

Internship Opportunities

Table of Contents

Vision and Outcomes
Leadership
Application Process Checklist
Job Descriptions6-1
Standard Qualifications
Pastoral Intern
Children's Ministry Intern
Youth Ministry Intern
Production Ministry Intern10-1
Communications & Social Media Intern1
Business Operations/Admin Intern1
Application14-17
Background Check Form18
Articles of Faith1
Statement on Marriage and Sexuality20
Family Ministries Covenant2

Vision and Outcomes

Dear Applicant,

Thank you for your interest in the Millington Baptist Church (MBC) Internship Program! We are excited about the possibility of having you as an intern for one of our ministry seasons. Our desire is to equip leaders to succeed in all facets of church ministry. The MBC Internship Program will provide interns with hands-on ministry experience, as well as intentional leadership training and development. During the interview process, we will discuss specific goals and outcomes based on your needs and experience.

As you read through this packet, you will find some important information. First, you will meet our Ministry Leadership Team (MLT). These are the individuals you will serve under, depending upon your area of interest. Second, you will see sample job descriptions for your internship. If you have an internship in multiple areas, a customized job description can be created. Finally, you will see the application itself along with several belief statements you will need to affirm in order to proceed. Our desire is to open the internship opportunities to any individual who feels the potential call to ministry on their life. If this is you, please continue with the process.

Internships are available for the follow terms:

- Summer Session (May- August)
- Fall Session (September- December)
- Winter/Spring Session (January- April)

Specific start and end dates will be discussed with you during the interview process. Longer internships are available based on availability.

Here at MBC, our vision is this: "God sent His Son, Jesus Christ, as an act of profound love to secure us a seat at His table. We embrace others by passionately proclaiming and sacrificially demonstrating the gospel. We envision a Christ-centered community filled with inter-generational relationships, exemplifying intentional spiritual formation, and unleashing unprecedented compassion on our community and world. As a result, we want to see God's table expanded for His glory."

Expanding the table for the glory of God. Our internships will be designed to help you grow as a table expander. In Luke 14, Jesus tells the Parable of the Great Banquet. In v. 23, the master says this to his servants: "Go out to the highways and hedges and compel people to come in, that my house may be filled." Expanding the table is about compelling people with the message of the Gospel. Are you ready to hone your table expanding skills?

Again, thank you for your interest! If you have any questions, my contact information is below. If you are ready to proceed, you can send me your completed application and I will connect you with the appropriate MLT Member.

For God's Glory,

Pastor Bob Erbig (Lead Pastor: Preaching, Family Life, and Mission) 908.647-0594 x 15 berbig@millingtonbaptist.org

Leadership

Ministry Leadership Team:



Bob Erbig Lead Pastor: Preaching, Family Life & Mission



Dave Hentschel
Lead Pastor:
Preaching, Spiritual Formation &
Care



Johnny Graves
Director of Youth,
Young Adults & Production Ministries



Scott Rajoppi Sr. Director of Administration & Connections



Rachel Rickershauser
Director of Children's Ministries



Marc D'Agusto
Director of Communications

Application Process Checklist

Identify area of interest
Complete application (p.14-17)
Fill out additional forms:
Background Check Form (p.18)
Articles of Faith (p.19)
 Statement on Marriage and Sexuality (p.20)
• Family Ministries Covenant (p.21, for Children's and Youth Ministries only)
Return application and forms to both Pastor Bob Erbig,
berbig@millingtonbaptist.org and Pastor Dave Hentschel,
dave@millingtonbaptist.org
Interview with ministry leader

Standard Qualifications

Qualifications that apply to all applicants:

- Be in agreement with MBC's articles of faith and code of conduct documents.
- Be a growing Christian believer, regularly practicing those disciplines which lead to spiritual maturity (ex: prayer, reading the Bible, attending church).
- Have a commitment to the truth of God's Word, in the context of an attitude of love and grace towards others.
- Model a life of Christian conduct that reflects Christ, for example: dressing appropriately, maintaining sexual purity, not swearing, etc.
- Display an ability and disposition to work as a team player.
- Possess an attitude of humility and learning.

