# Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Subsections</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welcome</td>
<td></td>
</tr>
<tr>
<td>Introduction</td>
<td></td>
</tr>
<tr>
<td>Program Philosophy</td>
<td></td>
</tr>
<tr>
<td>1.0 Vision</td>
<td></td>
</tr>
<tr>
<td>1.1 Values</td>
<td></td>
</tr>
<tr>
<td>1.2 Benefits of the Program</td>
<td></td>
</tr>
<tr>
<td>1.3 Eligibility and General Expectations</td>
<td></td>
</tr>
<tr>
<td>Employment</td>
<td></td>
</tr>
<tr>
<td>2.0 Employment Status</td>
<td></td>
</tr>
<tr>
<td>2.1 Compensation Policy</td>
<td></td>
</tr>
<tr>
<td>Internship Opportunities</td>
<td></td>
</tr>
<tr>
<td>3.0 Internship Descriptions</td>
<td></td>
</tr>
<tr>
<td>3.1 Internship Seasons and Durations</td>
<td></td>
</tr>
<tr>
<td>3.2 Internship Tracks</td>
<td></td>
</tr>
<tr>
<td>Program Staff</td>
<td></td>
</tr>
<tr>
<td>4.0 Intern Team</td>
<td></td>
</tr>
<tr>
<td>4.1 Internship Program Director</td>
<td></td>
</tr>
<tr>
<td>4.2 Internship Program Assistant</td>
<td></td>
</tr>
<tr>
<td>4.3 Supervisor</td>
<td></td>
</tr>
<tr>
<td>Applying for the Program</td>
<td></td>
</tr>
<tr>
<td>5.0 Application Materials</td>
<td></td>
</tr>
<tr>
<td>5.1 Application Deadline</td>
<td></td>
</tr>
<tr>
<td>5.2 Application Review Process</td>
<td></td>
</tr>
<tr>
<td>5.3 Internship Invitation</td>
<td></td>
</tr>
<tr>
<td>Fundraising</td>
<td></td>
</tr>
<tr>
<td>6.0 Total Amount to Raise</td>
<td></td>
</tr>
<tr>
<td>6.1 Wage Information</td>
<td></td>
</tr>
<tr>
<td>6.2 Use of Funds Breakdown</td>
<td></td>
</tr>
<tr>
<td>6.3 Deadlines</td>
<td></td>
</tr>
<tr>
<td>6.4 Fundraising Packet</td>
<td></td>
</tr>
<tr>
<td>6.5 Weekly Reports</td>
<td></td>
</tr>
<tr>
<td>6.6 Surplus Funds</td>
<td></td>
</tr>
<tr>
<td>6.7 Fundraising Policy Questions</td>
<td></td>
</tr>
<tr>
<td>During the Internship</td>
<td></td>
</tr>
<tr>
<td>7.0 Orientation</td>
<td></td>
</tr>
<tr>
<td>7.1 Intern Job Descriptions</td>
<td></td>
</tr>
<tr>
<td>7.2 Workspace</td>
<td></td>
</tr>
<tr>
<td>7.3 Personal Development Plans</td>
<td></td>
</tr>
<tr>
<td>7.4 Coaching</td>
<td></td>
</tr>
<tr>
<td>7.5 Training</td>
<td></td>
</tr>
<tr>
<td>7.6 Staff Interaction</td>
<td></td>
</tr>
<tr>
<td>7.7 Mid-Year Check-In Meeting</td>
<td></td>
</tr>
<tr>
<td>7.8 Evaluation</td>
<td></td>
</tr>
<tr>
<td>7.9 Exit Interview</td>
<td></td>
</tr>
<tr>
<td><strong>Internship Accounting Information</strong></td>
<td></td>
</tr>
<tr>
<td>------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>8.0</td>
<td>Recording Hours (Weekly)</td>
</tr>
<tr>
<td>8.1</td>
<td>Recording Hours (Special Events and Trips)</td>
</tr>
<tr>
<td>8.2</td>
<td>Overtime</td>
</tr>
<tr>
<td>8.3</td>
<td>Allowances</td>
</tr>
</tbody>
</table>

**Appendix**

- Blackhawk Church Mission
- Blackhawk Church Values
- Blackhawk Church Doctrinal Position
- Internship Application
- Internship Reference Form
Welcome

Welcome to Blackhawk Church’s Internship Program (“Program”). Whether you are a prospective or current intern, our prayer is that God will richly bless your ministry as you serve others in His name.

Introduction

The Internship Program Handbook is meant to communicate the philosophy, policies and procedures of the Program. This handbook is intended to provide supplementary information that specifically applies to the Program. None of the information contained in this handbook supersedes the information contained in Blackhawk’s Employee Handbook.

