

ELEVATE LEADERSHIP INSTITUTE
HANDBOOK

“WHATEVER YOU NEED.”



Published by Elevate Leadership Institute

The ELI Handbook contains policies and guidelines for the purpose of aiding students, this is not to be considered a contractual agreement. Program requirements, course content, and other regulations are subject to change at the discretion of the controlling entities within the Institute.

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A MESSAGE FROM OUR FOUNDER

When I was 9 years old I was called to ministry. I did not grow up in ministry and had no idea what being “called to ministry” meant. Throughout the remainder of my adolescence I continued to discover and develop my passion for God. After graduating from high school, I had one option to learn ministry: go to Bible Institute.

It was academic, but not practical: it was informational, but not transformational; It was higher learning, but not a learning experience; it was lecture driven but not leadership training.

But now everything has changed...

Welcome to Elevate Leadership Institute. It is more than a school of learning; it is a hands-on, practical ministry experience, leadership-training program. My hope for you is that you will seize this opportunity to fulfill God’s call on your life and be fully equipped to become the leader God has called you to be.



**PASTOR KEITH CRAFT
LEAD PASTOR
ELEVATE LIFE CHURCH**

A handwritten signature in black ink that reads "Keith Craft". The signature is written in a cursive, flowing style.

THE INTERN HANDBOOK

This handbook is designed as a guide for life as an intern at Elevate Leadership Institute. It can help to inform interns on what to expect, at ELI as well as understand what expectations are placed on individuals while they are in the internship.

ELI focuses on the personal growth and development of leaders as it relates to both character as well as academics. It is the responsibility of all interns to read, understand and become familiar with all expectations placed on them while at ELI.

The desire of the leadership is that all interns graduate from Elevate Leadership Institute, understanding what it takes to be a leader in a practical way and have all the tools necessary for success. More importantly, it is our hope that interns experience God on a new and deeper level and are able to receive more than basic academic instruction. The goal for each student is to experience love, compassion, and the heart of God for His people like they never have before.

GENERAL INFORMATION ABOUT **ELEVATE LIFE CHURCH**

Elevate Leadership Institute is a direct expression of the mission of Elevate Life Church which is to, *“To Elevate Jesus, Equip Families, and Empower Leaders.”*

Elevate Life is a non-denominational church founded in Frisco, Texas with a focus on leadership. Elevate Life is more than just a place to receive transformational teaching, but it is a place where people are loved, by God and others, and where people can develop beneficial lifelong relationships with people that seek to be great for God.

ELC MOTTO:

“Elevate Your Thinking, Elevate Your Life.”

ELC MISSION:

“To Elevate Jesus, Equip Families, and Empower Leaders.”

ELC VISION:

"Leading people to Discover God, Develop Themselves and Be Deployed into Leadership with a Biblical Worldview."

ELC BELIEFS:

God

We believe in one God, revealed co-equally as Father, Son and Holy Spirit. (Genesis 1:1, 26, 27, 3:22; Psalm 90:2; Deuteronomy 6:4; John 1:1; II Corinthians 13:14)

Jesus Christ

We believe that Jesus Christ was begotten, not created, the Son of God, truly God, truly Man, coequal with God. He was born of the Virgin Mary, lived a sinless life, and offered himself a living sacrifice for the sins of the world by dying on the cross. He was resurrected to demonstrate His power over sin and death, ascended to Heaven and will return again someday to earth to reign as King. (Matthew 1:22-23; Isaiah 9:6; John 1:1-5; Hebrews 4:14-15; Romans 1:3-4; Acts 1:9-11)

The Holy Spirit

We believe that the Holy Spirit dwells in the earth, and also in every Christ-follower. He helps to conform us to the example Jesus Christ set with guidance in doing what is right, understanding the truth, and the power to live rightly. (Acts 1:8; 1 Corinthians 12:13; Romans 8:16-17; Galatians 5:25; Ephesians 1:13, 5:18)

The Bible

We believe that the Bible is the inspired Word of God, written by human authors under the guidance of the Holy Spirit. It is the ultimate source of truth for all Christ-followers, and because

it is inspired by God, we believe that it is without error. We also believe that the church has no authority to establish a practice or doctrine contrary to the Bible. (2 Timothy 1:13, 3:16; 2 Peter 1:20-21; Psalm 12:6, 119:105, 160; Proverbs 30:5)

Humanity

We believe that people are made in the very image of God, to be like Him in our thoughts, beliefs and actions. Every person has the capacity and potential for good, but all of us “sin,” which literally means to miss the mark. Our sin separates us from God and is the cause of much of our difficulty. (Genesis 1:27; Psalm 8:3-6; Isaiah 53:6; Romans 3:23; Isaiah 59:1-2)

Salvation

We believe that the gift of God is salvation, and to take part in it we must accept that gift. Our sin cannot be forgiven by good works or self-improvement. Forgiveness can only take place through our acceptance of Jesus Christ’s sacrifice, and only by the acceptance of Jesus’ sacrifice as atonement for sin can a person be saved. (Romans 6:23; Ephesians 2:8-9; John 1:2, 14:6; Titus 3:5; Galatians 3:26; Romans 5:1, 10:9-10)

Eternity

We believe there is life after physical death, and that we will be held accountable and judged by God; and that we will exist eternally with Him through our forgiveness and salvation, or will be separated from Him because of our sin. Heaven is an eternal joining with God, while Hell is to be eternally separated from Him. (John 3:16, 14:17; Romans 6:23, 8:17-18; Revelation 20:15; 1 Corinthians 2:7-9)

Non-Essential Beliefs

Essential beliefs are the foundational principles that supply the very life and meaning to Christianity. These truths are not to be tampered with, altered, removed or compromised. They are the foundation our relationship with God depends on and what our spiritual lives are elevated by. These foundational essentials include and are not limited to belief in the deity of Christ, the gospel and the means of personal salvation. These, along with others are the very bedrock of a Christ-transformed life which we, along with the Kingdom of God worldwide, unite in for the purpose of embodying the legacy left by Jesus Christ on this earth.

Non-essential beliefs are important but can take different shape and are open to change within individual churches. By using the term “non-essential” we mean that even though different people and groups may interpret certain characteristics of the Kingdom of God in a different light, it does not mean that we ostracize them. We recognize, along with St. Augustine, that we must be unified in our essential beliefs, and allow for freedom with those that are non-essential. Non essential beliefs may include such things as: music, worship service dynamics and methods of the individual. We understand that the principles of God are unchanging, but the methods of experiencing Him are not. So we must allow for freedom with beliefs that are truly of no consequence to our salvation.

“If I have the gift of prophecy, and understand all mysteries and all knowledge, and though I have all faith, so that I could remove mountains, but have not love, I am nothing.” I Corinthians 13:2

(Romans 14:1,4, 12, 22)

ELC CORE VALUES:

Relationships

We strive to love people the way that God loves them.

Personal Growth

We want to become the people God has destined us to be.

Servant Leadership

True leadership begins from the bottom-up not the top-down.

Generosity

We believe that we can never out give God.

Honor

We believe the best in all people at all times, no matter what (Hebrews 13:18).

Innovation

Effectiveness is more important than tradition - we readily embrace change.

Positive Attitude

A good attitude is more important than ability, talent or calling. (Philippians 4:8).

Biblical Success

All physical, mental, material and spiritual health comes from God. (Matthew 7:11).

GENERAL INFORMATION ABOUT ELEVATE LEADERSHIP INSTITUTE

We believe that the internship is a unique opportunity of full time discipleship and ministry training that will empower individuals to live a transformed life, so that they can transform the lives of others. There are unique experiences at ELI that enable students to grow and develop. Some of these are:

1. Interns will be completely immersed in the life of Elevate Life Church and be involved in the day-to-day work of the ministry every week.
2. We offer environments for students to learn skills for real life ministry from the Elevate Life Church team, and have the opportunity to use them onsite.
3. Interns will play an integral role in each of our ministry opportunities throughout the week, (Students, Young Adults, Midweek and Weekend Services, etc) as well as our large-scale church events (conferences, Easter, live album recordings.)
4. There are individualized and specific ministry training courses that will equip interns for effective ministry for future as well as present opportunities.

The goal at Elevate Leadership Institute is not to simply see interns graduate with the qualification for ministry, but for individual lives to be transformed by once in a lifetime experiences that will prepare them for leadership in all walks of life.

Interns will receive a Bachelor's Degree of Leadership and Biblical Studies accredited through Transworld Accrediting Commission. For more information on our chosen accreditation, please visit <http://transworldaccrediting.com>.

ELI MOTTO

“WHATEVER YOU NEED.”

“Commit your actions to the Lord, and your plans will succeed.” –Proverbs 16:3

ELI MISSION

“To contribute a culture of excellence to the kingdom of God by developing and equipping young leaders – spirit, soul, and body.”

ELI VISION

“Helping young leaders discover who they are in God, so that they can develop in to the person God has made them to be – Therefore enabling them to deploy their unique greatness into the world for God.”

DISCOVER – 1ST YEAR

“YOUR INTERNSHIP – IS YOUR INTERNSHIP.”

The focus during the first year is for interns to know their internship experience is personal & unique to them. The time, effort, and work put into their process is what determines the outcome they will have. The first year is a discovery process where interns learn about self-leadership, who they are and the unique greatness they have to bring.

DURATION

One Year (Three full-time trimesters)

DEGREE:

Associate’s Degree in Leadership Studies

TUITION

One year at ELI consists of 3 full-time trimesters (12 week segments)

- Trimester 1 - \$2,000
- Trimester 2 - \$2,000
- Trimester 3 - \$2,000

Total Cost: \$6,000

COURSE STRUCTURE:

72 Total Completed Credit Hours

15 Total Classes (5 classes per trimester)

215 Hours of Ministry Time

396 Hours of Serving

1 Two Week Missions Trip

Weekly Extracurricular Activity

MINISTRY TRAINING

In the first year interns will build a basic foundation of how to lead while serving in ministry. Through choosing an Area of Study to intern in each trimester, students will be given opportunities to learn leadership skills and learn the heart of ELI. These areas include:

- Worship
- Media / Production
- Administration
- NextGen Ministry (Students & Young Adults)
- Kids Ministry
- Pastoral Care Ministry

MISSIONS TRIP

Each year ELI travels within the USA or abroad as a part of the learning agenda. There will also be additional trips as well as conferences that will take place within a year.

DISCOVER:

During the first year, interns learn to **DISCOVER** who they are in God, as well as learn about:

- **PURPOSE:** Many individuals join ELI not knowing they have purpose. We believe and teach interns that they have a unique calling and God has a great plan for their life. The primary lesson in the first year is, “you have a unique fingerprint that nobody else has, to leave an imprint nobody else can leave for God.” (Keith A Craft).
- **IDENTITY:** Interns will discover who they are in God, that God made them unique, and how to begin to let God shape their future. They learn to take ownership in deciding what kind of man/woman, friend, and leader they want to be personally, and honor who God created them to be.
- **FORGIVENESS & FREEDOM:** Interns discover what is keeping them from growing and they are given opportunities to choose to let go of anything that would hinder who God has called them to be. This kind of discovery leads them into freedom as well as forgiveness and into their best life.
- **GIFTS, TALENTS & PASSIONS:** Through serving opportunities, classroom settings, and daily interactions – interns discover what their passions are, what their gifting’s are, and how to leverage as well as develop their gifts and talents for God’s Kingdom.
- **CORE VALUES:** We teach students core values and show them how to begin to live a life that most matters, because they will be able to know what matters most in their life and to God.
- **SELF-LEADERSHIP:** Interns will be taught how to lead themselves and create a life of self-discipline so that they are able to effectively lead other people in the future.
- **CONFLICT RESOLUTION/MATTHEW PRINCIPLE:** A key principle of ELI is the ability to address conflict in a biblical manner. This principle can be found in Matthew 18:15-17. We call it the “Matthew Principle.” In applying this leadership process, interns are able to create healthy intimacy and stronger relationships with people around them.
- **FIRST TEAM:** “First Team,” is the idea that ELI (the people/process/and requirements) come before anything else while attending ELI. A way of thinking that is not selfish – but from a leadership perspective. We like to say, “Whatever we do, we do together, and as one goes, we all go!”