Please note:

- Must be at least age 18.
- These are unpaid, leadership development roles.
- Intern is responsible to communicate any specifics needed for school requirements, and express what he/she would like to gain from this internship ahead of time.

Pastoral Intern

SUMMARY:

The MBC Pastoral Intern is a position that supports the pastors for a season of time and in a specific focus area (Counseling, Outreach and Strategic Leadership, Preaching, or Pastoral Care). This position is typically unpaid, but can be used to fulfill practicum experience for college credit, as well as growth in a ministry skill area.

SUPERVISION:

Serve under the direct supervision of either the **Lead Pastor: Spiritual Formation and Care** (LPSFC) or the **Lead Pastor: Family Life and Mission** (LPFLM) depending on the area of focus.

HOURS:

Approximately 10-15 hours/week, depending on availability and the Pastor's need. Expected to communicate availability and follow through on commitments.

SPECIFIC RESPONSIBILITIES:

As stated previously, the pastor and the intern will discuss and determine the position focus for this internship (More than one area can be incorporated). Below is stated expectations for each area:

- <u>Pastoral Counseling:</u> Assist the LPSFC with counseling appointments, which will include research, observation and practice. Specific practical experience will be determined based on the intern's skill level.
- Outreach and Strategic Leadership: Assist the LPFLM in the planning and preparation of outreach
 ministries, such as the Underground Sessions. These responsibilities will also include a training program
 discussed between Pastor and Intern, as well as attendance and specific ministry meetings (Staff, MLT,
 and Elder Meeting) when appropriate.
- <u>Preaching:</u> Both pastors will develop a training regimen for the intern as it relates to preaching. This will include reading, as well as practical experience in a workshop setting and, if possible delivering a sermon at a worship service.
- **Pastoral Care:** The intern will assist the pastors in congregational care, which will include follow up phone calls/meetings, hospital visitations, and training in our database and assimilation systems.

SPECIFIC QUALIFICATIONS:

• Enrollment in an applicable ministry degree program (BA, MDIV, or ThM) preferred.

Children's Ministry Intern

SUMMARY:

The Children's Ministry Intern is a voluntary support role with the purpose of learning and acquiring the skills need in children's ministry. The main roles will be assisting in coordinating Sunday morning programs and special events.

SUPERVISION:

Serve under the direct supervision of the Director of Children's Ministries, and work closely with the MBC Kids Ministry Assistant.

HOURS:

Approximately 15-20 hours/week.

SPECIFIC RESPONSIBILITIES:

- Plan with Director and Ministry Assistant for Sunday morning programs.
 - o Examples of tasks: Communicate with volunteers about their lesson, plan and prep lessons
- Assist Director in coordinating and overseeing on Sunday mornings: set up check-in systems and supplies, check in and communicate with volunteers, teach at least twice a month.
- Assist planning for special events such as Easter Egg Party, Summer Adventure (VBS), or Trunk or Treat
 depending on the season. Attend and help during event. Assist with planning, ex: research and plan craft
 and game ideas, coordinate volunteers, research supplies needed to purchase, assist with promotion,
 etc.
 - Specifics during Summer Adventure (if applicable):
 - Meet with Director and Planning Team for big picture planning meetings
 - Work with Director on missions project
 - Help plan and lead training session
 - Prep and organize station supplies
 - Assist in overseeing decorating and prep the week before
 - Week of: have a key role such as oversee Preschool groups, lead a station, etc.

SPECIFIC QUALIFICATIONS:

Experience serving in children's ministry and other experience working with children preferred.

Youth Ministry Intern

SUMMARY:

This internship of Youth Ministries will provide learning and leadership for the high school, middle school ministry. The YMI will primarily report to, and work directly with the DYYA&P. The YMI is responsible for the assisting in day-to-day running of the youth program and production ministries. The MBC Middle School ministry is led by the Assistant Director of Family Ministries (ADFM), but the YMI will work collaboratively with the ADFM to accomplish the goals of the overall MBC Youth Ministry. While the YMI will help run the areas stated above, the directional leadership and oversight of the MBC family ministry programs (Children-Young Adults) resides with the PFLM.

