer Fellow.

In an effort to engage in this work well, we have articulated the goals and expectations for each summer fellow below.

Employment

As fun and transformational as this summer will be, your summer fellowship is not a vacation. Our ministry sites apply to host you because they have concrete needs that they have hired you to help address. **This is a job, and you need to treat it as such.** This includes consistently punctuality, responsibility, reliability, professionalism, appropriate behavior, and dedication to your work.

- Fellowships last 10-12 weeks, and you are to coordinate your start and end dates with your site supervisor. If you need to take time off in the middle of the summer, you are to coordinate this with your site supervisor. You are expected to discuss this with your site supervisor *before* the summer begins or as early as possible.
- Daily hours will vary depending on your site. No matter what these hours may be, you are responsible for adhering to your site’s expectations. If conflicts arise, these are to be handled in direct communication with your site supervisor. If part of your job entails relationship building, this may be included in your weekly hours. The OCE does not require a time card to be filled out, though the site may choose to use one. Fellows are expected to work 30-40 hours a week with 40 hours per week as a maximum limit (with the exceptions of camp Fellowships and camp ministry weeks if this is applicable to your placement, in which your site will flex hours to compensate for these weeks). Fellows should not work more than 10 hours per day (again, exceptions for camp ministry weeks.)
- If something unforeseen happens and you think you need to leave your Fellowship early, contact your supervisor and the Fellowship Director immediately.



Training

As a Summer Fellow, you are required to attend spring training, which is facilitated through weekly small groups. Spring training is intended to give you practical tools and opportunities for reflection that will help prepare you for an intensive summer ministry experience.

- Our kick-off for spring training will take place on Sunday, March 9 and will culminate in a commissioning service on Sunday, May 11. All Fellows are required to attend these large group gatherings.
- Spring training will happen through **small groups led by Fellowship student ambassadors**. Each week will focus on a spiritual practice and/or a training. Times/dates/locations for small group meetings will differ depending on the small group leader.
- If you are not able to attend any of these sessions, please contact your small group leader at least 24 hours in advance.
- There will not be typical “homework” from these sessions. Other than meeting with your small group, you will be required to fundraise \$500, have a Pre-Summer Interview with your supervisor, turn in employment paperwork, and have an initial conversation with your homestay family if applicable.

Communication

Quality communication is both a goal and an expectation. The OCE expects you to engage in clear communication with your ministry site. Additionally, the OCE will maintain connection with you throughout the summer and give you opportunities to process your ministry experience with someone outside of the context in which you're serving.

- **You are required to check in every 2-3 weeks this summer with a chaplain to which you have been assigned.** The chaplain will initiate contact with you before the summer begins to schedule phone calls or in-person meetings. Your site supervisor is aware of this requirement, and you are permitted to count this as a part of your fellowship workday. If you do not respond to your chaplain in a timely manner, the OCE will contact your site supervisor to make sure you meet check-in requirements.
- You are required to regularly check your Whitworth student email and maintain contact with the OCE.
- **You are invited to participate in a Zoom chat with other Fellows for group processing and support during the summer.** Multiple opportunities for these online gatherings will be made available so you can choose sessions that work best with your Fellowship schedule. Spokane Fellows will have opportunities to gather in person over the summer as well.
- The OCE will remain in contact with your site supervisor and will coordinate a Mid Summer Interview via Zoom which will include you, the Fellowship Director, and your site supervisor to discuss how the summer is going. At the end of the Fellowship, site supervisors will receive an Exit Interview document that your supervisor will complete with you.
- Additionally, a final online evaluation will be sent to both you and your site to complete online and submit electronically to the OCE by September 5, 2025.



- If conflicts or concerns arise during your placement, please contact your chaplain or Gracey. If you are having trouble thriving in your placement, the OCE will likely encourage you in ways you can initiate a conversation with your site supervisor to address your concerns. If deemed necessary, OCE will also contact your site supervisor directly to address any concerns.

Payment

Fellows are paid a total of **\$4,000 in four payments of \$1,000 each at the end of May, June, July and August**. Payment is contingent on satisfactory progress in program requirements, which is at the discretion of the site supervisor and the OCE.