ASSOCIATE DEGREE REQUIREMENTS

- 72 Credit Hours of Classes
- Complete Tuition Requirements
- No Failed or Incomplete Grades
- Participate and Complete 1 Two Week Missions Trip
- Finalize and Complete Gym Tracker
- Fill out an Associate’s Degree Application

DEVELOP – 2ND YEAR

“WHATEVER YOU NEED.”

The focus of the second year is to **DEVELOP**. This is an opportunity for interns to take action with what they have learned. “Whatever you need,” is the ELI motto, and at times it takes a year for interns to begin living and walking this out. By the second year interns have learned the servant leadership mindset and developed themselves to become the best servant and leader they can be. Our goal is for second year interns to be leading themselves faithfully in the daily routine and schedule in such a way that they are now able to help the new interns.

DURATION

One Year (Three full-time trimesters)

DEGREE:

Bachelor’s Degree in Leadership & Biblical Studies

TUITION

One year at ELI consists of 6 trimesters (12 week sections)

- Trimester 4 - \$2,000
- Trimester 5 - \$2,000
- Trimester 6 - \$2,000

Total Cost: \$6,000

*Total Cost for 2 Years: \$12,000

COURSE STRUCTURE

72 Total Completed Credit Hours

15 Total Classes (5 per trimester)

215 Hours of Ministry Time

396 Hours of Serving

1 Two Week Missions Trip

Weekly Extracurricular Activity

**Total Credit Hours for 2 Years: 126*

**Total Classes for 2 Years: 30*

**Total Hours of Ministry Time for 2 Years: 430*

**Total Hours of Serving for 2 Years: 792*

**Total of 2 Missions Trips for 2 Years*

MINISTRY TRAINING

The second year at Elevate Leadership Institute focuses on helping students put into action what they have learned in their first year. It is a time to build upon the foundation of what has been learned and develop into a leader through action. After interns discover their passion they are able to deepen their abilities to lead in the following areas:

- Worship
- Media / Production
- Administration

- NextGen Ministry (Students & Young Adults)
- Kids Ministry
- Pastoral Care Ministry

MISSIONS TRIP

Each year ELI travels within the USA or abroad as a part of the learning agenda. There will also be additional trips as well as conferences that will take place within a year.

DEVELOP:

The second year at ELI is focused on personal development. Being able to use the information taught in all areas during their process and take action based on the new level of maturity and awareness in:

- **COMPETENCIES:** Once interns discover their gifts and talents they have the opportunity to develop themselves and become competent. Competency is the ability to do something successfully or efficiently. It is the external proof of God being able to use their talents and gifts that have been developed. Being a leader is about being able to function in your best and highest use for God.
- **VISION:** Due to the development of core values and discovered gifting and passions, interns are able to develop a vision for their life. Individuals are able to take actions towards having the life God has planned for them, with a clear vision to keep growing beyond ELI.
- **GOD-FIDENCE:** Interns will learn and know who they are, what they contribute, as well as develop confidence in God and learn to trust Him to help them become their best. Through learning to trust God, they are able to build a new level of confidence beyond their own power.
- **LEADERSHIP:** In the second year, interns learn to develop their personal leadership abilities. They will benefit from the leadership opportunities at ELC and learn to focus on their team and less on their personal agenda.
 - **OTHERS:** All second year interns are responsible to help first year or new interns throughout the ELI process. Many second year interns get the opportunity to lead on a high level in different areas of the church, as well as lead students in the GEARS discipleship program. This is looked at as a privilege – not a right.
- **BIG PICTURE:** “The thing is not about the thing, but every thing is about everything.” Interns learn to develop big picture thinking and discover how to be a part of something bigger than themselves, through servant leading. Big success comes from doing small things well first, and those small things help you to practice consistency and persistence, so this ensure that big opportunities don’t pass you by.
- **RELATIONSHIPS:** Interns will develop one of a kind of relationships throughout their time at ELI. Many find lifelong friends and mentors while being in the internship. Students are taught to value and navigate intimacy and wise council, so that they can be successful in relationships.

- **BEST:** In the start of the process at ELI, most individuals understand clearly right and wrong. But in the second year interns are able to understand the difference between good and best. The hope is that each person pushes to be the best man/woman, intern, friend, leader the can be for God. Our hope is that young leaders choose to be their best for God and others – so that God can give them the best in return.

GRADUATION REQUIREMENTS

- 144 Credit Hours of Classes & Internship
- No Failed or Incomplete Grades
- Complete Tuition Requirements
- Participate and Complete 2 Two Week Missions Trips
- Complete Serving Hours
- Finalize and Complete Gym Tracker
- Fill out Bachelor's Degree Application

GRADUATION:

The goal at Elevate Leadership Institute is to see lives transformed by once in a lifetime experience and to prepare young leaders for all that God has for them.

Our graduation ceremony is for those who complete two full years at ELI. They are celebrated & blessed into their next season of life by the pastors, staff, and leadership at Elevate Life Church. The Graduation Ceremony is open to anyone, so friends, family, ELI alumni as well as ELC staff are able to attend & celebrate.

DEPLOY – GRADUATION AND BEYOND

“LET YOUR LIFE PROVE.”

The last part of the process at Elevate Leadership Institute is to deploy leaders to contribute to the kingdom of God. After two years at ELI, students are **DEPLOYED** and equipped to give their best and use their God-given greatness wherever they go and be who God has called them to be.

DURATION

One Full Year
(January-December)

CERTIFICATE

Additional Leadership Certification in Ministry

TUITION

\$1,500

COURSE STRUCTURE

Working Internship Experience
Minimum 20 Hours a Week
3 AAPs
2x a month meeting/class with Pastors
Leadership Opportunities
Personal Trips/Camps/and Conferences

MINISTRY AREAS

- Worship
- Media / Production
- Social Media
- Marketing
- Administration
- NextGen Ministry (Students & Young Adults)
- Kids Ministry
- Missions & Outreach
- Marriage & Family
- IT
- Bookstore/Café
- Facilities
- Pastoral Care
- Campus Development
- Events
- Childcare
- Men’s Ministry
- Women’s Ministry
- Strikeforce

- Operations
- ELI

MISSION TRIPS

3rd year interns may participate in major ELI events/activities at a discounted cost to any ELI/ELC trips & conferences.

DEPLOY:

- **NEXT STEPS:** ELI is designed to build and equip young leaders for ministry and leadership in any setting. The classes and experience are life changing. Whether an intern receives an Associate's or Bachelor's Degree they will be fully equipped to go into all walks of life and do great things for God. Many graduates continue their education and earn additional certifications/degrees, while others pursue their passion for ministry or business. Elevate Life Church becomes the place for further growth and connection for graduates. Some interns are offered further opportunities at ELI (like our 3rd year program) and some have the opportunity to join our staff.
- **ALUMNI ALLIANCE:** Our alumni are a vital part in our support system at ELI. Highly involved alumni will be invited to participate in the Alumni Alliance. This is a group of alumni that are consistently involved and serve at ELC. To be in the Alliance, alumni must have paid their price at ELI so that they have the authority to push other interns to be their best for God. Alumni will have the opportunity to pour into the current interns contribute to the growth process in various ways. Some of these involve: gauntlets, teaching, mission trips, guy/girl hangouts and much more.
- **3RD YEAR:** The third year program is an *invite only* opportunity eligible to any second year graduate. This process is for individuals who want to grow deeper and mature in areas of ministry beyond the two-year structure at ELI. The purpose of this process is not to gain employment for ELC, however some third year interns may have the potential to be on staff or contribute to ELC in some way, but no position is promised. Once the process is complete to DEPLOY their greatness at Elevate Life Church, individuals participate in this process as an opportunity to gain a greater understanding of leadership and responsibilities, beyond an intern area. At the end of one year, an intern will receive additional leadership certification. This is a process where some may, "create a place for themselves" beyond the third year, but it is completely up to their personal growth and development as well as available opportunities at ELC.

ADMISSIONS

APPLICATION REQUIREMENTS

To be considered for enrollment at Elevate Leadership Institute, the following must be submitted to ELI by the application deadline. We have listed the 5 major steps to take before an interview can be scheduled.

1. The Application, located online, must be completed and in our system.
2. Official SAT, ACT scores. (These are optional, but required for those who chose to homeschool.)
3. Official Transcripts, these must be mailed from the institution and received before enrollment before an individual can be approved. Transcripts can be mailed to Elevate Life Church.
4. A High School Diploma or GED equivalent
5. Paid in full application fee. (All application fees must be paid prior to setting up your interview.)

Admission to Elevate Leadership Institute is subject to the approval of the staff, whose decision is final. Upon completion of the application potential interns will receive an email from ELI scheduling an interview. It can take up to 2-4 weeks for an application to be processed. All Applicants must complete the full interview process before being allowed to attend Elevate Leadership Institute.

PROFICIENCY TEST

On the day of a scheduled interview individuals will be required to take a proficiency test to measure their abilities having to do with sentence skills and reading comprehension.

ACCEPTABLE TRANSCRIPTS

Official transcripts sealed in an envelope by the issuing school and given/mailed directly to the ELI offices.

NON-ACCEPTED TRANSCRIPTS

- Unofficial
- Electronic form
- Printed in any way other than officially from the issuing institution,
- Credits from one institution displayed on the transcript of another.
- Faxed, emailed, or printed copies.

HOME SCHOOL APPLICANTS

- Provide ACT or SAT scores.
- Have your transcripts signed and notarized.
- Home School education must be completed through specific program that is approved by the Texas Board of Education.

RECOGNITION OF PRIOR LEARNING

Elevate Leadership Institute is committed to the recognition of individual's prior credits already held by those who have previously completed or were in the process of completing a degree.

Applicants who have such credits are able to submit college level transcripts and are eligible to receive course credit for ELI. Interns are required to submit official transcripts from other institutes, programs or universities. However, it is determined what will transfer based on the internship degree plan.

Credit will be granted provided that the individual is able to provide sufficient documented evidence and the content and level of skill parallels that offered by Institute courses.

Those who do qualify for credits still participate in classes...yet are considered to be auditing the class. They are able to receive their previous grade but are not excused from the class as a whole.

DEGREE TOTALS

ASSOCIATES OF LEADERSHIP STUDIES DEGREE TOTAL
72 CREDIT HOURS

BACHELOR'S DEGREE OF LEADERSHIP AND BIBLICAL STUDIES TOTAL
144 CREDIT HOURS

REQUESTING TRANSCRIPTS | PERSONAL FILES | AND REPRINTS

- Transcripts can be requested in an official/unofficial capacity.
 - Both require a \$10 fee.
- We keep personal files available on hand for one full year after graduation.
 - For a full copy of your file it is \$10.
 - Duplicate or Reprint of a degree also cost \$10.
- New Gym Trackers may be reprinted for a \$10 fee.
- New Key Cards can be made for a \$25 fee.

FINANCIAL DISCIPLINE

Elevate Leadership Institute holds a high financial standard for each intern. We believe that interns are to be consistent in payments and each individual is responsible for his or her tuition at all times.

If students miss one month of payment, they will receive an email detailing they are behind. If an intern does not become current within four weeks of the email sent, they will no longer be allowed to attend ELI or live in their host home until tuition or costs are fully paid.

If at any point an intern's tuition is passed due (30 days) during or outside of the trimester, they are not able to participate in fundraisers, ELI events, team building activities, trips, conferences or other ELC events until tuition is paid off. If a student finishes a trimester owing money, he/she has the break period to fulfill their financial obligation, but cannot participate in opportunities during break. Every student must be current on all payments in order to stay in trimester, participate in additional opportunities at ELI or begin a new trimester and attend orientation.

