Internship Program Packet



INTERNSHIP OVERVIEW

**DESCRIPTION:**

The internship experience is a temporary exposure to Community Christian Fellowship’s ministry programs. The intern will witness firsthand the ministry environment and occupational skills in practice. Internships are designed to increase ministry awareness, model behavior by example, and reinforce in the individual, God’s Word and its application in ministry. The intern will be directly accountable to the overseeing pastor or director in any and all situations.

**RESPONSIBILITIES:**

* Weekly Meetings with overseeing pastor per involvement
* Office work as assigned by leadership staff
* Helping with preparation for activities and events
* Any other task deemed suitable for the field of study by the pastoral staff

**INDIVIDUAL RESPONSIBILITIES:**

* No two people are alike, therefore, individuals will be given separate responsibilities according to their giftedness and experience
* The overseeing pastor/director will construct responsibilities correlating with the interns desired field of study.

**REQUIREMENTS:**

* Demonstrate Christ-like attitudes and lifestyle
* Maintain a personal support system with pastoral staff
* Refrain from any and all illegal activity
* Must be actively engaged at Community Christian Fellowship

**TIME PERIOD:**

* To be determined by the pastoral staff and intern

INTERNSHIP PLUG-IN PROCESS

**STEP ONE:** Observation

Potential interns observe area of ministry twice

**STEP TWO:** Interview

All potential interns will meet with one of our staff members for a 30 minute interview to help determine the area of interest, our needs, expectations, and potential start date

**STEP THREE:** Training

Interns are required to attend a Staff Meeting once prior to the start of the internship

**STEP FOUR:** 1st Serve

After the previous three steps have been completed and a background check has been passed, the internship will begin

INTERNSHIP APPLICATION

Thank you for taking time to tell us about yourself. We want you to know that the following information will be confidential and only shared with appropriate pastoral staff members.

**GENERAL INFORMATION**

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zip\_\_\_\_\_\_\_\_

Date of Birth\_\_\_\_\_\_\_\_\_\_\_\_ Phone (H) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (W) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Occupation\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Employer\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

##  Applicant’s Statement

 The information contained in this application is correct to the best of my knowledge. I hereby release any individual, church, youth organization, charity, employer, reference or any other person or organization, including recognized custodians, both collectively and individually, from any and all liability for damages of whatever kind or nature which may at any time result to me, my heirs or my family, on account of compliance of any attempts to comply with this authorization. Should my application be accepted, I agree to be bound by the Bylaws and policies of COMMUNITY CHRISTIAN FELLOWSHIP and to refrain from unscriptural conduct in the performance of my services on behalf of the church.

I further state that **I HAVE CAREFULLY READ THE FOREGOING APPLICATION AND KNOW THE CONTENT THEREOF AND I SIGN THIS APPLICATION AS MY OWN FREE ACT**. This is a legally binding agreement, which I have read and understand.

Applicant’s Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Witness\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **LEGAL/LIFESTYLE CONCERNS**

In caring for people, we believe it is our responsibility to seek adult leadership that is able to provide healthy, safe, and nurturing relationships. Please answer the following questions accordingly. Any special concerns can be discussed individually with the pastoral staff.

Are you using illegal drugs? Yes\_\_\_\_\_\_ No\_\_\_\_\_\_

Have you ever gone through treatment for alcohol or drug use? Yes\_\_\_\_\_\_ No\_\_\_\_\_\_

If yes, please describe:

What is your view on drinking alcohol?

Have you ever been arrested and/or convicted of a crime? Yes\_\_\_\_\_\_ No\_\_\_\_\_\_

If yes, please describe:

Have you had any sexual relations with any minor after you became an adult?

Yes\_\_\_\_ No\_\_\_\_\_\_

Have you ever been accused of or convicted of any form of child abuse? Yes\_\_\_\_\_ No\_\_\_\_\_

If yes, please describe:

Have you ever been a victim of any form of child abuse? Yes\_\_\_\_\_\_ No\_\_\_\_\_\_

If yes, would you like to discuss this matter with a pastor or counselor?

Yes\_\_\_\_\_ No\_\_\_\_\_\_

#### **PERSONAL TESTIMONY**

##### Please use the following questions as a guide to share your testimony with us. Please use the back of the page or attach another paper to this one if you need more space.

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Salvation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Baptism\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Were you baptized after you were saved? Yes No

Were you baptized by immersion? Yes No

1. What my life was like before I received Christ:
2. How I knew that I needed Christ:
3. What took place when I received Christ:
4. How my life has been different since Jesus saved me:

**BASIC BELIEFS**

“Not many of you should presume to be teachers, my brother, because you know that we who teach will be judged more strictly.” James 3:1 NIV

**What We Believe**

* In essential beliefs – we have unity.
* In non-essential beliefs – we have liberty.
* In all our beliefs – we show love.

