

INTERN MINISTRY

Thank you for your interest in the Intern Ministry of Northstar Church. We have been blessed to see God work through our intentional ministry with young adults serving as interns for over 10 years now. Northstar interns have helped us “be the church” in countless ways, and though much of what our intern team accomplishes is behind-the-scenes, their contributions and service are invaluable.

As you review and become familiar with the Intern Ministry of Northstar, here are important qualifications up front to be aware of:

QUALIFICATIONS

- Be a member of Northstar Church or commit to being a member of Northstar upon approval of internship. (*Membership requirements are flexible for Summer Interns*)
- Preferable to have completed your freshman year in college.
- Provide references from two peers, one adult and one church leader (four total).
- Demonstrate relationship with Jesus and growth as a disciple.
- Be punctual for meetings, services and events.
- Excellence in work ethic, communication and ability to work independently.
- Understand the difference between needing flexibility AND structure in ministry tasks.
- Be a “team player,” model good conflict management skills and be able to work with other interns to accomplish tasks and projects.
- Have a great sense of humor (especially with dad jokes).

I. PURPOSE

It is important to see the Northstar Intern Program in the context of the overall Northstar vision and mission, as well as understanding our *ministry philosophy* of “**be the church**” and our *leadership philosophy* of “**give the ministry away.**”

When we say, “be the church,” we mean that being a Christian is not just about attending church services. It’s about living for Jesus Christ and growing in a love relationship with God through Him. “Give the ministry away” is our leadership philosophy, meaning that a church staff is not intended or able to do the work of the church. They are there to equip church members to serve. We want to be a church that is effectively deploying our members into ministry. Therefore, leaders at Northstar must be willing to work with teams and share the joy of serving with others.

The purpose for the Intern Program is two-fold:

1. Northstar values leadership development, and our staff sees the benefit and joy of investing in young adult leaders.
2. Northstar interns will experience a wide range of ministry opportunities, weekly tasks, and relationship broadening that will enable them to understand how a church functions and prepare them to “be the church” in another church when they transition from Blacksburg.

II. ROLES & RESPONSIBILITY

The Intern Ministry is important to understand in light of providing assistance to Northstar staff in a broad range of ministry areas in which you may be assigned. Because of high demands on ministerial staff, the Intern Ministry is designed to help the staff focus on strategic issues of ministry. The intern will be expected to:

- Be primarily responsible to the Lord, performing ministry and leadership with joy and seeking to please Him. (Colossians 3:23)
- Work closely with staff in the coordination and implementation of ministries.
- Be present and punctual for all worship services on Sunday and any other special services and church-wide functions. Otherwise, ample notice *with staff approval* should be given with the exception of illness.
- Attend weekly staff meetings that are designated for interns. [Tuesdays, 9:00 a.m.] Not all will be. If you are unable to attend, please make that clear during your interview. We can be flexible, but we need to know up front.
- Be flexible, when called upon, to assist in other areas of church operation to enhance overall ministry.
- We expect our interns to be self-starters and be able to be familiar enough with routines and needs to take initiative and not have to be guided. When you have times that seem to be “free,” please check task/project lists and then ask available staff if there are needs.

III. TERMS

The Intern Ministry includes paid positions. These positions are dependent on an ongoing demonstration of commitment, character, competence and a good working relationship with other staff members. Continuation of the internship will be contingent on regular evaluations of the intern’s character and job performance.

- Pay will begin at \$400/month. Work week during semesters is defined as 12-15 hours a week. You will need to fill out a W-4 for tax purposes as well as an I-9 form. *During the summer months (June-August), interns will receive \$600/month.* You will be required to fill out a timesheet for each week, and summer expectations are based on a **20-hour work week**. Interns may receive raises if they return or continue for more than one year of service.
- Northstar will cover travel and meals for any required out-of-town events or meetings. You will need to turn in a reimbursement form with receipts for any expenses that you incur in the process of your ministry responsibilities.

- Please put time away/vacations on the Northstar Vacation calendar (Google).
- The year is broken up into fall semester, spring semester and summer. The length of service will be one semester at a time, with regular assessments and evaluation meetings in order to review your progress and performance in the ministry areas listed above and your personal goals. After each semester of service, an overall evaluation meeting will be held to determine whether to extend service to another semester.
- Your direct supervisor will be the Administrative Assistant with additional supervision provided by ministry staff.

IV. WEEKLY SCHEDULE

The intern's work time will consist a wide range of duties, from errands to administrative work, to cleaning, to assisting with various ministry tasks. There will be regular, ongoing responsibilities and occasional duties.

- Your semester schedule will be determined upon your availability. Semester interns should expect to work 12-15 hours a week, not including Sundays.
- Summer interns should expect to work four days a week, not including Sundays, for approximately 20 hours a week.
- In addition to Sunday's schedule, the intern will participate in regular meetings – staff meetings and ministry meetings for their areas of responsibility.
- Interns will be free to take time away from church responsibilities as needed, as long as timely arrangements are made and responsibilities are provided for during absence.
- Sundays are not included in our "hours" because it's "what we do." All staff are present for all services on Sundays.

