

Internship Handbook

“DISCIPLESHIP THAT BECOMES LEADERSHIP”

PREFACE

In January 2017, the Holy Spirit placed a vision in my heart to plant 24 churches in 10 years. As we embarked on this mission, it quickly became clear that the greatest need for fulfilling this calling was laborers. Where could we find qualified, trained, and experienced leaders to fill the ministry roles in these churches?

In 2021, while speaking at a Bible College about church planting, the lead instructor had a Word of Wisdom from the Holy Spirit, revealing that two students from the class were meant to join us for a three-month internship the following summer. Though we were unsure where to begin, with the Holy Spirit's guidance and considerable effort, we successfully launched our first internship program.

Since then, we have hosted 19 interns over three summers. Our ministry has been incredibly blessed through this process, and we have retained 13 Bible-school-trained ministers who have joined us in advancing the vision!

This handbook is an effort to share what we've learned so far with other churches and ministries, so that you too may benefit from developing your own internship program. It is not intended as a comprehensive blueprint, but rather as a guide, highlighting key elements to help you create a program tailored to your needs.

As you work through this handbook, consider these questions:

1. Can we, as a ministry, provide a quality experience for the intern with the information provided?
2. Are we able to meet the various needs and requirements outlined in this handbook to ensure a safe and productive experience for prospective interns?
3. What are our ministry's goals and needs, and how can we achieve them through this program?

We are always available to answer questions related to interns, internships, and developing your own program. Feel free to reach out to us at **internships@rvfm.info** with any inquiries.

River Valley Fellowship of Ministries (RVFM) is a ministerial organization with a vision to plant a network of 24 churches by 2027 and beyond, as directed by the Holy Spirit. For questions about church planting or RVFM, visit us at **rvfm.info**.

Special thanks to those who contributed to the development of this handbook:

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INTRODUCTION

What is a Church Internship?

A church internship is a structured program designed to provide individuals, often students or recent graduates, with practical experience and training in various aspects of church ministry and operations. Through a church internship, interns have the opportunity to explore different ministry areas such as worship, youth ministry, outreach, pastoral care, and administration. The program can either offer a broad exposure to all these aspects or be tailored to focus on the specific needs of the church or the intern's particular interests and calling.

Under the guidance of experienced church leaders and pastors, interns gain valuable insights into their faith, develop leadership skills, and learn to apply their theological knowledge in real-world contexts. By participating in a church internship, individuals can discern their calling in ministry, build a network of mentors and peers, and prepare for future roles within the church or related fields.

For the sponsoring church, an internship offers numerous benefits. Interns bring fresh energy and ideas, provide added support for staff, and contribute new perspectives to the church's mission. Additionally, the church has the opportunity to build a lasting relationship with the intern, which may extend beyond the duration of the internship.

I can honestly say that having interns in our church has been a rewarding experience that far outweighs the work, financial, and time commitments required to make them a success!

Pastor J.

My biggest take aways from the internship this summer were not only the Ministry Training Classes in pastoral care, church finances, audio and more, but also the different areas we learned and served in. From children's camp to VBS, parades, races, community outreach and serving and ministering in the church services.

This organization may be small, but I believe it is outstanding in what it is out to accomplish!

Diane G.

Is Your Church a Good Candidate for Hosting an Intern?

As outlined above, a church internship is a valuable learning experience designed to equip individuals for future ministry. However, it is not merely a way to obtain free labor or fill gaps in church staffing. Successfully hosting an internship requires, prayer, careful planning, intentional mentorship, and a commitment to creating a meaningful experience for both the intern and the church.

Before committing to an internship program, several key factors should be considered. Does your church have the necessary human resources to mentor and support an intern? Do you have the financial resources to provide for additional expenses? Can you offer housing or other basic needs for the intern? What time commitment and duration of the internship will best suit both the church's needs and the intern's growth?

This handbook addresses these questions and more, providing guidance to help you determine whether hosting an internship is a good fit for your church. By carefully considering these factors, you can ensure that the internship is a mutually beneficial experience that contributes to the intern's development and the church's mission.

Having an International Intern has been a wonderful experience. But along with their fresh perspective on ministry from an international point of view, comes unique considerations for housing, travel, and immigration requirements.

Pastor N.

My name is Sandra. I'm a third-year graduate from Charis Bible College. The highlight of my internship was attending every Wednesday prayer meetings with pastors and other interns. This experience was more than I expected. I called them Holy Spirit meetings. I got to discover gifts that I didn't know about and it just flew out of me!! I'm forever grateful for the opportunity and friendships that I made through this experience.

Sandra M.

The internship was a great experience. I was able to see and get involved in different church tasks and ministries that sometimes took me outside my comfort zone and helped me grow. Observing the different pastors in action and learning about the business side of ministry has helped me feel more prepared to serve as a pastor.

Matt S.

DEVELOP INTERNSHIP PROGRAM

For an internship program to be successful for both the church and the intern, thorough planning is essential. This section outlines the key steps and considerations to help you structure your program effectively.

Scope

- **Mission and Goals of the Internship:** Based on the vision and mission of the church, establish specific goals for the internship.
- **Full Exposure:** Decide if your internship will offer comprehensive exposure to all areas of ministry. This approach gives the intern a broad understanding of church operations and ministry functions.
- **Focused Ministry:** If your church's priorities require specific giftings, consider tailoring the internship to concentrate on a particular ministry (e.g., worship, youth, outreach) while still providing some exposure to other areas.

Intern Coordinator

It is important to designate a person that will work directly with the intern to make sure that everyone is on the same page. They would be involved at all stages to make sure there is clear communication:

- Interview
- Contact Person for Intern and Staff
- Coordinates Schedule and Time
- Manages Requests from Intern and Staff
- First contact for Intern concerns. Initiates further mediation when appropriate
- Prays for Intern

Compensation

Compensation can vary based on your church's resources and the intern's needs. Here are some options to consider:

- **No Compensation:** This is acceptable but should be clearly communicated to the intern upfront.
- **Stipends:** These can cover part of the intern's expenses, such as groceries, gas, or other essentials (e.g., gift cards).
- **Salaried Compensation:** For churches with more resources, a salaried position may be possible.
- **Housing:** Options may include host homes, church parsonages, or other local accommodations. Consider the cost of living in your area and whether the intern will need to drive frequently.