Program Philosophy

1.0 Vision

The vision is to help Program participants develop their character, calling and competency as they participate in the mission of Blackhawk Church.

1.1 Values

The holistic development of interns will take priority over their utilization. We are more concerned with how interns will grow through their experiences than what they can do for Blackhawk.

Interns will have the opportunity to discover their gifts and passions.

Intern development will happen within community, on teams and in proximity to leaders.

While interns will serve primarily in one ministry area, they will be exposed to a broad range of ministries and experiences.

1.2 Benefits of the Program

Interns will be provided with valuable ministry experience and leadership training.

Participation will give interns greater presence and responsibility in Blackhawk ministry.

Participation will strengthen an intern’s resume as they pursue vocational ministry.

The internship may fulfill some educational requirements.

1.3 Eligibility and General Expectations

An individual must have graduated high school at the time of application.

Interns must be aligned with the mission, values and doctrinal position of Blackhawk Church (see Appendix).
Interns should be interested in vocational ministry, and will be expected to lead teams and develop leaders. Preference will be given to those already engaged and serving in a Blackhawk ministry. Interns are strongly encouraged to be in a mentoring relationship or a Life Group. Interns will be required to raise financial and prayer support. Interns will provide their own laptop computer and means of transportation.

**Employment**

2.0 **Employment Status**

Interns are classified under temporary employment status. As such, interns are not eligible for benefits.

2.1 **Compensation Policy**

All internships are paid internships that require funds to be raised.

**Internship Opportunities**

3.0 **Internship Descriptions**

Internships are available in most ministries. The following internship descriptions include the types of tasks that one could expect to do in a specific ministry. Note that these descriptions are not meant to be comprehensive, but rather are a general explanation of what an intern could expect to do. Once an intern is in the Program, we strive to create an individualized job description for each person based on individual gifts and passions.

**Children’s Ministry:** An intern can generally expect to assist with Sunday preparation tasks; be the point person during Sunday programming; choose a project of interest to oversee and run; participate in the curriculum editing process; have the opportunity to be a coach or a team leader in an area of ministry.

**Middle School Ministry (fall and spring):** An intern can generally expect to oversee weekly programming (e.g., Home Group, First Wednesday); communicate with students, parents and volunteers; assist in the coordination of special events (e.g., Up All Night, Snow Camp); have the opportunity to be a coach or a team leader in an area of ministry.

**Middle School Ministry (summer):** An intern can generally expect to provide leadership for Madison Missions (i.e., a service camp that partners with local nonprofit organizations); coordinate and oversee summer programming for incoming 6th graders.

**High School Ministry:** An intern can generally expect to coordinate and oversee weekly programming (e.g., Sunday Night Live, Home Group); assist in the coordination of special events and trips; attend weekly programming, trips, special events, conferences and planning summits; have the opportunity to be a coach or
team leader in an area of ministry; participate in the planning and coordination of talks and lessons; and communicate with leaders, volunteers and parents.

**College-Age Ministry (fall and spring):** An intern can generally expect to assist in the coordination of weekly programming (e.g., Tuesday Nights); assist in the coordination of special events (e.g., CAM Dance, Study Day, retreats, spring break mission trip); schedule and coordinate CAM speakers and guests; possibly speak at weekly programming or retreats; have the opportunity to be a coach or a team leader in an area of ministry.

**College-Age Ministry (summer):** An intern can generally expect to oversee weekly programming and plan and coordinate summer special events (e.g., camping trips).

**Adult Ministry:** An intern can generally expect to focus on the target age group of people in their mid-20s through people who have not yet entered Senior Adult Ministry; coordinate ministry events; communicate with leaders, volunteers and participants; participate in ministry strategy brainstorming and implementation; support the Adult Ministries staff team.

**Care Ministry:** An intern can generally expect to work on projects and tasks that will be determined based on the specific skills and interests of the intern and the Care needs at the time of internship; have the opportunity to be a coach or a team leader in an area of ministry; gain and develop working experience by responding to and following-up with people who have significant care needs (e.g., phone contact, face-to-face contact, assisting with identifying resources, and collaborating with the Care Team and community resources); be a part of ministry development in an area of interest. Also, a Care intern should expect to be available 1 to 2 weekday evenings and on Sundays.

**Impact Ministry:** An intern can generally expect to assist in the coordination of ministry events (e.g., Advent Conspiracy, Love Madison); have contact with Blackhawk’s local and global partnerships; have the opportunity to be a coach or a team leader in an area of ministry; work with the Impact Ministries staff to coordinate Blackhawk mission trips.

**Worship Arts Community:** An intern can generally expect to participate in the creative planning process for Sunday services; participate in the creative planning process for special services (e.g., Maundy Thursday, Easter, Christmas Eve); plan and lead worship for Sunday services based on musical gifting and leading experience; assist in the coordination of projects related to service elements; assist in the coordination of WAC special events (e.g., Artist Showcase; Pulse, ministry kickoff); meet and communicate with volunteers on a regular basis.

