

# FRIENDS CHURCH OF NORTH CAROLINA

## Internship Program



Where there is  
no vision, the  
people perish.  
Proverbs 29:18

# WELCOME



To all prospective interns, our prayer is that God will richly bless your ministry as you serve others in His name.

## INTRODUCTION

We are excited to announce our internship program that is designed to give individuals firsthand ministry experience. You will gain insight, wisdom, and knowledge as part of your journey. We hope that this opportunity will be a foundation to your future endeavors as you serve others. Jesus said, "Come, follow me." Thank you for accepting His invitation.

## What is an internship?

A form of learning experience that combines knowledge with practical application and skills development in a real life situation.

## Why an internship?

To build a pipeline of God called workers for future leaders in the FCNC.

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# Opportunities

**PASTOR**

**WORSHIP**

**LEADER**

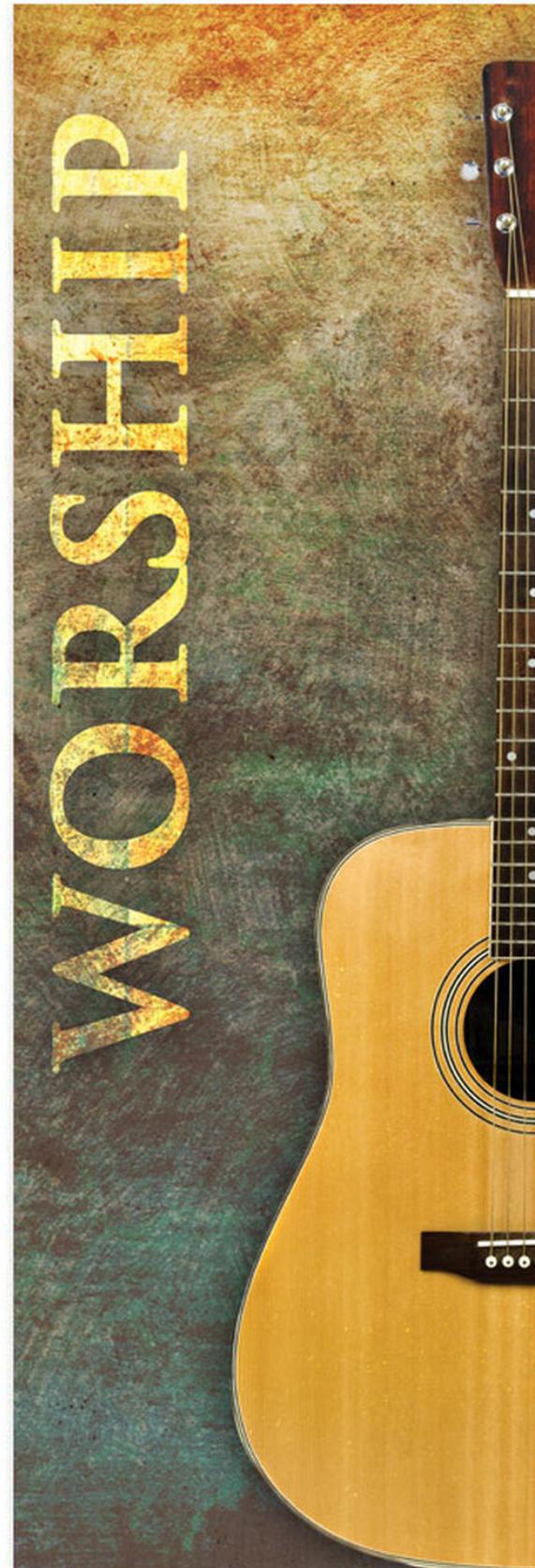
**CHILDREN'S  
MINISTRY**

**YOUTH  
PASTOR**

**MEDIA AND  
TECHNOLOGY**

**COUNSELOR**

- \* Develop life-long relationships while doing life changing ministry.
- \* Intensive training in spiritual leadership and planning.
- \* Hands-on ministry experience.
- \* Large group projects which include: youth camp and mission trips.



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# Internship Description

The following internship explanations include types of tasks that one could expect in a specific ministry. These are general ideas of what an intern could be asked to do, but does not mean to be a comprehensive list.

**CHILDREN'S MINISTRY** A. Coach or small group leader. B. Curriculum development. C. Choosing programs and overseeing them.

