



Ministry Internship Program

Thanks for considering the Ministry Internship Program at Grace Polaris Church! Our church is committed to Jesus Christ and to the proclamation of His Gospel, as expressed in our mission statement:

Grace Polaris Church exists to honor God by multiplying devoted followers of Jesus through worship, community, training, and witness.

The biblical commission to make disciples of all nations is critically urgent. Therefore, it is equally pressing to develop leaders of local churches who will be adequately equipped to stand firm in Christ and lead the Church into the future.

We are committed to leadership development and are asking God to raise up men and women of good character and integrity as leaders in His Church around the world. Our Ministry Internship Program allows us to intentionally and systematically develop leaders who are committed to the Kingdom of Christ and the building of His Church. Below you will find a more detailed overview, description, and application for the Ministry Internship Program. Our hope is not simply to offer experiences, but to encourage love and devotion to Christ and obedience to His calling.

Please send the following items to Pastor.Zac@GracePolaris.org.

- 1 The enclosed Application for Employment document, including names and email addresses for three references (one being a pastor).
- 2 A copy of your résumé.
- 3 In a separate document, answer the following questions:
 - How did you become a Christian?
 - Describe the circumstances of your baptism (setting, church involvement, age, etc.).
 - How did you hear about Grace Polaris Church's Pastoral Internship Program?
 - Why do you want to intern at Grace Polaris Church?
 - What do you expect to learn during the course of this program?
 - Describe the local church you currently attend and your involvement there.
 - What kind of ministry/service do you think God is leading you to?

If you are interested in leadership of the local church, we hope the Ministry Internship Program at Grace Polaris Church can be of assistance to you.

Ministry Internship Program

Overview

The Ministry Internship Program at Grace Polaris Church seeks to develop and invest in potential ministry leaders who display godly character, giftedness, and interest in local church leadership. This is done by providing structured ministry opportunities and intentional personal investment for the intern.

Description

The Ministry Internship Program program lasts approximately ten weeks (from early- to mid-May through early August) and is available to men and women enrolled in college or seminary. The goal of the program is to assist men and women in their preparation for ministry in a local church setting. It is not meant to be a comprehensive assessment of the participants' gifts and abilities, but rather is designed to introduce them to the life of local church ministry.

A Typical Week

The intern will split his or her time between ministry observation (such as ministry leader meetings), assistance (such as planning and administration), participation (such as small groups and teaching), and reflection (such as intern investment meeting, reading, and writing). Interns will be responsible for various reading and writing assignments, small group discussion and reflection, as well as teaching and leading opportunities.

The intern will be expected to attend staff meetings, elder's meetings, pastoral meetings, all public services, staff prayer times, intern investment meetings, weekly service reviews, weddings, wedding rehearsals, funerals, and any miscellaneous meetings that arise throughout the week. The intern is expected to schedule individual lunches with at least three church elders and each member of the pastoral staff. The intern should also schedule individual lunches with three people who have been at the church for more than ten years and three people who have been at the church less than ten years. These meetings provide deeper insight into the history of the local church and the lives of the church's leaders.

Reading & Assignments

BOOKS*

- Gaining by Losing, J.D. Greear
- The Trellis and the Vine, Colin Marshall & Tony Payne
- Memoirs of an Ordinary Pastor, D.A. Carson
- A ministry biography/history book
- One additional book selected by the pastoral staff

* If one of the required books has already been read, a different book may be substituted.

ASSIGNMENTS

- One two-page book response for each reading
- Case studies: written and verbal responses to situations that arise in ministry related to leadership, vision, theology, and shepherding
- Intern evaluation: written and verbal evaluation of the intern's character, gifts, abilities, strengths, and weaknesses
- Weekly reports: written reports that allow the intern to put forth questions and personal responses to what God is teaching them and what they are learning during the program

Application for Employment

Personal Contact Information

FIRST NAME

MIDDLE NAME

LAST NAME

CURRENT STREET ADDRESS

CITY

STATE

ZIP

YEARS AT THIS ADDRESS

PHONE NUMBER

CELL PHONE NUMBER

EMAIL ADDRESS

General Information

For what position are you applying? _____

Time Classification: Full time Part time

Date available to begin work: _____

Desired rate of pay: _____

Pay Schedule: Hourly Weekly Annually

Are you a US citizen? Yes No

Have you ever been bonded? Yes No

If yes, explain:

Were you previously employed at Grace Polaris Church?

