



## SUMMER FELLOWSHIP PROGRAM

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 student development/mentorship, the current cultural landscape young adults experience, and how to provide a great homestay setting for a fellow. Lauren Hunter, the OCE Fellowship director, also maintains an open line of communication with 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 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 should treat it as such.** This includes punctuality, professionalism, appropriate behavior, and dedication to your work.

- Fellowships last 10-12 weeks and you are to coordinate 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 to adhere to your site’s expectations. If conflicts arise, these are to be handled in 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 timecard to be filled out, though the site may choose to use one.
- If something unforeseen happens and you think you need to leave your fellowship early, contact Lauren ([lhunter@whitworth.edu](mailto:lhunter@whitworth.edu)) immediately.

### Training

As a summer fellow, you are required to attend spring training. Spring training is intended to give you practical tools and opportunities for reflection that will help prepare you for an intensive summer ministry experience.

- Spring training will be a combination of **large group training and small group discussion**. One week will be spent as a group learning about a particular topic together, and the next week will be spent in a small group discussing the material covered in large group.
- Large group trainings will take place **every other Tuesday starting February 16th (Dates: Feb. 16, March 2, March 16, April 6 and April 20) from 4-5 p.m. in the chapel**. Please mark these dates on your calendar as you are expected to attend. We will have a sign in sheet to keep track of attendees.
- If you are not able to attend any of these sessions, please contact Lauren

([lhunter@whitworth.edu](mailto:lhunter@whitworth.edu)). We will offer alternate training opportunities only if you have an approved excuse for missing the Tuesday trainings provided.

- **Small groups will meet during the off weeks between large group trainings.** Times/dates/locations for small group meetings will differ depending on the small group leader. You will be given a bio for each small group leader that includes their ministry area/experience and the time and date for their small group meetings in January and can choose a group to sign up for.
- There will not be typical “homework” from these sessions. Other than meeting with your small group you will be required to have one conversation with your supervisor, turn in background check/employment paperwork, and take an online Strengthfinder assessment.
- On **May 4 from 4-5 p.m. in the chapel** we will host a commissioning service for all fellows. Local site supervisors, friends, and family are also invited to attend.

## 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 wants to 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 with the OCE chaplain to which you have been assigned.** The OCE chaplain will initiate contact with you 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.
- The OCE will remain in contact with your site supervisor and may coordinate a meeting via phone or in person including you, Lauren and your site supervisor to discuss how the summer is going.
- At the mid-point of the summer, we will send out a mid-summer interview to facilitate thoughtful conversation between you and your site supervisor. At the end of the fellowship, the Office of Church Engagement will send site supervisors an end-of-summer interview that the supervisor will complete with you. Additionally, a final evaluation will be sent to both you and your site to complete online and submit electronically to the OCE.
- If conflicts or concerns arise in the midst of your placement, please contact Lauren. If you are having trouble thriving in your placement, Lauren will likely encourage you in ways you can initiate a conversation with your site supervisor to address your concerns. If deemed necessary, Lauren will also contact your site supervisor directly to address any concerns.

## Payment

Fellows are paid a total of **\$3,000 in four payments of \$750 each in June, July, August and September.** Payment is contingent on satisfactory progress in program requirements, which is at the discretion of the site supervisor and the OCE.

- “Program requirements” includes fundraising. By accepting a fellowship position, **you are agreeing to fundraise \$500 for the Fellowship program by May 15.** If this goal isn’t met, your final payment may be adjusted. If you are experiencing stress or concerns about fundraising, please contact Lauren for individual help.
- You will be paid via direct deposit, so be sure to file the correct paperwork with Whitworth University so we have your bank account on file.
- Depending on your fellowship site, **all travel expenses may be covered.** This will be made clear to you upon receiving your fellowship placement. Some sites cover the cost of your travel. In this case, all coordination should happen between you and your site.

For other sites, OCE reimburses students for the cost of their travel. Coordination and purchasing of flights will happen in early spring.

## Embedded in Community

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

- **Your site is required to provide a homestay** where you will lodge with a faithful member/family of your ministry's community. These homestays are coordinated by each site supervisor and approved by the OCE by March 1. 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.
- Most homestay families provide food for the fellows that lodge with them, although this isn't technically a requirement. Communicate with your homestay family directly about what they plan to provide.
- Please be considerate of your host family's preferences regarding guests, relationships, alcohol, and adhering to COVID-19 related precautions. 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. If homestay issues arise, you or your home stay should contact your site supervisor.
- If you are a fellow serving in Spokane or in a ministry close to your hometown, you may be permitted to stay in your own housing. This must have prior approval from the OCE.

## COVID-19 Precautions

Depending on the state of the COVID-19 pandemic, you will be required to do the following:

- 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.
- **Fellows are required to comply by COVID-19 restrictions and regulations enforced by the state in which they are serving.** Additionally, your site and/or homestay may have extra preferences and precautions that you must abide by. This will likely include quarantining for an agreed upon length of time after arriving at your site, doing some work remotely, etc.
- 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 OCE. OCE will mediate conversations to ensure that both you and your site feel safe and respected.
- If you are unable to serve the entirety of your placement due to you or the community you serve contracting the COVID-19 virus, OCE will consult with your site and make a joint decision about your payment. Please know it is possible that you will not receive the entire \$3,000 stipend if your fellowship must end early.

## Behavior

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 of them don’t approve of alcohol consumption? Then maybe you shouldn’t be a known 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 (ie. members of college groups, youth groups, etc.) in your ministry is 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 wellbeing or ability to perform job duties, please discuss this with your site supervisor and contact the OCE staff. 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 (e.g. child abuse) that is illegal or immoral. 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.

## Contact

Lauren Hunter, Assistant Director of Summer Ministry Fellows  
**lhunter@whitworth.edu, 509.777.4437**  
Please feel free to contact Lauren with any questions or concerns.