**YOUTH MINISTRY** A. Sunday school teacher. B. Weekday meeting coordinator. C. Communicate with students, parents, and volunteers. D. Coach or small group leader. E. Lead or assist in special events.

**PASTORAL MINISTRY/  
COUNSELOR** A. To work on tasks or projects that help care for anyone in need in the congregation or community. B. Sermon development.

**WORSHIP ARTS** A. Creative planning for services. B. Special services. C. Using gifts to lead services. D. Meet and help volunteers.



**MEDIA TECHNOLOGY**  
A. Create and edit brochures and publications. B. Social networking  
C. Brainstorming ministry strategies.

**OFFICE ADMINISTRATOR**  
A. Work on projects and tasks determined by the specific needs of the church.

# INTERNSHIP SEASONS AND DURATIONS

**Specific dates are provided for  
each year.**



**ALL INTERNSHIPS WILL LAST 8 WEEKS**

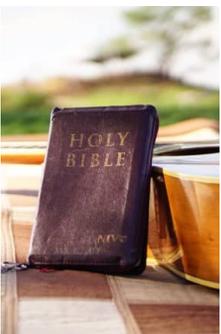
**SUMMER INTERNSHIP: May to July  
June to August (High School)**



**FALL INTERNSHIP: September to  
November**

**WINTER INTERNSHIP: January to March**

**Interns are expected to work at  
least 20 hours a week. The  
opportunity to expand these hours  
depends on where you serve.**



# **BECOMING A PART OF OUR STORY**

## **During the Internship**

### **ORIENTATION AND TRAINING WEEKENDS**

All interns are expected to attend a Saturday 9:00am-5:00pm class at Marlboro Friends Church in Sophia, NC. [lunch provided] This day will be dedicated to supply the intern information needed to tackle any specific job placement. Also, intern training will be held at FCNC Yearly Sessions in August.

### **EXIT INTERVIEW**

At the end of your internship, you will have a chance to sit down with the Program Director and discuss your unique experiences.

### **ON SITE INFORMATION**

1. Attendance-Your site director will give you your required hours and keep up with your attendance. Absences must be communicated. More than five absences will be evaluated as to continued participation.
2. Staff Interaction-You are deeply encouraged to meet and interact with all staff members when it is appropriate.
3. Discipleship - Interns are expected to participate in a book study during their internship.
4. Transportation-Each intern must provide his or her own transportation.
5. Evaluation-Your on-site mentor will provide an evaluation at the end of your internship.
6. Housing-Housing opportunities may or may not be provided. This will be determined by where you are placed.

# Eligibility and Qualifications

- \* An individual must be a junior/senior in high school or a high school graduate.
- \* Be a follower of Jesus Christ.
- \* Be exploring a call to ministry.
- \* Be willing to agree with, abide by, and dedicate their time to the mission of the church.



## Employment

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

### **PAY AND EXPENSES**

Each intern will be paid \$1,600 for eight weeks. Interns who decide to serve more than one semester can reach a level 2 or 3 experience ranking. Level 2 and 3 interns will be given an increase in pay.

# FAITH FOUNDATIONS

## OF FCNC



**GOD** IS THE CREATOR AND RULER OF THE UNIVERSE. HE HAS ETERNALLY EXISTED IN THREE PERSONALITIES: THE FATHER, THE SON, AND THE HOLY SPIRIT. THESE THREE ARE CO-EQUAL AND ARE ONE TRUE GOD.

**MAN** is made in the spiritual image of God. He is the supreme object of God's creation. Although man has tremendous potential for good, he is marred by an attitude of disobedience to God called "sin." This attitude separates us from God.