Time Frame

The length of the internship will depend on various factors within the church. Summer is a good timeframe for students and recent graduates. However, if you are considering a shorter internship or are in an area where summer attendance is affected by climate, consider alternatives such as Spring Break or Christmas Break.

Internship Length:

- **8 weeks:** Shortest term that allows for a meaningful experience.
- **10 weeks:** Ideal for students who need to return to school for fall classes.
- **12 weeks:** The maximum term that aligns with many logistical considerations.

Weekly Time Commitment: A 40-hour workweek is reasonable. Due to flexibility and schedule, it's important to establish clear expectations upfront.

- **Office Days:** Set specific office days with defined start and end times.
- **Days Off:** Usually two set days off is reasonable, with the understanding that ministry often requires flexibility.
- **Ministry Events:** Schedule time for evening Bible studies, small groups, and special events. Clearly define the time frames for these activities.

Application Process:

It is important to set firm deadlines for accepting applications. This gives you time to interview all applicants. There can be a lot of planning needed once the intern is selected as well. An application deadline should be a minimum of two months prior to the internship beginning.

International Students can require special consideration regarding immigration status, etc. See International VISA Information in the Resources section on page 47.

Internship Activities

Activities will vary based on your church's needs and structure, but it's important to outline a framework for prospective interns. Here are some ideas:

- Attend all church services.
- Participate in weekly staff meetings.
- Attend weekly church prayer meetings.
- Spend a day or week at Kids Camp.
- Spend a day or week at Youth Camp.
- Shadow the pastor for a set period.
- Assist church staff with their duties.
- Shadow ministry leaders.
- Attend a home group.

- Lead scheduled discipleship meetings.
- Help plan and run an outreach event.
- Preach at a Sunday service.
- Lead a Bible study.
- Assist with church cleaning and maintenance.
- Help with lawn care.

Intern Project

Consider assigning a project during the final month of the internship. This is an excellent opportunity for the intern to develop leadership skills by managing a project from start to finish. The intern should create a plan, develop a budget, seek approval from the pastor and board, recruit help, and execute the project.

Project Ideas:

- Organize a community outreach
- Plan a training session
- Host a praise and worship event
- Lead a women's or men's meeting

Internship Calendar

The calendar should be structured to provide a balanced mix of ministry involvement, personal development, special events, and rest. Typically, it will outline weekly schedules based on your goals for the internship. This calendar should be included in the Intern Handbook, and the intern will use it to organize their time and fully engage in all aspects of the internship. See sample calendars on page 28 in the Resources section.

Internship Program Budget

Hosting an intern involves various expenses that should be planned and managed carefully to ensure a successful and sustainable program. Careful planning and budgeting ensure that the church can provide a supportive and enriching experience for the intern while managing costs effectively. All budget items should be reviewed and approved by the appropriate church leaders to align with the overall goals of the internship program.

A typical budget for hosting a church intern might include:

- **Stipend or Salary:** If the internship is paid, the budget should allocate funds for a stipend or salary to support the intern's basic living expenses during the internship period.
- **Housing:** If the church provides housing for the intern, the budget should account for any associated costs, such as utilities, maintenance, and furnishings. In some cases, housing may be arranged with a host family or provided by the church.
- **Training and Development:** Budget for any training materials, workshops, or resources needed for the intern's professional and spiritual development. This may include books, seminars, or courses relevant to the intern's role.

- **Travel and Transportation:** If the intern needs to travel for ministry activities or events, allocate funds for transportation expenses. This can include mileage reimbursements, public transportation costs, or fuel allowances.
- **Supplies and Equipment:** Budget for any supplies or equipment required for the intern's projects and duties. This may include office supplies, ministry tools, or technology.
- **Meals and Reimbursement:** If the internship includes meals or other allowances, such as a meal stipend or reimbursement for work-related expenses, these should be factored into the budget.
- **Miscellaneous Expenses:** Include a contingency amount for any unforeseen expenses that may arise during the internship.

INTERN POLICIES

A clear policy statement should be developed for interns to ensure expectations are understood and maintained. Below are key areas that should be considered and decided upon prior to the intern interview.

Code of Conduct

- **Alignment with Core Beliefs:** Interns must agree with the church's Statement of Faith, Vision, Mission, and Goals, demonstrating commitment to the church's core beliefs and purpose.
- **Support Leadership:** Interns should respect and work collaboratively with church leadership, maintaining a positive attitude towards direction and decisions.
- **Confidentiality:** Interns are expected to respect and maintain confidentiality regarding sensitive information encountered during their internship. This includes personal, financial, or organizational details shared within the church setting.
- **Professionalism:** Interns should conduct themselves with professionalism and respect in all interactions within the church community, demonstrating integrity and upholding the church's values and standards.
- **Infractions:** Actions that conflict with the church's moral or ethical doctrine may result in dismissal from the internship. Typically, the protocol for addressing infractions is as follows: a verbal warning for the first offense, a written warning for the second offense, and dismissal upon a third offense. However, depending on the severity of the infraction, immediate dismissal may be warranted.

Participation

- **Commitment to Participation:** Interns must adhere to the agreed-upon schedule, including regular attendance at church services, meetings, and assigned duties. Punctuality and reliability are essential for maintaining the smooth operation of ministry activities.
- **Engagement and Initiative:** Interns are encouraged to actively engage in all aspects of the internship, showing enthusiasm and initiative in their assigned projects and responsibilities. This involves taking ownership of tasks, seeking feedback, and contributing ideas.
- **Communication:** Open and effective communication is essential. Interns should regularly update their supervisors on progress, address any concerns or challenges promptly, and participate in feedback sessions.
- **Learning and Growth:** Interns are expected to approach their experience with a willingness to learn and grow. This includes engaging in training opportunities, reflecting on their experiences, and applying insights gained to their ministry work.

- **Team Collaboration:** Interns should work collaboratively with church staff, volunteers, and other interns. Being a team player, showing respect for others' roles, and contributing to a positive team environment are key expectations.
- **Personal Development:** Interns should take advantage of mentorship and personal development opportunities provided by the program. This includes seeking guidance, setting personal goals, and striving to enhance their skills and knowledge.

Intern Time Off

- **Pre-Approval:** All time-off requests should be approved by the host church before the internship begins.
- **Consideration of Key Events:** Identify key events (e.g., summer camps, annual church events) that could impact the internship, and discuss these during the interview process.
- **Work Outside Internship:** A 40-hour per week schedule that needs to be flexible for evenings, weekends and special events such as camps and outreaches, make it difficult to have a part-time job. This should definitely be covered with intern and determined ahead of time.