**Communications:** An intern can generally expect to edit ministry-related brochures and publications; oversee and direct video announcements; lead the annual Communications audit; champion social networking engagement; develop his or her own writing skills as well as those of volunteers; participate in ministry strategy, brainstorming and implementation.

**Finance/Business Operations:** An intern can generally expect to work on projects and tasks that will be determined based on the specific skills of the intern and the business operations needs at the time of internship.

### 3.1 Internship Seasons and Durations

The following is a list of internship seasons and durations. Specific program dates are provided each year. Note that internships can be combined (e.g., an individual can intern for the summer and the ministry year).

**Summer Internship:** 12 to 14 weeks in length and spans mid-May to mid-August.
Ministry Year Internship: 39 to 41 weeks in length and spans mid-August to mid-May.

Spring Mid-Year Internship: 17 to 19 weeks in length and spans early January to mid-May. This on-ramp is available on a case-by-case basis, and is intended to happen in combination with another internship season. It is not the intention of the Program to have someone intern only for the spring semester.

Similarly, a Fall Internship season (17 to 19 weeks in length and spans mid-August to mid-December) is available on a case-by-case basis to interns who have been a summer intern the summer immediately previous. It is not the intention of the Program to have someone intern only for the fall semester; rather, this internship is intended to happen in combination with another internship season.

3.2 Internship Tracks

There are three internship tracks: 20 hours per week, 30 hours per week and 40 hours per week. The core content of the Program is based around the 20 hour per week track. The other tracks offer the opportunity to expand one’s ministry experience.

Program Staff

4.0 Intern Team

The Intern Team is comprised of a small number of Blackhawk staff members who review applications and act as the primary advocates for the interns. The Intern Team meets on a regular basis to discuss the vision and direction of the Program, as well as discuss timely items related to the policy and procedures of the Program.

4.1 Internship Program Director

The Internship Program Director is responsible for the overall vision of the Program and ensuring that the Program stays consistent with its values. Also, the Director is available to the interns for any questions, comments and concerns.

4.2 Internship Program Assistant

The Internship Program Assistant provides the primary administrative support for the Intern Team, Director and interns.

4.3 Supervisor

A supervisor oversees each intern. The supervisor is a pastor or director in the area of ministry where the intern serves. The intern and supervisor meet on a regular basis for coaching, training, ministry projects, etc.
Applying for the Program

5.0 Application Materials

A complete internship application is comprised of an application and at least two references. An application and reference form is available in the Appendix, as well as online at blackhawkchurch.org/intern.

5.1 Application Deadline

Specific application deadline dates will be provided each year. In general, the application deadlines are as follows:

* **Summer Internship:** The February prior to the summer internship start date
* **Ministry Year Internship:** The April prior to the fall internship start date
* **Spring Mid-Year Internship:** The October prior to the spring internship start date

5.2 Application Review Process

Once the application materials have been received, the Intern Team receives a copy of the materials for discussion and decision-making.

If the application is accepted, the Program Director invites the applicant to join the Program via letter of invitation (pending a criminal background check).

If the application is declined, the Program Director communicates the decision to the applicant.

5.3 Internship Invitation

Once an applicant has been invited to join the Program, the applicant must accept or decline the invitation by the deadline provided in the invitation letter.

If the invitation is accepted, a letter of hire is sent to the prospective intern that details the amount to fundraise, fundraising deadlines and the internship start date.

Fundraising

6.0 Total Amount to Raise

Fundraising totals for each internship track are calculated annually. There are a number of factors that affect the fundraising total, including wages, taxes, operations allowances, required resources, conferences, etc.

An exact fundraising amount is provided to prospective interns in their letter of hire. The amount differs based on the intern’s specific track and duration (e.g., 20-hour per week summer internship, 30-hour per week ministry year internship, etc.)
6.1 Wage Information

The wage range varies based on the hour track, with the range starting at minimum wage.

Since interns are paid a predetermined wage based on their internship track, any surplus funds an intern raises cannot be used to increase the intern’s wage.

6.2 Use of Funds Breakdown

All donated funds are used exclusively for the Program’s participants. On average, 85-90% of funds raised go toward wage and 10-15% go toward other costs. Items classified as “other costs” are things such as training, conferences, retreats, books, office supplies, postage and meal and mileage reimbursement.

6.3 Deadlines

Fundraising deadlines are provided to interns in their letter of hire. Meeting these deadlines is required for participation in the Internship Program. Missed deadlines will result in a delayed start date or removal from the Program. In general, the deadlines are as follows:

Summer Internship: 50% of funds must be raised by the April prior to the start date, and 100% of funds must be raised by the start date.