Yes No

If yes, when?

List any friends or relatives who work for Grace Polaris Church.

Why do you desire to work for Grace Polaris Church?

Would you be willing to have a physical examination before becoming employed?

Yes

No

Have you ever been indicted for, convicted of, or plead guilty to child abuse or a crime involving actual or attempted sexual molestation of a minor?

Yes

No

Have you ever been convicted of a felony?

Yes

No

Personal Testimony

Write a short statement on the foundations of your Christian faith.

What church do you attend?

Are you a member of that church?

Yes

No

How long have you attended that church?

Educational Background

HIGH SCHOOL NAME & ADDRESS

COURSE OF STUDY

NUMBER OF YEARS COMPLETED

UNDERGRADUATE SCHOOL NAME & ADDRESS

COURSE OF STUDY

DIPLOMA / DEGREE

NUMBER OF YEARS COMPLETED

GRADUATE SCHOOL NAME & ADDRESS

COURSE OF STUDY

DIPLOMA / DEGREE

NUMBER OF YEARS COMPLETED

TECHNICAL SCHOOL NAME & ADDRESS

COURSE OF STUDY

DIPLOMA / DEGREE

NUMBER OF YEARS COMPLETED

Work Experience

Start with your present or most current occupation.

OCCUPATION TITLE

EMPLOYER

ADDRESS

TELEPHONE NUMBER

SUPERVISOR

DESCRIBE RESPONSIBILITIES

DATES EMPLOYED

REASON FOR LEAVING

May we contact this employer?

Yes

No

OCCUPATION TITLE

EMPLOYER

ADDRESS

TELEPHONE NUMBER

SUPERVISOR

DESCRIBE RESPONSIBILITIES

DATES EMPLOYED

REASON FOR LEAVING

May we contact this employer?

Yes

No

OCCUPATION TITLE

EMPLOYER

ADDRESS

TELEPHONE NUMBER

SUPERVISOR

DESCRIBE RESPONSIBILITIES

DATES EMPLOYED

REASON FOR LEAVING

May we contact this employer?

Yes

No

Specialties & Training

Describe any specialized training, skills, extra-curricular activities, volunteer work, etc.

References

Do not include family members or past supervisors.

NAME

PHONE NUMBER

BEST TIME TO CALL

OCCUPATION

NAME

PHONE NUMBER

BEST TIME TO CALL

OCCUPATION

NAME

PHONE NUMBER

BEST TIME TO CALL

OCCUPATION

Applicant's Statement

I hereby certify that the information given in this application is true and complete.

I understand that providing false or misleading information given in my application or interviews may result in discharge.

I authorize investigation of all statements contained in the application for employment as may be necessary in arriving at an employment decision. I give my permission to Grace Polaris Church and its agents to contact all of the references, and obtain information about (but not limited to) credit, criminal background, and driver's record. I release Grace Polaris Church and its agents from liability for relying on any information received during the application and interviewing process. I also release all employers and individuals from liability for furnishing the information about me.

I understand and acknowledge that any employment relationship with the organization is of an "at will" nature, which means that the employee may resign at any time and the employer may discharge the employee at any time with or without cause. It is further understood that this "at will" employment may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

I agree that for so long as I am employed, I will conform my conduct to the rules of the organization.

SIGNATURE OF APPLICANT

DATE

As a church and nonprofit organization, we are exempt from the Unemployment Compensation Act. We are an Equal Opportunity Employer.

Statement of Faith

Introduction of Beliefs

Before applying, visit [GracePolaris.org/Beliefs](https://www.gracepolaris.org/Beliefs) to review our beliefs and identity, along with the position statements of Grace Polaris Church and the Charis Fellowship.

I am in agreement with the Grace Polaris Church Statement of Faith and the Governing Policy with the following exception(s):

SIGNATURE

DATE