

INTERNSHIP PROGRAM HANDBOOK

A GUIDE FOR PROSPECTIVE & CURRENT INTERNS



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Introduction

The Internship Program Handbook is meant to communicate the philosophy, policies and procedures of the Internship 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 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.

Interns should be interested in vocational ministry.

Interns will be required to raise financial support.

Interns will provide their own laptop computer, transportation and housing.

Employment

2.0 Benefit Eligibility

Interns working an average of less than 30 hours per week through their internship are not eligible for benefits.

Interns working an average of 30 or more hours per week through their internship are eligible to participate in Blackhawk's health insurance and flex spending plans. Interns who choose to participate in the health insurance plan are eligible for coverage on the first of the month following 30 days of employment. Participation in these plans results in deductions being taken out of the intern's pay check. If an intern chooses to participate in the health insurance plan, their fundraising total will include the employer portion of the monthly health insurance premium. If an intern waives the health insurance coverage offered by Blackhawk, they must show proof of alternate health insurance coverage.

2.1 Compensation Policy

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

Internship Opportunities

3.0 Internship Descriptions

Interns work within a specific ministry team. Specific tasks, projects and responsibilities vary by intern gifts/passions, ministry area, ministry need and time of year.

Generally speaking, available ministries to intern in are as follows: Kids, Middle School, High School, College, Young Adult, Life Groups, Multicultural, Chinese, Congregational Care, Impact/Justice, Worship Arts, Tech Arts, Communication, Graphic Design, Video Production, Finance, Operations

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.

Fall Internship: 16 to 18 weeks in length and spans mid-August to mid-December.

Spring Internship: 16 to 18 weeks in length and spans mid-January to mid-May.

3.2 Internship Tracks

There are four internship tracks: 20 hours per week, 29 hours per week, 40 hours per week with health insurance and 40 hours per week without health insurance.

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 Coordinator

The Internship Program Coordinator provides the operational support and coordination 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 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

Fall Internship: The April prior to the fall internship start date.

Spring 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 or Coordinator invites the applicant to join the Program via letter of invitation (pending a criminal background check).

If the application is declined, the Program Director or Coordinator 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.

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 insurance, if applicable) 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.

Generally speaking, fundraising deadlines are as follows:

Summer, Fall and Spring internships: 70% of funds must be raised by one week prior to the internship start date, and 100% of funds must be raised by about halfway through the internship.

Ministry Year internships: 50% of funds must be raised by one week prior to the internship start date, 75% must be raised by halfway through the internship and 100% must be raised by one month prior to the internship end date.

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 Fundraising Tracking

Internship fundraising tracking is done on the My Internship page of the [My Blackhawk online portal](#). The intern, intern supervisor and Intern Team Coordinator have access to the intern's fundraising progress. The fundraising tracking provides a list of people who donated to the Internship Program, the exact dollar amount each individual gives is not provided for confidentiality reasons.

Financial gifts given online show in the My Internship page in real-time. Financial gifts given by check or cash show in the My Internship page after Blackhawk's Accounting Department completes their weekly contribution processing (typically on Mondays).

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 Coordinator.

During the Internship

7.0 Orientation

The morning of 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, as well as ministry need.

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 highly encouraged 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 the Intern Team 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 wellbeing of the intern.

7.8 Exit Interview

At the end of an internship, each intern will have an exit interview with someone 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 semimonthly. The intern should work, on average, the appropriate number of hours per week as designated by their internship track (i.e., 20, 29 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 29-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 Operations Allowance

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 a volunteer, paid parking for

a meeting downtown), mileage driven to a retreat or conference registration. These expenses can be reimbursed and require a receipt. An intern is provided with their operations allowance ("ops") 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.