

Ministry Internship Program



2009

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A time of balanced training

One of First Baptist Church – Richmond’s (FBC) deepest desires is to produce ministers who are spiritually fit, professional, and able to effectively minister to the lost. Our internship program enables someone enrolled in high school, college, or seminary the opportunity to learn and develop in ways that will ensure their effectiveness. When their internship is completed, they will be more confident and excited, but with a vision of what a dynamic ministry can be!

How do we train our interns?

- We use mentoring and caring supervisors from our staff and congregation.
- We plan each intern’s ministry observations and involvement.
- We involve the intern in all aspects of the ministry which provides critical training.

You will soon find out that First Baptist Church Richmond values giving ministry-minded male and female a ministry experience that is positive and practical!

What do we expect from our interns?

Interns are responsible for coming ready to learn and participate. At the beginning of the internship, they consult with their supervisor(s) and design a plan for their overall growth. They discuss their involvement in FBC’s ministries and plan to learn. Interns are expected to...

- Complete applicant paperwork including a letter detailing their desire to intern with the local church
- Complete employee orientation and follow policies outlined in this booklet as well as the Employee Handbook
- Give 100% on every assignment
- Be dependable and positive
- Develop positive relationships and rapport with church staff, church leaders, church members, and church guests
- Learn something from every staff member
- Be honest with their office hours and stay within the allotted hours scheduled
- Be flexible and willing to help when needed
- Maintain a minimum GPA of 3.0 (B), and provide a transcript to supervisor(s) at each grading interval.

The Primary Supervisor

Although FBC interns will learn from a variety of different staff members, they will work primarily with a supervisor (someone from senior staff or program staff) in their assigned ministry or department. To ensure that the internship is a positive experience, the intern and his/her supervisor will plan a weekly conference to allow for evaluation, reflection, encouragement, and guidance. Throughout the year, it is the supervisor's responsibility to personally mentor his/her intern and to inspire them for future ministry. The supervisor provides a report of the intern's progress and accomplishments to the Church Administrator.

FBC recognizes that every person has a unique blend of spiritual gifts, personal traits, and abilities. During the first weeks of the internship, interns and their supervisors will take time to develop/design a plan that will be of maximum benefit for both FBC and the intern.

Supervisors will...

- Give suggestions to help interns develop professionally
- Ask the interns how they have benefited from the experiences at FBC
- Allow interns to share their insights and give suggestions when ministry problems arise
- Challenge and stretch interns in their ministry at FBC
- Encourage interns
- Submit a status report/evaluation bi-monthly of each intern to the Church Administrator
- Provide the written job description to the interns and review the evaluation process.

The FBC Internship Experience

General Ministry Experience

An internship can focus on a specific area of ministry or the ministry can be setup to rotate through several ministries of the church. In either case, it is vital that the intern receive the vision for the overall church ministries.

Interns participate in the following areas to help develop a general ministry experience.

- Participate in staff meetings, worship planning, and other meetings as assigned.
- Read and outline Priesthood of All Believers, The Baptist Identity, and the Baptist Faith and Message.
- Read and outline FBC's Constitution & Bylaws, as well as policy and procedures of the church.
- Observe and participate in planning, organizing, recruiting, training, etc.
- Become familiar with planning and executing worship service, church wide events, education, and discipleship.
- Schedule time with each ministry to receive an overall orientation of church ministry.
- Observe and participate in church communication (Bulletins, Newsletters, etc.)
- Assist with or teach in different age groups.
- Observe and participate pastoral ministries (baptisms, funerals, visitation, weddings, etc.)

Specific Ministry Experience

Interns participate in the ministry experience as identified in the specific job description and approved planned within their assigned ministry or department.

Assigned Reading

Throughout the internship, interns will gain insight into ministry through books and articles assigned by their supervisor. These readings may be chapters from books, periodicals, or new books to be researched. The materials may also include video or audio tapes.

Orientation and Training

Orientation and training includes a tour of the church facilities, clerical/administrative support instruction, copyright information, and other items.

Throughout the internship the intern will be exposed to such topics as:

- Becoming a Servant in a Servant Church
- Conflict Management
- Managing Volunteers
- Worship Ministry
- Interview Skills & Resumes
- Salary and Taxes
- Personal Evangelism
- Time Management
- Lesson and Sermon Preparation.

Additional Information

Unless other arrangements are approved through the Personnel Committee, the duration of the internship is one (1) calendar year. The intern receives a weekly schedule, an hourly wage, school credit (where the institution agrees), and reimbursement for church business expenses under the accountable reimbursement plan of the church.

If at anytime during the internship the enrollment in high school, college, or seminary is discontinued, the internship will conclude.

Interested?

If you feel called to the ministry and you are interested in Ministry Intern Program at First Baptist Church – Richmond, please contact us for an application packet at:

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