Dress Code

Interns should maintain a professional and respectful appearance that reflects the values and atmosphere of the church community. Specific guidelines include:

- **Modesty and Professionalism:** Clothing should be modest, clean, and appropriate for a church environment.
- **Special Events and Services:** During church services, special events, or when leading, dress more formally.
- **Casual Days:** For days when activities are more casual, appropriate casual wear may be allowed. However, the same principles of modesty and professionalism apply.
- **Personal Grooming:** Maintain good personal hygiene and avoid strong perfumes or colognes. Appearance can positively influence the way others perceive both the intern and the ministry they represent.

HOST HOME GUIDELINES

Purpose

This section outlines the expectations and requirements for host homes participating in the internship program. It is essential for both the church and prospective hosts to have a clear understanding of their roles and responsibilities to ensure a safe, comfortable, and supportive environment for interns.

Expectations for Host Homes

The following expectations must be communicated clearly to prospective hosts:

Safety and Security

- The property should be well-maintained and in good repair.
- The home should have secure locks on all doors and windows.
- The home should be in a safe neighborhood.

Living Accommodations

- Interns should be provided with a private bedroom. The bedroom should have acceptable furnishings and enough space for the intern's belongings.
- A parking space should be available (if intern has their own vehicle).
- Determine if home is appropriate for all age groups (family with children, senior person, etc.).
- To maintain a safe and appropriate environment, it is important to exercise discretion when members of the opposite sex are in the home together. An example, female interns should not be alone in the home with a male household member to avoid any appearance of impropriety, etc.

Background Checks

- All prospective hosts must undergo a background check.

Meal Arrangements

- Interns are expected to provide most of their own food.
- Hosts should provide appropriate access to the kitchen, food storage areas, and refrigerator space.

Utilities and Expenses

- Hosts will be responsible for any additional expenses for energy, water, etc., due to the intern's presence.

Initial Interview Process

An initial interview with prospective hosts should be conducted by the church and must include a comprehensive review of the written expectations. The interview should also cover:

Host Expectations

- Discuss any expectations or concerns the hosts might have regarding the intern's stay.

House Rules

- Hosts should determine and communicate their house rules. These should include laundry facilities and cleaning expectations. This information will be shared with the intern to ensure a good fit.
- Consideration should be given to:
 - Transportation (type/size of intern vehicle, transportation if the intern doesn't have a vehicle or doesn't drive at all, mass transit availability, etc.).
 - Pets in their home.
 - Host lifestyle (e.g., frequently away, entertaining often).
 - Smoking, drinking, and use of perfumes or heavy scents in the home.
 - Use of medical devices that may create noise or accessibility issues.

Matching Interns with Host Homes

Once an intern is selected by the church, the specific needs and preferences gathered from both the host and intern interviews should be reviewed to ensure a reasonable fit. A meeting should be set up involving the church, the intern, and the host to finalize details and address any additional considerations.

Finalizing the Host Home Arrangement

During the meeting with the church, intern, and host, the following fine details should be discussed and agreed upon:

- Review of house rules and any specific requirements from both parties.
- Discussion on meal arrangements, kitchen usage, and grocery responsibilities.
- Address any special needs or considerations for either host or intern (e.g., allergies, dietary restriction).
- Discuss/meet any pets that are in the home or the intern will be bringing.
- Ensure both parties are comfortable with the living arrangement and have a clear understanding of expectations.

By following these guidelines, the church can ensure a positive and supportive living environment for interns, fostering a productive and enriching internship experience.

PROSPECTIVE INTERNSHIP PACKET

Once you have developed your Internship Program, the next step is to create an internship packet that will be used to attract prospective interns. It is important to clearly express your vision and provide enough information for a prospective intern to make an informed decision before applying. This will save time and will also serve as a foundation when you create your Internship Handbook.

Internship Description

Develop a written description of the internship for use in initial contact with prospective interns. It should contain enough information so that a prospect can make an initial determination whether this may be for them. This should include:

- Church information such as your Mission Statement, Vision Statement, and Statement of Faith
- Internship Program Description of the mission and goals and any pertinent details regarding scope and time frame. See sample on page 26 in Resources section.
- An Intern Calendar of activities showing how the intern will be spending their time. See sample on page 28 in Resources section.
- Compensation package of the Internship Program – unpaid, paid, stipend, housing, etc.
- Disclaimer that internship is not a guarantee of future employment.

Internship Application

The application for a church internship is a formal process through which individuals express their interest in participating in the church's internship program. This document typically includes personal information, educational background, relevant experience, and a statement of faith. The application allows the church to assess the applicant's suitability for the internship, understand their motivations, and determine how their skills and goals align with the ministry's needs. Following are suggestions for what you may want to include in your application. Also see Sample Application on page 29 in Resources section.

Personal Information:

- Full Name, Address, Date of Birth
- Phone Number, Email Address
- Emergency Contact, Medical History

Education:

- School and Major or Field of Study
- Year in School or Graduation Date
- Relevant Courses or Academic Achievements

Church Affiliation:

- Involvement in Church Activities or Ministries
- Pastor or Church Leader Reference

Internship Interest:

- Area of Ministry Interest
- Why You Are Interested in This Internship
- What You Hope to Learn or Achieve

Previous Experience:

- Previous Work or Volunteer Experience
- Relevant Skills or Certifications
- Leadership Roles Held in Any Context

Availability:

- Days and Times Available to Work
- Start Date and End Date

Personal Statement:

- A Brief Statement of Faith or Testimony
- How You See This Internship Aligning with Your Future Goals
- Any Additional Information You Would Like to Share

References:

- Two Professional or Academic References
- Optional: Character Reference from a Church Leader

Signature and Date**Background Check and Confidentiality Agreement**

The application should include a note informing the applicant that a background check will be conducted as part of the church internship hiring process and, if accepted, the intern will be asked to sign a confidentiality agreement.

INTERVIEW PROCESS

Interview

Church internship interview questions are designed to assess the spiritual maturity, motivations, and skills of prospective interns, ensuring they align with the mission and values of the church. These questions typically explore the applicant's faith journey, their passion for specific ministry areas, and their previous experience in serving within a church or related setting. See sample interview questions on page 40 in the Resources section.

Additionally, the interview may delve into the candidate's long-term goals and how the internship fits into their personal and professional development. By asking thoughtful and relevant questions, the church can better understand the applicant's readiness and commitment to contributing meaningfully to the ministry.