Ministry Year Internship: 75% of funds must be raised by one week prior to the August start date, and 100% of funds must be raised by January of the internship.

Spring Mid-Year Internship: 75% of funds must be raised by one week prior to the January start date, and 100% of funds must be raised by March of the internship.

6.4 Fundraising Packet

An electronic fundraising packet is provided to interns once they have accepted their invitation into the Program. The Fundraising Packet contains the step-by-step process for fundraising, as well as additional documents that are intended to aid the intern’s fundraising process.

6.5 Weekly Reports

Blackhawk’s Accounting Department prepares weekly reports updating the balance of funds raised. These reports are provided to the intern’s supervisor and the Intern Team.

It is the supervisor’s responsibility to communicate the fundraising update information to the intern.

While this weekly report provides a list of people who donated to the Internship Program, the exact dollar amount given is not provided for confidentiality reasons. Interns are made aware of people who gave more than $250 and more than $750, but again, exact dollar amounts are not provided.

6.6 Surplus Funds

Any and all money an individual raises is designated for the Blackhawk Internship Program. As such, any surplus funds raised remain in the Internship Program Fund. According to the IRS, authority over contributions is transferred when it is received by Blackhawk Church; thus, no amount may be refunded to the donor or
forwarded to the intern. If an intern exceeds their fundraising target, or if the individual does not participate in the Program for any reason (illness, family emergency, lack of timely fundraising, etc.), the funds will be utilized for Program-related expenses and cannot be reimbursed to the intern or their donors.

6.7 Fundraising Policy Questions

Questions specifically related to fundraising policies should be directed to the Internship Program Assistant.

During the Internship

7.0 Orientation

The first day of an individual’s internship is dedicated to orientation. The intern meets with the following departments to complete necessary paperwork and to be introduced to operations at Blackhawk: accounting, human resources, information technology, facilities and office operations. The intern will also meet with their supervisor.

7.1 Intern Job Description

The supervisor and intern will decide on a specific job description for the intern based on the intern’s skills and passions. Also, each intern will work with their supervisor to complete an agreed-upon project.

7.2 Workspace

A workspace will be provided to interns. Interns are encouraged to use this workspace as much as deemed appropriate by the intern and their supervisor.

7.3 Personal Development Plans

A supervisor will set aside time at the beginning of the internship to form and discuss goals with the intern. This process is helpful in establishing priorities and focus for the internship. Also, personal development plan goals provide measurable standards by which to evaluate the intern at the end of the internship.

7.4 Coaching

An intern will meet with their supervisor or other ministry leader on a regular basis for coaching. A coaching relationship is one that is intended to provide the intern with pastoral care, ministry support and leadership development.

7.5 Training

Interns are required to read and reflect on a specific curriculum of resources. Further, interns gather together regularly for teachings and trainings led by Blackhawk staff.

7.6 Staff Interaction

Interns are encouraged to interact with full- and part-time Blackhawk staff members whenever appropriate. Interns participate in regular staff activities and have the opportunity to experience various staff settings.
7.7 Mid-Year Check-In Meeting

Interns who participate in the ministry year internship will meet with someone from Program staff for a check-in meeting in January. The purpose of this meeting is to discuss the highlights and challenges of the internship to date, as well as the general well-being of the intern.

7.8 Evaluation

Interns will be evaluated at the end of their internship by their supervisor. The evaluation will include reflecting on the internship experience and the performance plan goals.

7.9 Exit Interview

At the end of an internship, each intern will have an exit interview with an individual from the Intern Team. This time will be an opportunity to discuss the intern’s experience and the Program as a whole.

Internship Accounting Information

8.0 Recording Hours (Weekly)

The pay period runs for two weeks Friday-Thursday, and interns are paid bi-weekly. The intern should work, on average, the appropriate number of hours per week as designated by their internship track (i.e., 20, 30 or 40 hours). An increase or decrease of hours one week should result in an altering of hours the following week so as to keep the appropriate average of hours worked. Additionally, it is expected that timesheets will be completed by the intern, approved by the intern’s supervisor and turned in to Accounting on a timely basis.

8.1 Overtime

The intern should make every attempt not to work more than 40 hours per week in order to avoid overtime. If working overtime is necessary, it must be pre-approved by the intern’s supervisor. To compensate for overtime the intern should work time and a half less the following week(s).

8.2 Recording Hours (Special Events and Trips)

Interns and supervisors should plan ahead in regard to hours worked for special events and trips. During these events there is sometimes a need for an intern to work more hours than their usual weekly average. Interns and supervisors should anticipate this situation and, ideally, an intern should adjust their hours in the weeks prior to the event (i.e. work fewer hours) in order to accommodate the increased hours that the intern will work during the special event or trip.