- Program requirements include fundraising. By accepting a Fellowship position, **are agreeing to fundraise \$500 for the fellowship program by May 1**. If this is your first Fellowship, you will be required attend a fundraising training early spring. If this goal isn't met, it is possible your stipend will be adjusted to compensate. OCE will also fundraise to try and fill in the gaps for students that are struggling. If you raise more than your required \$500, the extra funds will be added to a general account to help fund other Fellows' fundraising goals. If you are experiencing stress or concerns about fundraising, please contact the OCE for individual help.
- You will be paid via direct deposit, so be sure to file the required paperwork so we have your bank account information on file.
- Please note that **taxes are not deducted from your stipend amount**. We recommend reserving a small amount of your pay in order to cover taxes when you or your parents file taxes for your Fellowship year.
- Depending on your Fellowship site, **all travel expenses associated with arriving at and departing from your site may be covered**. If your site is more than 5 hours driving distance away from Whitworth, your arrival/departure travel costs – be that flight costs or gas reimbursement – will be provided by your site. Coordination and purchasing of flights with your sites will happen in early spring. *Similarly, sites are responsible for helping Fellows with gas expenses if their site-arranged homestay is more than 10 miles from the site.*
- In the event that significant or ongoing expense is required on-the-job, your site will assist in reimbursing your gas expenses. If more financial assistance is needed, the OCE staff, at its discretion, may pay or reimburse for such transportation expenses. Contact the OCE for consideration and note that if such expenses are paid, they will be considered and reported as part of the Fellowship. In all cases receipts must be submitted.

Embedded in Community

While this experience only lasts 10-12 weeks, if you are fully assimilated into your ministry context, your summer can be a transformative one. Many students attribute this transformation to their homestay experience. The goal with each homestay is for the student to see how Christian faith is embedded not only in the direct ministry setting, but in all of life.



- **Yoursite is required to provide a homestay** where you will lodge with a faithful member/family of your ministry's community (the only exception to this are a few sites located in Spokane that have let us know ahead of time that they cannot provide homestays). These homestays are coordinated by each site supervisor and approved by the OCE by March 3. Contact information for your homestay will be provided as soon as this information is available. Your site supervisor will check in with your homestay family throughout the summer to ensure that this is a positive experience for each fellow.
- Homestays are responsible for providing food for their fellow. In the event that a homestay cannot provide food regularly for their fellow, the OCE will help to provide the student with an additional stipend to help offset food expenses.
- If a homestay is more than 10 miles from the Fellowship site, the site will help the Fellow with gas expenses.
- Homestay families are required to undergo a confirmation process including an inspection of the home by a site staff member, an interview, a background check and training provided by the OCE.
- If you are a Fellow serving in Spokane or in a ministry close to your hometown, you may be permitted to opt out of receiving a homestay through the Fellowship program. This means that you are responsible for providing your own food and housing.
- Understand that as a homestay guest, it is your responsibility to adapt to and embed yourself in this new context. You are expected to behave as a respectful and responsible adult member of the household. You are ambassadors of not only the Fellowship Program, but of Whitworth, and your behavior must reflect positively on yourself and the university.
- Please be considerate of your host family's preferences regarding guests, relationships, and alcohol. The OCE does not lay out strict guidelines about this, but we do expect all Fellows to have open communication with their host families and respect their wishes. We trust you to be responsible.
- We want to make sure your homestay experience is safe, healthy and comfortable. If homestay issues arise, contact your site supervisor or the Fellowship Director.

Health & Safety

- Whitworth does not provide any mechanism for you to obtain health, vehicle or personal liability insurance coverage. **Fellowship recipients are required to provide their own insurance** and sickness coverage as well as vehicle and property insurance if needed. Your site will also require you to sign a liability waiver.
- Sites are also required to abide by your personal preferences for your health and safety. If you ever feel unsafe or that your preferences aren't being respected, please contact the OCE. The OCE will mediate conversations to ensure that both you and your site feel safe and respected.



Expectations

As a Fellow, you don't just represent yourself – you represent Whitworth University. Conduct yourself accordingly.

- As a Fellow, **you are subject to Whitworth's behavioral code of conduct**. If you participate in illegal or immoral behavior, your fellowship is subject to termination at the discretion of the OCE staff.
- The OCE does not lay out strict guidelines when it comes to alcohol consumption during fellowships. We trust you to be responsible and to have open conversation with members of your host site. Are you serving in a small-town congregation where most don't approve of alcohol consumption? Then maybe you shouldn't be a regular at the local bar. Use your judgment here.
- We strongly discourage new romantic relationships made between you and another fellow or staff member at your fellowship site. Romantic relationships with participants (e.g., members of college groups, youth groups, etc.) in your ministry are strictly prohibited and may be sufficient cause for termination of your fellowship.
- If you are struggling with mental or physical health issues throughout the summer that you believe may be detrimental to your overall well-being or ability to perform job duties, please discuss this with your site supervisor and contact the OCE. OCE staff may require students to make use of available resources such as counseling services.
- It is unlikely, but is always possible that you may witness, hear or experience something that is illegal or immoral (e.g., child abuse). Because of confidentiality rules, decisions about what to do may be complex. The one essential rule is: Do not try to solve the problem alone or ignore it. Instead, immediately consult with both a site supervisor and OCE staff to work out an appropriate response together.

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