



Grace Bible Church Internship Program

We are honored by your interest in being an intern at Grace Bible Church. We are committed to making the internship program at GBC a life-changing experience for those involved. For that reason, we ask all interns to commit to the following requirements and follow through with them throughout their time as an intern. If these requirements cannot be met, please note this below your signature. You can still apply and interview, but these will be taken into account heavily as we interview and select interns.

Please return all completed forms to:
GBC church office
329 Blount St.
Nacogdoches, TX 75965

Or scan and email to:
bobby@gracebiblechurch.com

Due by **April 12th** at 5:00 pm. No late applications will be considered.

Grace Bible Church Internship Expectations:

1. As an intern you must be able to work up to 15 hours each week.
2. As an intern, you will be required to attend retreats each year. One will be at the end of the school year to introduce you to the internship and the team you will work with in May. The second will be at the beginning of the school year in August. The specific dates will be given at a later date.
3. As an intern, you must be able to commit to serving from August through May.
4. As an intern, you must be available every Sunday morning to serve in various capacities, as directed by your ministry supervisor, August 2017 to May 2018 (excluding SFA holidays- Christmas Break, Spring Break, etc).
5. You must be a regular attender of GBC Sunday morning service.
6. You will be expected to work with all other interns to accomplish the big events that go on at GBC (regardless of whether they are directly connected with your ministry of service or not). Examples of big events at GBC include: Fall Welcome-Back; Fall Fest; Church-wide picnics at various times; other events may be communicated to you at a later point. This includes locking and unlocking facilities.
7. You will be involved in a discipleship relationship with an adult (this can be your direct report).
8. You will keep intern housing clean and organized. Monthly checks with a director/pastor will ensure this is happening.

I have read and understand the general expectations of an intern as described above. By signing below, I commit to these expectations should I be selected for an internship at Grace Bible Church.

Signature_____Date_____

Internship Descriptions

The following internship descriptions include the types of tasks that one could expect to do in a specific ministry. Note that these descriptions are not meant to be comprehensive, but rather are a general explanation of what an intern could expect to do. Once an intern is in the program, we strive to create an individualized job description for each person based on individual gifts and passions.

College Ministry: An intern can generally expect to assist in the coordination of weekly programming; assist in the coordination of special events; possibly speak at weekly programming or retreats; have the opportunity to be a team leader in an area of ministry, assists with leading community groups, and work one to two hours per week in the office.

Kid's Ministry: An intern can expect to assist in leading Sunday morning and Wednesday evening programs; maintaining the kids facilities/classrooms; provides oversight of ministry volunteers; meets weekly with the kids pastor; and assists with the set up and organization of curriculum.

Pre-K Ministry: An intern can expect to assist with children (birth-Pre-K). This intern coordinates with other volunteers; preps classrooms with curriculum and supplies; provides oversight of ministry volunteers; meets weekly with the PreK Director; ensures that materials are stocked for the teachers. This internship is limited to females only.

Youth Ministry: An intern can generally expect to assist in the coordination and oversight of weekly programming; assist in the coordination of special events and trips; attend weekly programming, trips, special events, conferences and planning meetings; lead a group, communicate with volunteers and parents and work one to two hours per week in the office.

Worship Ministry: An intern can generally expect to participate in the planning process for College and Youth services; assist with planning and leading worship for Sunday morning, College, and Youth services; assist with running sound and/or media, meet with and communicate with volunteers on a regular basis and work one to two hours per week in the office.

GENERAL INFORMATION

Name _____ Date of Application _____

Preferred Address _____

Preferred Phone _____

Alternate Phone _____

Email address _____

Gender: Male Female

Marital Status: Single Married

How did you hear about the Internship Program?

Why are you interested in the Internship Program?

INTERN PROGRAM SPECIFICS

Interns work closely with a specific staff member and thus will have a specific ministry focus along with general responsibilities. Please check the ministry area that you are applying for. If interested in more than one area, please indicate your preference (1-highest, 2,3...)