Blackhawk considers 8 hours per day (or 40 hours per week) as normal maximums for hourly staff. However, Blackhawk recognizes that special events and trips can cause time worked to be in excess of those normal maximums. This recognition does not negate the need for interns to plan ahead and, as stated above, adjust their hours as needed in advance to prepare for the special event or trip. This is especially important for people in the 20- and 30-hour per week tracks. Additionally, use of overtime should be strictly limited and used only if absolutely necessary.
Time worked during a special event or trip is considered to be anytime an intern is “on the ground” working in ministry. This time includes teaching or speaking in a large group setting, discussing assignments, preparing materials, coordinating volunteers, etc. Time worked does not include times such as meals, free time activities, etc.

In regard to time worked while traveling, any travel time during an intern’s normal work hours is time worked. Also, anytime that an intern is the driver of the vehicle is time worked. This applies to all driving that an intern does except for the intern’s normal commute to Blackhawk.

8.3 Allowances

As a part of money raised during fundraising, funds have been budgeted to cover incidental expenses incurred during an internship. These funds are based on the intern’s responsibilities and hours worked per week. Some common expenses are meeting-related expenses (e.g., coffee with students), mileage driven to a retreat or conference registration. These expenses can be reimbursed and require a receipt. An intern is provided with their allowance amount on orientation day.

Any unused allowances will not be accessible after an internship is over. These allowances are part of the Internship Program funds and do not belong to any individual. Blackhawk remains in control of these funds, and will issue reimbursement at its discretion.
Appendix
Blackhawk Church Mission

“Building a loving community that follows Christ, in order to reach a community that is lost without Him.”

Because Jesus Christ came to seek and to save the lost, we feel compelled to do the same. But Jesus went beyond rescuing the lost from hell – He wanted to make them fit for heaven. Through the various ministries of the church, our desire is for people not only to meet Christ but also, over time, to grow in their faith so that they live obediently to His commands and become conformed to His character.

We can’t fulfill Christ’s mission alone as individuals. We are a church because God wants us to be something together, to represent Him with our unified diversity. Our goal together is to further His Kingdom locally and worldwide. Our work is not over when we become a biblical community; we’re a biblical community so that we can accurately reflect Christ to the world.

Blackhawk Values

Following Christ: We dream about building a community where each individual is so passionate about following Jesus Christ that by the power of the Holy Spirit we reorder our lives – our relationships, habits, traditions and possessions – in order to become more like Him.

Worshiping God: We dream about building a community where our worship of God is so authentic that we are continually overwhelmed with His greatness. We long to be a multi-generational community that is free to celebrate our God by using contemporary styles of musical worship while continuing to reflect our heritage. We envision becoming a community where hunger for pursuing God in prayer is normative for every believer.

Communicating Truth: We dream about building a community where the truth of God’s Word is communicated with excellence in a culturally relevant and compelling manner. We envision a future where the centrality of Christ is elevated above the complex issues of our changing world through the effective teaching and creative communication of His unchanging Word.

Working Together: We dream about building a community where people are equipped to do the work of the ministry. We long to become teams of people who have discovered their gifts, awakened their passions and joined together for a common purpose. We desire to create a culture where gifted leaders rally teams of people equipped to accomplish great things for God.

Serving Others: We dream about building a community where Christ’s passion to serve others is caught and practiced by everyone. We hold selfless, humble service of the poor and hurting in our city and world as a high ideal. To us, Christ-like service mirrors God’s grace.

Reaching Others: We dream about building a community where we are passionate about reaching our world with the message of God’s transforming grace. We envision reaching out to as many people as possible, but especially to those with whom we work, live and study in Madison. We seek to develop and send people from our community to areas nearby and throughout the world.

Celebrating Life: We dream about building a community where God’s people are free to celebrate His gifts of life and grace. We recognize that life is difficult and at times overwhelming. We long to enjoy life and each other as we build a community in a stressful world.
Blackhawk Church Doctrinal Position

We believe...

...the Scriptures, both Old and New Testaments, to be the inspired Word of God, without error in the original writings, the complete revelation of His will for the salvation of men and the Divine and final authority for all Christians’ faith and life.

...in one God, Creator of all things, infinitely perfect and eternally existing in three persons: Father, Son and Holy Spirit.

...that Jesus Christ is true God and true man, having been conceived of the Holy Spirit and born of the Virgin Mary. He died on the cross, a sacrifice for our sins according to the Scriptures. Further, He arose bodily from the dead, ascended into heaven, where, at the right hand of the Majesty on High, He is now our High Priest and Advocate.

...that the ministry of the Holy Spirit is to glorify the Lord Jesus Christ and, during this age, to convict men, regenerate the believing sinner, indwell, guide, instruct and empower the believer for godly living and service.