The first interview is also the time that you confirm that the applicant agrees with terms of Internship:

- Confirm that intern understands the financial arrangement offered. Ask them to confirm that they can exist on this arrangement without additional support from the sponsoring church
- Confirm that intern understands the time frame and hours of work commitment required
- Confirm that the intern understands that this is not an offer of future employment

Logistic questions should also be covered in this or second interview. These questions are designed to determine how the intern will get around and to help select a host home if applicable.

Travel

- Does the intern have a driver's license, a vehicle, insurance
- Will alternatives need to be explored – mass transit, vehicle use, rental

Personal Information

- Medical History: allergies, medications, preexisting conditions that would require special accommodations
- Health insurance coverage
- Emergency contact information in case of medical or another emergency

Housing Considerations

- Living with others - Roommate compatibilities
- Animal preferences or bringing a pet
- Spouse or children joining intern – Spouse should be part of interview process

- House Rules /Intern needs
- Smoking/Alcohol preferences - for housing placement compatibilities only
- Interviews with Host Homes

Background Check

As part of the church internship hiring process, background checks are conducted to ensure the safety and well-being of our congregation and community. These checks help verify the applicant's criminal history and overall suitability for working in a church environment, particularly in roles involving vulnerable populations such as children or youth. Conducting background checks is a crucial step in maintaining a safe and trustworthy environment for everyone involved in the ministry. See listing of some companies that do background checks on page 46 in Resources section.

All information obtained through the background check is kept confidential and is used solely for the purpose of determining eligibility for the internship.

Additional Interviews

After being accepted into the internship program, candidates may be invited to participate in additional interviews to facilitate a smooth transition into the church community.

These interviews may include:

Meet-and-greet with the pastor to discuss expectations, spiritual goals, and ministry involvement.

Host family compatibility will be determined based on the information from interviews with intern and host family. However, a separate interview may be arranged to introduce the intern to their host home, ensuring a comfortable and supportive living arrangement. These interviews are designed to build relationships and provide clarity before the internship begins.

Packing information would be helpful to discuss at this point.

- Climate considerations
- Sunday and work week attire expectations. Uniform? Church provided logo wear?
- Any formal events?
- Any outdoor activities? Camping, tents, sleeping bags, etc.

Intern Profiles

As part of the church internship program, detailed profiles would be created for each intern using the information collected throughout the application and selection process. These profiles include:

- **Application Information:** This section encompasses the personal details, educational background, and relevant experience provided in the intern's application. It helps to establish a baseline understanding of the intern's qualifications and interests.
- **Interview Process and Notes:** Profiles include summaries of the interviews conducted with the intern, including key observations, responses to interview questions, and notes from discussions with the pastor or other church leaders. This information provides insight into the intern's motivations, strengths, and areas for growth.
- **Background Checks:** Any findings from background checks are included in the profile to ensure a thorough review of the intern's suitability for the program. This helps maintain a safe and secure environment for the church community.

These profiles are used to tailor the internship experience to each intern's strengths and developmental needs, ensuring a meaningful and effective program. All information within the profiles is kept confidential and used solely for the purposes of the internship program.

INTERN HANDBOOK

Once you have selected your intern, it is time to make final preparation for their arrival. A physical handbook should be created so the intern will have all necessary information in one location.

Here is a list of some of the items that should be included in the handbook. There will be additional items that will pertain to your specific church and internship program.

Church Information

- Vision Statement
- Mission Statement
- Statement of Faith
- Ministry Rules

Internship Program Information

- Internship Program Outline
- Intern Code of Conduct
- Participation Expectations
- Dress Code
- Agreed Upon Time Off
- Compensation Agreement

Ministry Contacts

- Intern Coordinator
- Pastor(s)
- Host Home
- Administrator
- Elders
- Others

Intern Calendar

- Ongoing Activities
- Special Events

Samples of many of these documents can be found in the Resources section in the back of this Handbook.

EXIT EVALUATION

An intern and internship evaluation are valuable tools in completing an internship. Conducting an exit interview to review these evaluations provides meaningful insights for both the intern and the sponsoring church. The information gathered enhances the experience for both parties and offers valuable data for future improvement. The church can use this feedback to refine its internship program, while the intern gains insights that can inform their future endeavors.

Intern Evaluation

Below are sample criteria to help develop a written evaluation form for the intern. Depending on your specific internship focus, you may select the criteria that apply, and add others tailored to areas such as worship, teaching, or preaching. A sample of an Intern Evaluation form is included on page 42 in the Resources section.

Initiative

- Consistently exceeds expectations.
- Demonstrates the ability to train and mentor others.
- Displays a strong team-oriented mindset.
- Embraces growth, innovation, and is open to change.

Communication Skills

- Discerns when to speak and when to listen.
- Seeks clarification rather than making assumptions.
- Actively listens and communicates transparently.

Flexibility

- Adapts well to change and accepts challenges eagerly.
- Demonstrates persistence and follow-through.
- Makes decisions prayerfully and listens for divine guidance.
- Is trustworthy, credible, and dependable.

Interpersonal Skills

- Kind, peaceable, and emotionally stable.
- Forgiving and willing to apologize.
- Open to admitting mistakes and considering alternative perspectives.
- Maintains confidentiality and values others.

Teachable Attitude

- Receives correction without being argumentative or defensive.
- Welcomes feedback and values truth spoken in friendship.

- Remains gentle and merciful when correcting others.
- Exhibits patience and tolerance.

Servant Leadership

- Faithfully completes tasks on time and to the best of their ability.
- Productive and willing to fill in where needed.
- Strong problem-solving and people management skills.
- Maintains a serious focus and exceptional attitude.
- Demonstrates reliability, commitment, and quality in their work.

Financial Stewardship

- Faithfully gives tithes and offerings, reflecting where their values lie.

Spiritual Maturity

- Has a deep and intimate relationship with the Lord.
- Regularly prepares their spirit through Scripture and prayer.+
- Actively participates in worship, spiritual gifts, and evangelism.
- Engages in prayer and Bible reading with family.
- Reflects on the spiritual challenges God is guiding them through.

Internship Evaluation

Below are sample questions to develop a written evaluation form for the intern to complete. These questions are designed to gather meaningful feedback from interns, allowing for a comprehensive evaluation of the church internship program. Select the questions that apply to your program.