- _____ Kid's
- _____ Youth
- _____ Worship
- _____ Pre-K
- _____ College

EDUCATION BACKGROUND

Please tell us a little about your time at SFA, such as, how many hours you're taking, your degree goals, etc.

Why did you choose SFA?

What is your major? _____

How many credit hours will you be taking during your internship?

Fall: _____ Spring: _____ Summer: _____

What year are you at SFA? _____

What is your current GPA? _____

Are there any training courses or seminars you have completed which you feel have helped prepare you for the ministry experience you are applying for? If so, please list the course title, date completed and the major benefit to you.

EMPLOYMENT HISTORY

Please do not substitute a resume for this section.

Most Recent Employer _____

Phone Number _____

Address _____

Position(s) Held _____

Employment Start Date _____ Employment End Date _____

Supervisor/Manager _____

May we contact? Yes _____ No _____

Reason for Leaving _____

Past Employer _____

Phone Number _____

Address _____

Position(s) Held _____

Employment Start Date _____ Employment End Date _____

Supervisor/Manager _____

May we contact? Yes _____ No _____

Reason for Leaving _____

STRENGTHS & SKILLS

List your top three strengths and top three weaknesses.

Strengths	Weaknesses
1. _____	1. _____
2. _____	2. _____
3. _____	3. _____

Please identify the following areas where you may have some experience:

____ Administration

____ Audio Production

____ Photography

____ Writing

____ Public Speaking

____ Music please specify: _____

____ Graphic Arts

____ Languages please specify: _____

____ Video Production

____ Leading a Group

____ Peer Leadership please specify: _____

____ Others please specify: _____

MINISTRY PROFILE

Please identify the ministry areas where you may have experience.

_____ Children's Ministry

_____ Communication

_____ Worship Arts Ministry

_____ Missions

_____ Middle School Ministry

_____ Local Outreach Ministry

_____ College Ministry

_____ Groups Ministry

_____ High School Ministry

_____ Other (please specify)

_____ Administration

What aspects of ministry excite you? What aspects don't?

Go to www.16personalities.com/personality-types and take the test. Have your results emailed to you. Put your results below:

Personality Type: _____

Role: _____

Strategy: _____

How have you seen your personality type reflected in relationships and roles you've had?

PERSONAL STORY

Please include brief responses to the following questions with the application

1. Please describe how you came to believe in Jesus Christ. Please describe your current relationship with Jesus Christ. How has your walk with Jesus prepared you for this position?
2. In a few sentences, please articulate the message of the gospel as clearly as possible.
3. How does this position fit into your short and long-term goals? What do you hope to gain from this experience?

REFERENCES

*List the contact information of the individuals (**excluding family members**) whom you are giving the reference forms. You are responsible for sending reference forms to the individuals listed below. Two forms have been included at the end of the packet, or the form can be obtained on Grace Bible Church's website, www.gracebiblechurch.com/resources.*

List two contacts:

A member/staff (not in the ministry you are applying to) from GBC:

Name _____

Relationship to applicant _____

Email Address _____

A friend/other non-relative outside of GBC:

Name _____

Relationship to applicant _____

Email Address _____

CHURCH OR PARACHURCH BACKGROUND

Please list all churches you have regularly attended in the past 10 years and any previous ministry experience or volunteer involvement.

Current Church Name _____

Dates Attended _____ Church Address _____

Church Phone _____ Email _____

Staff Contact (*name and position*) _____

Ministry Experience _____

Previous Church Name _____

Dates Attended _____ Church Address _____

Church Phone _____ Email _____

Staff Contact (*name and position*) _____

Ministry Experience _____

Previous Church Name _____

Dates Attended _____ Church Address _____

Church Phone _____ Email _____

Staff Contact (*name and position*) _____

Ministry Experience _____

BACKGROUND INFORMATION

Are you legally authorized or permitted to work in the United States? __ yes __no

Are there any past/resent issues (spiritual, physical, emotional/mental, social) which would hinder your ability to work appropriately with children/students? __ yes __no

Have you been accused, charged or convicted of a criminal offense (felony or misdemeanor other than a parking violation)? __ yes __no

Have you struggled in the past or are you currently struggling with any addictive behaviors (alcohol, drug, pornography, etc)? __ yes __no

Is there anything from your past that may come up in the future about you that could hurt the ministry of Grace Bible Church? __ yes __no

If you answered no to the first question or yes to the remaining questions, please explain (attach an additional page if needed).