SUPERVISION:

The YMI position will report directly to the DYYA&P - Johnny Graves.

HOURS:

Approximately 15 hours/week.

SPECIFIC RESPONSIBILITIES:

- Development and implementation of curriculum and teaching series that are biblical, engaging and centered on the Gospel.
- Recruitment and training of both adult and student leaders to live and minister in a Gospel-centric environment.
- Develop goals and strategies for the ministry in conjunction with the PFLM that display creative and long-range ministry planning, as well as support the vision and goals of MBC and the family ministries.
 Goals will be assessed on a yearly basis.
- Relational development with students, parents and leaders.
- Development and implementation of youth focused special events (Retreats, worship nights, outreaches, service projects, and mission trips).
- Collaboration and networking with other area Youth Pastors.
- Development, planning, and implementation of an outreach strategy to local area students. This can include outreach events, as well as specifically developing relationships with the local school system.
- Leadership oversight and direction of weekly high school and young adult activities.
- In collaboration with the PFLM, the DYYA&P will communicate, train and minister to parents of students.
- Work alongside the ADFM to lead the Middle School ministry as needed and able.
- It will be expected that this position will have visibility to the entire congregation in the form of announcements, preaching as scheduled, and other areas as directed by the PLT.
- Special Events (As needed)
 - In collaboration with the MLT, provide support and leadership for church wide special events (Easter Egg Party, Trunk or Treat, Charter Day).
 - o Provide support and leadership for Summer Adventure, particularly the 5/6th grade class.

SPECIFIC QUALIFICATIONS:

Have a heart of compassion and love for middle and high school students

Production Ministry Intern

SUMMARY:

The Production component of the PMI position provides the Audio & Visual support for all events and worship services. The Lead Pastor of Preaching, Spiritual Formation & Care will give instruction to this area of ministry. The PMI will assist in the Quality Control Manager ensuring that all productions are presented in a high quality, professional manner. The PMI will help build and lead the volunteer weekend Production Team, establish and maintain serving schedules, recruit and train new volunteers, and evaluate performance of volunteer production team members. This position will also serve as assisting in the managing producer on weekends, remain proficient on technical and production equipment, help to maintain all technical equipment, and assist with stage sets and designs. Some administrative support to MBC's ministries, Pastors and Ministry Team members as they seek to build up the body of Christ at MBC will also be required. This area of responsibility will receive instruction from PSF&C.

SUPERVISION:

The PMI position will report directly to the DYYA&P - Johnny Graves.

HOURS:

Approximately 15 hours/week. This is an unpaid, leadership development role.

SPECIFIC RESPONSIBILITIES:

- In collaboration with the Coordinator of Worship Arts and/or the A/V Assistant, will assist and oversee the development of weekly ProPresenter presentations for worship.
- Collaborate with the A/V Assistant, to confirm that staff/volunteers for weekend services and events are scheduled as needed.
- Build and lead a team of volunteers to serve as the weekend Production Team, guiding them with excellence toward the goal of creating a distinct worship environment.
- Ability to utilize lighting in a creative way to create a particular atmosphere.
- Oversee production needs for all events and services.
- Proficient on all technical and production equipment including sound, lighting, presentation software and video camera workstations.
- Maintain an inventory of supplies, equipment & purchases.
- Manage the recruitment, training and development of volunteers on a regular basis.
- Print and distribute weekly service plans from Planning Center Services.
- Oversee the A/V assistant(s) and volunteer positions.
- Perform necessary administrative tasks in support of the Pastor(s) and various Ministry
 Team Members.
- Team with other Support Team members to share work as needed
- Shoot and edit custom service videos as needed (i.e. verbals, events, baptisms, series walkup, etc.)

SPECIFIC QUALIFICATIONS:

Experienced in Microsoft Office, ProPresenter, Planning Center Online, Adobe Indesign, social media
applications, video editing software, etc. and/or has the ability to learn these and other programs
necessary to perform ministerial responsibilities.

Communications & Social Media Intern

SUMMARY:

The MBC Communications and Social Media Intern is a voluntary support role with the purpose of learning and acquiring the skills needed for digital communications support ministry. The main roles will be assisting in implementation and coordination of MBC social media efforts.

