



*Evangelical Friends Church
Eastern Region*

INTERNSHIP PROGRAM

"WHERE THERE IS NO VISION, THE PEOPLE PERISH."

PROVERBS 29:18



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WELCOME

To all prospective interns, our prayer is that God will richly bless your ministry as you serve others in His name.

INTRODUCTION

We are excited to announce our internship program that is designed to give individuals firsthand ministry experience. You will gain insight, wisdom, and knowledge as part of your journey. We hope that this opportunity will be a foundation to your future endeavors as you serve others. Jesus said, “Come, follow me.” Thank you for accepting His invitation.

WHAT IS AN INTERNSHIP?

A form of learning experience that combines knowledge with practical application and skills development in a real life situation.

WHY AN INTERNSHIP?

To build a pipeline of God called workers for future leaders in the EFC-ER.



OPPORTUNITIES

PASTOR



CHILDREN'S MINISTRY



Youth Ministry

- Develop life-long relationships while doing life-changing ministry.

WORSHIP LEADER



- Intensive training in spiritual leadership and planning.

MEDIA



TECHNOLOGY



COUNSELOR

- Hands-on ministry experience.
- Large group projects, including youth camp and mission trips.



INTERNSHIP DESCRIPTION

The following internship explanations include types of tasks that one could expect in a specific ministry. There are general ideas of what an intern could be asked to do, but this does not mean to be a comprehensive list.

Pastoral Ministry/Counseling

- To work on tasks or projects that help care for anyone in need in the congregation or community.
- Sermon development.

Worship Arts

- Creative planning for services.
- Special services.
- Using gifts to lead services.
- Meet and help volunteers.

Children's Ministry

- Coach or small group leader.
- Curriculum development.
- Choosing programs and overseeing them.

Youth Ministry

- Sunday school teacher.
- Weekday meeting coordinator.
- Communicate with students, parents, and volunteers.
- Coach or small group leader.
- Lead or assist in special events.

Media Technology

- Create and edit brochures and publications.
- Social networking.
- Brainstorming ministry strategies.

Office Administrator

- Work on projects and tasks determined by the specific needs of the church.



BECOMING A PART OF OUR STORY

O1 ORIENTATION & TRAINING WEEKENDS

All interns are expected to attend a Saturday 9 am-5 pm class at ??? [lunch provided]. This day will be dedicated to supply the intern information needed to tackle any specific job placement.

Also, intern training will be held at EFC-ER Yearly Meeting in July.

O2 EXIT INTERVIEW

At the end of your internship, you will have a chance to sit down with the Program Director and discuss your unique experience.

ON SITE INFORMATION

1. **Attendance** – Your site director will give you your required hours and keep up with your attendance. Absences must be communicated. More than five absences will be evaluated as to continued participation.
2. **Staff Interaction** – You are deeply encouraged to meet and interact with all staff members when it is appropriate.
3. **Discipleship** – Interns are expected to participate in a book study during their internship.
4. **Transportation** – Each intern must provide his or her own transportation.
5. **Evaluation** – Your on-site mentor will provide an evaluation at the end of your internship.
6. **Housing** – Housing opportunities may or may not be provided. This will be determined by where you are placed.



ELIGIBILITY & QUALIFICATIONS

- An individual must be a sophomore in high school to a sophomore in college.
- Be a follower of Jesus Christ.
- Be exploring a call to ministry.
- Be willing to agree with, abide by, and dedicate their time to the mission of the church.



EMPLOYMENT

- Interns are classified under temporary employment status. As such, interns are not eligible for benefits.

Pay & Expenses

- Each intern will be paid \$### for eight weeks. Interns who decide to serve more than one internship can reach a level 2 or 3 experience ranking. Level 2 and 3 interns will receive pay to reflect their level.





FAITH FOUNDATIONS OF EFC-ER

GOD

We believe in one eternal, omnipresent, unchanging, personal God; perfect in holiness, wisdom, love, power, and justice without preceding cause or beginning; creator and preserver of all things, visible and invisible. He exists as one divine being and yet as a trinity of three distinct persons, identical, inseparable, and equal in divinity, power, and eternity: God the Father, God the Son, and God the Holy Spirit. God revealed Himself in the past in many and various ways, though supremely in the person of Jesus Christ. He continues to reveal Himself today through His creation, the Holy Scriptures, and the workings of the Holy Spirit in the hearts of people. He alone is worthy of our worship, honor, praise and thanksgiving, now and forevermore.

