



MINISTRY INTERN MANUAL FIRST BAPTIST CHURCH, KELLER, TEXAS

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MINISTRY INTERN PROGRAM

FIRST BAPTIST CHURCH, KELLER, TEXAS

I. PRINCIPAL FUNCTION:

The Ministry Interns will be assigned to an area of ministry and will be responsible in assisting the staff in planning, coordinating, promoting and executing a balanced program in the specialty area of ministry. Also helping develop Fall and Spring Programs.

II. RESPONSIBILITY:

1. Assist in coordinating a calendar of activities, programs and ministries for the assigned program.
2. Assist in special events. (Vacation Bible School, Youth Choir Tour, Youth Summer Camp, Kids Camp and Mission Trips.)
3. Meet on a regular weekly basis with the assigned minister to plan, coordinate and evaluate programs.
4. Assist with recreational activities.
5. Assist in outreach ministries.

III. QUALIFICATIONS:

1. The person should be a growing Christian.
2. The person should have at least completed their junior year in college.
3. The person should demonstrate and share a specific call into full-time ministry.

IV. SUPERVISION:

1. This position is under the direction and supervision of the Church Business Administrator and the Minister of Education.



V. GOALS & PHILOSOPHY:

1. To provide comprehensive training for young men and women in the specialized ministry areas of the church. This ministry is an opportunity for the intern to grow in Christ and gain knowledge and experience. Most interns will be going into a full-time Christian vocation and certainly all of them will be called upon to be leaders in the Church.
2. To assist in the areas of Evangelism, Fellowship, Discipleship, Missions, Ministry and Worship.
3. To allow multiplication of ministry by way of the example of Paul and Timothy.
4. To train men and women to become quality leaders and have a heart for God, the lost without Christ, and one another.

VI. OBJECTIVES:

FBC Keller interns will be exposed to a wide range of ministry opportunities during their 10 week experience. Working beside more experienced staff members will allow them to glean valuable practical wisdom from their supervisors. Additionally, interns will be given opportunities to make ministry decisions in a safe, controlled environment. The experience will be viewed as successful if the following objectives are met.

1. Interns learn to trust God's leadership in making ministry decisions.
2. Interns exhibit a spirit of selflessness and service as modeled by their ministry supervisors.
3. Interns gain skills in the area of planning and implementation of ministry programs.
4. Interns gain insight into the dynamics of the day to day activities of a busy church.
5. Interns develop interpersonal communication skills in dealing with church members and co-workers.
6. Interns gain a clarification of their own unique calling and giftedness.
7. Interns complete the program with a strong desire to serve our Lord and His church than when they entered.

VII. WEEKLY SCHEDULE:

1. The interns will maintain regular hours from 8:00 a.m. until 4:30 p.m., Monday through Friday, with one of these days to be taken as a day off.
2. The full day of Sunday will be considered a workday.
3. In addition to Sunday's schedule, the interns will participate in weekly Wednesday night; all special activities and events; and all church-wide events.

VIII. LENGTH OF PROGRAM:

1. The Ministry Internship will begin the last of May and end mid – August. Ten weeks have been set aside for this training ministry. For 2008 your first day of work will be Monday, June 2 and your last day will be Sunday August 10.

2. You may take one week for unpaid personal vacation as long as it doesn't conflict with your assigned schedule. This must be arranged before June 2 and will move your finish date back to Sunday August 17.

IX. FINANCES

1. The pay per week for a Summer Intern is \$250 per week. Interns will be paid a salary with some weeks requiring more hours than others.
2. All summer student program expenses will be waived for the Intern. This includes: activities, fellowships, youth camp, and all other trips, programs and ministries.
4. Any personal spending money is the responsibility of the Intern.

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

1. A passion for the Lord Jesus Christ. (Psalm 42:1 & 2; 25:4 & 5)
2. A hunger for study, communication and application of the Word of God. (II Timothy 3:16 & 17)
3. A greater dependence upon God's Resources and less dependence on self. A deep prayer life. (Proverbs 3: 5 & 6; I John 5: 14 & 15; John 15: 17)
4. A commitment to evangelize the student culture in a culturally relevant fashion. (I Peter 3: 14-16; 1 Corinthians 9: 16-23)
5. A desire to disciple young people in the disciplines of the Christian life, especially those who are new Christians. (II Timothy 2:2)
6. A vision for the local church and its responsibility to reach and teach a lost and dying world. (Matthew 28: 19 & 20)
7. A desire to be the holy, clean and pure vessel we are called to be by our Lord Jesus Christ. (I Peter 1: 14-16; Leviticus 20:7)
8. Love for people in and out of the Body of Christ. (1 Timothy 1:5)

INTERN BEHAVIOR STANDARDS

The Intern Behavior Standards is a list of appropriate behavior and/or steps designed to protect our church members and interns of First Baptist Church, Keller.

Name of staff/volunteer: _____

Social Security #: _____

This intern behavior standards document is to be read and signed by the Intern upon acceptance of the position.