SUPERVISION:

Serve under the direct supervision of the Director of Communication, and work closely with the Communications Manager.

HOURS:

Approximately 8-10 hours/week.

SPECIFIC RESPONSIBILITIES:

- Develop media strategic plan with Comm. Director and Manager.
- Develop and maintain content for MBC's various social media and website.
- Assist promotion for special events such as Easter Egg Hunt, Summer Adventure (VBS), or Trunk or Treat depending on the season.
- Live stream and live social media posting for various events and Sunday morning services
- Photo document various events, ministry meetings and services on or off MBC campus.
- Weekly Website and welcome center updates
- Help to maintain accuracy of all general and ministry-specific mailing lists.
- Prepare and mail various Ministry and Welcome Wagon postcards

SPECIFIC QUALIFICATIONS:

- Basic video and film photography, formal training required.
- Proficiency of various social media platforms: Instagram, Facebook, Twitter, HootSuite, etc.
- Proficiency in WordPress
- Basic knowledge of Adobe Photoshop; InDesign and Illustrator is a plus

Business Operations/Admin Intern

SUMMARY:

The MBC Operations Intern has the primary responsibility of supporting the Sr. Director of Administration & Connection Ministries, and will work closely with the Communications & Information Manager, assisting with daily tasks. This MBC ministry intern position also provides essential administrative support to MBC's ministries and Ministry Team members.

SUPERVISION:

The Ministry Intern will serve under the direct supervision of the Sr. Director of Administration & Connection Ministries, and will work closely with the Communications & Information Manager.

HOURS:

This will be a part-time position requiring approximately 9-12 hours per week.

SPECIFIC RESPONSIBILITIES:

- Ensure that preparations are made for weekend services, including:
 - o When necessary, participate in weekly service planning meetings
 - Prepare and copy Weekly Bulletins and Connection Cards
 - o Prepare and distribute Worship Service Plans
 - o Provide copying and other support for Sunday Evening Service
- Assist in the preparation of both general and ministry-specific emails via Mailchimp, including Praise
 & Prayer and eNews.
- Help to maintain accuracy of all general and ministry-specific mailing lists.
- Assist in maintaining accuracy of the church-wide calendar.
- Prepare and mail Senior Ministry postcards
- Ensure that the mail is put out, picked up and distributed each day
- Ensure that the Postage Meter is in working order, and manage its use.
- Maintain the main bulletin board in the lower level hallway, keeping the information current and appropriate, and the overall appearance neat and attractive
- Maintain the voice answering system and ensure that recorded messages are current
- Answer phones and receive visitors to the church.
- Provide any other support deemed necessary by any of the church's MLT and/or ministry leaders.

SPECIFIC QUALIFICATIONS:

- Some experience with Microsoft Office and an ability to learn other computer applications.
- Ability to organize and prioritize multiple, frequently-changing tasks.
- Personable in dealing with other staff members, visitors, callers and suppliers, projecting a pleasant personality even when under pressure.
- Ability and disposition to work as a team player, sharing workloads with colleagues as needed.

Application

First Name:	Last Name:		
Date of Birth:	<u> </u>		
Address:			
	_ State: Zip:		
Email:	Phone number:		
Occupational status:	Employer:		
Marital Status:	_		
Current home church:			
Note: Your identity must be confirmed by valid photographic identification.			
Describe your testimony and current relationship with Jesus			

In which area do you want to serve and why?
What are your first me relative mainister of a let
What are your future ministry goals?
What are your spiritual gifts and how do you currently use them?
What aspect of serving at MBC do you think would be most challenging for you and why?
y

Describe your theological background.
Describe your church background and list churches you have attended and how you have served in the last seven years.
Have you ever received treatment for or been diagnosed with a personality disorder? We recognize that undergoing counseling can be beneficial to you and your ministry.
Have you ever been arrested for, convicted of, or pleaded guilty to a felony? If yes, please explain.