JESUS CHRIST

We believe that Jesus Christ, the Word who was with God and was God, is the only begotten Son of God. He was conceived by the Holy Spirit and born of the Virgin Mary and is the express image of the invisible God. He combines within Himself both the divine nature of God and human nature in one perfect indivisible personality, the God-man. He lived and suffered in the world to show the Way of Life. He was crucified and died as the atonement for the sins of the whole world, making the only provision whereby people can find forgiveness of sins and cleansing from all unrighteousness. He died in our place and was raised the third day for our justification; He ascended into heaven and sits at the right hand of God, ever living as our only Mediator and High Priest making intercession for us, and from there will return again to receive His church unto Himself and to judge the world in righteousness.

THE HOLY SPIRIT

We believe in the Holy Spirit, not as an impersonal principle or influence, but as a divine person, and though distinct from the Father and Son, proceeding from both, with whom He is equal in authority, power, glory, and titles. He is the divine agent in conviction of sin, regeneration, sanctification, and the believers' assurance. He is given as an indwelling Presence to every believer to be a teacher, guide, and source of comfort. He purifies the heart of the believer and imparts at His own choosing spiritual gifts for service and the building up of the body of Christ. He produces in believers the fruit of the Spirit so that they may conform to the image of Christ.

THE HOLY SCRIPTURE

As with early Friends, we believe that all Scripture, both of the Old and New Testaments, is given by inspiration of God, without error in all that it affirms, and is the only infallible rule of faith and practice. It is fully authoritative and trustworthy, fully sufficient for all believers now and always, and profitable for teaching, reproof, correction, and training in righteousness. Thus, the declarations contained in it rest on the authority of God Himself, and there can be no appeal from them to any other authority whatever. They are the only divinely authorized record of the doctrines which we are bound as Christians to believe, and of the moral principles which are to regulate our behavior. Only such doctrines as are contained in the Scripture can be regarded as Articles of Faith. The Holy Spirit, who inspired the Scripture, must ever be its true interpreter. Whatever any person says or does which is contrary to the Scripture, though under profession of the guidance of the Spirit, must be reckoned and accounted a delusion. The Scripture demands of believers' complete obedience and is made increasingly open to those who study and obey it.





APPLYING FOR THE PROGRAM

Step 1: APPLICATION MATERIALS

A complete application is comprised of an application along with two references and a criminal background check clearance. Forms and background check information are included at the end of this booklet.

Step 2. APPLICATION DEADLINE

Specific application deadlines will be provided each year.

Step 3. APPLICATION REVIEW PROCESS

The intern team will meet and discuss the application materials for decision-making. If the application is accepted, the Program Director will send you an invitation to join the program. If the application is declined, the Program Director will notify you with explanations of our decision.

Step 4. INTERNSHIP INVITATION

Once you have been invited to the Internship Program, you must accept or decline the invitation by the deadline.





APPLICATION CHECKLIST

- Pray and ask God about His desire for you to come and serve at EFC-ER.
- Print out and complete this application.
- Email your complete application to dmercadante@efcer.org by ### for Summer, ### for Fall, and ### for Winter.
- Email completed reference forms to dmercadante@efcer.org.
- Once we have all your application materials, we will contact you about your next steps.

INTERNSHIP SPECIFICS

- All internships will last 8 weeks.
- Interns are expected to work at least 20 hours per week. The opportunity to expand these hours depends on where you serve.

INTERNSHIP DATES 2023-2024

- Summer 2023:
- Fall 2023:
- Winter 2024:

NOTE: These dates can be adjusted if needed to meet the needs of the church or the individual applicant.



