DHOP Internship Application Packet

Dear Applicant,

Thank you for your interest in Decatur House of Prayer's Internship and we are excited for you to be a part of the House. Below is a checklist of items that must be completed and returned to DHOP before we will approve your internship application:

• Application

• Pastoral Recommendation

• Personal Testimony (on your own paper, please type or hand print)

• Background Check

• Sign your application to verify that you have read and are in agreement with:

* DHOP's Mission, Values, and Statement of Faith (online at decaturhop.com)
* DHOP Internship Commitments (see page 6)
* DHOP Training Outline (see page 7)

Complete the application and your personal testimony.

Contact your pastor/overseer and ask them to complete the Pastoral Recommendation.

Place your application in the "in box" at DHOP next to the door,

or turn it into the office, or you may mail it to "DHOP Internship", 1920 North Oakland Ave, Decatur, IL 62526.

Incomplete applications will not be accepted. We will contact you regarding your acceptance into the DHOP Internship via email. If you have any questions, please contact the DHOP staff at

decaturhop@gmail.com. We look forward to meeting you!

All for Christ,

DHOP Team

Application Date \_\_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_\_\_

**Application**

All information shared is completely confidential and will only be seen by DHOP Leadership. If you have any questions about this application, please call 217-330-8123 or email: decaturhop@gmail.com.

Please be honest in your responses. We are not looking for perfect people for the DHOP Internship. We are seeking to train and equip those who are in pursuit of holiness in the midst of their weaknesses, who can assess their hearts and lives honestly. Please resist the temptation to “adjust” your responses to what you think we want to hear. Thanks!

General Information:

|  |  |
| --- | --- |
| Last Name: | Please attach a recent photograph of yourself here.(This helps us to identify your face with your name. It may be any size. It does not need to fit this box.) |
| First Name: | Preferred Name: |
| Address: |
| City: | State: | Zip: |
| Phone: | Email:  |

Birth Date: \_\_\_\_\_\_\_/\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_ Gender: Male Female

 Month Day Year

Place of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Nationality: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Father/guardian: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mother/guardian:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Marital Status: Single Married Divorced

Name of spouse or fiancé: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Emergency Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relation to applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State:\_\_\_\_\_\_ Zip: \_\_\_\_\_\_\_\_\_

Health Information: (use this space to list allergies, medications , medical conditions, disabilities or any health conditions that require special care while you are in the internship): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Education:**

Highest level of education completed:

\_\_\_High School Diploma \_\_\_Associate's \_\_\_Bachelor's \_\_\_Master's

\_\_\_Other (Please list) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please list any other training, internships, or schools you have attended:

**Employment:**

Are you currently employed? Yes No

Employer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Start Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Responsibilities: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Spiritual Life:**

Home Congregation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Pastor’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Church Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you a member? ☐ Yes ☐ No How long have you attended there? \_\_\_\_\_\_\_\_\_\_\_\_\_

How long have you been a Christian? \_\_\_\_\_\_\_\_\_\_\_

What spiritual gifts do you see at work in your life? (Evangelism, serving, teaching, prophetic ministry, etc.)

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Comment on your devotional life. Are you meeting your expectations for your personal spiritual life?

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What would you consider to be your strengths, talents, and gifts?

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What would you consider to be your weaknesses or struggles?

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What aspect of the DHOP Internship interests you the most?

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What led you to apply for the DHOP internship?

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Do you have any comments/concerns regarding the DHOP Internship's requirements, schedule, curriculum, etc.?

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**Personal Testimony** On a separate sheet of paper, type or write a brief spiritual autobiography.

Please include:

Your conversion experience

Your present walk with God

Past or present life-controlling issues, whether mental, emotional, or relational

Plans or goals you have for the future, include your life vision and ministry goals

Expectations for your time in the DHOP Internship and a summary of what you hope to learn

A completed personal evaluation (found at the end of this application)

**Length of Internship Options**

*Please select the option that you would like to apply for.*

☐ 3-month Internship ☐ 6-month Internship ☐ 12-month Internship

**Payment Options**

DHOP Internship Fee: *Scholarships and Assistance Available*

**3 and 6-month Internship 12-month Internship**

Adult ~~$200~~ 100 ~~$400~~ 200

Youth (Juniors and Seniors) ~~$100~~ 50 ~~$200~~ 100

*To submit your application and fee:*

**Application:** Place your application in the "in box" at Decatur House of Prayer next to the

office door, or you may mail it to "DHOP Internship", 1920 N Oakland Ave, Decatur, IL 62526.

Fee: Pay\* by check or online (credit/debit card).