Each student willfully submits to provide correct and updated information on their account, as well as be held responsible for any outstanding or current balances on an account during or after enrollment. They assume all financial responsibility personally for their account at all times.

TUITION & FEES

Application Fee - \$100

Yearly Tuition - \$6,000

Monthly Payments

Monthly payments of at least \$600 are due before the 16th of every month.

All tuition is paid through the Elevate Life Church accounts and is coded to ELI.

NON-PAYMENT POLICY

An intern will not be allowed to begin the next trimester without having paid for the previous full trimester. If an intern pays the first payment and misses the second, they can choose to pay both the second and third payments in one and may not miss any class.

If an intern is proven continually late and or delinquent in tuition payment they may be removed from the program at the discretion of the Director.

YOUR TUITION WILL COVER:

- A mission's trip at the end of the Winter Trimester
- Books
- Field trips
- Retreats
- Conferences
- Supplies
- Food and gas on trips
- Diploma
- Other program related cost.

YOU ARE RESPONSIBLE FOR INCIDENTALS SUCH AS:

- Housing
- Passport
- Food
- Cell phone
- Health insurance
- Car insurance
- Gas
- Car payment
- Doctor or health related expenses
- Cap and gown
- Transcript requests
- Laptops, etc.

Our Recommendation

We recommend interns raise an additional amount of at least \$1,000 in order to have \$100 a month to use for various personal needs.

Due to the intern's uniqueness in food taste and desired amount, food is not included in the cost. Instead, we recommend interns include food in their overall cost to raise. We suggest they budget \$50 each week for food, set it aside in a bank account, and use the money wisely throughout the internship. This would be around \$1,500 per year for lunches during that time.

It is recommended that interns have a drivable vehicle during internship.

It is highly recommended to obtain health insurance during your time at ELI. Elevate Life Church and its leadership will not be held liable for any medical expenses.

ELI Requirement

It is required to have a personal computer during your time at ELI.

Interns will also be required to order a passport by no later than the first day of the Winter trimester so that they may participate in the Missions Trip.

STUDENT DEVELOPMENT

INTERN EXPECTATIONS

As an Elevate Leadership Institute intern you are to be an example in your speech, lifestyle, love for God and others, and in your moral purity.

THE LIFE OF AN INTERN

The life of an intern is represented by having a “whatever you need” spirit and attitude. There will be days consisting of practicing discipline and consistency in the classroom, while serving, and other physical standards. Interns will learn what it means to pay their price on a daily level inside as well as outside of the classroom.

PERSONAL/PUBLIC LIFESTYLE

Choosing to be an intern at Elevate Life means that you are choosing to become a leader in every aspect of your life. All social media, dress and speech should reflect God and leave no room for others to assume the worst.

SERVANT LEADERSHIP

Becoming an intern, means that you become an example of having the heart of a servant leader at Elevate Life Church. “Whatever you need” is not just a motto, it is the attitude expected of you at all times. Bad attitudes and an unwillingness to be your best are unacceptable.

ELI DRESS CODE

Interns at ELI are expected to be modest and have excellent appearance in clothing, hair, and face at all times. The dress code below applies during office hours and church services unless otherwise noted:

- Pictures, statements or symbols on clothing that are negative, vulgar, immodest or promote or refer to alcohol or drugs are not permitted.
- Shorts are only allowed during gym time. (Specified shorts: athletic shorts with lining, shorts with leggings underneath, basketball shorts).
- Sweatpants/jogger sweats, pajamas or other sleep wear will not be acceptable at any time.
- Jeans or pants with excessive holes or that are placed high on the leg are not allowed.

WOMEN:

Acceptable:

- Sleeveless tops with a minimum width of two-inch wide straps.
- Spaghetti strap blouses are only acceptable with appropriate covering over them.
- Dresses & skirts must extend to a “credit card” length above the knees.
- Tights, leggings & other form-fitting pants must be worn with shirts, skirts, or dresses that extend to the “credit card” length.

Unacceptable:

- Undergarments should not be visible at any time.
- See through or any revealing or low-cut clothing.
- No leggings or legging type pants unless covered fully at the credit card length.
- String bikinis are never permitted unless you are on a private trip or you are alone. (Never to be around ELC or ELI people or posted on social media).

MEN

Acceptable:

- Appropriately fit jeans and pants.
- Button down, t-shirts, jackets, polos, sweaters.
- Beards and mustaches must be kept clean and excellent.

Unacceptable:

- Ratted clothing or unclean clothes.
- “Sagging pants”
- Too relaxed attire.

**** Note: Interns in violation of the ELI Dress Code will be sent home & will be marked with an unexcused absence. ****

CAFÉ POLICY

The ELC Café is available to the interns during operating hours M-F 8am-2pm & before ELC weekend services.

Interns can preorder meals, drinks, snacks, etc. through the Café GroupMe. Once a request has been sent interns are responsible to fully pay for their order. Cancellations of orders will not be allowed. An intern will have 24 hours to pay – failure of payment results in the balance to be transferred to their ELI tuition account.

*Note: If the food has not been made yet... you still are required to pay – but you are allowed to eat it another day. *

GYM TRACKERS

As a part of the requirements at ELI to live a life for God spirit, soul and body, interns will receive a Gym Tracker each trimester with the purpose to record weekly gym workouts and fitness goals. Trackers will last for one full trimester. All information kept in the Tracker must be honest and excellent.

In the case an intern misplaces their Gym Tracker, they are responsible to pay a \$10 reprint fee and make up every workout (with the same accountability) from the time the Tracker was lost. In order to have a completed process at ELI, each intern must complete 3 full booklets per year and 6 full booklets to receive their bachelor’s degree at the end of two years.

At the end of each trimester, students will submit their ***completed*** booklet and receive an extracurricular credit as part of their learning agenda. If an intern does not submit their booklet

or submits it with incomplete information they will receive a failed grade and must follow the failed gym process:

- Pay the \$250 failed class fee.
- Pay a \$10 reprint fee for a new gym tracker.
- Makeup every workout before the end of the next trimester with the same requirements of completing the gym tracker as well as have another intern or alumni at the workouts.
- There will be additional homework and writing assignments to makeup the failed class grade at the discretion of the ELI director.

MINISTRY TRIPS

Ministry trips are one of the vital training tools at Elevate Leadership Institute. Interns are graded while on trips based on participation & involvement. These trips vary in location and duration within each year. A percentage of your tuition is allocated for trip expenses primarily for airfare, food and accommodation. Each intern must meet the following ministry trip requirements in order to go on the trip.

MINISTRY TRIP REQUIREMENTS:

- Pass all Winter Trimester classes with at least a “C”.
- Tuition must be paid up to date.
- Raise the fundraising goal given by the ELI Director. *

** Depending upon the specifics for trips there may be additional expenses that each intern will be responsible for in order to participate. There will be several fundraising opportunities throughout the year provided for interns to accomplish their fundraising goal for any trips taken.*

If someone opts out or is unable to go on a ministry trip with ELI, the intern is expected to serve in facilities during the normal internship hours & continue to serve/attend ELC services until the ministry trip has ended. Failure to attend facilities will result in a failing grade of the Ministry Trip & disciplinary procedures will apply. Please see the “Failed Ministry Trip” section under Academic Discipline for more information.

COMMUNICATION

Communication is very important at ELI. Students are expected at all times to always communicate back to the director and respond to any communication in a timely manner.

GROUPME: In GroupMe you are required to reply by “liking” a message at all times. The purpose of “liking” a message is to show that you understand and receive the information. If one day passes without liking a message, a paper will be assigned each day after a post has not been liked.

TEXT: Always Reply in a timely manner with a “got it” or an appropriate response.

EMAIL: Always reply “got it” at the least.

MEETINGS: Takeaways are required. (Minimum 1-3 sentences)

JOBS

We realize that as an Elevate Leadership Institute intern you may desire to pursue some type of part-time employment in order to meet your expenses. Because of your commitment to ELI, we ask that you limit your job to a part-time workweek or a schedule that allows you to pursue excellence at ELI. There is a possibility to have an outside job while being an intern, however you must be aware of the internship schedule and plan accordingly. The internship comes first.

**Note: Not every intern will be eligible or even be able to ever work for ELC. ELI is not created to find employees for Elevate Life Church, nor should this process be treated in this manner.*

A TYPICAL WEEK

Once interns arrive at ELI, you will start the day having a short prayer with Elevate Life Church staff. You will also have the opportunity on Tuesday mornings to sit in a meeting with all of the pastors and staff to worship and receive impartation. (Staff Meeting: 9:15-10:15 / Staff Prayer: 9:15)

Each day you will take 2-3 classes with all your fellow interns. ELI Classes are cyclical so no matter what trimester you join, all interns are in the same room growing together and learning from different ELC staff members, who are all experienced and qualified in the area that they teach. (T: 10:50am-12:05pm; 12:45pm-2:20pm / W: 9:35am-12:30pm / TH: 9:30am-12pm / F: 9:35am-1:25pm)

Saturday mornings all interns will serve either at Elevate Life Church, the community, have a teambuilding activity or fundraiser. You will always be communicated and know what you will be doing beforehand. (9:00am-2:00pm)

Interns are expected to be in at least one weekend service as well as serve at Young Adults, Students, Small Group Classes, and all other major ELC events within a trimester. (Weekend Service: 6:00pm / Students: 4:00pm-8:00pm / YA: 6:30pm-9:00pm / Small Group Classes: 6:45pm-8:00pm)

The first day of each trimester, interns pick their intern area and will have the opportunity to be in a small group setting, learning from the area director and leaders. If a student chooses ministry the ELI director may choose which area (Kids, Students, Young Adults, Missions/Outreach) you will be a part of for that trimester. (W: 1:15pm-3:15pm / T: 12:35p,m-3:10pm / F: 1:55pm-3:50pm)

On the first day of your internship, you will also receive a free two-year gym membership where you will work out with all of the interns three times a week. It is necessary to bring your gym bag to ELI with you, as you will head directly to the gym after class/intern time. (3:45pm)

It is important to be on time to class, to the gym, a service, or any other ELI event, as there are certain guidelines for being prepared and checking in.

* *See INTERN SCHEDULE AND EVENTS for more details.* *

GENERAL INTERNSHIP SCHEDULE

Monday:

OFF DAY

Tuesday:

9:00-10:15- Staff Chapel
10:20-10:45- Facilities
10:50-11:50- Class
11:55-12:45- Lunch
12:50-1:50- Class
1:55-2:10- Class Reset/Closet Check
2:15-3:45- Intern Time
4:00-5:00- Gym
6:00- Young Adults

Wednesday:

9:00-9:15- Staff Prayer
9:20-10:25- Class
10:30-11:35- Class
11:40-12:35- Lunch
12:40-12:55- Class Reset/Closet Check
1:00-4:00- Intern Time
4:15-5:15- Gym
6:45- Wednesday Classes / First Fruits

Thursday:

9:00-9:15- Staff Prayer
9:20-10:25- Class
10:30-11:35- Class
11:40-12:35- Lunch
12:40-12:55- Class Reset/Closet Check
1:00-4:00- Intern Time
4:15-5:15- Gym

Friday:

9:00-9:15- Staff Prayer
9:20-11:20- Class
11:25-12:25- Class
12:30-1:30- Class
1:35-2:25- Lunch
2:30-4:00- Intern Time
4:05-4:20- Class Reset/Closet Check

Saturday:

9:00-2:00- Facilities/Outreach/Team Building

Sunday:

9:00/11:00- Church (9AM Required Service)
4:00-Student Service

INTERN SCHEDULE AND EVENTS

At ELI we believe in timeliness. Interns are required to send a group picture to the director at check-in times throughout the week. Failure to be on time for service or an event will result in a consequence.

- If an intern is 1-5 minutes late, ten pushups are required to be done for every minute.
- If an intern is more than 5 minutes late, they are expected to communicate with the ELI director and a consequence will be given.