Internship Structure and Support

- Clarity of Expectations: Were the expectations and goals of the internship clearly communicated? How well were these goals met?
- Guidance and Mentorship: How effective was the mentorship and guidance provided by your supervisors and church leaders?
- Resources and Training: Did you have access to the resources and training needed to succeed in your role? What could have been improved?

Professional and Spiritual Growth

- Skill Development: In what ways did the internship help you develop professional skills relevant to ministry or your desired career path?
- Spiritual Growth: How did the internship contribute to your spiritual growth and relationship with God? Were there specific experiences that stood out?
- Learning Opportunities: Were you given opportunities to learn and grow, both spiritually and professionally? How did these opportunities align with your goals?

Intern Experience and Environment

- Community and Fellowship: How would you describe the sense of community and fellowship within the church and among other interns?
- Work Environment: How conducive was the church environment to your learning and productivity? Were there any challenges or barriers to your success?
- Balance and Well-being: How well did the internship balance work responsibilities with your personal and spiritual well-being?

Feedback and Reflection

- Constructive Feedback: Did you receive regular, constructive feedback on your performance? How did this feedback help you grow?
- Internship Impact: What aspects of the internship had the most significant impact on you? How will this experience influence your future ministry or career?
- Suggestions for Improvement: What improvements would you suggest for the internship program? Are there additional support or opportunities that could be offered?

Overall Satisfaction

- Satisfaction with the Internship: Overall, how satisfied were you with your internship experience? Would you recommend this internship to others?
- Future Involvement: Based on your experience, would you consider staying involved with this church or participating in future internships?

Certificate of Completion

Upon successful completion of the internship program, interns will receive a Certificate of Completion. This certificate acknowledges the intern's commitment, participation, and achievements throughout the program. It includes details such as the intern's name, the duration of the internship, and a brief description of the skills and contributions demonstrated. The certificate serves as a formal recognition of the intern's hard work and provides a valuable addition to their professional or academic portfolio.

Reference Letter

Following the internship, a reference letter may be provided to interns upon request. This letter, written by a church leader or supervisor, highlights the intern's contributions, skills, and personal growth during their time with the church. It includes specific examples of the intern's accomplishments and their impact on the ministry. The reference letter serves as a testament to the intern's capabilities and can be used to support future educational or career opportunities.

Internal Internship Program Evaluation

To ensure the effectiveness and continual improvement of the church internship program, a comprehensive evaluation process is implemented by involved staff. This evaluation includes several key components including the **Intern Evaluation** and **Internship Evaluation** above:

- **Program Review:** A review of the internship program itself is conducted to evaluate the effectiveness of its structure, scheduling, and support mechanisms. This includes assessing whether the program met its goals and how well it aligned with the church's mission and values.
- **Outcome Measurement:** The impact of the internship on both the intern and the church is measured. This may involve tracking the intern's progress towards their goals, their development in ministry skills, and their contribution to church activities.
- **Continuous Improvement:** Based on the evaluations, recommendations are made for refining and enhancing the internship program. This may include adjusting program components, improving training resources, or modifying the internship structure to better meet the needs of future interns.

By systematically evaluating the internship program, the church ensures that it remains effective, meaningful, and aligned with its mission, while providing valuable insights for ongoing development and improvement.

RESOURCES

Internship Program Description (sample)

Thank you for your interest in our Internship Program! Below, you'll find a description of the program to help you decide if it's the right fit for you. If it aligns with your goals, we look forward to receiving your application—also included in this packet.

The application provides information about our church, including our Mission Statement, Vision Statement, and Statement of Faith. For more details, feel free to visit our website at church.org.

Internship Program Overview

- **Vision and Goals:**
Our vision is to equip and empower future leaders in ministry by providing hands-on experience, spiritual growth opportunities, and mentorship in a dynamic church setting. We aim to develop passionate, servant-hearted individuals who are prepared to serve God and His people with excellence, whether within the church or in broader ministry contexts. Through this internship, we seek to nurture a deep love for the local church and foster a commitment to advancing the Kingdom of God.
- **Comprehensive Experience:**
This internship offers broad exposure to the various ministries within our church. You will have the opportunity to spend time with each ministry leader, gaining insight into how each area functions. Alongside your ministry involvement, you'll also assist in the upkeep and cleaning of the church.
- **Unpaid Internship:**
This is an unpaid internship. If you're coming from outside the local area, we will make every effort to arrange an appropriate Host Home for your stay.
- **Time Frame:**
This is a 10-week internship starting on June 2 and ending on August 11. These dates can be flexed slightly for school or other schedule conflicts.
- **Full-Time Commitment:**
This is a full-time internship. Due to the demands of ministry, which often include days, evenings, and weekends, we ask that you refrain from other employment during your internship. Flexibility is key.
- **Set Schedule:**
You will follow a predetermined schedule (see attached calendar). However, there will be occasions when special events or unforeseen needs arise that will require adjustments to your schedule.
- **Intern Project:**
As part of the program, you will be responsible for creating and leading an activity from start to finish. This includes developing a concept, creating a budget, organizing a plan,

and recruiting volunteers. Some potential ideas could include an outreach event, a class, a worship experience, a prayer meeting, or a small group gathering.

- **No Employment Guarantee:**

Participation in this internship does not guarantee future employment with our church.

Intern Calendar (sample)*

Sun	Mon	Tue	Wed	Thurs	Fri	Sat
		1 Farmers Market Outreach	2 Prayer Youth Group 7pm	3 Mow lawn Small Group 6:30pm	4	5 Church Picnic
6 Church Service 10am	7 Staff Mtg 9:00am Clean Church	8 Meeting With Ministry Leader	9 Prayer Youth Group 7pm	10 Mow lawn Small Group 6:30pm	11	12
13 Church Service 10am	14 Staff Mtg 9:00am Clean Church	15 Farmers Market Outreach	16 Prayer Youth Group 7pm	17 Mow lawn Small Group 6:30pm	18	19
20 Church Service 10am	21 Staff Mtg 9:00am Clean Church	22 Meeting With Ministry Leader	23 Prayer Youth Group 7pm	24 Mow lawn Small Group 6:30pm	25	26 County Fair Outreach
27 Church Service 10am	28 Staff Mtg 9:00am Clean Church	29 Farmers Market Outreach	30 Prayer Youth Group 7pm	31 Mow lawn Small Group 6:30pm		

This schedule includes the standing items that are expected in this Internship Program. This will be rounded out with all other duties as needed.