 \*If paying fee by check: Make payable to Decatur House of Prayer with "Internship" and the applicant's

 name written on the memo line. Check may be attached to the application or mailed to " DHOP Internship", 1920 N Oakland Ave, Decatur, IL 62526.

**Acknowledgement of Agreement**

☐*I have read, understand and I am willing to submit to the commitments of the DHOP Internship.*

*☐I have read and I am in general agreement with the Statement of Faith and Sacred Trust.*

*☐I have read, agree with, and will abide by Decatur’s House of Prayer’s Mission and Value statements found on DHOP’s website: decaturhop.org*

*☐I have read, agree with, and will abide by the DHOP Internship's Training Outline.*

☐*I commit to paying the adult, or youth DHOP Internship fee.*

|  |  |
| --- | --- |
| Name | Date |
| X |  |

**DHOP Internship Commitments**

**Personal Devotion**

Those accepted into the DHOP Internship are expected to live a “priestly lifestyle.” This simply means that you are committed to a consistent pursuit of the knowledge and experience of God through studying and meditating on the Scriptures, worship, and a sincere and devoted prayer life. We are called to minister to the Lord through worship and praise.

**Christian Leadership Lifestyle**

As Christians, we are called to be leaders in our families, churches, communities, and the marketplace. As DHOP Internship students, it is important that you live a life worthy of the call of God as defined by scriptural standards. Although no one is expected to be perfect, it is expected that you will pursue God’s will even in weakness while growing in obedience to Him and increasing in godly character, known as the fruit of the Spirit. Be the leader you would want to follow.

**Honoring Leadership**

DHOP expects you to submit to the staff and leadership of the DHOP Internship in matters pertaining to the practical workings of the internship. This is of utmost importance as you are given opportunities to minister alongside seasoned leaders during ministry in various settings.

**Church Membership**

Students are strongly encouraged to belong to and support a congregation, being practically connected by serving the members of that local congregation. We see a congregation as any gathering of believers in Christ where there is definitive leadership who serve as elders, pastors, or overseers that give direction and oversight to the congregation.

**Financial Commitments**

Tuition for the DHOP Internship is $100/adult or $50/youth for the 3 or 6-month and $200/adult or $100/youth for 12-month internship (with scholarship and assistance available).

DHOP Internship Training Outline

These are the core components of the DHOP Internship experience. Please read over and understand what you are committing to during this season of consecration. The internship is designed to provide opportunity to encounter, equip, and empower you building a solid foundation for your calling. We tell all of our interns, "You will get out of it what you put into it."

**Encounter:**

**Hours in the Prayer Room**

A fundamental aspect of this internship is the emphasis on your time with God and its effect on all of your life. This is the

most important part of the DHOP Internship, and our expectation is that the Holy Spirit will meet your seeking heart and teach you. You will study, meditate, worship, pray, listen to God, and put into practice other various spiritual disciplines you will be taught. You are required to sign up for one two-hour watch that you will commit to serve on each week. The remaining hours required each week can be completed in a way that fits your schedule.

**Mentoring**

All interns will be assigned a mentor for the internship. This is a valued and beneficial piece unique to the way we train.

You will have monthly meetings with your mentor, each meeting lasting an hour. In your first month you’ll have an additional meeting, for a total of 2 that month, for the purpose of introduction and getting acquainted.

**Outreach**

As a Christian we want to further cultivate a servant’s heart through participating in events and community outreaches.

**Equip:**

**Equip Session**

Learn directly from DHOP staff and guest speakers in a hands-on environments. Through teaching and impartation, you will receive instruction in various topics helpful for you to encounter God, ground you in the Scriptures, establish a kingdom lifestyle, and grow in your skill set.

**Bible Study and Prayer Training**

Create intentional time with God in the midst of a busy schedule by participating in a weekly Bible study. Then every other Sunday night from 5 pm – 7 pm you will have prayer training.

○ Bible Study: Bible Study helps build community and provide foundational relationships with others in the internship.

○ Prayer training: You will grow in your understanding and practice of spiritual disciplines such as

 Intercession.

**Operations**

Take ownership of tasks and projects of your interest at the House of Prayer. Gain confidence in your leadership as topics are assigned to you.

**Empower:**

**Fasting and Physical Fitness**

Pause, remove distractions, and grow closer to God as you engage in a time of fasting with the DHOP team.

**From Food:** Fasting food 1 day each week, as well as a 7-day fast are powerful elements required in this internship. We recognize that this can cause concern because fasting might be a brand new concept, or because of health concerns. If you happen to have caution or concern about fasting food, please know that we are happy to work with you to come up with an effective plan.