1. Any verbal or nonverbal sexual behavior with any church member is inappropriate.
2. Dating or going out with any middle or high school student is forbidden.
3. Discretion must be used in dealing with all church members, especially regarding physical contact. Innocent behavior can be misinterpreted. A hug around the shoulders is not sexual abuse, but a full body-to-body hug, stroking, massaging, or an affectionate kiss raises questions. Any overt display of affection should be made in a public setting in front of other group members.
4. Sexual gestures or overtures to a staff member by a student should be reported to the Minister of Students so that discussion can be held with the student.
5. Buddy systems should be used by interns/staff whenever possible.
6. One-to-one counseling with a student should always occur in a public place – never alone in a car or a private place.
7. Driving alone with a student of the opposite sex should be avoided at all times, especially when working with troubled teens.
8. If it is necessary to ride or drive alone with a teen, special care is to be taken with a student of the opposite.
 - Don't sit close to one another in the car.
 - No physical contact.
 - Do not stop the car to talk.
 - If you must stop, turn on the inside light of the car.
 - Avoid physical contact when saying goodbye (hugs and kisses).
 - Be aware of the time when you depart and arrive. Mark those times in your diary or record.
9. Romantic or sexual attraction for a student by an adult leader should be brought up and discussed with ministry team leader for prayer and guidance.
10. All suspicions of child or sexual abuse must be reported to the staff supervisor who will report all necessary information.
11. Any knowledge of suspicion of any youth ministry staff having an inappropriate relationship with a student must be reported promptly to the Business Administrator.

Have you been involved romantically or sexually with any student in the youth ministry at any time in the past?

___Yes ___No

Do you know of anyone on the youth ministry team who is romantically or sexually involved with any student in the youth ministry?

Yes No

Are you now a child abuser or have you ever been convicted of child abuse or sexual abuse?

Yes No

If yes, please explain: _____

I certify that I have read the standards and agree to abide by them and that the statements above have been answered truthfully.

Signature _____ Date _____



MINISTRY INTERN APPLICATION

(Please attach a recent photograph with your application)

Name _____ Phone _____ Birth date _____ Age _____

Address _____

Mailing Address (if different) _____

Email Address _____

Name & Address of your home church _____

Parent's Name(s) _____

Expected date of graduation _____

Check church activities you have participated in: ___Worship leader ___Choir ___Missions ___Discipleship
___Outreach/Visitation ___Sports ___Trip Sponsor ___Other (specify):

Where do you currently attend church (name & address) _____

How are you currently involved in the church? _____

Who is a contact person at that church that would know you? _____

(For the following questions, feel free to write on back of the application or attach another sheet if needed)

Describe your salvation experience:

Describe your call to ministry:

Describe 3 major ways in which you have grown in your spiritual walk since you became a Christian:

How would you describe your spiritual walk now?

What do you do when you have a conflict with someone? How do you handle confrontation?

Explain your desire to be an intern and your expectations:

*** By submitting this application, you grants FBC Keller authorization to conduct basic confidential background screening.**

First Baptist Church Keller
Ministry Intern Schedule
Summer 2008

The Summer Intern schedule is designed to guide and direct the summer intern as they plan their summer schedule, and to ensure that the church can provide ample service and learning opportunities in as many ministry experiences as possible.

The basic schedule is for ten (10) weeks of intern responsibilities, with the option of one week, scheduled in advanced with the approval of the church, for vacation or other family obligations.

For summer 2008, the schedule of ten weeks begins Monday, June 2, 2008 and concludes Sunday, August 10, 2008. The key ministry dates for this period are:

June 16-19	Vacation Bible School
June 20-23	Middle School Choir Tour
June 27-July 2	Student Summer Camp
July 12-18	High School Choir Tour
July 13-18	Kids Camp (obviously you can't be involved in both of these last two events)

These key ministry dates are vital to the intern's experience and should be considered as "have to do" in the interns' schedule of summer programs.

The other weeks during the summer intern schedule will be assigned by the church depending on ministry opportunities, and particular interests of the interns. It is the church's intention that every intern be given the opportunity to serve in any, and all of the different ministries of First Baptist Church Keller.

During the weeks assigned to other ministries, the intern will report to the senior staff member responsible for that ministry, and will be scheduled in accordance with the particular needs of that ministry.

Vacations or time away from the intern program should be scheduled around those key ministry dates listed above.



Ministry Intern Dress Code

There will be times when casual dress will be permitted (i.e. Student Camp, travel days, etc.). However, for most of your service at First Baptist Church Keller, you will be required to adhere to this dress code. During your church tours and meetings with any key individuals, you will be required to wear at least “Sunday evening” attire.

a. Weekdays

Solid color or moderate pattern dress slacks or khakis should be worn.

Collared shirts, nice sweaters and dress tees are permissible. This attire is considered “business casual.”

b. Sundays

Sunday morning services – a suit or dress slacks, dress shirt and ties for the men

-- A modest dress or skirt for the ladies

Sunday evening services – “business casual”

The following is not appropriate office attire and is not permitted:

--Blue jeans

--Sweat pants and sweat shirts

--Denim pants (any color)

--Printed or casual t-shirts

--Pants with holes or patches

--Athletic shoes and deck shoes

--Flip flops

Please keep in mind during your time in the office that you are not only in a place of business, but the House of the Lord.