* The actual calendar would include the entire timeframe of the internship – 8 weeks, 10 weeks or 12 weeks.

Intern Application (sample)

Insert Church or Ministry Logo Here

Church or Ministry Name

Church or Ministry Bible Verse, Vision Statement, or Tag Line

INTERNSHIP APPLICATION

E-Mail: internships@your-email.com

Mailing Address: Church or Ministry

777 Street Name

Town, State, Zip

Phone Number: 777-777-7777

Internship Governing Guidelines

INTERNS WITH THE MINISTRY MUST:

1. Be in agreement with the vision and values of Church or Ministry Name ("CHURCH OR MINISTRY NAME").
2. Be in agreement with CHURCH OR MINISTRY NAME Statement of Faith.

3. Be in agreement with CHURCH OR MINISTRY NAME Mission Statement.
4. Agree to build and foster relationship with other ministers in the Ministry.
5. Agree to actively participate in building the Kingdom of God through this Ministry to the best of their ability.

CHURCH OR MINISTRY NAME

STATEMENT OF FAITH

The Ministry holds to this Statement of Faith while recognizing the diversity of beliefs among Spirit-filled Christians of scriptural integrity. Therefore, we open the arms of this Ministry to include and embrace all who hold to these foundational truths of the Christian faith.

About God

There is only one God. He is the all-powerful and all-knowing Creator and Ruler of the universe. He has eternally existed in three persons: the Father, the Son, and the Holy Spirit. These three are co-equal and are one God.

Genesis 1:1,26,27; I Kings 8:60; Psalm 90:2; Matthew 28:19; I Corinthians 8:6

About Jesus Christ

Jesus Christ is the Son of God. He is co-equal and one with the Father. Jesus lived a sinless human life and was crucified on the cross as the perfect sacrifice for the sin of all that would believe on His name. He arose from the dead after three days to demonstrate His power over sin and death. He ascended to Heaven and will return again someday to earth to reign as King of Kings and Lord of Lords.

Isaiah 9:6; Matthew 1:22, 23; John 10:15-16; John 14: 7-11; Acts 1:9-11; Romans 1:3,4; I Corinthians 15:3,4; I Timothy 6:14,15; Hebrews 4: 14,15

About the Holy Spirit

The Holy Spirit is co-equal and one with the Father and the Son of God. He is present in the world to make people aware of their need for Jesus Christ. He transforms and lives in every Christian from the moment of salvation. He provides the Christian with power for living, understanding of spiritual truth, guidance in doing what is right and being a

witness for Jesus. There is a subsequent “filling or baptism” of the Holy Spirit that takes place after salvation. He has given spiritual gifts which are to be used in ministry as He wills. As Christians we seek to continually be filled with the Holy Spirit and to live under His control daily in order to bear the fruit of the Spirit.

John 14:16,17; John 16:7-15; Acts 1:8; Acts 19:1-7; I Corinthians 2:12; I Corinthians 3:16; II Corinthians 3:17; Galatians 5:22-25; Ephesians 1:13

About the Bible

The Bible is God's word to us. It is written by human authors under the supernatural guidance of the Holy Spirit. It is the supreme source of truth for Christian beliefs and living. Because it is inspired by God, it is the truth without any mixture of error.

Psalms 12:6; Psalm 119:105,160; Proverbs 30:5; II Timothy 3:16,17; II Peter 1:20,21

About Human Beings

People are made in the image of God. People are the supreme object of God's creation. Although man has tremendous potential for good, he is marred by an attitude of disobedience toward God called "sin." Sin eternally separates people from God and can be overcome only by a personal relationship with Jesus Christ.

Genesis 1:27; Psalm 8:3-6; Isaiah 53:6a; Isaiah 59:1,2; Romans 3:10-18,23

About Gender Identity

We believe God created mankind in His image, forming each person in the womb from conception until the point of death when they breathe their last and assigning gender to His people, male (man) and female (woman), as He created them sexually and biologically different, but with equal personal dignity and value.

Psalms 139:13-16; Isaiah 44:2, 49:5; Jeremiah 1:4-5; Genesis 25:8; Luke 23:46; Genesis 1:26-28

About Marriage

We believe that God ordained marriage as a lifelong union between one man and one woman. Those who accept and live within God's design for sex, biological gender, and marriage experience the blessing of His good design and decisions to change, alter, or

modify God's will in marriage, sex, or gender are part of man's brokenness and lead to despair

Genesis 2:18; Matthew 19:4-9; Ephesians 5:31-33; Psalm 1:1-3, 128:1-4; Romans 1:21-22; James 1:13-15.

About Salvation

Salvation is God's free gift of eternal life through Jesus Christ and must be received by faith. We can never make up for our sin by self-improvement or good works. Jesus Christ lived, died, rose again and ascended into Heaven in order to secure salvation. Only by trusting in Jesus Christ as Savior and Lord can anyone be saved from sin's penalty of eternity in Hell. This trust is realized by confessing with the mouth that Jesus Christ is Lord, believing with the heart that God raised Him from the dead, and putting one's life under the Lordship of Christ.

John 1:12; John 14:6; Acts 4:12; Romans 5:1; Romans 10:9,10; Galatians 3:26; Ephesians 2:8,9; Titus 3:5

About Eternity

People were created to exist forever. After death, one will either exist united with God in Heaven or exist eternally separated from God in Hell. Heaven and Hell are real places of eternal existence. The gift of eternal life with God in Heaven is offered to every individual who places faith in Jesus Christ's death and resurrection.

Matthew 18:8; Matthew 25:44,46; John 3:16; Romans 6:23; Revelation 20:15

About Worship

Worship is communion with God in which believers, by grace, center their mind's attention and their heart's affection on the Lord, humbly glorifying God in response to His greatness and His Word. Worship can happen corporately when believers gather together but should also happen individually as we walk out our lives daily in Christ.

Psalm 63:3,4; Psalm 100; Psalm 126:2,3; Psalm 150; Ephesians 1:12

About Ministry

Biblical ministry is relational by nature and is the action of God carried out primarily through His people. The three basic priorities in ministry correspond with the Christians' relationships with God, His people, and the world. Our first priority is to minister to God through worship. Our second priority is to minister to God's people through nurture. Our third priority is to minister to the world through mission. Each member has the responsibility to discover and use their spiritual gifts in the body of Christ.