Internship Application

Full Name _____ Preferred Name _____

Birthday _____

Have you ever applied here before? Y () N () If so, when? _____

Permanent Contact Information

Permanent Address _____

City _____ State _____ Zip _____

Home Phone _____ Mobile Phone _____

Email Address _____ Dates you will be at this address _____

Temporary Contact Information

Your Mailing Address _____

City _____ State _____ Zip _____

Dates you will be at this address _____

Current School Information (If Applicable)

School Name _____

Year _____ Major _____

My preference is for an
internship in the
following Ministry:

- Children
- Youth/Student
- Pastoral Care
- Community
- Worship Arts
- Communication/Graphic Design
- Production
- Audio Visual

Semester Choice:

- Summer
- Fall
- Winter

Please note: A background check is required.
(Online Clear Investigative Advantage.)

Do you have any scheduling conflicts?

YES NO

If yes, please list the details of your conflict.
(Event, dates, etc.)

General Information

Are you legally eligible to work in the U.S.? ()YES ()NO

Driver's License Number and State _____

Have you had any moving violations and/or vehicle accidents within the last 3 years? Please list all, including month and year: _____

Have you ever been convicted of a criminal offense? ()YES ()NO

If yes, please explain: _____

Church Activity

Church Name _____

City _____ Are you a Member?()YES ()NO

List any ministries in which you have served _____

Education History (Fill in all that apply.)

TYPE	NAME OF SCHOOL	STATE	# OF YEARS	DEGREE
HIGH SCHOOL				
COLLEGE				
GRAD SCHOOL				

Employment Information (List your two most recent experiences.)

COMPANY NAME:	
CITY:	STATE:
SUPERVISOR:	PHONE NUMBER:
DATES OF EMPLOYMENT:	MAY WE CALL THIS EMPLOYER () Y () N
YOUR POSITION/TITLE:	REASON FOR LEAVING:
YOUR DUTIES:	
COMPANY NAME:	
CITY:	STATE:
SUPERVISOR:	PHONE NUMBER:
DATES OF EMPLOYMENT:	MAY WE CALL THIS EMPLOYER () Y () N
YOUR POSITION/TITLE:	REASON FOR LEAVING:
YOUR DUTIES:	

REFERENCES (Please list the two people who will serve as your references.)

Reference Form #1 - Pastor

Name _____ Relationship _____

Reference Form #2 - Friend or Mentor

Name _____ Relationship _____

Getting to Know You – Part 1

What are five words you would use to Describe Yourself?

How do you seek to live a life of Worship as a follower of Jesus Christ?

How are you currently involved in Community (i.e. small, life, or community group)?

Briefly describe how you have been involved in Missions (globally or locally):

Please briefly share your story and why you would like to Serve with us:

Getting to Know You – Part 2

Please answer with as much detail as possible about your specific experience and training. Please indicate level of experience.

A: No experience: have never done it before.

B: Minimal experience: few experiences (mission trip or school projects).

C: Moderate experience: multiple experiences (training in this area).

D: Extensive experience: can perform well in this area and can train others.

ADMINISTRATIVE SKILLS:

A B C D

Please share experience in managing details, multi-tasking, and coordinating projects:

TEAM LEADING SKILLS:

A B C D

Please share experience in leading teams of your peers and/or students:

INTERPERSONAL SKILLS:

A B C D

Please share experience in general communication skills and conflict management:

UP-FRONT LEADERSHIP AND TEACHING SKILLS:

A B C D

Please share experience in giving instructions or teaching to a large group:

REFERENCE FORM

Thank you for your willingness to be a reference for a prospective intern. We appreciate your effort in helping us understand and become familiar with the applicant. Please answer the questions below to the best of your ability, based on your knowledge of the applicant. Thank you for your time. Please complete and email to dmercadante@efcer.org. If you have any questions, please email dmercadante@efcer.org or call ###.

Applicant's Name:

Your relationship to the applicant:

How long have you known him/her?

Your Name:

Your Phone #:

1. What would you say are this applicant's areas of strength?

2. What would you say are this applicant's areas for growth?

3. What areas of potential would you encourage this applicant to pursue?

4. List five words you would use to describe the applicant.

5. Is there anything else you feel we should know about the applicant that might help us in our decision-making process? Praises? Concerns?