** Please note that most if not all call times are earlier than or right at 15 minutes before the event/service time.*

General Check-In Times

Tuesday: 9:00am; 4:00pm; 6:00pm

Wednesday: 9:00am; 4:15pm; 6:45pm

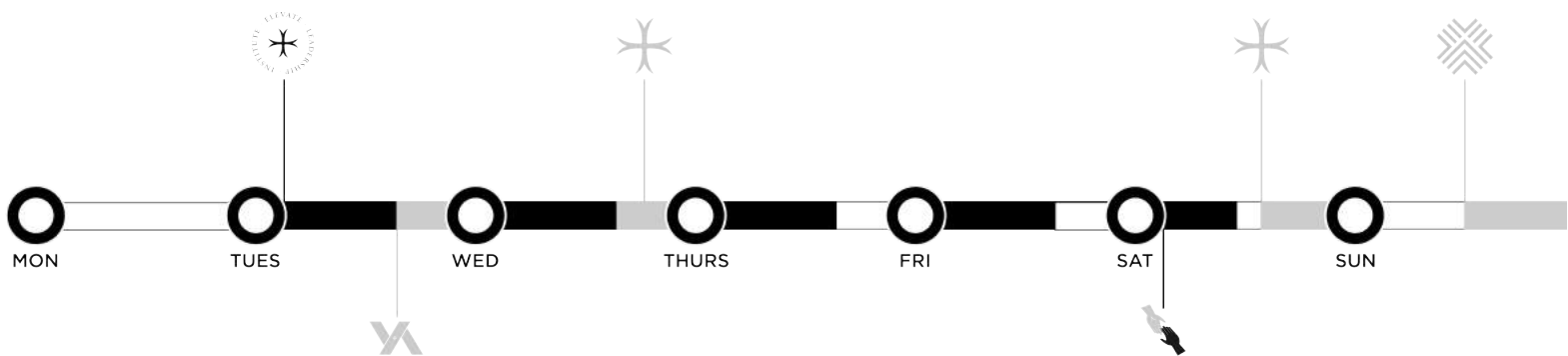
Thursday: 9:00am; 4:15pm

Friday: 9:00am; *

Saturday: 9:00am*

Sunday: 8:45am; 4:00pm

**Check-in times are subject to change during Saturday events or for ELC Pillar events.*



LEGEND INTERN ACTIVITIES SCHEDULED OFF TIME CHURCH SERVICES

ELI BREAK POLICY

After a trimester is completed at ELI, each intern has a 4-6 week break before the next trimester begins again. Being on break doesn't stop you from being an intern... You are an intern at ALL TIMES while attending ELI.

Interns are held accountable at all times while enrolled, by the Honor Pledge and Student Code of Conduct, which is resigned every trimester. Any expectations held during the trimester are still in effect during breaks. These expectations include communication, serving, participation, and anything asked of the internship director. Interns are expected to still be involved and serve in the areas you normally would when trimester is in session. The goal is to be involved even in your areas of internship while not in school to further develop yourself.

Mission Trip fundraisers often happen during break. All fundraisers that occur during trimester are not required, however it is a provided opportunity to receive additional funds towards the overall fundraising goal. The more you participate, the more you will benefit. Those who do not participate or are not fully active in a fundraiser will not benefit from the fundraiser.

Applications open after each trimester at ELI. At this time ELI will have a table in the lobby at Elevate Life during weekend or special services. Interns will be asked to help assist at the table by answering questions, and to help provide information about the internship.

- Table Setup: ELI banner, brochures, cards and sign-up sheet
- Interns are required to participate at ELI tables during various times throughout the break as well as attend major events for ELI advertisements.

Break is an opportunity to rest, to go on vacation or to even work more hours, yet if you are not able to serve at any time during ministry services (Students, YA, etc.) or on the weekend for ELI Information signups you are expected to communicate, and find a replacement so there are no gaps left on a team. This should not be the case unless you have a unique situation.

Interns are not allowed to attend staff meetings or be in the admin offices during the hours of 8am-5pm, unless they are scheduled and have a specific plan to serve with an area leader. There are no check-in times that occur unless given by the intern director or by the leaders on your personal teams during break.

Lastly, interns are still required to pay tuition on due dates during break. If someone is not current on their tuition before the next trimester's orientation night (Saturday night before the first day of school), they will not be allowed to attend orientation or begin school until they are up to date on tuition. This will greatly affect your time at ELI, so we advise to never get behind.

At the end of break, all interns are required to attend orientation, which happens the Saturday before the trimester begins. If an intern does not attend – they cannot begin school.

STUDENT CODE OF CONDUCT

Note: Interns in violation of the Student Code of Conduct or Honor Pledge will be sent home & marked with an unexcused absence. Additional procedures may apply at the discretion of the ELI director.

It is expected that students live in such a manner that brings glory to God. Your behavior and attitude, both in and outside of ELI settings should honor your relationship with Jesus.

As an intern attending ELI you agree to:

Deepen your personal relationship with God and make knowing Him a priority.

Communicate a spirit of excellence in speech, conduct, appearance and attitude.

Represent a holistic lifestyle (spirit, soul and body).

Develop leadership skills by taking initiative, both verbally and practically.

Encourage fellow interns, be a team player and build solid relationships with others.

Flee the appearance of evil in your personal and public life.

Be a “Whatever You Need” person.

Be prompt and faithful in attendance to all scheduled classes and activities.

Study and show yourself approved to grow in the knowledge of the Word of God.

Avoid attitudes (such as greed, jealousy, pride, bitterness, needless anger and discrimination) and behavior (such as gossip, divisiveness and complaining) that disrupt the unity and health of the church body.

Allow God to shape your character and transform you into His image.

Come under the authority and covering of Elevate Life Church, its staff, and leaders.

Maintain the culture and DNA of Elevate Life Church in all environments.

Show respect for staff and faculty and cooperate with the aims and endeavors of Elevate Leadership Institute and Elevate Life Church.

Maintain a positive attitude at all times.

Submit all assigned work by the due dates.

Refrain from dishonest academic practices, such as plagiarism, lying or cheating.

Lead yourself to prepare and be excellent in your studies, understanding that not only is procrastination and plagiarism frowned upon, it is not allowed.

Be neat, clean and modestly dressed.

Abstain from biblically immoral practices including, drunkenness, stealing, slanderous or profane language, self-harm, dishonesty, occult practices and sexual sins (premarital sex, adultery and homosexuality) or any other behavior that is considered detrimental to Christian character and witness.

Over your intern experience, parents are not to be involved beyond your personal life. (Grades, leadership, decisions, communicating with the Director or talking to others about ELI). If this occurs, it will interfere with your internship.

Go through the 4 Steps of the Elevated Life on your own time before graduating as well as GEARS 1-2.

Interns are required to represent Elevate Life Church not only in your public life but on all social media. The presence of anything that would put into question this code of conduct is not permissible.

Interns are expected to refrain from any alcoholic beverage, bar/club, misuse of medication and drugs, as well as smoking while in Elevate Leadership Institute.

Do not get any new piercings, tattoos, etc. while at Elevate Leadership Institute.

As a leader at Elevate Life, I understand it is my privilege to serve, it is my pleasure to not simply do what is asked but to go above and beyond what is required.

I will not question my process, nor will I complain about my requirements. I will remain positive because I know and understand that my price is my price. No one can pay it for me.

As an Elevate Leadership Intern you must commit to comply with all aspects of the Student Code of Conduct in order to remain eligible for the Elevate Leadership Institute Program. Students are asked at the beginning of each trimester to sign the Honor Pledge, which details their commitment to meeting the obligations and expectations of Elevate Leadership Institute.

HONOR PLEDGE

Note: Interns in violation of the Student Code of Conduct or Honor Pledge will be sent home & marked with an unexcused absence. Additional procedures may apply at the discretion of the ELI director.

I am committed to my enrollment at Elevate Leadership Institute for the next two years. In doing so, I am committing to the following disciplines in my life:

All things listed in the Student Code of Conduct.

The direction of the Pastors and Leadership of Elevate Life Church, as well as my desire to personally grow and develop.

I understand that my enrollment at Elevate Leadership Institute is not a right, but a privilege.

I agree that if at any time during my enrollment at ELI, I refuse to live by the standards of the Student Code of Conduct, Elevate Leadership Institute, and Elevate Life Church I willfully subject myself to discipline and correction.

I pledge to be honest, I pledge to be faithful, and I pledge to be loyal (I will not be secretive or mislead my leaders).

I make a promise to not just complete my work while attending ELI, but to always be excellent in anything I place my name on.

I have not falsified or plagiarized any documents or assignments, nor do I seek to be dishonest academically, or otherwise.

I pledge that I will promptly meet all financial and other obligations. I have thoroughly considered the time commitments, financial obligations, leadership role, and personal devotion required to succeed as an Elevate Leadership Institute student and am willing to apply myself to these standards.

I understand that it is Elevate Leadership Institute's job to build the framework around which I can personally grow and develop.

It is my responsibility to grow, it is the responsibility of my leaders to help me, but ultimately, I understand that my success or failure rises and falls on my commitment and faithfulness, both to God and Elevate Leadership Institute.

I pledge to submit to all correction and direction, written or verbal.

I understand that everyone's internship experience is different, and I am open to the correction and leadership I need to grow and develop for my future.

I take responsibility for my finances, my commitment, my grades, and my ability to obey.

I give up my right to be right and fully submit my life in this season to be mentored at ELI.

ELI AGREEMENT AND LEADERSHIP ACTION FORMS

AGREEMENT FORMS

Interns are expected to uphold the standards listed in the Honor Pledge and Student Code of Conduct during their time at ELI. Those in violation of the Honor Pledge and/or Student Code of Conduct may have additional procedures to follow at the discretion of the ELI director.

Depending on the situation, an agreement between the student and director will be set in place. The director will have an initial discussion with the intern to communicate expectations and guidelines. Students will sign the form to confirm they understand the details of their agreement.

Types of Agreements include: Tuition/Financial, Facilities, Relational, Behavioral, Grades, Gym/Physical, Educational, Dress Code, Ministry/Serving.

LEADERSHIP ACTION FORMS

In the case an individual does not honor the agreement, further action steps will be taken through a Leadership Action Form. If a student continues to violate the agreement, the following actions will be taken: Warning, Probation, Suspension, Discharge.

Action steps as well as expectations are personal and will be dependent upon the specific situation.

Types of violations include: Unsatisfactory Performance, Attendance, Disobedience/Unawareness, Failed Grades, Violation of ELI Honor Code, Willful Damage to ELC Property, Inappropriate Behavior, Attitude, Behind on Tuition.

DATING & RELATIONSHIPS

While attending Elevate Leadership Institute, the primary focus of interns should be to personally focus on their leadership development in ministry and leadership. The way this is achieved is by focusing on the goal put before you without distractions. Our preference is that interns do not date while studying at ELI.

This season while at ELI you are asked to be fully dedicated to the development of your personal intimacy with God and His Word. Unless an individual is in a relationship prior to entering the internship we ask that all interns abstain from dating for the first three trimesters (first year) of the internship. In the second year interns must obtain approval from Elevate Leadership Institute leadership prior to beginning a relationship and will be held accountable to the standards of the dating process until graduated.

An intern is at no time allowed to date another intern or staff member in their two years at ELI. If you decide to deceive leadership or conceal a relationship while attending Elevate Leadership Institute you will be subject to corrective action and ultimately dismissal from the program.

The overall goal in this area is to avoid the appearance of evil at all times. Even if you are not romantically involved with someone, you should aim to come across in such a way that others would not assume that you are in a relationship or looking to be in one. This includes social media, texting, calling, and other forms of public as well as private communication.

This is an amazing time in life to develop meaningful, non-romantic relationships with other individuals or interns, as well as learning from staff members, servant leaders, intern trips and special guests. Our hope is that you take full advantage of these two years and all of the opportunities that you are given at Elevate Leadership Institute, with as little distraction as possible.