I Corinthians 12:7; Ephesians 4:11-13; I Peter 4:10,11

CHURCH OR MINISTRY NAME

MISSION STATEMENT

CHURCH OR MINISTRY NAME is an organization that seeks to expand the Kingdom of God worldwide by providing doctrinal and procedural oversight, pastoral care, mutual accountability, ministry resource and Ministry for our credential holders, affiliated churches, and ministries. We also purpose to Ministry with all five-fold ministers, missionaries, leaders, churches and ministries who manifest the Spirit of Christ and who encourage and edify the body of Christ.

CHURCH OR MINISTRY NAME

VISION STATEMENT

- The vision of CHURCH OR MINISTRY NAME is to fulfill the Great Commission by:
- Training and equipping men and women in the Word of God to be effective leaders who, with godly character and in the power of the Holy Spirit, will transform nations for the glory of God.
- Investing in the next generation by training and equipping Holy Spirit empowered youth and children's ministers.
- Hosting an annual conference for CHURCH OR MINISTRY NAME members and their congregations for the growth and nurturing of the body of Christ.
- Encourage and conduct short-term international missions' outreaches.

CHURCH OR MINISTRY NAME

CORE VALUES

These core values serve as our guiding principles and foundational commitments:

- To encourage, build up and support ministers
- To advance the kingdom by the direction of the Holy Spirit
- Ensure doctrinal integrity throughout CHURCH OR MINISTRY NAME
- Building the kingdom by church planting
- A commitment to continue training the people of God

CHURCH OR MINISTRY NAME
APPLICATION FOR INTERNSHIP

Date of Application _____

Term of Internship ___ 3 Month ___ Other (Describe) _____

Name _____
First Middle Last

Date of Birth: _____ Social Security Number: _____

Phone: (____) _____ Email Address: _____

Web-site: _____ Facebook: _____ Instagram: _____

Physical Address

Street Address: _____

City _____ State _____ Zip _____ Province _____

Country _____

Mailing address (if different from physical address)

Street Address: _____

City _____ State _____ Zip _____ Province _____

Country _____

I. Please Describe Your Salvation Experience

(If you need more space please complete on an attached and numbered appendices.)

II. Please Describe Your Baptism

(If you need more space please complete on an attached and numbered appendices.)

III. Please Describe When You Were Filled With the Holy Spirit

(If you need more space please complete on an attached and numbered appendices.)

IV. Please Describe When, How and Why You Were Called Into the Ministry

(If you need more space please complete on an attached and numbered appendices.)

Education

Name	Address	Major / Course of Study	Highest Grade Completed	Degree / Diploma
------	---------	-------------------------	-------------------------	------------------

High School _____

College _____

College _____

Bible School _____

Graduate School _____

Business Technical, or

Trade School _____

Activities, Other Offices Held That Are Ministry Related

May we perform a background check on you? Yes ☉ _____

(Sign)

(Date)

No ☉ _____

(Sign)

(Date)

Please list all places of residence for the past 10 years:

Address

State

Zip

Address	State	Zip
<hr/>		
Address	State	Zip

CHURCH OR MINISTRY NAME reserves the right to refuse applicants for not submitting to a background check or for legal violations disclosed through the results of a background check.

Have you submitted a Pastoral Recommendation (Appendix A) with this application?

Yes ☐ _____(initial) No ☐ _____(initial)

If you answered "No" please explain:

Do you believe and agree with the CHURCH OR MINISTRY NAME Statement of Faith?

Yes ☐ _____(initial) No ☐ _____(initial)

Do you believe and agree with the CHURCH OR MINISTRY NAME Mission and Vision Statements?

Yes ☐ _____(initial) No ☐ _____(initial)

Do you believe and agree with the CHURCH OR MINISTRY NAME Core Values?

Yes ☐ _____(initial) No ☐ _____(initial)

Do you believe and agree with the CHURCH OR MINISTRY NAME Membership Requirements?

Yes ☐ _____(initial)

No ☐ _____(initial)

Will you be an active participant in the CHURCH OR MINISTRY NAME?

Yes ☐ _____(initial)

No ☐ _____(initial)

Signature: _____

Date: _____

Intern Interview Questions (sample)

Intern Interview

Date _____

Name _____

This is an opportunity to become acquainted with each other and to determine if this is a good fit for the intern and the church they will serve at.

1. What would you like to accomplish or achieve from the internship?

2. Are you willing to serve in multiple areas or are you looking for one specific ministry?

3. If available, would you prefer to help with a new church launch or be part of an existing larger church?

4. Do you consider yourself a helper, or a leader?

5. Are you comfortable to begin right away and step into a ministry position such as leading worship, teaching children, or doing a small group?

6. Are you able to use computer software and audio/video with your internship?

7. How would you handle a disagreement with staff or a church member?

8. Would you need housing? Would there be others visiting or staying overnight?

9. Do you have a special diet, or would you provide your own meals?

10. What would your plans be at the end of the internship?

Interviewed by:

Comments:

Intern Evaluation Form (sample)

Guidelines to Assess Interns & Potential Leaders

From Rick Renner's book, Ten Guidelines to Help You Achieve Your Long-Awaited Promotion

**Please rate the applicant's qualities in each of the following areas.
Highlight any descriptions that apply. Add any comments.**

Above Average Average Below Average N/A

1. Desire

_____ _____ _____ _____
•Goes beyond the minimum •Can train/reproduce •team minded •Growth/try-
something-new minded/open to change

2. Communicates well

_____ _____ _____ _____
•Knows when to be quiet and when to speak up •clarifies instead of assumes
•good listener •open/transparent

3. Good Home Life

_____ _____ _____ _____
• Being a good example in: Order, discipline, organized •standard of excellence
•attention to details •the pride he has in the way he lives •Marriage/children
•physical up keep of where they live •responsible management of their personal
finances /pays his bills •not a stumbling block/blameless •committed to keeping
his word •understands about not inconveniencing others •submission to
authority •honor & respect •honor for his role as part of the team •he knows
what is expected and participates faithfully •good identity in Christ (vs poor self-
esteem)•courtesy •servant mentality •respect for himself and others

4. Flexible: _____

- able to accept & flow with change/eagerly accepts challenges
 - stick-to-it
 - trustworthy: •prayerful decision maker •hears the voice of God •credible
 - stick-to-it-ness/ follow through, not vacillating
-
-
-

5. Easy to get along with: _____

- kind •peaceable •stable •forgiving/ able to apologize
 - willingness to be wrong/admit others may have a better way
 - confidential •notices others & compliments them vs talking only of themselves
-
-
-