6. Do you recommend him/her to work with children and adolescents in a church setting?

() with enthusiasm () with few reservations

() with reservations () not sure they are ready for this

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MENTOR EXPECTATIONS

Game Plans

- Each intern is paired with a mentor (you) who is responsible for their development.
- Empower and platform intern.
- Delegate responsibilities and provide authority to carry out responsibilities.
- Be prepared every day.
- Use the first week to get to know your intern. Their strengths,
- weaknesses, and areas for developmental needs.
- Set goals for your intern's time.
- Prepare your intern to lead leaders, not just do a job.

DEVELOPMENT GOALS

- Spiritual Development
- Personal Development
- Leadership Development
- Professional Development

ENTIRE CAMPUS INVOLVEMENT

- Make the intern a part of the campus team.
- Encourage everyone to be a part of the developmental process.
- If your intern is the opposite sex, have another staff member of the opposite sex partner with you in mentoring.





HAVE FUN!

- Remind the intern to have a life away from church.
- Take the intern out to lunch at least once a week.

DEVELOPMENT TOOLS

- Once a week sit down with intern and provide feedback on their progress and development.
 - Goals
 - BehaviorPersonal Goals
 - Working with excellent in mind.
 - Answer any questions or concerns.
- Book discussion each week, in concert with Program Director:
 - *Lead Like Jesus*, Ken Blanchard
 - *Communicating for a Change*, Andy Stanley and Lane Jones
 - Optional reading:
 - *Habitude – The Art of Leading Others; A Faith-Based Resource*, Dr. Tim Elmore,
 - *A Tale of Three Kings*, Gene Edwards
- Meet with the intern and communicate with the Program Director on a regular basis.

EXIT INTERVIEW AND EVALUATION

- Plan an exit interview with the intern.
- Fill out a final evaluation of the intern for the Program Director.





INTERN RULES OF CONDUCT

In order to assure an orderly experience and provide the best possible environment, EFC-ER expects all interns to follow rules of conduct that will protect the interests and safety of everyone involved. While it is impossible to list every behavior that is unacceptable, the following are examples of infractions that could lead to disciplinary action:

1. Theft or deliberately damaging any church property, or the property of any staff member or guest.
2. Possessing, distributing, selling, transferring, using, or being under the influence of alcohol or illegal drugs. (This includes misuse of prescription drugs.)
3. Using profane, abusive, or threatening language.
4. Fighting or attempted bodily harm or the illegal use of a firearm.
5. Wearing extreme, inappropriate styles of dress.
6. Inappropriate verbal or physical conduct of a sexual nature.
7. Inappropriate use of media technology.
8. Violation of any law adversely affecting the church.
9. Committing a fraudulent act or breach of trust in any circumstances.
10. Falsification of internship information or other records.

I acknowledge that I have received and understand the terms, policies, and conditions of my internship. I understand if I fail to meet these standards, I could be terminated.

EMPLOYEE'S NAME [PRINT]: _____

EMPLOYEE'S SIGNATURE: _____

DATE: _____





MENTOR & INTERN COMMITMENT FORM

The Intern's Mentor contributes to the student's learning in a very significant way and must be prepared to support the Intern in the learning process. Therefore, the Mentor must meet the following qualifications:

- Maintain a meaningful relationship with the internship's host organization.
- Have experience working in the student's field of ministry.
- Provide the time and energy it takes to mentor the student.
- Be able to complete the required evaluations and other internship components in a constructive and timely manner.
- Is excited about serving in the mentoring role.

By signing below, the Intern acknowledges his or her willingness to enter into a learning relationship with the Mentor.

Intern Name (printed)

Intern Signature Date

Mentor Name (printed)

Mentor Signature Date





INTERNSHIP CALENDAR

(suggested timeline for interns)

INTERN:

LOCATION:

MENTOR:

HOURS EXPECTED:

START DATE:

END DATE:

WEEK 1:

Create and review internship plan with mentor.

Start book Lead Like Jesus, Ken Blanchard.

Check in with Intern Director.

Begin weekly activities.

WEEK 2:

Begin conversations on planning any church activities.

Keep reading the first book. Discuss with Mentor & Intern Director.

Check in with Intern Director.

Continue weekly activities.

WEEK 3:

Discuss the start of intern evaluation with mentor.