...that man was created in the image of God but fell into sin and is, therefore, lost and only through regeneration by the Holy Spirit can salvation and spiritual life be obtained.

...that the shed blood of Jesus Christ and His Resurrection provide the only ground for justification and salvation for all who believe, and only such as receive Jesus Christ are born of the Holy Spirit and thus become children of God.

...that water baptism and the Lord’s Supper are ordinances to be observed by the Church during the present age. They are, however, not to be regarded as a means of salvation.

...that the true Church is composed of all such persons who through saving faith in Jesus Christ have been regenerated by the Holy Spirit and are united together in the body of Christ, of which He is the Head.

...that only those who are, thus, members of the true Church shall be eligible for membership in the local church.

...that Jesus Christ is the Lord and Head of the Church and that every local church has the right, under Christ, to decide and govern its own affairs.

...in the personal and imminent coming of our Lord Jesus Christ and that this Blessed Hope has vital bearing on the personal life and service of the believer.

...in the bodily resurrection of the dead; of the believer to everlasting blessedness and joy with the Lord; of the unbeliever to judgment and everlasting conscious punishment.
Internship Application

Thank you for your interest in Blackhawk Church’s Internship Program. Please send your completed application as an email attachment to internship@blackhawkchurch.org or via mail to Blackhawk Church, ATTN: Internship Application, 9620 Brader Way, Middleton, WI 53562. All information gathered through the application process will be handled confidentially.

GENERAL INFORMATION

Name ___________________________ Date of Application ____________

Preferred Address _______________________________________________

Preferred Phone ___________________________ Alternate Phone ___________

Email address ___________________________________________________

Gender  □ Male  □ Female

Marital Status  □ Single  □ Married  Name of spouse _________________

How did you hear about the Internship Program?
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

INTERN PROGRAM SPECIFICS

I am applying for the following internship track (check all that apply)

□ Summer program (May-Aug.)  □ Summer & Year-Long Program (May-May)
□ Year-Long Program (Aug.-May)  □ Mid-Year Program (Jan.-May)

I am applying for the following hours per week  □ 20  □ 30  □ 40

Interns work closely with a specific staff member and thus will have a specific ministry focus along with general responsibilities. Please number the following ministry areas (0-5) according to your level of interest, with 5 being the highest.

_____ Children’s Ministry  _____ Adults Ministry
_____ Middle School Ministry  _____ Impact/Missions Ministry
_____ High School Ministry  _____ Worship Arts Ministry
_____ College Ministry  _____ Finance/Administration
_____ Care Ministry  _____ Communication/Graphic Design
Please state briefly why you are passionate about your top choice(s).

_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

EDUCATION BACKGROUND

Please list all schools attended after grammar school (high school, technical college, university, graduate school, Bible institute or seminary)

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Are there any training courses or seminars you have completed which you feel have helped prepare you for the ministry experience you are applying for? If so, please list the course title, date completed and the major benefit to you.

_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

EMPLOYMENT HISTORY Please do not substitute a resume for this section.

Most Recent Employer ___________________________ Phone Number __________

Address ____________________________________________

Position(s) Held ____________________________________________

Employment Start Date ___________ Employment End Date ___________
Supervisor/Manager ____________________________ May we contact? □ Yes □ No
Reason for Leaving ________________________________________________________________

Past Employer_____________________________ Phone Number __________
Address ________________________________________________________________
Position(s) Held ____________________________________________________________
Employment Start Date ___________ Employment End Date ______________
Supervisor/Manager ____________________________ May we contact? □ Yes □ No
Reason for Leaving ________________________________________________________________

Past Employer_____________________________ Phone Number __________
Address ________________________________________________________________
Position(s) Held ____________________________________________________________
Employment Start Date ___________ Employment End Date ______________
Supervisor/Manager ____________________________ May we contact? □ Yes □ No
Reason for Leaving ________________________________________________________________

STRENGTHS & SKILLS

List your top three strengths and top three weaknesses

<table>
<thead>
<tr>
<th>Strengths</th>
<th>Weaknesses</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. ______</td>
<td>1. _______</td>
</tr>
<tr>
<td>2. ______</td>
<td>2. _______</td>
</tr>
<tr>
<td>3. ______</td>
<td>3. _______</td>
</tr>
</tbody>
</table>

Please number the following skill areas (0-5) according to your level of experience, with 5 being the highest.

_____ Accounting/Finance           _____ Music please specify: __________________________
_____ Audio Production             _____ Graphic Arts
Photography
Languages please specify: __________________________
Journalism
Office Skills
Computer Skills
Team Leadership please specify: __________________________
Video Production

Please note any additional skills or interests:
_____________________________________________________________________________________
_____________________________________________________________________________________
MINISTRY PROFILE
Please number the following ministry areas (0-5) according to your level of experience, with 5 being the highest.