DATING POLICY DURING THE 2ND YEAR

We understand that it is natural to develop feelings for others. However, it is our desire to lead you through these feelings before you take action.

Step One: Talk to the internship director about your interest.

Step Two: Submit to leadership and begin following a courting/dating agreement written by you and your intern director.

Step Three: Follow this agreement until graduation.

Step Four: If it is not followed, you will be in jeopardy of losing your enrollment at ELI. We suggest you develop friendships during this time so that there is no chance of failure.

HOST HOMES

Host homes are offered to Students attending ELI who feel that their living conditions are no longer suitable as well as those who are not local. Host Homes are members and leaders at Elevate Life Church who have decided to open up their homes so that an intern may live with them rent-free for a minimum of one year. There is an in depth and detailed process to becoming and receiving a host home.

If you are interested in having a Host Home, you must contact ELI and formally place a request. Please note that obtaining a host home can take up to 1-3 months and there are specific requirements in place to receive as well as keep a host home.

COUNSELING AND PASTORAL CARE

The Institute places a great emphasis on building believers who are mature and effective in every sphere of life. Because of this there are a number of ways that we help interns work through personal issues they may be facing.

- 1) Contact the Director or Assistant Director
- 2) Elevate Life Church Pastoral Team: The Pastoral Care team of Elevate Life Church are available to see our interns via appointment. (With director's approval.)
- 3) Attend Elevate Awakening on a regular basis as well as participate in a step study.

EXCUSED & NON-EXCUSED ABSENCES

EXCUSED ABSENCES

ELI allots for excused absences for the following reasons. This kind of absence gives an intern the ability to make-up assignments that were missed:

- Major health condition or illness (contagious) – must have detailed doctors note.
- Family emergencies.
* Communicated & approved *

NON-EXCUSED ABSENCES

The following reasons will not be excused and you will not be able to make up missed assignments. (For in class work, test, quizzes, etc.)

- Sleep
- Personal days
- You don't feel 100%

STEPS TO FOLLOW WHEN GETTING ABSENCE APPROVAL:

If an intern takes either an excused or non-excused absence they must do the following:

- Complete Absence Request Form:
<https://myelc.ccbchurch.com/goto/forms/482/responses/new>
- Must be within 1 week of date, **unless it is an emergency. However, the form must still be completed for emergency absences.**
- A doctor's note or proof of event/need must be given to count as an excused absence.
- Wait for approval/non-approval.

Once approved

- Notify all teachers and intern area director (through email – preferably in person).
- Make up all assignments by the given deadline (if excused).
- (If not excused)- turn in homework due that day.

** Please note that half-days are not allowed, and you should not be in the classroom or anywhere onsite if you have an absence.*

FACILITIES

The Facilities team at Elevate Life plays an important role in creating an excellent atmosphere at ELC. They not only take care of the Elevate Life properties, but also prepare all areas for weekly services and events. At ELI, interns have the opportunity to serve with and learn from the facilities team consistently throughout their internship, primarily on Tuesdays, Saturdays as well as all major ELC events.

During facilities time interns apply the heart behind Psalm 84:10, “Better is one day in your courts than a thousand elsewhere; I would rather be a doorkeeper in the house of my God than dwell in the tents of the wicked.” It is essential for students to understand the priority of being a doorkeeper in the house of God, as well as preparing a place for others to experience Jesus. We value being excellent in everything we do and think it is of the highest priority to take care of God’s house.

FACILITIES PROTOCOL

Interns are expected and required to follow the following facilities protocols:

- Honor and submit to the leadership on the team.
- Phones are to be kept in the offices at all times, unless specifically directed by a leader to keep theirs out. (*Only in special cases.*)
- Headphones are never allowed. Interns should be focused and be able to work together as a team.
- Only the facilities team decides when students are released from events. The team as well as interns will stay until all necessary tasks are completed and excellent.
- Facility hours must be made up within one week of a student’s absence (outreach, excused/unexcused absences, etc.)

*Make-up hours can be done in advance if absence has been approved by the director. *

Please Note: At times the internship director may assign additional hours for various purposes. Scheduled facility days and event times during the trimester can be subject to change.

Steps to Make-Up Facility Hours:

1. Contact Facilities Manager **at least 24 hours in advance** of the date you request to come in.
– (*If an intern fails to show up to their scheduled time, their assigned time will double.*)
2. Once a request has been approved, you must show up 15 minutes before the scheduled time (check-in picture will be taken.)
3. A leader will check your work and you will not be released until the tasks you were given is completed in an excellent manner.
4. Fill out a timesheet and have a facilities member sign it when hours and tasks have been executed. (The team will not sign a timesheet if the work is not excellent or timely.)
5. Submit timesheet to the internship director.

Please Note: A timesheet must always be submitted in order for make-up hours to be valid. They will also rate your work ethic as well as overall attitude and excellence in completing your tasks.

CLASSROOM PROCEDURE

Laptops and cell phones are not permitted in class. Interns are expected to be in class on time. Absences and tardies may be excused at the discretion of the Director. You are also required to purchase a planner and take notes while in class. Eating and other distractions are not permitted during class time. *Students are required to have a personal laptop or computer to complete homework on, as ELI does not provide them.*

ACADEMIC DISCIPLINARY PROCEDURE & GRADING POLICY

CLASSES

Excellent (A)
Good (B)
Pass (C)
Fail (D)

A (90%-100%)

This means they are on time, excellently completes assignments, fully participates during class, has a great attitude and goes above and beyond. This intern easily shows their understanding of the class information.

B (89%-80%)

This means they complete assignments, participates occasionally and does what is asked of them. They understand the class material.

C (79%-70%)

This means that they have not been on time and have missed some assignments. They participate when called on.

D (69% and below)

This means that they don't what is required. They have been absent multiple times, misses assignments and shows lack of participation and effort. This intern does not grasp the information of the class.

INTERNSHIP AREA

4.0 – Excellent (A)

3.0 – Good (B)

2.0 – Pass (C)

1.0 – Fail (D)

E- EXCELLENT (does all that is required and above 4.0)

This means that they are not only on time and have completed every assignment required, but that they are excellent (great attitude, great grades, quick to act on what you ask) and are a great example of what an intern in your area should look like.

G- GOOD (is satisfactory 3.0)

This means that they have been on time and completed every assignment, but still have improvement that is needed. They are satisfactory for your area.

P- PASS (needs improvement 2.0)

This means that they have not been on time every time and have missed some assignments. They do what is asked but need to be nudged or pushed to complete something like you have asked.

F- FAIL (is not consistent 1.0)

This means that they have not been on time and have missed assignments. Sometimes they have been resistant to you or what you have assigned or even had an attitude. They are not at a place where you feel like they are adequately representing your area and have not completed the requirements in the intern area.

INTERNSHIP AREA DISCIPLINE

Intern Areas are a part of your grade at ELI. Each intern will receive a grade based on a 4.0 scale for the way they participate in their internship area. If an intern received less than a 2.0 in their area, they will be asked to participate in the Facilities Internship of Elevate Life until the director releases them to the area they would like to intern.

ACADEMIC DISCIPLINE

Elevate Leadership Institute seeks to teach individuals to be excellent in every area of life, including the classroom. Interns are expected to meet the minimum requirement of a C (70) average in all classes, in addition to other academic standards as defined by the Director. If an intern fails to maintain these standards the disciplinary procedure of the institute is as follows:

1. In the event of academic dishonesty, a meeting will be scheduled to define plagiarism both broadly and narrowly for the intern. After this meeting if the intern remains dishonest they will be unconditionally removed from the internship.
2. If an intern fails a class, he/she will use the six-week break period to make up the class. The failed grade process is listed by weeks below.

**Please note that no failed classes are allowed at ELI. If these processes are not followed the intern will no longer be eligible to attend the internship.*

Week 1- Individuals must re-do all assignments that received a grade less than 80% (B).

Week 2-3 - Any additional work is assigned by the teacher and all work must be at the 80% level or more to be accepted.

Week 4-5 –The intern will complete a five-page paper. The topic of this paper will be decided upon by the teacher of the class they failed.

Week 6 - The teacher and Director will evaluate the intern's work and they will confirm that the intern received a minimum grade of 80% on each assignment, which will enable the intern to return to classes the following trimester.

FAILED CLASSES:

- For any classes failed, individuals will be charged a \$250 administrative fee for the cost of the time and resources of the Institute to re-administer coursework.
- If more than one class is failed in a trimester, the individual will intern in the facilities area of Elevate Life Church during the following trimester, instead of their chosen internship area.
- In the event the make-up work is not completed or the intern fails to fulfill the deadlines assigned by teachers one of two options take place, depending on the situation:
 1. De-enrolled
 2. Have to retake the class in person when next offered.
 - The intern will need to complete the missed class to be qualified as a graduate.
- Regardless of if the failed grade took place in a class or intern area, it is the intern's responsibility to set up a meeting with their instructor to begin make-up work.
 - Failure to do so will result in becoming a facilities intern, or further disciplinary procedures.

- After the second failed class at ELI students will be required to meet with the director of the internship, to discuss their disciplinary action.
- *Academic Probation:* The third time that an intern fails they automatically get a two-day suspension (do facilities for two days) and are now a facilities intern. If failing continues beyond a third class, they will be discharged from the internship immediately.
 - At that point an intern will not have the opportunity to make up the class that they failed and must pay the administrative fee at the point of dismissal.

If an intern is discharged because of grades during their time at ELI, the director will decide what the individual involved will be able to do. There are two of the options listed below but are subject to change depending on the situation.

1. Once the intern is discharged they may reapply in a full year and must complete the full degree plan in order to graduate from ELI. (This does not count previous classes.)
2. Once an intern is discharged the intern will not be allowed to re-apply or re-enroll at any point.

FAILED MINISTRY TRIP

ELI ministry trips equal a full course grade. If you fail to follow through or miss or fail to communicate, there is a process to follow. If an intern fails to be faithful to the required times in facilities during an ELI trip, it will cause them to obtain a failing grade. If this occurs, in order to make up their failed grade during a ministry trip – an intern is required to:

- Pay the \$250 failed class fee before the next trimester begins.
- For 1 day of missed facilities = double the hours of facilities originally scheduled to make it up. (16+ hours)
- For 1 day of missed facilities = One 5-page paper with a topic assigned by the ELI director.

Facility hours' due date will be given by the ELI director.

*Please note that each day is different, due to the internship schedule's requirements. You are basically following your normal class/gym schedule with facilities, while still attending your normal serving schedule.

ALUMNI ALLIANCE

Our alumni are a vital part in our support system at ELI. Highly involved alumni will be invited to participate in the Alumni Alliance and contribute back to the internship. These members have paid their price at ELI and have the desire to push current interns to be their best for God.

The ELI director is the main voice and authority, but the Alumni Alliance is a supporting voice of encouragement and additional mentorship through intern's process. They are not to replace but assist the existing leadership at ELI. Alumni will be available and support in various ways including: gauntlets, teaching, mission trips, guy/girl hangouts, gym workouts and much more.

3RD YEAR

ABOUT

The third year program is an *invite only* opportunity, eligible to second year graduates. This process is for individuals who want to grow deeper and mature in areas of ministry beyond the two-year structure at ELI.

Some third year interns may have the potential to be on staff or contribute to ELC in some way, however this process does not ensure any position. Year three is designed to provide a structured opportunity for students to DEPLOY their greatness at Elevate Life Church. Throughout the 3rd year process, individuals have an opportunity to gain a greater understanding of leadership & responsibilities, beyond an intern area.

If the full one year is completed, the student will receive an additional leadership certification. This is an opportunity for interns to, “create a place for themselves” beyond Elevate Leadership Institute, but any position is dependent on their personal, professional, and spiritual growth.

The leadership at ELI is partnered with various areas within Elevate Life Church to facilitate this program. Each process will be unique and specialized based on the individual's needs, yet the overall program requirements stay uniform.