**MAN WAS CREATED TO EXIST FOREVER. HE WILL EITHER EXIST ETERNALLY SEPARATED FROM GOD (HELL) OR IN UNION WITH GOD (HEAVEN). TO BE IN UNION WITH GOD IS TO BE BORN AGAIN THROUGH JESUS CHRIST OUR SAVIOR. THERE IS NO OTHER WAY TO HEAVEN BUT BY BELIEVING IN JESUS CHRIST. SALVATION IS A GIFT FROM GOD TO MAN. MAN CAN NEVER MAKE UP FOR HIS SIN BY SELF-IMPROVEMENT OR GOOD WORKS. ONLY BY TRUSTING IN JESUS CHRIST AS GOD'S OFFER OF FORGIVENESS CAN MAN BE SAVED FROM SIN'S PENALTY. SALVATION IS MAINTAINED BY THE GRACE AND POWER OF GOD, NOT BY THE SELF EFFORT OF THE CHRISTIAN. IT IS THE GRACE AND KEEPING POWER OF GOD THAT GIVES US SECURITY.**

**JESUS CHRIST IS THE SON OF GOD. HE IS CO-EQUAL WITH THE FATHER AND THE HOLY SPIRIT. JESUS LIVED A SINLESS LIFE AND OFFERED HIMSELF AS THE PERFECT SACRIFICE FOR THE SINS OF ALL MEN BY DYING ON THE CROSS. HE ROSE FROM THE DEAD AFTER THREE DAYS TO DEMONSTRATE HIS POWER OVER SIN AND DEATH. HE ASCENDED TO HEAVEN AND WILL RETURN AGAIN TO REIGN AS KING OF KINGS AND LORD OF LORDS.**

**THE HOLY SPIRIT IS CO-EQUAL WITH THE FATHER AND THE SON AS GOD. HE IS PRESENT IN THE WORLD TO MAKE MEN AWARE OF THEIR NEED FOR JESUS CHRIST. HE ALSO LIVES IN EVERY CHRISTIAN FROM THE MOMENT OF SALVATION. HE PROVIDES THE CHRISTIAN WITH POWER FOR LIVING, UNDERSTANDING OF SPIRITUAL TRUTH, AND GUIDANCE FOR DOING WHAT IS RIGHT. THE CHRISTIAN SEEKS TO LIVE UNDER HIS CONTROL DAILY.**

**THE BIBLE IS GOD'S WORD TO ALL MEN. IT IS WRITTEN BY HUMAN AUTHORS UNDER THE SUPERNATURAL GUIDANCE OF THE HOLY SPIRIT. IT IS THE SUPREME SOURCE OF TRUTH FOR CHRISTIANS BELIEFS AND LIVING. IT IS INSPIRED BY GOD AND IS WITHOUT ERROR.**

# Applying for the Program

## Step 1. Application materials.

A complete application is comprised of an application along with two references and a criminal background check clearance. Forms and background check information are included at the end of this booklet.

## Step 2. Application Deadline.

Specific application deadlines will be provided each year.

## Step 3. Application Review Process.

The intern team will meet and discuss the application materials for decision-making. If the application is accepted, the Program Director will send you an invitation to join the program. If the application is declined, the Program Director will notify you with explanations of our decision.

## Step 4. Internship Invitation

Once you have been invited to the Internship Program you must accept or decline the invitation by the deadline.



# Application Checklist

- 0 Pray and ask God about His desire for you to come and serve at FCNC.
- 0 Print out and complete this application.
- 0 Email your complete application to [tlinthicum@northstate.net](mailto:tlinthicum@northstate.net) by April 1, 2022 for Summer, May 1, 2022 for summer (high school students) August 1, 2022 for Fall, December 1, 2022 for Winter.
- 0 Email completed reference forms to [tlinthicum@northstate.net](mailto:tlinthicum@northstate.net).
- 0 Once we have all your application materials, we will contact you about your next steps.

## INTERNSHIP DATES 2022-2023

SUMMER 2022: May 31-July 31  
SUMMER 2022: (HS) June 20-August 7  
FALL 2022: September 12-November 6  
WINTER 2023: January 23-March 19

**Note: These dates can be adjusted if needed to meet the needs of the church or the individual applicant.**

## APPLICATION

FULL NAME \_\_\_\_\_  
PREFERRED NAME \_\_\_\_\_  
BIRTHDAY \_\_\_\_\_  
HAVE YOU EVER APPLIED HERE BEFORE? ( ) YES ( ) NO (CHECK ONE) IF SO, WHEN?  
\_\_\_\_\_

## PERMANENT CONTACT INFORMATION

Permanent Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Home Phone Number \_\_\_\_\_  
Mobile Phone Number \_\_\_\_\_  
Email Address \_\_\_\_\_  
Dates that you will be at this address \_\_\_\_\_