Children’s Ministry
Adults Ministry
Care Ministry
Middle School Ministry
College Ministry
Finance/Administration
High School Ministry
Worship Arts Ministry
Impact/Missions
Communication

What aspects of ministry excite you? What aspects don’t?
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

List your top three spiritual gifts. If you do not know your spiritual gifts, we can provide a spiritual gifts evaluation. You can request an assessment by emailing internship@blackhawkchurch.org.

1. __________________________
2. __________________________
3. __________________________
How have you seen these gifts fit with your ministry experience?

_______________________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________

PERSONAL STORY

Please include brief responses to the following questions with the application

1. Please describe your faith journey. Include how God got your attention and some significant experiences and people that He used. How has this journey prepared you for this position?

2. How does this position fit into your short and long-term goals? What do you hope to gain from this experience?

REFERENCES

List the contact information of the individuals (excluding family members) whom you are giving the reference forms. You are responsible for sending reference forms to the individuals listed below. The form can be obtained on Blackhawk’s website, www.blackhawkchurch.org/about_blackhawk/internship_program

List two contacts you’ve served under in ministry:

1. Name ___________________________________________ Phone __________________
   Relationship to applicant __________________________
   Email Address _________________________________

2. Name ___________________________________________ Phone __________________
   Relationship to applicant __________________________
   Email Address _________________________________

List two contacts you’ve served with in ministry:

1. Name ___________________________________________ Phone __________________
   Relationship to applicant __________________________
Email Address ______________________________________

2. Name ___________________________________________ Phone ______________________
   Relationship to applicant ___________________________
   Email Address ____________________________________

List two people you have influenced through your leadership:

1. Name ___________________________________________ Phone ______________________
   Relationship to applicant ___________________________
   Email Address ____________________________________

2. Name ___________________________________________ Phone ______________________
   Relationship to applicant ___________________________
   Email Address ____________________________________

_________________________________________________________________________________

_________________________________________________________________________________

_________________________________________________________________________________

_________________________________________________________________________________

_________________________________________________________________________________

_________________________________________________________________________________

___________________________

CHURCH OR PARACHURCH BACKGROUND

Please list all churches you have regularly attended in the past 10 years and any previous ministry experience or volunteer involvement.

1. Current Church Name ____________________________ Dates Attended __________________
   Church Address _______________________________________________________________
   Church Phone ____________________________ Email _________________________________
   Staff Contact (name and position) ________________________________________________
   Ministry Experience
   ____________________________________________________________________________

2. Previous Church Name __________________________ Dates Attended __________________
   Church Address _______________________________________________________________
   Church Phone ____________________________ Email _________________________________
   Staff Contact (name and position) ________________________________________________
   Ministry Experience
   ____________________________________________________________________________
3. Previous Church Name ___________________________ Dates Attended ________________
   Church Address ________________________________________________________________
   Church Phone ___________________________ Email ________________________________
   Staff Contact (name and position) ______________________________________________
   Ministry Experience
   __________________________________________________________________________

BACKGROUND INFORMATION

Are you legally authorized or permitted to work in the United States? __ yes __ no

Are there any past or present issues (spiritual, physical, emotional/mental, social) which would hinder your ability to work appropriately with children or students? __ yes __ no

Have you been accused, charged or convicted of a criminal offense (felony or misdemeanor other than a parking violation)? __ yes __ no

Have you struggled in the past or are you currently struggling with any addictions (alcohol, drug, pornography, etc)? __ yes __ no

Is there anything from your past that may come up in the future about you that could hurt the ministry of Blackhawk Church? __ yes __ no

If you answered no to the first question or yes to the remaining questions, please explain (attached an additional page if needed).

__________________________________________________________________________________________

__________________________________________________________________________________________

BACKGROUND CHECK

This form authorizes the church to obtain background information and must be completed by the applicant.

Name (first, middle, last) ___________________________ ___________________________

Other names used (maiden, nickname, alias) ___________________________

Driver’s License Number (and state) ___________________________ Gender _______

Social Security Number _____ - _____ - _____ Date of Birth _____ / _____ / _____
Current Address 

Home Phone ___________________________  Cell Phone _______________________

If you have lived at your current address less than three years, please provide your former address below. If you are a college student, please provide your permanent address below.

Alternate Address ________________________________________________

In the interest of safety and security I, the undersigned applicant, authorize Blackhawk Evangelical Free Church to procure background information about me, prior to, and at any time during, my service to the organization. This report may include my driving history, including any traffic citations; a social security number verification; present and former addresses; criminal and civil history/records; and the state sex offender records.