Participate in an off-campus event/mission/mini-retreat.

Continue reading the first book. Discuss with Mentor & Intern Director.

Check in with Intern Director.

Continue weekly activities.

WEEK 4:

Make sure you are attending church meetings.

Plan a Bible Study this week for yourself/others.

Complete book I. Discuss with Mentor & Intern Director.

Check in with Intern Director.

Continue weekly activities.





WEEK 5:

Schedule a time to sit down with mentor and discuss any questions or things you don't understand.

Read *Communicating for a Change*, Andy Stanley & Lane Jones.

Check in with Intern Director.

Continue weekly activities.

WEEK 6:

Preach/teach/lead in your internship area.

Continue to read book. Discuss with mentor & Intern Director.

Continuing having discussions with mentor.

Check in with Intern Director.

Continue weekly activities.

WEEK 7:

Continue reading book 2. Discuss with mentor & Intern Director.

Check in with Intern Director.

Continue weekly activities.

WEEK 8:

Complete evaluation discussion with mentor.

Attend to and finish any church-related activities.

Finish book 2. Discuss with Mentor & Intern Director.

Check in with Intern Director.

Continue weekly activities.



INTERNSHIP TIME LOG

NAME	INTERNSHIP SITE	SEMESTER	YEAR

DATE	HRS/DAYS OF WEEK	TOTAL HOURS	ACTIVITY

TOTAL HOURS WORKED:

STUDENT SIGNATURE:

DATE:

SUPERVISOR SIGNATURE:

DATE:

INTERNSHIP TIME LOG

NAME	INTERNSHIP SITE	SESESTER	YEAR

DATE	HRS/DAYS OF WEEK	TOTAL HOURS	ACTIVITY

TOTAL HOURS WORKED:

STUDENT SIGNATURE:

DATE:

SUPERVISOR SIGNATURE:

DATE:

MENTOR FINAL EVALUATION OF INTERN

This form should be completed at the conclusion of the internship. This evaluation focuses on growth and development more than “success” and should be discussed with the intern. Please feel free to exercise judgement about which questions apply.

Please rate these statements using the following scale:

1 (Strongly Disagree) – 2 (Disagree) – 3 (Neutral) – 4 (Agree) – 5 (Strongly Agree)

- 1) Intern demonstrated a deeper knowledge of key ministry areas that had been incorporated into the internship plan. 1 2 3 4 5
- 2) Intern allowed experiences to shape his or her viewpoints, while applying more technical learning and terms. 1 2 3 4 5
- 3) Intern maintained an appropriate attitude that went beyond the internship’s formal requirements and into learning and exploring. 1 2 3 4 5
- 4) Intern was faithful in composing weekly selections and conferred with the Mentor for further clarifications or discussion when necessary. 1 2 3 4 5
- 5) Intern developed in personal maturity concerning his or her treatment of different individuals. 1 2 3 4 5
- 6) Intern grew socially into relationships with other people in the church and wider community. 1 2 3 4 5
- 7) Intern’s understanding of the inner workings of the church grew, as he or she observed and understood written and unwritten guidelines and customs. 1 2 3 4 5
- 8) Intern developed in his or her capacity for self-initiating and confidence in self-expression. 1 2 3 4 5
- 9) Intern developed more creative and mature ways of communicating, problem-solving, and navigating conflict. 1 2 3 4 5
- 10) Intern grew in his or her own professional capacities, interpersonal, written, and otherwise. 1 2 3 4 5
- 11) Intern’s ability to adapt and react regarding change increased appropriately. 1 2 3 4 5
- 12) Intern’s professional understanding of the church’s purpose as a place of ministry grew. 1 2 3 4 5
- 13) The intern demonstrated growth in receiving and interacting with feedback. 1 2 3 4 5
- 14) Overall, the intern utilized experiences to develop and grow in all areas. 1 2 3 4 5
- 15) Overall, everyone involved would describe the internship as a positive and meaningful experience. 1 2 3 4 5





ADDITIONAL COMMENTS OR CONCERNS

INTERN SIGNATURE DATE DISCUSSED

MENTOR SIGNATURE DATE OF EVALUATION