**From Media:** For the entire internship, you will commit to be mindful of the media you put before you. This fasting is truly taking everything captive before the Lord television, movies, secular music, gaming consoles, mindless web surfing, social media, novels, etc. Media/internet is permitted when necessary for your study, work, email, and purchases. When in doubt, please ask one of the DHOP staff.

**Fitness:** Have the energy and health to carry out your calling through weekly water and step challenges.

**Journaling**

You will be required to share a journal entry for different requirements throughout the internship, including a weekly

overview of your prayer room time, weekly one day fast, life postures, and the 7 day fast.

**Life Challenges**

Life postures are practical assignments intended to develop the different elements that make up the normal Christian

walk. They will given through out the internship.

**The Beginning and The End:**

**Pastor Exit Interview**

Because of our value for regional teamwork and partnering with other churches, we do request that you meet with your

home church pastor or leader to discuss what God has done in your life through this internship.

**Orientation Day**

Orientation will be a day that you are introduced to all staff and ministered to by our team. It will be scheduled with you.

Pastoral Recommendation

|  |
| --- |
| TO BE COMPLETED BY THE APPLICANT: |
| Last Name | First Name: |
| Address: |
| City: | State:  | Zip: |
| Phone: | Email: |
| ***To the Applicant:***By allowing your pastor/overseer to submit a character reference on your behalf, you agree to waive the right to see this completed character reference. If you would like to know your pastor’s/overseer’s opinions of your character, we encourage you to discuss it with them.To encourage my pastor/overseer’s unhindered honesty, I agree to waive my right to see this character reference.X\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Sign Here (Applicant Signature)I am applying for the Decatur House of Prayer Internship |

***To the Pastor/Overseer:***

This application is to be completed by the applicant’s primary pastor / overseer. If the applicant’s parent is the pastor, an elder or other church leader may act as the pastoral reference. Please return this form to the Decatur House of Prayer Office, 1920 N Oakland Ave, Decatur, IL 62526. If you have any questions, you may email: decaturhop@gmail.com or call: 217-330-8123 and ask for administration. You may learn more about the Decatur House of Prayer or the DHOP Internship online at [www.decaturhop.org](http://www.decaturhop.org) . Thank you for your involvement in this important phase of the applicant’s life. Your honest opinions are carefully considered for the applicant’s placement in this internship. We recognize no one has a flawless history in God outside of Jesus Christ, and that all applicants have made mistakes in their journey. We are not looking for perfection. We are looking for character, patterns, and habits. We will keep your responses confidential and encourage the applicant to talk with you if they have questions about your opinions of them. Your timely response is appreciated, as the applicant cannot be accepted until this application form is received. Thank you for your time!

|  |
| --- |
| *TO BE COMPLETED BY THE PASTOR / OVERSEER:* |
| Your Name: | Your Position: |
| Church Name: |
| Address: |
| City: | State: Z | Zip: |
| Church Phone: | Home or Mobile Phone: |
| Email: |

How long have you known the applicant? Years\_\_\_\_\_\_\_\_\_\_ Months\_\_\_\_\_\_\_\_\_\_

How well do you know the applicant? Very Well Fairly Well Casually By name / sight only

How long has he / she attended your congregation? Years\_\_\_\_\_\_\_\_ Months \_\_\_\_\_\_\_

Please assess the applicant on the following: Weak Fair Good Very Good

Character .......................................................................... ☐ ☐ ☐ ☐

Spiritual Gifts .................................................................... ☐ ☐ ☐ ☐

Involvement in your Congregation ................................... ☐ ☐ ☐ ☐

Leadership Abilities .......................................................... ☐ ☐ ☐ ☐

Teachability ...................................................................... ☐ ☐ ☐ ☐

Reliability .......................................................................... ☐ ☐ ☐ ☐

Attitude Toward Authority................................................ ☐ ☐ ☐ ☐

Comments on any of the above:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Please describe the applicant’s level of involvement and how they have served in the church: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What is the applicant’s effect on his/her peers? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Please give any relevant details about the lifestyle/home background of the applicant.

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What would be your level of recommendation for this applicant to take the DHOP Internship?

Highly Recommend Recommend Recommend with reservations\* Do not recommend\*

\*Please explain any concerns:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Please give any other helpful comments:

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| --- | --- |
| *Pastor/Overseer's Signature* | *Date* |
| x |  |

**Personal Evaluation**

Please assess yourself in the following areas using:

“Uncertain / Weak / Fair / Good / Outstanding”

Spiritual maturity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Devotion to Jesus Christ: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Integrity and honesty: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Openness to correction: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Self-discipline: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Working without supervision: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Willingness to serve: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Ability to work with others: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Communication skills: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Leadership skills: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reliability: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Teachability: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Emotional stability: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Physical health: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Family life: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Additional comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_