Please read the following questions carefully:				
1. Have you ever acted in a sexually inappropriate manner with a minor? (meaning any physical				
contact, verbal communication or visual interaction whereby a child was used for your sexual				
stimulation)YesNo				
2. Do you have urges, compulsions, or temptations to act in a sexually inappropriate manner				
with a child or adolescent?YesNo				
3. Have you had experiences either as as victim or perpetrator of abuse (emotional, physical, or				
sexual)?YesNo				
If yes, please explain				
4. If you were to experience the urge to act, even one time, in an emotionally, physically, or				
sexually inappropriate manner with a child, we would expect you to bring this to the immediate				
attention of a staff member. Do you have an issue with this?YesNo				
5. Do you regularly or occasionally view pornographic materials?YesNo				
References: List names, phone numbers, and email addresses of 2 non-relatives who have seen you in ministry.				
you in ministry.				
you in ministry. 1				
you in ministry.				
you in ministry. 1				

Permission to Obtain a Background Check

("Notice, Authorization and Release for the Procurement of a Consumer and/or Investigative Consumer Report")

This form authorizes the church to obtain background information and must be completed by the applicant. The church must keep this completed form on file for at least two years after requesting a background check. I, the undersigned applicant (also known as "consumer"), authorize Millington Baptist Church through its independent contractor, to procure background information (also known as a "consumer report and/or investigative consumer report") about me. I understand that this authorization and release is valid for future background information requests during my period of service with Millington Baptist Church for the purpose of investigating any incidents of workplace misconduct or criminal activity for which I am alleged to have been involved during my service. These above-mentioned reports may include my driving history, including any traffic citations; a social security number trace; present and former addresses; criminal and civil history/records; any other public record.

I further authorize any person, business entity or governmental agency that may have relevant information to disclose it to Millington Baptist Church, including any courts, public agencies, law enforcement agencies and credit bureaus.

I understand that I am entitled to a complete copy of any background information report of which I am the subject upon my written request, if such is made within a reasonable time from the date it was produced. I also understand that I may receive a written summary of my rights under the Fair Credit Reporting Act.

Please fill in all information:

Printed Name:						
	First	Middle	Last			
Other Names Used (alia	as, maiden, nickname):					
Current Address:						
	Street address only	City	State	Zip		
Social Security Number	:	Home/Mobile Number:				
Date of Birth:	Gender:					
Please list all of the states in which you have resided in the last 15 years:						
Signature:		Date:				

MBC Articles of Faith

<u>ONE:</u> We believe that the Bible, composed of the Old and New Testaments, is the inspired Word of God, is inerrant in the original manuscripts, and is the supreme and final authority in life and faith.

TWO: We believe in one eternal God existing equally in three eternal persons: the Father, the Son, and the Holy Spirit.

<u>THREE:</u> We believe that Jesus Christ was begotten of the Holy Spirit and born of the virgin Mary, that He is true God and true Man, and that He is the only and sufficient Mediator between God and man.

FOUR: We believe that the Holy Spirit is the divine person given by God to indwell and equip every believer to glorify Christ.

<u>FIVE</u>: We believe that Satan is a created, fallen spiritual being, the unholy god of this age, the author of sin, and destined to judgment in the lake of fire.

SIX: We believe that man was created in the image of God but sinned and thereby incurred spiritual death, which is separation from God. Therefore, all mankind is born with a sinful nature in need of regeneration.

SEVEN: We believe that Jesus died in our place for our sins, that He arose from the grave and ascended into heaven, and that he will return personally and visibly to earth.

EIGHT: We believe that the gift of salvation is offered by grace alone through faith in Jesus Christ our Savior and Lord, not by man's works, and that this salvation gives the believer direct access to God.

NINE: We believe that all who have trusted in Christas Savior and Lord are guaranteed their salvation by God from the moment they trust in Him.

<u>TEN:</u> We believe that those who trust in Christ should be baptized by immersion in the name of the Father, the Son, and the Holy Spirit. We believe that baptism depicts the essential facts of redemption: the death, burial, and resurrection of Christ. We believe that baptism also symbolizes what is true in the lives of those who have trusted in Christ: they are dead to sin and alive to Christ.

ELEVEN: We believe that the Lord's Supper {Communion} is a commemoration of the Savior's death, and, through participating, we "proclaim the Lord's death until He comes."