## TEMPORARY OR CURRENT CONTACT INFORMATION

Your Mailing Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Dates that you will be at this address \_\_\_\_\_

## CURRENT SCHOOL INFORMATION (If applicable)

School Name \_\_\_\_\_ Year \_\_\_\_\_  
Major \_\_\_\_\_ Minor \_\_\_\_\_

## GENERAL INFORMATION

Are you legally eligible to work in the U.S.?  Yes  No  
Drivers License Number & State: \_\_\_\_\_  
Have you had any moving violations and/or vehicle accidents within the last 3 years, please list all, including month and year: \_\_\_\_\_  
Have you been convicted of a criminal offense? ( ) Yes ( ) No  
If yes, please explain: \_\_\_\_\_

**My preference is for an internship in the following Ministry:**

- Children
- Youth/Student
- Pastoral Care
- Community
- Worship Arts
- Communication/Graphic Design
- Production
- Audio Visual

### Semester Choice

- Summer
- Summer (HS)
- Fall
- Winter

**Please note: A background check is required. (Online Clear Investigative Advantage)**

**Do you have any scheduling conflicts?**  
 Yes  No  
**If yes, please list the details of your conflict. (Event, dates, etc.)**

## CHURCH ACTIVITY

Church Name _____
City _____ State _____
Are you a member ? <input type="radio"/> Yes <input type="radio"/> No
List any ministries in which you have served:

## EDUCATION HISTORY (Fill in all that apply)

TYPE	NAME OF SCHOOL	STATE	# OF YRS.	DEGREE
HIGH SCHOOL				
COLLEGE				
GRAD SCHOOL				

## EMPLOYMENT INFORMATION (List your two most recent experiences.)

Company Name	
City	State
Supervisor	Phone Number
Dates of Employment	May we call this employer <input type="radio"/> Yes <input type="radio"/> No
Your Position/Title	Reason for Leaving
Your Duties	

Company Name	
City	State
Supervisor	Phone Number
Dates of Employment	May we call this employer <input type="radio"/> Yes <input type="radio"/> No
Your Position/Title	Reason for Leaving
Your Duties	

## References (Please list the two people who will serve as your references)

**Reference Form #1** Pastor \_\_\_\_\_  
 Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

**Reference Form #2** Friend or Mentor \_\_\_\_\_  
 Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

## Getting to Know You - Part 1

What are five words you would use to **Describe Yourself**?

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How do you seek to live a life of **Worship** as a follower of Jesus Christ?

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How are you currently involved in **Community** (i.e. small, life or community group)? \_\_\_\_\_

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Briefly describe how you have been involved in **Missions** (globally or locally):

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Please briefly share your story and why you would like to **Serve** with us:

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## Getting to Know you - Part 2

Please answer with as much detail as possible about your specific experience and training. Please indicate level of experience.

A: No experience: have never done it before

B: Minimal experience: few experiences (mission trip or school projects)

C: Moderate experience: multiple experiences (training in this area)

D: Extensive experience: can perform well in this area and can train others

### ADMINISTRATIVE SKILLS:

A    B    C    D

Please share experience in managing details, multi-tasking, and coordinating projects:

### TEAM LEADING SKILLS:

A    B    C    D

Please share experience in leading teams of your peers and or students:

### INTERPERSONAL SKILLS:

A    B    C    D

Please share experience in general communication skills and conflict management:

### UP-FRONT LEADERSHIP AND TEACHING SKILLS:

A    B    C    D

Please share experience in giving instructions or teaching to a large group:

## REFERENCE FORM

Thank you for your willingness to be a reference for a prospective intern. We appreciate your effort in helping us understand and become familiar with the applicant. Please answer the questions below to the best of your ability, based on your knowledge of the applicant. Thank you for your time. Please complete and email to [tlinthicum@northstate.net](mailto:tlinthicum@northstate.net). If you have any questions, please email [tlinthicum@northstate.net](mailto:tlinthicum@northstate.net) or call 336-259-1596.

Applicant's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Your relationship to the applicant: \_\_\_\_\_

How long have you known him/her: \_\_\_\_\_

Your Name: \_\_\_\_\_ Your Phone: \_\_\_\_\_

1. What would you say are this applicant's areas of strength?
  
2. What would you say are this applicant's areas for growth?
  
3. What areas of potential would you encourage this applicant to pursue?
  
4. List five words you would use to describe the applicant.
  
5. Is there anything else you feel we should know about the applicant that might help us in our decision making process? Praises? Concerns?
  
