

## MINISTRY INTERN PROGRAM

Northstar Church • Blacksburg, VA

### I. PURPOSE

The purpose for the Intern Program is two-fold.

Individuals are afforded an opportunity to work alongside the staff in the coordination of on-going ministries and interact with volunteers to accomplish the goals of our church.

The church is blessed with more leaders to extend ministry with membership and prospects by implementing tasks which could not otherwise be done effectively.

It is important to see the Intern Program in the context of the overall Northstar vision and mission, as well understanding our ministry philosophy of “be the church” and our leadership philosophy of “giving the ministry away.”

The Intern Program consists of both paid and non-paid positions. Initial applicants should understand that they are applying for a non-paid position. Paid positions are available only after demonstration of commitment, character, competence and a good working relationship with existing staff.

### II. ROLES:

The Ministry Interns will be assigned to an area of ministry and will be responsible in assisting the staff in planning, coordinating, promoting and executing a balanced program in the specialty area of ministry. While interns will focus on one area of ministry, they will also lend support and help to generalized responsibilities as well.

#### Areas of Assignment:

- Youth Ministry
- Children’s Ministry
- College Ministry
- General Ministry Assistance

### III. RESPONSIBILITY:

- A. Primarily responsible to the Lord, performing ministry and leadership with enthusiasm and seeking to please Him.
- B. The intern reports to and serves under the supervision of the staff, but will have one direct supervisor.
- C. The intern will work closely with staff, including volunteer staff in the coordination and implementation of ministries.
- D. The intern is expected to be present and punctual for all worship services and church-wide functions. Otherwise, ample notice with staff approval should be given with the exception of illness.
- E. The intern should make the weekly staff meeting time a priority in their schedule and remain flexible to attend when called upon.
- F. The intern is expected to be flexible, when called upon, to assist in other areas of church operation to enhance overall ministry.

- G. The intern will have the opportunity to initiate new ministries within the church/ community under the guidance of the staff.
- H. There will be required reading and focus on the following topics: the character of a minister, prayer life, theology, evangelism and missions, ministry with people, leadership follies, team development.

### III. QUALIFICATIONS:

- A. The person should be a growing Christian.
- B. The person should have at least completed their freshman year in college.
- C. The person should provide references from three peers, one adult and one church leader.
- D. The person should be a member of Northstar Church or commit to being a member of Northstar.
- E. The person should be a team player and have a great sense of humor (i.e., laugh at staff jokes)

### IV. TRAINING

In addition to the ministry opportunities and responsibilities that the intern will have, the Northstar Intern Program is also intended to provide dynamic growth in spiritual and practical leadership abilities.

- A. The intern will observe, interact and fellowship with existing Northstar staff.
- B. The intern will be given reading assignments to challenge, instruct and deepen faith and understanding in different areas that will aid in becoming a world Christian.
- C. The intern will gain hands-on experience with ministry life and challenges.
- D. The intern will be disciplined by staff.
- E. The intern will have consistent opportunity to lead in a variety of settings.
- F. The intern will attend conferences, retreats and staff outings with the staff (all expenses paid).
- G. All books and training materials will be provided for the intern.

### VI. ADDITIONAL BENEFITS:

- A. Interns learn to trust God's leadership in making ministry decisions.
- B. Interns exhibit a spirit of selflessness and service as modeled by their ministry supervisors.
- C. Interns gain skills in the area of planning and implementation of ministry programs.
- D. Interns gain insight into the dynamics of the day to day activities of a busy church.
- E. Interns develop interpersonal communication skills in dealing with church members and co-workers.
- F. Interns gain a clarification of their own unique calling and giftedness.
- G. Interns complete the program with a strong desire to serve our Lord and His church than when they entered.

### VI. WEEKLY SCHEDULE:

- A. Non-paid interns should expect to work 5-7 hours a week, not including Sundays.
- B. Paid interns should expect to work 15 hours a week, not including Sundays.