TWELVE: We believe that the church {local} is comprised of believers in Christ who are joined together for the glory of God through worship, instruction, evangelism, service, and fellowship. Christ's charge to the church is to make disciples around the world.



Statement on Marriage and Sexuality

We believe that God wonderfully created male and female, two distinct, complementary sexes that together reflect the image and nature of God. (Gen 1:26-27.) We believe that the Christian marriage has only one meaning: the uniting of one man and one woman in an exclusive union, as delineated in Scripture. (Gen 2:18-25.) We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1 Cor 6:18; 7:2-5; Heb 13:4.) We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. We believe that any form of sexual immorality (such as adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God. (Matt 15:18-20; 1 Cor 6:9-10.)

We believe that in order to preserve the function and integrity of Millington Baptist Church as the local Body of Christ, and to provide a biblical role model to the Millington Baptist Church members and the community, it is imperative that all persons employed by Millington Baptist Church in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage and Sexuality. (Matt 5:16; Phil 2:14-16; 1 Thess 5:22.)

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Rom 10:9-10; 1 Cor 6:9-11.) We believe that every person must be afforded compassion, love, kindness, respect, and dignity. (Mark 12:28-31; Luke 6:31.) Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of Millington Baptist Church.

	I have read the Articles of Faith and Statement on Marriage and Sexuality, and I am in agreement with both.
	I have read the Articles of Faith and Statement on Marriage and Sexuality, and I have the
	following areas of disagreement:
Sig	nature:
Da	te:

MBC Family Ministries Covenant

Thank you for interest in serving in our Family Ministries, which includes our Children's Ministries, Middle and High School Ministries (weekly programs, special events, and trips). We appreciate the time and effort you are putting into the application process, and we believe this document is crucial in communicating our expectations and beliefs when it comes to lifestyle choices of our Family Ministry volunteers.

As a volunteer in one of our Family Ministries, you would naturally become a role model to our children and teens. This is a privilege and a responsibility. We believe that this encompasses your daily life and that your lifestyle choices matter, not just the behavior you portray when you're serving. In other words, God asks us to honor him in everything we do (Colossians 3:17).

With that said, we have identified three key areas we see necessary to address before a person serves in Family Ministries.

Regarding Sexual Behavior:

Our understanding of appropriate sexual conduct comes from the Scriptures, affirming intimate sexual activity between heterosexual partners. The biblical narrative also reserves intimate heterosexual activity exclusively within the context of the marriage covenant. We believe that God wonderfully created male and female, two distinct, complementary sexes that together reflect the image and nature of God.

We appreciate your willingness to serve with children and teens, however we ask you allow us to redirect you to another ministry...

- If you have engaged in a sexual offense as defined by federal or state law.
- If you are involved in a sexual relationship outside of marriage.
- If you are pursuing a same-sex relationship.
- If you are single and living with a member of the opposite sex.
- If you are currently struggling with or being treated for a pornography addiction.
- If you are currently identifying as a sex other than your biological sex.

Regarding Substance Use:

We believe there can be healing and freedom from addiction. If you have a recent history of substance abuse, we want to allow time and space for that healing and would love to talk to your further.

We ask you to refrain from serving at this time...

- If you have been arrested for or convicted of an alcohol- or drug-related offense (in the past twenty-four months).
- If you are currently being treated for alcohol or drug abuse.
- If you have used marijuana or any illegal substance during the past twenty-four months.
- If consuming alcohol to the point of being unable to drive is a regular part of your weekly routine.

Regarding Social Media Behavior:

Social media can be used as an effective connection tool when used appropriately. With that, we believe social media outlets are another way we are called to honor God. If you become a Family Ministry volunteer...

- There would be no communication with children 6th grade or younger through any social media outlets, including but not limited to texting, Facebook, Twitter, Instagram, or Snapchat, unless there is a family relation.
- You would abide by the Student Leader guideline for connecting with students (if serving in Middle or High School ministries).
- Your social media presence would align with your commitment to the above lifestyle.

		,				
Please mark one of the following boxes:						
	I have read the covenant and agree with it.					
	I have read this and I have questions.					
Print Na	ame:	Signature:	_Date:			