

INTERN MINISTRY

I. PURPOSE

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

By “be the church,” we mean that being a Christian is not just about attending church services. It’s about living for Jesus Christ and growing in a love relationship with God through Him. “Give the ministry away” is our leadership philosophy, meaning that a church staff is not intended or able to do the work of the church. They are there to equip church members to serve. We want to be a church that is effectively deploying our members into ministry. Therefore, leaders at Northstar must be willing to work with teams and share the joy of serving with others.

The purpose for the Intern Program is two-fold:

1. Northstar values leadership development, and our staff sees the benefit and joy of investing in college-age leaders.
2. Northstar interns will experience a wide range of ministry opportunities, weekly tasks, and relationship broadening.

II. ROLES & RESPONSIBILITY

The intern ministry is important to understand in light of providing assistance to Northstar staff in a broad range of ministry areas in which you may be assigned. Because of high demands on ministerial staff, the intern ministry is designed to help the staff focus on strategic issues of ministry. The intern will be expected to:

- Be primarily responsible to the Lord, performing ministry and leadership with joy and seeking to please Him. (Colossians 3:23)
- Work closely with staff in the coordination and implementation of ministries.
- Be present and punctual for all worship services on Sunday and any other special services and church-wide functions. Otherwise, ample notice *with staff approval* should be given with the exception of illness.
- Attend weekly staff meeting. [Tuesdays, 9:00 a.m.] If you are unable to attend, please make that clear during your interview. We can be flexible, but we need to know up front.
- Be flexible, when called upon, to assist in other areas of church operation to enhance overall ministry.

III. TERMS

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.

- The first four months of being a Northstar intern are non-paid. After four months, there will be an evaluation, and pay will begin at \$200/month. You will need to fill out a W-4 for tax purposes as well as an I-9 form. *During the summer months (June-August), interns will receive \$500/month based on an expected hourly investment of 20 hours/week.)*
- Northstar will cover travel and meals for any required out-of-town events or meetings. You will need to turn in a reimbursement form with receipts for any expenses that you incur in the process of your ministry responsibilities.
- The length of the ministry position will be 1 year, with 3-month and 6-month assessments and evaluation meetings in order to review your progress and performance in the ministry areas listed above and your personal goals. In special circumstances, an extension beyond a year may be considered.
- Your direct supervisor will be Megan Evans (Office Administrator) with additional supervision provided by pastoral staff.

IV. QUALIFICATIONS

The intern should:

- Be a growing Christian.
- Have at least completed their freshman year in college.
- Have references from two peers, one adult and one church leader.
- Be a member of Northstar Church or commit to being a member of Northstar.
- Be a team player and have a great sense of humor.

V. WEEKLY SCHEDULE

The intern's work time may consist of secretarial work at the Ministry Center, maintaining the Reserve, running errands, and helping with weekly events.

- Most interns should expect to work 10-12 hours a week, not including Sundays.
- Summer interns should expect to work approximately 20 hours a week, not including Sundays.
- In addition to Sunday's schedule, the intern will participate in regular meetings – staff meetings and ministry meetings for their areas of responsibility.
- Interns 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.

VI. TASKS AND RESPONSIBILITIES

“Typical Intern Week”

Although it’s rare to have a “typical” intern work week, you can expect the following tasks and responsibilities to be regularly divided between the available interns:

- Assisting staff with administrative tasks, projects and “plate cleaning”
- Attend meetings
- Supply check and ordering
- Bulletin, printing, folding
- Office/kitchen cleaning
- Write articles for the website
- Miscellaneous errands
- Howdy Card entry
- Update myNorthstar
- Be present at church Sunday from set-up until tear-down
- Assist with assigned ministry (College, Youth, Children, etc.)
- Cleaning and restocking supplies at the Reserve

Staff Meeting

An important part of the job is joining the staff for the Tuesday morning staff meetings. In addition to the weekly meetings, the first and third Tuesdays are for:

- First Tuesday: Only ministry staff (not interns)
- Third Tuesday: Staff meeting (Training Week)

All of the staff, including interns, go out to lunch together immediately following the staff meeting (paid for by Northstar). This is an important time for fellowship and relationships, so don’t opt out. If your schedule prevents it, please communicate that to us during the interview process or between semesters as your schedule changes.

Intern Meeting/Discipleship

The Associate Pastor and Office Administrator will coordinate discipleship opportunities and meet periodically with you to pray for each other, go over schedules, and discuss how things have been going with intern tasks and staff interaction.

VII. TRAINING

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

- Observe, interact and fellowship with existing Northstar staff.

- Participate in a discipleship program led by the Associate Pastor and Office Administrator and be given reading assignments to challenge, instruct and deepen their faith and understanding in different areas.
- Gain hands-on experience with ministry life and challenges.
- Attend conferences, retreats and staff outings with the staff.

VIII. ADDITIONAL BENEFITS

- Interns learn to trust God's leadership in making ministry decisions.
- Interns exhibit a spirit of selflessness and service.
- Interns gain skills in the area of planning and implementation of ministry programs.
- Interns gain insight into the dynamics of the daily activities of a church.
- Interns develop interpersonal communication skills in dealing with church members and co-workers.
- Interns gain a clarification of their own unique calling and giftedness.
- Interns complete the program with a stronger desire to serve our Lord and His church than when they entered.

IX. PRINCIPLES TO BE BUILT INTO THE INTERN'S LIFE

- A passion for the Lord Jesus Christ. (Psalm 42:1-2; 25:4-5)
- A hunger for study, communication and application of the Word of God (2 Timothy 3:16-17)
- A greater dependence upon God's resources and less dependence on self, evidenced by a healthy prayer life (Proverbs 3:5-6; 1 John 5:14-15; John 15:17)
- A commitment to share the gospel verbally in a culturally relevant fashion (1 Peter 3:14- 16; 1 Corinthians 9:16-23)
- A desire for making disciples who make disciples with an increasing skill in reproducing discipleship (2 Timothy 2:2)
- A vision for the local church and its responsibility to reach and teach a lost and dying world (Matthew 28:19-20)
- 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)
- Love for people in and out of the Body of Christ (1 Timothy 1:5)

X. INTERN BEHAVIOR STANDARDS

This is a list of appropriate behavior and/or steps designed to protect our church members and interns of Northstar Church. This document is to be read and signed by the Intern *upon acceptance of the position*.

Name: _____

Background check completed: ____ Y ____ N

- Any verbal or nonverbal sexual behavior with any church member is inappropriate.
- Avoid the appearance of evil in all dealings – relational, financial, and physical.
- Do not abuse your Christian freedom, but consider the maturity levels of others when dealing with issues of Christian conscience.
 - A. We ask that you refrain from smoking.
 - B. We ask that you refrain from drinking.
 - C. We ask that you dress modestly.
- Discretion must be used in dealing with all church members, especially regarding physical contact. Innocent behavior can be misinterpreted.
- Buddy systems should be used by interns/staff whenever possible.
- If working with youth, one-on-one counseling should always occur in a public place – never alone in a car or a private place.
- Refrain from gossip and help protect church leadership from it.
- Consent to a background check.

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 _____

NORTHSTAR 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 three 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 with the subject of "Intern Reference for *Your Name*."