BACKGROUND CHECK

This form authorizes the church to obtain background information and must be completed by the applicant.

Name (first, middle, last)

Other names used (maiden, nickname, alias)

Driver's License Number (and state) _____

Gender _____ Social Security Number _____ - _____ - _____

Date of Birth _____ / _____ / _____

Current Address

Home Phone _____ Cell Phone _____

If you have lived at your current address less than three years, please provide your former address below. If you are a college student, please provide your permanent address below.

Alternate Address

GRACE BIBLE CHURCH ESSENTIAL BELIEFS

These are the essential beliefs to which we hold:

We believe . . .

that the Bible is the verbally inspired Word of God and without mistakes as originally written. It is the complete revelation of His will for salvation and the only unfailing rule of faith and practice for the Christian life.

We believe . . .

in one God, Creator of all things, eternally existing in three persons: Father, Son and Holy Spirit, and that these three are co-eternal and of equal dignity and power.

We believe . . .

in the deity of Jesus Christ; His miraculous conception by the Holy Spirit; His virgin birth ; His sinless life; His substitutionary death on a cross; His bodily resurrection; His ascension to the right hand of the Father; and His personal, imminent return.

We believe . . .

that man was created by and for God; that by man's disobeying God, every person incurred spiritual death, which is separation from God, and physical death as a consequence; and that all people are sinners by nature and practice.

We believe . . .

the Lord Jesus Christ died for our sins and that all who believe in Him are declared righteous because of His sacrificial death and are, therefore, in the right relationship with God.

We believe . . .

in the present ministry of the Holy Spirit indwelling all believers and thus enabling and empowering the life and ministry of the believer.

We believe . . .

in the bodily resurrection of everyone who has lived, the everlasting blessedness of those in right relationship with God, and the everlasting punishment of those who have rejected God's forgiveness in His Son.

___ I agree to the statement of faith and will teach according to these beliefs. I will support this doctrinal position in my teaching and actively promote doctrinal unity within the church.

___ I have questions about this statement of faith.

Applicant's

Signature: _____ Date _____

Volunteer Covenant

Interns are expected to be responsible examples in Faith, Conduct and Leadership. Maintaining a high standard for leaders is one of the best ways to represent Christ to the people of our church and our community. Therefore, we ask all of our leaders at GBC to enter into this covenant during their time of serving:

___ I have accepted Jesus Christ as my personal Savior.

___ I pledge to continue to grow in my relationship with the Lord, realizing that I cannot effectively teach & lead others to Christ if I am not pursuing Him.

___ I will strive to live a life that sets an example of Christ to those around me.

___ I will use discretion when talking about my past sins to any minor.

___ I will be FAITHFUL to my assigned position.

___ I will commit to praying for the ministry for which I am volunteering.

___ I will attend leader meetings.

___ I realize that while I am serving as an intern, if I begin participating in any of the following activities I will be asked to step down from my position:

- Living with someone of the opposite sex outside of marriage (excluding family members)
- Sexual relations outside of marriage

- Participating in a homosexual lifestyle
- Pursuing an affair outside of marriage
- Illegal or excessive use of drugs or alcohol

___ I will be faithful in attending church regularly.

___ I will give prior notice if I know I will be absent.

___ I will study and prepare as needed in order that I may be most effective in leading.

___ I will give notice prior to resigning my position.

___ I will enthusiastically support the vision and outreach of Grace Bible Church.

Applicant's Signature: _____ Date _____

In the interest of safety and security I, the undersigned applicant, authorize Grace Bible Church to procure background information 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 the state 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. For a copy of this report, please contact SecureSearch at 558 Castle Pines Parkway, Unit B4-137, Castle Rock, CO, 80108 or call 1-866-891-1954. I also understand that I may receive a written summary of my rights under the Fair Credit Reporting Act.

Signature_____

Date_____