*It is our desire to have those leading in church ministries to be in agreement with the church’s position on our essential beliefs. The following represents those beliefs. Please check the box that most accurately expresses your belief in each of the essentials listed.*

|  |  | Strongly Agree | Mostly Agree | Somewhat Agree | Somewhat Disagree | Mostly Disagree | Strongly Disagree |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1. | **About God** – God is the 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. | ❑ | ❑ | ❑ | ❑ | ❑ | ❑ |
| 2. | **About the Father –** He is all-powerful, all-knowing, all-loving, and all-wise. He reigns with providential care over the universe and the flow of human history goes according to His purposes and plan. | ❑ | ❑ | ❑ | ❑ | ❑ | ❑ |
| 3. | **About Jesus** – Jesus Christ is the Son of God. He is co-equal with the Father. Jesus has eternally existed and became man at His incarnation. Jesus lived a sinless human life and offered Himself as the perfect sacrifice for the sins of all people by dying on a cross. He bodily arose from the dead after three days to demonstrate His power over sin and death. He ascended to Heaven’s glory and will return someday to earth to reign as King of Kings and Lord of Lords. | ❑ | ❑ | ❑ | ❑ | ❑ | ❑ |
| 5. | **About Scriptures** – The Bible is God’s Word to us. Human authors, under the supernatural guidance of the Holy Spirit, wrote it. It is the supreme source of truth for Christian beliefs and living. Because God inspired it, it is the truth without any mixture of error. | ❑ | ❑ | ❑ | ❑ | ❑ | ❑ |
| 6. | **About Human Beings** – People are made in the image of God and are the supreme object of God’s creation. All of us are marred by an attitude of disobedience toward God called “sin”. This attitude separates people from God and causes many problems in our lives. | ❑ | ❑ | ❑ | ❑ | ❑ | ❑ |
| 8. | **About Eternity** – People were created to exist forever. We will either exist eternally separated from God by sin or eternally with God through forgiveness and salvation. To be eternally separated from God is Hell. To be eternally in union with Him is eternal life. Heaven and Hell are real places of eternal existence. | ❑ | ❑ | ❑ | ❑ | ❑ | ❑ |
| 9. | **About Baptism by Immersion** – We believe that scriptural baptism must be: (1) by being completely immersed under the water, and (2) must be after salvation. Jesus was immersed and all baptisms in the New Testament were by immersion. These two facts set the standard for baptism today. Baptism has no saving power but is the first act of obedience symbolizing (1) the believer’s faith in the death, burial and resurrection of Jesus, (2) the believer’s death to sin and resurrection to walk anew in Christ, and (3) the Christian’s belief that he will die, be buried, and that Jesus will resurrect him from the dead. | ❑ | ❑ | ❑ | ❑ | ❑ | ❑ |
| 10. | **About the Lord’s Supper** – The Lord’s Supper is a symbolic act of obedience whereby believers remember the death of the Lord Jesus and anticipate His second coming. The bread is symbolic of His body and the juice represents His blood. | ❑ | ❑ | ❑ | ❑ | ❑ | ❑ |
| 11. | **About Tithing** – According to the scriptures we are to give cheerfully, regularly, systematically, proportionally, and liberally for the advancement of the Redeemer’s cause on earth. | ❑ | ❑ | ❑ | ❑ | ❑ | ❑ |
| 12. | **About Evangelism** – It is the duty of every born again follower of Jesus Christ and of every church to endeavor to make disciples of all men everywhere. It is the command of Christ for every believer to seek constantly to win the lost to Christ by personal effort and by all other methods in harmony with the gospel of Christ. | ❑ | ❑ | ❑ | ❑ | ❑ | ❑ |
| 13. | **About the Church** – A New Testament church is a local body of believers who are associated by their common faith and fellowship with Jesus. A local church is to observe these two ordinances: (1) baptism, and (2) the Lord’s Supper; exercise their God-given gifts; and extend the gospel to the ends of the earth. The church is an autonomous body serving under the Lordship of Christ. All members are responsible as they serve with the scriptural offices of the Elders and Deacons. | ❑ | ❑ | ❑ | ❑ | ❑ | ❑ |
| 14. | **About Christian Unity** – To live in harmony with other believers is clearly the teaching of the New Testament. It is the responsibility of each believer to endeavor to live in fellowship with each member of the congregation. It is further the responsibility of each member to bring all gossiping and backbiting to an end. | ❑ | ❑ | ❑ | ❑ | ❑ | ❑ |

*I understand each of the fifteen statements above and have answered truthfully in my responses.*

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

Signed Date



**Permission to Obtain a Background Check**

*(This form authorizes the church to obtain background information and must be completed by the applicant.
The church must keep this completed form on file for at least three years after requesting a background check.)*

In the interest of safety and security I, the undersigned applicant (also known as “consumer”), authorize **Community Christian Fellowship** through its independent contractor, Protect My Ministry, to procure background information (also known as a “consumer report and/or investigative consumer report”) about me, prior to, and at any time during, my service to the organization. This report may include my driving history, including any traffic citations; a social security number verification; present and former addresses; criminal and civil history/records; and national sex offender records.

I understand that I am entitled to a complete copy of any background information report of which I am the subject upon my request to **Community Christian Fellowship**, if such is made within a reasonable time from the date it was produced.

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

**Identifying Information for Background Information Agency**

**(Also known as “Consumer Reporting Agency”)**

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

First Middle Last

Other Names used (alias, maiden, nickname): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Current Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Street/P.O. Box City State Zip Code Country Dates

Former Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Street/P.O. Box City State Zip Code Country Dates

Social Security #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Daytime Telephone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Driver’s License #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State of Issue: \_\_\_\_\_ Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_ Gender: \_\_\_\_\_

E-mail address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_