6. Teachable/receives correction: _____

- not argumentative or defensive
 - allows someone to be a friend and speak the truth to themselves
 - does not engage in a war of words
 - gentle (mild-mannered, not easily angered)
 - tender, merciful, positive friend when correcting others
 - Patient: tolerant attitude
-
-
-

7. Being an essential servant _____

- faithful to finish a job on time or as expected
 - completing the job the best way possible
 - productive •fills a vacancy •dependable •help in any capacity
 - problem solving •working with and managing people
 - exceptional attitude
 - knows how to do the work of the ministry: •maintains a serious focus
 - concentrates/focuses on •committed •shows up to meet a need
 - willing to do what is required in terms of time and work
 - willing to invest his life, energy, time, and heart into the people following him
 - doesn't think too highly of himself/recognizes his limits and respects them/doesn't pretend to be more than he is
 - reliable, careful, quality minded, not hasty
 - established •willingness to work
-
-
-

8. Comes from another church with a good attitude & a favorable reputation

Not a church-hopper: •able to commit •consistent, faithful •submits to spiritual authority •willing to prove himself and submit to your authority •willing to sit under the Word before given responsibility enabling leadership to get to know his heart •keeps his commitments

9. Gives tithes & offerings:

•shows that his treasure and heart is in the church through giving (where a person spends his money tells you what he most values)

10. Well established,

Healthy Spiritual Life:

• serves AND knows the Lord intimately •prepares his spirit in Word and in the presence of the Lord •ask intern questions about: • his prayer life •what God speaks to his heart and how • Bible reading •worship life •praying in Spirit • moving in gifts of the Spirit •winning someone to Christ •prayer & Bible reading with spouse & family •spiritual challenges God is dealing with him right now

Ministry Contacts Form (sample)

Pastors

_____	_____	_____
Name	Phone#	Email Address

_____	_____	_____
Name	Phone#	Email Address

Elders

_____	_____	_____
Name	Phone#	Email Address

_____	_____	_____
Name	Phone#	Email Address

Host Homes

_____	_____	_____
Name	Phone#	Email Address

Address

_____	_____	_____
Name	Phone#	Email Address

Address

Other Contacts

_____	_____	_____
Name	Phone#	Email Address

_____	_____	_____
Name	Phone#	Email Address

Criminal Background Check Companies

This is not an exhaustive list, but will give you a place to start.

Rapid Hire Solutions Armor*

rapidhiresolutionsarmor.com

Domestic and International searches

4261 E University Dr, Suite 30 -352

Prosper, TX 75078

1-888-445-3047

**Recommended company as the armor division works solely with churches*

Checkr

checkr.com

Domestic and International searches

Truth Finder

truthfinder.com

International VISA Information

An international student submitted the information below summarizing the general institutions and information regarding visas and status for international students. Each case is different, but this information may help people in case there are problems or questions about visa and status.

International Students

This is not legal advice, please talk to a lawyer that specializes in your visa category before you take any steps. Also talk to your DSO to be in agreement with your school or church offering internship.

The term “visa” refers only to the sticker you receive in your passport, whereas “status” refers to your formal immigration classification in the U.S. as indicated on one’s I-94 record. It is possible to have multiple visas in one’s passport, but an individual can only have one immigration status while in the U.S. ([link](#))

If you have a valid visa, you can potentially change your status multiple times. Please inform yourself carefully, what kind of status you can achieve with your specific visa.

Please note that a change of status can take several months (4-8 months) of processing time. Apply well in advance to get your paperwork in time.

Links

Information on how to change your status, all necessary documents, forms and fees:

<https://www.uscis.gov/visit-the-united-states/change-my-nonimmigrant-status>

General information on your status as a student and advice what you are/are not allowed to do:

<https://www.ice.gov/sevis/students>

Contact for any questions regarding crossing the border: <https://www.cbp.gov/about/contact>

Intern Brochure (sample)



Pastoral Testimonies

I can honestly say that having Interns in our church has been a rewarding experience that far outweighs the work, financial, and time commitments required to make them a success!

Pastor J

Our experience with internship was both as a host home and a church plant. We had a married couple stay with us. They were so quiet and respectful of our home and very considerate all of the time. We miss them now that they are gone, as the times together were always enjoyable! They blessed our church too, by participating in AV setup, getting supplies and setting up fellowships, and even doing occasional offerings. This was an adventure being our first time with interns in our home but now we have experience and fruit that we helped make disciples for the kingdom.

M&L

After hosting Interns for the past 3 years in our church, I highly recommend ministries to make room in their hearts and schedules to give these students an opportunity to experience real life ministry.

Pastor JN

Having an International Intern has been a wonderful experience. But along with their fresh perspective on ministry from an international point of view, comes unique considerations for housing, travel, and immigration requirements.

Pastor N

Intern Testimonies

My name is Sandra. I'm a third-year graduate from Charis Bible College. The highlight of my internship was attending every Wednesday prayer meetings with pastors and other interns. This experience was more than I expected. I called them Holy Spirit meetings. I got to discover gifts that I didn't know about and it just flew out of me!! I'm forever grateful for the opportunity and friendship that I made through this experience.

Sandra M.

When I think about the internship experience, I am reminded of a quote from Greg Fritz, "Ministers are not made in Bible School, they are made in ministering." Through the service projects, the early mornings, the long days, the free time, the teamwork activities, the planning discussions, and the last-minute changes, I feel more "made" today. If you feel called to ministry, I can think of no better way to get your training wheels off and get you into the ministry than through an internship!

Don S.

My biggest take aways from the internship this summer were not only the Ministry Training Classes in pastoral care, church finances, audio and more, but also the different areas we learned and served in. From children's camp to VBS, parades, races, community outreach and serving and ministering in the church services. This organization may be small, but I believe it is outstanding in what it is out to accomplish!

Diane G.

The internship was a great experience. I was able to see and get involved in different church tasks and ministries that sometimes took me outside my comfort zone and helped me grow. Observing the different pastors in action and learning about the business side of ministry has helped me feel more prepared to serve as a pastor.

Matt S.

Prior to this internship, I was concerned about the next step into ministry because of lack of knowledge in ministerial tasks. Over the course of the internship I have gained confidence, grown in serving and learned valuable lessons in hands on experience that is beyond the classroom. I highly recommend this process to any Bible College graduate with the ministry call on their life.

Mindi S.