ELI's 3rd year is not for everyone – however, Alumni are able to apply to different areas if they have a desire to serve beyond a typical servant leader role. Usually the areas of study would suggest and nominate students, but this is not the only way to be a candidate. The process is explained further in the handbook.

SCHEDULE/HOURS: This is determined by area leaders and discussed with the ELI Director.

Interns will be required to work a minimum of 20 hours each week. This does not include in their specific areas, for example (running a service or serving at one). These hours are for “work hours” only that specific area heads/pastors determine.

3rd year interns will also participate in major ELI events/activities, and get discounts off trips, conferences, and other staff opportunities.

THE GAUNTLET

The Gauntlet consists of physical and team challenges that are meant to push an intern to understand that leadership on any level is associated with a cost.

All interns are capable of completing the Gauntlet. It is not made for males, or females, it is made for leaders.

THE GAUNTLET IS:

- Team Building
- Training
- Leadership
- Correction

THE GAUNTLET IS NOT:

- Fun
- Relaxing
- Impossible

THE PURPOSE OF THE GAUNTLET IS TO TEACH 5 THINGS:

- 1) Failure is never an option
- 2) As one goes, we all go
- 3) The price of greatness
- 4) Carrying the weight of Leadership
- 5) Teamwork/First Team

The Gauntlet is not mandatory.

An intern may at any time choose not to participate. However, they will still be a part of the team and those who elect to still participate will have to manage through the same activities, while carrying the missing weight.

- We require a health release form by a doctor before you will ever have the opportunity to attend or be a part of a Gauntlet.
- You are responsible to notify us of any previous injuries or health concerns, as well as have any medicine that you may need to treat it.

****Please note that ELI does not cover any injury before/after/during the Gauntlet, due to the fact that the Gauntlet is not a required activity you assume any financial obligations having to do with any injury.***



HEALTH INFORMATION FORM

Elevate Leadership Institute requires that you are immunized and receive a comprehensive physical examination before enrolling. (*For personal use.*)

Student's Name:

Last First Middle

Student's Date of Birth: ____/____/____ Sex: ____

State or Country of Birth: _____

Student's Address:

City: _____ State: _____ Zip: _____

Names of Legal Guardians: _____

Phone: _____ - _____ - _____ Work or Cell: _____ - _____ - _____

Emergency Contact:

Phone: _____ - _____ - _____ Work or Cell: _____ - _____ - _____

Condition	Yes	Comments
Allergies (food, insects, drugs)		
Asthma		
Previous Surgery		
Behavioral Problems		
Head Injuries		
Heart Problems		
Muscle Problems		

Describe any other important health-related information:

List all prescription, over-the-counter, and herbal medications that are taken regularly:

Please provide the following information:

	Name	Phone	Date of Last Appointment
Primary Care Provider			
Specialist			
Dentist			

Health Insurance: _____ None: _____

I, _____ authorize my health care provider in the school setting to discuss my health concerns and/or exchange information pertaining to this form.

Student Signature: _____
Date

ELI Director Signature: _____
Date

ACADMIC DEVELOPMENT

CLASS DESCRIPTION

TRIMESTER 1: 20 CREDIT HOURS

Teamwork – TEAM -101: 3 Credit Hours

A hands-on course designed to provide the student with a solid understanding of what it means to be a team member and to team build. This course will contrast the differences between groups and teams while considering the functions of their members. Students will learn and demonstrate the characteristics of being an effective team member, while exploring the various types of teams, stages of team growth and team assessment.

Basic Christianity- BC-101: 3 Credit Hours

This course will cover key and fundamental claims to the Christian faith. Students will learn and examine historical facts on which Christianity stands for and will better understand their own basic beliefs. Through this course, students have the ability to add greater value in their walk with God.

Leadership DNA at Elevate Life Church - LEAD-101: 3 Credit Hours

The Leadership DNA at ELC, much like your physical body, is comprised of four strands of DNA that provides our unique “genetic” coding. In this course, you will gain insight into each of the strands of ELC’s Leadership DNA, which include: 1) Core Values, 2) Leadership Culture, 3) Servant Leadership, and 4) Transformational Leadership.

Strategic Thinking - ST-101: 3 Credit Hours

In this course, students will learn the value of leading with vision structure and strategy. Students will learn the importance of flexibility in leadership, but they will also learn the importance of goal setting, benchmarking and vision casting as tools for leadership.

Book Study - DISC-101: 3 Credit Hours

Each semester will encompass a guided book study, this trimester students will cover 7 *Habits of Highly Effective People* by Steven R. Covey.

Students will also be involved in real world serving/internship opportunities throughout the trimester, which will account for 5 Credit Hours of coursework.

TRIMESTER 2: 20 CREDIT HOURS

Creative Thinking - CT-201: 3 Credit Hours

This is a practical study exploring the differences between critical and creative thinking. This course will identify the myths and misconceptions of creative thinking and explore the benefit of effective creative leadership. Students will understand the challenges and rewards of thinking creatively as they develop the attitudes, processes, and methods of innovative creativity.

Old & New Testament - ONT-201: 3 Credit Hours

This course is designed to give the student an overview of the historical, political and social contents of The Bible. Attention is given to authorship, dates, canonicity, structure, styles and themes with analysis and exposition of key passages and their doctrinal significance.

Personal Leadership - LEAD-201: 3 Credit Hours

Personal Leadership is about “Being the Best Me” and is critical to all aspects of leadership. You must effectively lead yourself before you can effectively lead others. In this course, you will gain insight into the Thinking, Being, and Doing necessary to Have personal credibility and confidence.

Psychology - CW-201: 3 Credit Hours

In this course, students will be given a broad overview of the many different areas within the field of psychology. It addresses how psychology can help us understand, predict and control behavior for the betterment of people. It will broach secular aspects of psychology; however, the major emphasis will be using our Christian worldview as the absolute guide for psychological decisions.

Book Study - DISC - 201: 3 Credit Hours

Each trimester will encompass a guided book study, this trimester students will cover *The Outliers* by Malcolm Gladwell. Students will learn from successful business owners, athletes, and authors and begin to practice the 10,000-hour rule in their own lives.

Students will also be involved in real world serving/internship opportunities throughout the trimester, which will account for 5 Credit Hours of coursework.

TRIMESTER 3: 20 CREDIT HOURS

YOU Class - YOU -301: 3 Credit Hours

This course seeks to lead students into an evaluation of their personal development and self-awareness. They will be given practical instructions to live a more balanced and intentional life that reflects who God is. Emotional Intelligence 2.0 by Travis Bradberry and Jean Greaves, The Kendall Life Languages and The Five Love Languages by Gary Chapman will be covered.

Christianity in America - GOS-301: 3 Credit Hours

This course is a comprehensive study of Christianity in America over the years. Students will cover *You Lost Me* by David Kinnaman and *American Christian Heritage* by Gary Damar, which will unveil new insights about Christianity today and the impact it’s having on 16-29 year olds.

Interpersonal Leadership - LEAD-301: 3 Credit Hours

Interpersonal Leadership is about “Creating Resonance” in relationships. In doing so, leaders become attuned to the needs and dreams of people they lead and create an atmosphere where people flourish. In this course, you will gain insight into the Thinking, Being, and Doing necessary to Have mindful relationships.

Personal Finance - FIN-301: 3 Credit Hours

This course is designed to give students a biblical look at money and finances from a kingdom perspective. Students will be challenged to expand their thought process as it pertains

to thinking about money and wealth and to see the connection of faith and finances for a successful Christian life. Students will learn to set realistic financial goals, create a personal budget and understand their giving strategy. Through reading and discussion of a real world events and study of successful people, students will be challenged to think about their stewardship of money and business on a high level.

Book Study - DISC-301: 3 Credit Hours

Each trimester will encompass a guided book study, this trimester students will cover *Think and Grow Rich* by Napoleon Hill. This is a comprehensive study of the life and leadership of over forty millionaires and how to apply the same tools in the everyday routine.

Students will also be involved in real world serving/internship opportunities throughout the trimester, which will account for 5 Credit Hours of coursework.

TRIMESTER 4: 20 CREDIT HOUR

Communication in Ministry/Speech - COM-401: 3 Credit Hours

This class will enable students to learn how to master the art of communication, particularly when speaking. They will study the structure and delivery of communication based on the course text as well as life experience of the teacher. The main course texts will be *Talk Like TED* by Carmine Gallo as well as *Speak Like Churchill, Stand Like Lincoln* by James C. Humes.

Discipleship - DIS-401: 3 Credit Hours

Discipleship as a course will provide a Biblical foundation for mentoring and realistic discipleship in the lives of each student. This book will enable students to be equipped to disciple and mentor other Christians by learning the foundational principles on how to begin to walk into the calling God has for their personal life. Students will learn to take ownership of the authority God has placed on them as a leader as well as learn how to speak with authority into someone's life through a personal life of transformation. The course text will be *The Complete Book of Discipleship* by Bill Hull.

Team Leadership - LEAD-401: 3 Credit Hours

Team Leadership is about "Enabling the Greatness" in others. Through your influence, you allow others to use their talents to benefit the greater purpose – a Kingdom purpose. In this course, you will gain insight into the Thinking, Being, and Doing necessary for teams to Have peak performance. This will include Pastor Keith's personal leadership teachings as well as the specific teachings on leadership used at ELC.

360° Leadership – 360L-401: 3 Credit Hours

This course is designed to teach students to be a 360° leader, which means you lead from every angle. Students will learn that their influence can be even greater leading themselves in the middle, than ever leading from the front could be. 360° Leadership will give each student the opportunity to exercise their influence in all directions, towards their leaders who are above them, their peers, and those they are leading. The text covered will be *360° Leadership* by John C. Maxwell.

Book Study - DISC-401: 3 Credit Hours

Each trimester will include a guided book study, this trimester students will cover *Undercover* by John Bevere. This trimester students will learn about the importance of authority as well as the differences between submission and obedience. In addition to this, they will be taught how to pursue God on a daily basis by being involved in real world serving/internship opportunities throughout the trimester, which will be applied to the relevance of the Undercover coursework.

TRIMESTER 5: 20 CREDIT HOURS

English Basics - ENG-501: 3 Credit Hours

Students will be given the basic tools to produce effective sentence structure, meaningful essays and professional documents. This course will include email etiquette and other important and practical ways to communicate using simple English instruction.

Spiritual Formation - SCI-501: 3 Credit Hours

This course seeks to lead students into an evaluation of their present spiritual condition with practical instruction given on how to strengthen their walk with the Lord. A survey of the spiritual disciplines of prayer, fasting, Bible study, meditation, journaling, etc. will be covered.

Organizational Leadership - LEAD 501: 3 Credit Hours

Organizational Leadership is about “Unleashing Excellence” in an organization. It employs a future-thinking mindset of vision, structure and strategy. In this course, you will gain insight into the Thinking, Being, and Doing necessary to Have (make) a distinctive contribution.

Comparative Worldviews - HIST-501: 3 Credit Hours

Students will investigate the biblical Christian worldview and other common worldviews today. The worldviews are compared along 10 major life disciplines: Theology, Philosophy, Biology, Psychology, Ethics, Sociology, Law, Politics, Economics and History. A primary focus will be on how to evangelize those with different worldviews.

Book Study - DISC-501: 3 Credit Hours

Each trimester will encompass a guided book study, this trimester students will cover *How to Win Friends and Influence People* by Dale Carnegie. This best-selling self-help book will give students tools to use in their everyday lives that will help build relationships, manage money and grow in their own personal achievement and development.

TRIMESTER 6: 20 CREDIT HOURS

His & Her Book Study-HH-601: 3 Credit Hours

Students will have the ability to become the best man and woman God has called them to be through His & Her Class. Men will discover how to be a man after God’s own heart and women will learn to truly be captivating. Students will be equipped with spiritual wisdom and tools they need for making a difference in all they do.