I understand that I am entitled to a complete copy of any background information report of which I am the subject upon my request. For a copy of this report, please contact SecureSearch at 558 Castle Pines Parkway, Unit B4-137, Castle Rock, CO, 80108 or call 1-866-891-1954. I also understand that I may receive a written summary of my rights under the Fair Credit Reporting Act.

Signature ________________________________  Date __________________________
Internship Reference Form

All information gathered through the screening process will be handled confidentially.

Name of Internship Applicant ___________________________ Date ____________

Name of Reference ____________________________________________

Relationship to Applicant ___________________________ Number of Years Known ______

Phone _________________ Email Address ____________________________

Please answer the questions with as much candor as possible. An answer that might be perceived as negative will not necessarily prevent the applicant from being accepted but may be useful to the team leader when approaching various issues.

1. What have you observed to be this applicant’s greatest strengths?

2. What have you observed as his/her greatest weaknesses?

3. How does this applicant perform in a team setting?

4. Do you have any reservations about the applicant’s ability to work appropriately with children or students under age 18? If yes, please explain.

5. Which of the following words would you use to describe the applicant? Circle all that apply.

self-starter flexible supportive tactful congenial
picky shy easygoing stable honest
responsible calm leader rigid follower
creative productive artistic energetic outgoing
prompt sloppy complainer friendly emotional
argumentative discerning worker lazy patient
relational respects authority compassionate cheerful team player
6. Circle the personality traits that best describe the applicant from your experience and observation.

<table>
<thead>
<tr>
<th>Spiritual life</th>
<th>No interest in spiritual growth</th>
<th>Evidence of some spiritual growth</th>
<th>Average</th>
<th>Continual growth in a positive direction</th>
<th>Consistent and mature spiritually</th>
<th>Do not know</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purposefulness</td>
<td>Aimless, no evident goals</td>
<td>Vacillating in purpose</td>
<td>Average</td>
<td>Consistent movement towards goals</td>
<td>Strives to realize well-formed goals</td>
<td>Do not know</td>
</tr>
<tr>
<td>Initiative</td>
<td>Requires constant oversight</td>
<td>Succeeds only when directed</td>
<td>Average</td>
<td>Shows good initiative</td>
<td>Actively creative and self motivated</td>
<td>Do not know</td>
</tr>
<tr>
<td>Industry</td>
<td>Needs constant prodding</td>
<td>Needs occasional prodding</td>
<td>Performs assigned tasks</td>
<td>Goes beyond what is required</td>
<td>Seeks additional work</td>
<td>Do not know</td>
</tr>
<tr>
<td>Influence with others</td>
<td>Negative influence</td>
<td>Neutral</td>
<td>Normally good</td>
<td>Consistently good influence</td>
<td>Positive challenge</td>
<td>Do not know</td>
</tr>
<tr>
<td>Acceptance by others</td>
<td>Avoided by others</td>
<td>Tolerated by others</td>
<td>Liked by others</td>
<td>Well-liked by others</td>
<td>Sought after by others</td>
<td>Do not know</td>
</tr>
<tr>
<td>Responsibility</td>
<td>Consistently irresponsible</td>
<td>Occasionally undependable</td>
<td>Usually reliable</td>
<td>Conscientious and reliable</td>
<td>Capable of much responsibility</td>
<td>Do not know</td>
</tr>
<tr>
<td>Leadership</td>
<td>Always a follower</td>
<td>Tries, but few will follow</td>
<td>Assumes leadership when needful</td>
<td>Takes leadership initiative</td>
<td>Natural leadership which draws followers</td>
<td>Do not know</td>
</tr>
<tr>
<td>Emotional qualities</td>
<td>Overly emotional or apathetic</td>
<td>Occasionally unbalanced</td>
<td>Usually well-balanced</td>
<td>Expresses appropriate emotions</td>
<td>Expresses self and empathizes with appropriate emotions</td>
<td>Do not know</td>
</tr>
<tr>
<td>Personal care and appearance</td>
<td>Very careless</td>
<td>Needs some improvement</td>
<td>Usually appropriate care of self</td>
<td>Takes good care of self</td>
<td>Takes exceptional care of self</td>
<td>Do not know</td>
</tr>
<tr>
<td>Rapid change or unexpected circumstances</td>
<td>Rigid and/or exudes anxiety</td>
<td>Somewhat flexible, stresses easily</td>
<td>Looks to others for how to respond</td>
<td>Remains flexible and/or calm</td>
<td>Exudes confidence, remains flexible and/or calm</td>
<td>Do not know</td>
</tr>
</tbody>
</table>

Thank you for completing the Internship Reference Form. This is an invaluable resource as we consider the applicant. Please feel free to add any additional comments that may be helpful.

Please return the completed form to:
Laura Bruess, Intern Program Assistant
Blackhawk Church; 9620 Brader Way; Middleton, WI 53562
Email: lbruess@blackhawkchurch.org