V. TASKS AND RESPONSIBILITIES

"Typical Intern Week"

Although it's rare to have a "typical" intern work week, you can expect the following tasks and responsibilities to be regularly divided between the available interns:

- Assisting staff with administrative tasks, projects and "plate cleaning"
- Attend meetings
- Supply check and ordering
- Coordinate to-do's on Asana, using that site for task and projects
- Printing, collating, stapling
- Office/kitchen cleaning , overall building straightening
- Website entry/data/podcast updating
- Miscellaneous errands
- Howdy Card entry
- Update Planning Center (church administration site)
- Be present at church Sunday from set-up (one hour before the first service) until tear-down is complete. Interns are key players on Sundays and have assigned tasks and roles.

- Assist with other assigned ministries (College, Youth, Children, etc.)

VI. STAFF MEETINGS

An important part of the job is joining the staff for the Tuesday morning staff meetings (9:00 a.m.). Interns will be present for most staff meetings, but there will be times interns won't need to be present.

VII. TRAINING

In addition to the ministry opportunities and responsibilities that the intern will have, the Northstar Intern Program is also intended to provide growth in spiritual and practical leadership skills. The intern will:

- Observe, interact and fellowship with existing Northstar staff.
- Participate in a discipleship program coordinated by the Ministry Staff and be given reading assignments to challenge, instruct and deepen their faith and understanding in different areas.
- Gain hands-on experience with ministry life and challenges.
- Receive training on the roles and responsibilities of all our Sunday Serve Teams.
- Attend conferences, retreats and staff outings with the staff.

We have a commitment to you as a young leader to ensure that are growing in your faith even as you're serving the church.

VIII. ADDITIONAL BENEFITS

- Interns learn to trust God's leadership in making ministry decisions.
- Interns exhibit a spirit of selflessness and service.
- Interns gain skills in the area of planning and implementation of ministry programs.
- Interns gain insight into the dynamics of the daily activities of a church.
- Interns develop interpersonal communication skills in dealing with church members and co-workers.
- Interns gain a clarification of their own unique calling and giftedness.
- Interns complete the program with a stronger desire to serve our Lord and His church than when they entered.

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

- A passion for the Lord Jesus Christ. (Psalm 42:1-2; 25:4-5)
- A hunger for study, communication and application of the Word of God (2 Timothy 3:16-17)
- A greater dependence upon God's resources and less dependence on self, evidenced by a healthy prayer life (Proverbs 3:5-6; 1 John 5:14-15; John 15:17)
- A commitment to share the gospel verbally in a culturally relevant fashion (1 Peter 3:14- 16; 1 Corinthians 9:16-23)

- A desire for making disciples who make disciples with an increasing skill in reproducing discipleship (2 Timothy 2:2)
- A vision for the local church and its responsibility to reach and teach a lost and dying world (Matthew 28:19-20)
- A desire to be the holy, clean and pure vessel we are called to be by our Lord Jesus Christ (1 Peter 1:14-16; Leviticus 20:7)
- Ability to apply wisdom and discernment to difficult issues (Ezekiel 22:26)
- Love for people in and out of the Body of Christ (1 Timothy 1:5)

X. INTERN BEHAVIOR STANDARDS

This is a list of appropriate behavior and/or steps designed to protect our church members and interns of Northstar Church. This document is to be read and signed by the Intern *upon acceptance of the position*.

INTERN STANDARDS ACKNOWLEDGEMENT

Name: _____

Do you consent to a background check? ____ Y ____ N

- Any verbal or nonverbal sexual behavior with any church member is inappropriate.
- Avoid the appearance of evil in all dealings – relational, financial, and physical.
- Do not abuse your Christian freedom, but consider the maturity levels of others when dealing with issues of Christian conscience.
 - A. We ask that you refrain from smoking.
 - B. We ask that you refrain from drinking.
 - C. We ask that you dress modestly.
- Discretion must be used in dealing with all church members, especially regarding physical contact. Innocent behavior can be misinterpreted.
- Buddy systems should be used by interns/staff whenever possible.
- If working with youth, one-on-one counseling should always occur in a public place – never alone in a car or a private place.
- Refrain from gossip and help protect church leadership from it.
- Consent to a background check.

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 _____



NORTHSTAR MINISTRY INTERN APPLICATION

(Please attach a recent photograph with your application.)

Name: _____ Phone: _____

Mailing Address: _____

Email Address: _____ Name of Home Church: _____

Please respond to the following questions:

- When did you become a follower of Jesus and how?
- Have you been discipled by anyone? If so, who/how/when?
- Describe why you desire to become a ministry intern for Northstar Church. What are your expectations for this ministry position?
- Describe three ways in which you have grown in your spiritual walk since you became a Christian.
- How would you describe your spiritual walk now?
- What amount of supervision are you most comfortable with and why? (none, some, a lot)
- What do you do when you have a conflict with someone? How do you handle confrontation?
- How would you describe your attention to detail?
- **Please provide a sealed reference letter from 2 peers, an adult (can be family), and a church or ministry leader (4 total). These can also be emailed to us at office@northstarfamily.org with the subject of "Intern Reference for Your Name."**