Biblical Science - BS-601: 3 Credit Hours

This course will outline the elementary principles that are needed to have a proper understanding of science and the first 12 chapters of Genesis. It will help students evaluate their

scientific worldview and adjust it so it aligns fully with the Bible so that every interpretation is through the lens of Scripture. Students will study A Primer on Biblical Worldview by Michelle Holland and Dr. G. Thomas Sharp.

Leadership Life Skills –LLS- 601: 3 Credit Hours

This course will concentrate on creating a foundation for success in students' lives by learning the skills they need for leadership. Students will develop their strengths and grow into becoming an effective leader.

Legacy Leadership - LEAD-601: 3 Credit Hours

Legacy leadership is about choosing to live a life of purpose instead of just living. In this course, you will gain insight into the Thinking, Being, and Doing necessary to have a transformational legacy.

Your 1% Factor - FAC-601: 3 Credit Hours

This course is designed to equip students to be the best version of themselves. “In Your Divine Fingerprint,” Keith Craft teaches you how to identify, amplify, and celebrate your uniqueness—and your connection to God. Students will be lead to discover the unique greatness that only they can leave.

Students will also be involved in real world serving/internship opportunities throughout the trimester, which will account for 5 Credit Hours of coursework.

Students will also take a one-week missions trip during each internship year, both of which will account for three credit hours for a total of 6 credit hours

INTERNSHIP AREAS

KIDS MINISTRY

Area Description:

Kids ministry equips interns with three basic building blocks for within the ministry. These Key Elements help students to learn the vision and define success within Kids ministry at ELC. During each trimester interns will be able to personally develop in three areas with a focus of what matters most in Kids Ministries and events within the season.

NEXT GENERATION MINISTRY

STUDENTS

Course Description:

The Student Ministry Internship will equip interns to play a productive role in a variety of ministry functions, specifically benefitting the Student Ministry. The internship will include exposure to many creative aspects of Students including event planning, Photo/Video shoots, series planning and development, etc. The internship will also include various ministry and leadership aspects such as team communication, hands-on servant leading in the ministry, events development, and more.

Course Goals and Objectives:

- Identify one weakness per trimester and come up with a plan to strengthen the weakness as a leader.
- Identify one strength, per trimester and know how that strength is best utilized within the ministry, and deploy your 1% into the ministry.
- Use **S.O.A.R.** to strengthen one specific weakness of Students.
 - Situation Currently
 - Obstacle
 - Action Step
 - Result

YOUNG ADULTS

Course Description:

The Young Adults Internship will equip interns to play a productive role in a variety of ministry functions, specifically benefitting the Young Adult Ministry. The internship will include exposure to many creative aspects of Young Adults including event planning, Photo/Video shoots, series planning and development, etc. The internship will also include many ministry and leadership aspects such as team communication, communication from the stage, hands-on servant leading in the ministry, and more.

Course Goals and Objectives:

- To identify 1 personal weakness per trimester, come up with a plan to strengthen that weakness, and focus on carrying out that plan
- Identify 1 personal strength per trimester, identify how that strength is best utilized within the ministry, and deploy your 1% into the ministry while utilizing your strength.
- Use S.O.A.R. to strengthen one specific weakness of ELC YA.

PASTORAL CARE MINISTRY

Interns will be exposed to what it takes to operate in a Pastoral role. You will receive hands on ministry and leadership training as well as participate in 4 main areas within Elevate Life Churches most crucial Pastoral Care Roles. These include:

Foundational Leadership Training & Counseling:

- Equip Classes (Every Wednesday)
- Counseling (Group & Individual)
- The Elevated Life (Every Sunday @ 9am)
- Team Meetings
- Planning Meetings

Internal Structures & Personal Care:

- Benevolence
- Internal Structures & Procedures at ELC
- HR
- Financial Development
- Meetings with Missionaries
- Corporate Affairs

Team Building & Campus Development:

- Campus Development
- Team Structures
- Team Building
- Pastoral Connection to the Main Campus
- Heart for the Vision at ELC
- Meetings with Teams
- Planning Meetings
- Weekend Services in McKinney (Every Sunday @ 11am)

Missions & Outreach:

- Street Clean Up
- Weddings
- Funerals
- Hospital Visits
- Mission Trip Meetings
- Meetings with Missionaries
- Serving the homeless, elderly, and community
- Disaster Relief Outreaches

ADMINISTRATION

(Each intern is required to take this area for one trimester before graduation)

Course Description:

The Office Administration Internship experience will equip interns to play a productive role in a variety of administrative functions. This internship will include exposure to office communication, computer skills, database and information management, advanced office skills, support staff skills, human resources, accounting, event planning, process, and procedure development.

Course Goals and Objectives:

- To demonstrate intra-office, customer service, vendor relations, and inter-organizational communication skills
- To demonstrate a working knowledge of Word, Excel, Fellowship One, Outlook, and Inventory Management.
- To demonstrate general office functions such as phone systems, printing, filing, mass mailings, time and cost management, and supply ordering.
- To demonstrate the qualities of promptness, excellence, and efficiency.

INFORMATION TECHNOLOGY (I.T.)

Course Description:

The IT internship is an opportunity to learn everything from basic computer skills, to company systems, to what it takes to keep a company up-and-running daily. The IT industry is made up of many different paths from programming and coding to basic computer troubleshooting. IT makes up 3 of the top 10 future-proof careers according to Business Insider, Kiplinger, and Salary.com. The IT internship area is meant to give people in-depth computer skills and troubleshooting, while giving them entry-level knowledge and understanding in the IT industry.

Course Goals:

- Learn basic computer and troubleshooting skills
- Learn Windows, Mac, and Linux operating systems
- Learn basic computing hardware
- Learn software and internet security protocols
- Learn the systems used from a company/ministry standpoint to run daily operations
- Assist in bringing excellence via the technology of ELC
- Work on basic projects that teach a range of knowledge within IT systems
- Assist in finding solutions to challenges that are faced by the IT team
- Develop ideas as a think-tank of how we can be better as the IT team for ELC

Responsibilities:

- Troubleshoot simple challenges for staff members
- Video tutorials for learning basic IT knowledge

- Complete projects as they arise on an as-needed basis
- Know how to setup, and actually setup, for services and other ministry-related events
- Develop ideas for advancing the IT team and the technology of ELC
- Take apart and rebuild a computer

MEDIA/CREATIVE AREA

Previous knowledge and competency required

Course Description:

The Creative Internship experience will equip interns to bring excellence in a variety of functions for a church's creative area. This concentration is designed for interns who feel called to any of the following areas: lighting and sound techniques, service production, video editing, scripting, animation, television production, marketing, graphic and web design through the local church. This internship is not designed to teach the beginner in any of the areas mentioned above, but to expand and refine the skills already obtained, provide actual hands-on experience and further training.

Course Goals and Objectives:

Interns will learn the skills needed to communicate through video, graphics, drama, advanced editing, graphic software, basic web design, public relations, lighting for television, stage design, production management, strategic planning, marketing strategies, creative problem-solving, camera functions and use and the producing and selling of products.

Interns interested in video will be given special projects throughout the trimester to give them experience in creating, story-boarding, capturing and editing video. Interns interested in graphic design will be given projects throughout the trimester to create, design, print and publish. Interns will attend weekly creative meetings with the Elevate Life Church creative team, and will receive one on one training with ELC's creative team staff. Interns will also serve in a position on the weekends a tour ELC main services

Requirements:

Individual attendance, participation, positive attitude, initiative, assignment timeliness and quality will be evaluated weekly. Interns must have their own computer with the adobe suite for editing and/or graphic design. Software will not be provided by Elevate Life Church. Interns are also required to bring a portfolio if interested in graphic design or video editing. This portfolio should include evidence of the basic knowledge and skills in the media area of interest. For example, graphic designers should bring at least three different pieces that they have designed. Those interested in video production should bring samples of edited footage that they have produced. Interns should be prepared to show basic knowledge of their area of interest in an interview.

Graphic Designer:

Necessary:

Adobe Creative Suite

Illustrator, Photoshop, InDesign, After Effects, Cinema 4D/Maya (3D)

Additional Requests:

Wordpress experience, Web Design, Dreamweaver

Video:

Necessary:

Premier, Final Cut, After Effects, lighting, lenses, cameras, and audio production.

Additional Requests: Cinema 4D/Maya (3D), Logic, ProTools

MUSIC/WORSHIP AREA

Previous knowledge and competency required

Worship Internship Competencies

Graduates of ELI Worship Internship Program will exemplify knowledge, skills, and application in the following areas:

- Worship History
- Plan & create
- Worship Set Lists
- Basic Piano & Voice
- Basic Recording Studio Functions
- Audio Setup & Function
- Instrument Setup & Function
- Stage Design
- Music Theory
- Sight Reading
- Sight Singing
- Song Writing & Lyrical Composition
- Music Business & Legalities
- Write Musical Scores
- Create Chord Charts
- Lead/Direct Band and/or Vocals

GRADUATION

Graduation happens at the end of every summer trimester in July. Interns who have completed two years are celebrated and blessed into their next season during our graduation ceremony. They will receive a Bachelor's Degree in Leadership and Biblical Studies. This is a huge event for ELI that hundreds attend. Interns who graduated/completed their degree before July will be able to walk with those graduating in the summer as we only have one graduation ceremony a year.

In order for an intern to walk across the stage at their graduation and receive their diploma they must meet the following GRADUATION REQUIREMENTS:

- Complete all 132 credit hours.
- Pay off all tuition/fees
- Pass all classes with at least a letter grade "C".
- Finalize and Complete Gym Tracker
- Bachelor's Degree application must be completed.
- Stay faithful to the Honor Pledge and Student Code of Conduct



APPLICATION FOR ASSOCIATES DEGREE

PLEASE PRINT YOUR NAME EXACTLY AS IT WOULD APPEAR ON THE DIPLOMA

FULL NAME

Phone Number

Email Address

Address (After Graduation)

DEGREE INFORMATION:

Expected date of graduation: Winter _____ Summer _____ Fall _____

Please read the following and sign:

Students who apply for an Associates Degree and do not complete their degree/certification requirements, such as being fully paying for the internship, must reapply and pay the appropriate fee. It is a student's responsibility to meet all degree requirements.

Students should contact the office of administration to find out any more information or payments that need to be made, in order to receive their Associate's Degree

Graduation deadlines:

Tuition must be paid at least thirty days prior to the student's graduation date in order to receive their diploma.

Gym Tracker Completion: _____ Yes/No Turned in 3 Complete Trackers: _____ Yes/No

Tuition Balance: _____ Accountant Signature: _____
Date

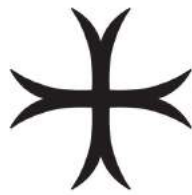
STATEMENT OF CONFIRMATION

(Your application will not be accepted if you do not complete this section)

I confirm that I have read and understand the above information.

Student Signature *Date*

ELI Director *Date*



APPLICATION FOR GRADUATION

PLEASE PRINT YOUR NAME EXACTLY AS IT WOULD APPEAR ON THE DIPLOMA

FULL NAME

Phone Number

Email Address

Address (After Graduation)

Your degree will be presented to you on the day of your graduation ceremony or in the mail if you do not wish to attend the ceremony later this year.

DEGREE INFORMATION:

Expected date of graduation: Fall _____ Winter _____ Summer _____

Please indicate whether or not you will attend the ceremony:

I WILL attend _____ I WILL NOT attend _____

The annual graduation ceremony is held in the summer. All candidates who complete their requirements during the school year are invited to attend the ceremony.

Please read the following and sign:

Students who apply for graduation and do not complete their degree/certification requirements, such as being fully paying for the internship, must reapply and pay the appropriate fee. It is a student's responsibility to meet all degree requirements for graduation.

Students should contact the office of administration to find out any more information or payments that need to be made, in order to graduate.

Graduation deadlines:

Tuition must be paid at least thirty days prior to the student's graduation date in order to receive their diploma and partake in the graduation ceremony.