- C. In addition to Sunday's schedule, the intern will participate in regular discipleship meetings, staff meetings and ministry meetings for their area of assignment.
- D. Will be free to take time away from church responsibilities as needed, as long as timely arrangements are made and responsibilities are provided for during absence.

#### VII. TERMS

- A. Northstar will provide all books and materials that are assigned for your discipleship and spiritual growth development.
- B. Northstar will cover travel and meals for any required out-of-town events or meetings.
- C. You will need to turn in a reimbursement form with receipts for any expenses that you incur in the process of your ministry responsibilities.
- D. The length of the ministry position will be 1 year, with 3-month assessment and evaluation meetings in order to review your progress and performance in the ministry areas listed above and your personal goals.

#### VI. PRINCIPLES TO BE BUILT INTO THE INTERN'S LIFE (Taken from FBC Kellar, Intern Program)

- A. A passion for the Lord Jesus Christ. (Psalm 42:1-2; 25:4-5)
- B. A hunger for study, communication and application of the Word of God. (2 Timothy 3:16-17)
- C. A greater dependence upon God's resources and less dependence on self. A deep prayer life. (Proverbs 3:5-6; 1 John 5:14-15; John 15:17)
- D. A commitment to share the gospel verbally in a culturally relevant fashion. (1 Peter 3: 14-16; 1 Corinthians 9:16-23)
- E. A desire for making disciples who make disciples. An increasing skill in reproducing discipleship. (2 Timothy 2:2)
- F. A vision for the local church and its responsibility to reach and teach a lost and dying world. (Matthew 28:19-20)
- G. A desire to be the holy, clean and pure vessel we are called to be by our Lord Jesus Christ. (1 Peter 1:14-16; Leviticus 20:7) Ability to apply wisdom and discernment to difficult issues. (Ezekiel 22:26)
- H. Love for people in and out of the Body of Christ. (1 Timothy 1:5)

## INTERN BEHAVIOR STANDARDS

The Intern Behavior Standards is a list of appropriate behavior and/or steps designed to protect our church members and interns of Northstar Church.

Name of staff/volunteer: \_\_\_\_\_

Social Security #: \_\_\_\_\_

This intern behavior standards document is to be read and signed by the Intern upon acceptance of the position.

1. Any verbal or nonverbal sexual behavior with any church member is inappropriate.
2. Avoid the appearance of evil in all dealings - relational, financial and physical.
3. Do not abuse your Christian freedom, but consider the maturity levels of others when dealing with issues of Christian conscience.
4. Discretion must be used in dealing with all church members, especially regarding physical contact. Innocent behavior can be misinterpreted.
5. Buddy systems should be used by interns/staff whenever possible.
6. If working with youth, one-to-one counseling should always occur in a public place – never alone in a car or a private place.
7. Refrain from gossip and help protect church leadership from it.
8.  Yes  No - Are you now a child abuser or have you ever been convicted of child abuse or sexual abuse?

Yes  No If yes, please explain:

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

I certify that I have read the standards and agree to abide by them and that the statements above have been answered truthfully.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## MINISTRY INTERN APPLICATION

(Please attach a recent photograph with your application)

Name \_\_\_\_\_ Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_

Email Address \_\_\_\_\_

Name of Home Church \_\_\_\_\_

(On another sheet...)

- Describe your salvation experience.
- Describe why you desire to become a ministry intern for Northstar Church. What are your expectations for this ministry position?
- Describe 3 major ways in which you have grown in your spiritual walk since you became a Christian.
- How would you describe your spiritual walk now?
- What do you do when you have a conflict with someone? How do you handle confrontation?
- Please provide a sealed reference letter from 2 peers, an adult (can be family) and a church or ministry leader. (4 total) These can also be emailed to us at [office@northstarfamily.org](mailto:office@northstarfamily.org) with the subject of "Intern Reference for *Your Name*."

\* By submitting this application, you grant Northstar Church authorization to conduct basic confidential background screening.