



Brentwood Baptist™

Brentwood Baptist Internship Application

Brentwood Baptist church's mission is to "connect people to Jesus Christ through worship, discipleship, and service." While internships have long been a part of who we are, as a part of our *Five-Year Acts 1:8 Ministry Plan*, we named as one of our five objectives: "Equip and empower a growing number of leaders."

Our Internship Program is one of the strategies we use to accomplish that objective.

Brentwood Baptist Interns are part-time trainees that work with or without pay in a specific area of ministry in order to clarify calling, build confidence, and gain experience for secular employment or ministry based service.

There are two steps in being considered for an internship at BBC:

Step 1: Read and complete BBC Internship Program Application form. This form will give you common standards and list internship opportunities. It will provide us needed information to make determination if you are eligible for Step 2 of our application process. This application will provide you a place to:

- Request the specific area for your desired internship
- The desired length of internship (summer, semester, year-long)
- And determine type of internship (volunteer, novice, apprentice, and for school credit)

Step 2: Will only occur if the applicant's form is received and approved for Step 2.* Step 2 will be emailed to you directly from the ministry area from which you are requesting an internship. Their email will include further details about the internship requirements, expectations, and compensation for their particular internship.

*You will be contacted by Brentwood Baptist whether you're approved for Step 2 or not.

Before applying, please read through this document and be familiar with:

- Qualifications and expectations of interns
- Code of conduct and doctrinal commitment (you would be expected to sign to agreement on both of these in the Step One application)

- Type of internships we offer
- Our process for application and interviews
- What Brentwood Baptist will offer our interns (what you can expect)

Qualifications and Expectations of Interns

- You have a personal relationship with Jesus and you are moving toward Christ-likeness
- You're a member of an Evangelical Christian congregation
- You're willing to submit to a background check
- You're willing to commit to our code of conduct*
- You're willing to agree and adhere in teaching to the doctrinal beliefs of our church*
- Take and participate in coaching for PLACE assessment
- You'll adhere to office and ministry hours determined by specific internship track you desire (determined in Step 2 application)
- You'll tithe to your Church of membership for any compensation paid by Brentwood Baptist

Types of Internships we Offer

Volunteer Internship – This is for the person who is high school or just graduated

Novice Internship – This is a first year intern with no previous experience

Apprentice Internship – This person has previously served as an intern or has similar experience in ministry environment

School Credit Internship – This person is receiving college credit for participating in an internship

Our Process for Application and Interviews

1. Internship reads this document and if he or she feels they meet qualifications and feels as if God wants this for them, they complete Step 1 Application to Brentwood Baptist Human Resources office (HR).
2. An initial screening for complete information and qualifications will be conducted. If there's missing information, applicant will be alerted. Applicant will be informed by HR if there is not an opening in desired Internship track.
3. After initial screening, application will be reviewed by ministry leader for desired Internship track. Applicant will then be contacted as to whether they'll be considered for Step 2 of Application process.
4. Step 2 includes a more comprehensive application and then an interview with ministry leader. In Step 2, specific requirements, expectations, compensation and other ministry specific areas will be explained.

5. Ministry leader will subsequently communicate to applicant whether they will serve as an intern in that particular ministry area.

What Interns Can Expect of Brentwood Baptist and their Internship Experience

- The church will provide on-the-job training
- The ministry leader and supervisor will teach and counsel regarding vocational service and ministry calling
- A working understanding of Brentwood Baptist's DNA that we believe God has uniquely gifted us for
- Learn the value of both teamwork and hard work
- Be encouraged in your journey to Christ-likeness
- PLACE assessment and personal coaching
- Outgoing review of internship and communication as to what Brentwood Baptist will provide for any subsequent references for you

Intern Code of Conduct

Interns that serve with Brentwood Baptist Church are ambassadors of Jesus Christ (2 Corinthians 5:20), and also represent the Church. This is a tremendous responsibility. For this reason, we ask all employees, including interns, to be above reproach in his/her actions and attitudes. This includes:

- Submit to the Intern supervisor's, Pastor's, and Church's authority.
- Abstain from the consumption of alcoholic beverages or any use of tobacco or illegal drugs for the duration of your involvement in the Brentwood Baptist Intern Ministry.
- Have a work ethic that represents Christ and serves the church faithfully (Colossians 3:17).
- Dress in a way that reflects the role you're serving in.
- Guard your Christian testimony and the testimony of Brentwood Baptist by abstaining from any action or activity that would cause others to stumble.

DOCTRINAL COMMITMENT

Please read the 1963 Baptist Faith and Message

http://www.brentwoodbaptist.com/pdf/baptist_faith_statement.pdf

Do you agree with all of these doctrinal beliefs? Yes / No

If there are any areas with which you do not agree, please indicate the area and briefly explain why

Step 1 Application

Are you a Christian? Yes/No Please record in 300 words or less your testimony of Jesus in your life:

Have you been baptized by immersion? Yes/No

Are you a member of an Evangelical Christian congregation? Yes/No

If so, where _____

What area(s) of ministry do you currently serve:

_____ Circle one: past service/present service

_____ Circle one: past service/present service

Is this your first ministry service? _____

Please circle one (none of the answers disqualify a person): "I absolutely feel called to vocational ministry", " I'm investigating a vocational call to ministry", "I simply feel called to serve God in the local church, even if not my career".

Are you willing to submit to a background check? Yes/No

Commitment to take PLACE assessment and receive PLACE coaching if you were to partake in Step 2?
Yes/No

Do you agree with our church's doctrinal beliefs? Yes/No. If "no," please explain. _____

Are you willing to follow code of conduct? Yes/No (Depending on area of work, more conduct guidelines may be required.)

Please prioritize all that you're interested in with 1 (first choice), 2 (second choice), 3 (third choice):

Summer internship ___ Semester internship ___ Year-long internship ___

Using the same number scale as above, please prioritize with 1, 2, 3 all you're interested in:

Preschool __ Children __ Students __ Adult ministry __ Discipleship Ministry __ Mentoring __
Kairos __ Communications __ Pastoral Care __ Missions __ Deaf congregation __ Regional
campus __ Music and Worship __ Other _____

Please select type of internship you think you're eligible for:

Volunteer Internship – This is for the person who is high school or just graduated

Novice Internship – This is a first year intern with no previous experience

Apprentice Internship – This person has previously served as an intern or has similar experience in ministry environment

Undergraduate School Credit Internship – This person is receiving college credit for participating in an internship

Graduate School Credit Internship (including seminary)

Press submit

Step 1 applications will be sent to HR office to the attention of Kitty Montross. Initial questions or follow-up can be directed to her or from her. kmontross@brentwoodbaptist.com or 615-324-6113.

*Code of Conduct and Doctrinal Beliefs (If selected as an intern, we'll ask you to sign that you agree to follow these, along with other ministry specific conduct areas.) At any point in the internship you are unable or unwilling to fulfill your commitment, you agree to relinquish position as a Brentwood Baptist Intern.