Tuition Balance: _____
Date

Accountant Signature: _____

Gym Tracker Completion: _____ Yes/No

Turned in 6 Complete Trackers: _____ Yes/No

STATEMENT OF CONFIRMATION

(Your application will not be accepted if you do not complete this section)

I confirm that I have read and understand the above information.

Student Signature

Date

ELI Director Signature

Date

FAQ

COMMONLY ASKED QUESTIONS:

WHAT IS IT LIKE TO ATTEND ELEVATE LEADERSHIP INSTITUTE?

Each week interns attend a variety of classes and receive ministry training from Elevate Life Church's pastors and staff through intern areas. They encounter opportunities to be hands-on and experienced as well as apply what is learned through serving at ELC.

WHAT ARE SOME OPPORTUNITIES FOR INTERNS?

Interns are able to apply what they learn by attending and serving at Young Adults as well as Students every week. They also get to attend and serve at men's conferences and women's events that happen throughout the year. Interns are able to go on a variety of trips each year including GUTS, a church in Tulsa, Oklahoma. And finally they apply learned knowledge during a trimester at the annual missions trips located inside or outside of the United States.

WHAT IS THE APPLICATION FEE?

The application fee is \$100. This fee is part of the first steps of the ELI application process and is required to be accepted. This cost includes a communication style and proficiency test, which is required to be considered as a student at Elevate Leadership Institute.

WHEN SHOULD I EXPECT A RESPONSE ONCE I HAVE SUBMITTED MY APPLICATION?

Once we have received your application, you will receive an email response from us within one week. This email will explain your next steps as well as what you will need to submit in order to complete your application process.

WHAT ARE THE CLASSES LIKE AT ELI?

Interns are provided five leadership, biblical and theological classes each trimester. The classes are taught by Elevate Life Church's pastors, staff as well as other qualified in a practical field of study. During class students will participate in discussions, group projects, presentations as well as complete any course assignments and tests.

HOW MUCH IS TUITION?

The cost to attend Elevate Leadership Institute is \$2,000 per trimester, which is \$6000 per year and \$12,000 total for two years. This covers all books, trips, and any internship related costs.

WHAT CAN I DO WITH MY DEGREE?

Elevate Leadership Institute at its core is designed to build and equip Christian leaders, whether in the ministry or business setting. Whether an intern receives an Associate or a Bachelor's Degree through the internship, the classes and experience are life changing. Interns desiring to seek full-time ministry will find the degree they receive available through Elevate Leadership Institute, will equip them with the knowledge and experience needed.

CAN I HAVE A JOB WHILE ATTENDING ELEVATE LEADERSHIP INSTITUTE?

Yes, however because of the commitment at ELI, we ask that you limit your work to a part-time job or a schedule that enables you to pursue excellence during the internship. Interns are

expected to plan for any ELI or church events as a priority and be aware of the internship schedule.

WHAT ARE THE HOURS WITHIN A TRIMESTER AT ELI? WHAT ARE THE DAYS OFF?

Sunday: 4:30pm-8:00pm

Monday: Day off

Tuesday: 9:00am-5:15pm; 6:30pm-9:00pm

Wednesday: 9:10am-8:30pm

Thursday: 9:10am-5:15pm

Friday: 9:10am-3:30pm

Saturday: 9:00am-2:00pm; 5:45pm-7:45pm

Please see the general internship schedule and full internship details on page 25.

HOW LONG ARE TRIMESTERS AND BREAKS?

A trimester lasts 12 weeks and breaks typically last 4-6 weeks. These dates and timelines are subject to change depending on holidays, mission trips and the direction of the ELI Director.

DOES ELEVATE LEADERSHIP INSTITUTE PROVIDE HOUSING?

If an intern is in need of a place to live due to distance, family dynamics or other circumstances, Elevate Leadership Institute is more than happy to assist an intern in finding someone who is planted at Elevate Life Church to be a host home. Host Homes last one full year and are chosen by the leadership at ELI. Overall interns should seek to live in an environment understanding of the demands and standards of ELC. Please note that it can take 1-3 months to find an adequate host home for a student.

WHAT ARE THE RULES ON DATING AT ELEVATE LEADERSHIP INSTITUTE?

While attending ELI, the primary purpose of students should be to successfully prepare for ministry and leadership. This will only be achieved by focusing on this goal and our general preference is that students do not date while studying at ELI. We do not allow interns to date during the first year (if you are already single) and if you are in a relationship, you willfully choose to submit your relationship to the process and requirements at ELI. . **An intern is at no time allowed to date another intern or staff member in their two years at ELI.*

HOW INVOLVED ARE PARENTS AT ELEVATE LEADERSHIP INSTITUTE?

As much as we value your parents, your intern process is dedicated for you personally and they are not to be involved beyond your personal life. Any questions that they may have regarding grades, schedule, finances, leadership, or decisions need to be answered by you personally. The leadership at ELI does not communicate or meet with parents unless requested by an intern.

WHAT DOES A WEEK IN THE LIFE OF AN INTERN LOOK LIKE?

Please see the TYPICAL WEEK section and INTERNSHIP SCHEDULE on page 15-16.

WHERE AND WHEN ARE MISSION TRIPS?

Mission trips happen once a year and are a part of your grade at ELI. Two will take place during your time in the internship. One will be inside the USA and the other will be located abroad. Each intern is required to raise additional funds for the trips as the basic needs are the only thing covered by tuition.

“NOBODY TOLD ME.”

The following are things you only learn in experience of being in the internship, but here are a few tips from alumni and current interns that hopefully help anyone looking to join ELI:

- **COMMITMENT LEVEL:** When you choose to be a part of ELI you are choosing to be ALL IN and FULLY committed to the team and process. You cannot be in this process half in or half out. The choices and actions that you make on a daily basis will prove to others your level of commitment, buy-in, and passion towards the internship.
- **FIRST TEAM:** The interns are your first team, which means that this is your number one priority team. It is thinking not about yourself but what is best for the entire group. Whatever we do, we do together and as one goes, we all go!
- **SCHEDULE:** The internship schedule is your guide throughout the day. The times and schedule given is set by the ELI director. If any person gives instruction to the interns that go outside or past times in the general internship schedule, the director must first approve it. If it is not approved, the schedule will always be followed and used as the standard.

ELI TIP: Set the schedule as the background on your phone! It is a very convenient way to easily find out what is going to happen next and it saves the trouble of having to keep asking your fellow interns what time class starts.

(Please see pg. 18 for internship schedule).

- **FLEXIBLITLY:** It is important to not just know the schedule, but it is important to also be flexible with the schedule. There are times throughout the internship that different situations or events will arise; the director will change a call time, class times or trip schedules. The expectation as an intern is that you are flexible and submit to any changes with the response of a great attitude.
- **CHECK-IN:** We believe in timeliness at ELI and at specific check-in times, a group picture is sent to the director. If you are 1-5 minutes late, ten consecutive pushups are required to be done for every minute past the call time. If an intern is more than 5 minutes late, they are to communicate with the ELI director and a consequence will be given.

(Please see pg. 19 for more details and check-in times).

- **CLASSROOM EXPECTATIONS:** During class all interns should be seated with only the material needed for the class being taken neat on their table by the time the teacher walks in. You are expected to always give respect to all teachers, which includes not being on your phone or laptop during class. Phones and laptops are not allowed during class time and should be out of sight unless approved by the teacher for an assignment. You are expected to always take notes with pen and paper. Homework should be completed by the time class begins and interns should not work on another class homework while someone is teaching. Eating and other distractions are also not allowed during class time. * Using a planner is required. *

- **PLANNERS:** It is very important to use a planner. As interns and as leaders, you should have the responsibility to write down personally homework assignments each class. You are an adult and relying on other interns and asking them each night what the homework is not an option.
- **INTERN CLOSET:** The closet & fridge located in the intern classroom must stay excellent at all times. There should not be anything left in the closet & cubby storages at the end of each day. Items left by the end of each week will be thrown away.
- **PRINTING:** Working on homework and printing at the church should be done before 8:30am each day. The computer area should always be neat and papers shouldn't be left behind on the printer. If you are going to print something that is more than 10 pages, you must bring your own paper.
- **ATTITUDE:** The life of an intern is having a "whatever you need" attitude. We show respect in everything we do and we do it with a positive attitude. A bad attitude towards leaders or fellow interns is unacceptable.
- **CONFLICT RESOLUTION / MATTHEW PRINCIPLE:** If at any point you have a problem or conflict with someone you address it in the same way it states in Matthew 18:15-17. First, you go straight to the person you have an issue with and solve the conflict. If you are unsuccessful and the person doesn't respond well, you bring another person to help address the issue. If there is still no solution and the person still refuses to listen, you take it to leadership. * You will be held accountable for following this principle. *
- **GAUNTLETS:** Gauntlets consist of team and physical challenges, however it actually is a learning process to be able to lead yourself mentally, than it is physical. If you can lead your mind and choose your emotions you will be able to overcome any challenge in your life, not just a gauntlet. One of the great things is that you are never alone during a gauntlet. All of the interns are around you doing the same thing, and you have leaders there that love you enough to push you to be your best.

ELI TIP: Always have a gauntlet bag kept in your car, aside from your gym bag, that holds extra athletic clothes, shoes, a sweater, and Gatorade/snack.

- **COMMUNICATION:** Communication between interns and even communication with you and the director are very important. If you know you are going to be late, if you get a flat tire, if you get in a car accident, if you can't attend something, or if there is a family emergency make sure to tell the director. If a message from the director gets posted on the ELI Group Message it is very important to make sure you read and "like" the message to show you understand and have received it. If the director or even another intern asks for the entire group to answer a question, you need to communicate and give an answer in response.

ELI TIP: Simply communicating will help you so much in the internship; it takes away any confusion and assumptions.

- **ASKING QUESTIONS:** If you have a question about homework or about specific instructions when it's not class time anymore or when you are at home, make sure to ask your question to the interns first. The chances are someone will know the answer, but if no one knows the answer, one person should ask the question to the director/ teacher on behalf of all interns. You can have the freedom to always ask questions however every intern carries the personal responsibility to pay attention.

ELI TIP: When there is an opportunity to ask questions make sure to take advantage of that time.

- **FUNDRAISERS:** Depending on specifics of a ministry trip, all interns are required to raise a certain amount of money in order to participate on the trip. You will always know the amount of money you will need to raise and there are plenty of opportunities that interns are given throughout the year. When you are in trimester you will be required to do the fundraiser, but when you are on break and fundraisers are offered it will be your own choice to participate and benefit from it. However, you are expected to fundraise on behalf of your own personal amounts and should not count on ELI to provide all you need to fundraise.

ELI TIP: Take advantage of every fundraiser that is offered! The more you participate in the fundraisers even when you are on break the more you will benefit from it and the more money you get. Although there are plenty of fundraisers offered, you need to take initiative and be responsible to do your own fundraising as well. Don't wait until the last minute to raise the money.

- **BREAK EXPECTATIONS:** Being on break doesn't stop you from being an intern...you are an intern at ALL TIMES while attending ELI. All of the expectations during trimester still follow when it is break time including communication, serving and participation. If you are not able to serve in an area you are expected to find a replacement and not leave a gap on the team. During break, interns should not be at staff meetings or be in the admin offices during the office hours of 8am-5pm, unless they are serving and with an area leader. *No check-in times happen unless given by the intern director or your personal teams. *

ELI TIP: You are still held accountable for yourself while on break. This has to do with your Honor Pledge/Student Code of conduct, as well as the standard at ELC.

- **ALUMNI ALLIANCE:** Second year graduates may be a part of the Alumni Alliance. In order to be a member, you will need to follow the process below:
 - Continue to be involved and serve at ELC.
 - Email ELI director or intern@elevatelife.com about your interest.
 - ELI will send documents for you to complete.
 - Once all necessary documents have been received a meeting will be scheduled.

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