6. Do you recommend him/her to work with children and adolescents in a church setting?  

<input type="radio"/> with enthusiasm	<input type="radio"/> with few reservations
<input type="radio"/> with reservations	<input type="radio"/> not sure they are ready for this type of challenge this year

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<input type="radio"/> with reservations	<input type="radio"/> not sure they are ready for this type of challenge this year

# MENTOR EXPECTATIONS

## Game Plans

- \*Each intern is paired with a mentor (you) who is responsible for their development.
- \*Delegating responsibilities/authority and not just tasks.
- \*Be prepared every day.
- \*Use the first week to get to know your intern. Their strengths, weaknesses, and areas of development needed.
- \*Set goals for your intern's time under you.
- \*Prepare them to lead leaders, not just do a job.

## Developmental Goals

- \*Spiritual Development
- \*Personal Development
- \*Leadership Development
- \*Professional Development



## Entire Campus Involvement

- \*Make the intern part of the campus team.
- \*Encourage everyone to be a part of the developmental process.
- \*If your intern is the opposite sex have another staff member of the opposite sex partner with you in mentoring.

## Have Fun

- \*Remind the intern to have a life away from the church.
- \*Take the intern out to lunch at least once a week.

## Developmental Tools

- \*Once a week sit down with your intern and provide feedback on their progress and development.

1. Goals
2. Behavior
3. Personal Goals
4. Working with excellence in mind.
5. Answer any questions or concerns.

- \*Book Discussions Each Week

1. Lead Like Jesus by Ken Blanchard.
2. Communicating for a Change by Andy Stanley and Lane Jones

- \*Optional Reading

3. Habitude-The Art of Leading Others-A Faith Based Resource by Dr. Tim Elmore
4. A Tale of Three Kings by Gene Edwards

- \*Meet with the intern and communicate with the Program Director on a regular basis.

(The Intern Program Director will also be involved with the book discussions on a monthly visit.)

## Exit Interview and Evaluation

- \*Plan an exit interview with the intern.
- \*Fill out a final evaluation of the intern for the Program Director.

# **INTERN RULES of CONDUCT**

**In order to assure an orderly experience and provide the best possible environment, FCNC expects all interns to follow rules of conduct that will protect the interests and safety of everyone involved. While it is impossible to list every behavior that is unacceptable, the following are examples of infractions that could lead to disciplinary action.**

1. Theft or deliberate damage of any church property, or the property of any staff member or guest.
2. Possessing, distributing, selling, transferring, or using-or being under the influence of alcohol or illegal drugs. (This includes misuse of prescription drugs)
3. Using profane, abusive, or threatening language.
4. Fighting or attempted bodily harm or the illegal use of a firearm.
5. Wearing extreme, inappropriate styles of dress.
6. Inappropriate verbal or physical conduct of a sexual nature.
7. Inappropriate use of media technology.
8. Violation of any law adversely affecting the church.
9. Committing a fraudulent act or breach of trust in any circumstances.
10. Falsification of internship information or other records.

**I acknowledge that I have received and understand the terms, policies, and conditions of my internship. I understand if I fail to meet these standards I could be terminated.**

**EMPLOYEE'S NAME [PRINT]:-----**

**EMPLOYEE'S SIGNATURE:-----**

**DATE:-----**

## MENTOR & INTERN COMMITMENT FORM

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The Intern's Mentor contributes to the student's learning in a very significant way and must be prepared to support the Intern in the learning process. Therefore, the Mentor must meet the following qualifications:

- Maintain a meaningful relationship with the internship's host organization
- Have experience working in the student's field of ministry
- Provide the time and energy it takes to mentor the student
- Be able to complete the required evaluations and other internship components in a constructive manner
- Is excited about serving in the mentoring role

By signing below the Intern acknowledges his or her willingness to enter into a learning relationship with the Mentor.

<hr/>	
<b>Intern Name (printed)</b>	
<hr/>	
<b>Intern Signature</b>	<b>Date</b>
<hr/>	
<b>Mentor Name (printed)</b>	
<hr/>	
<b>Mentor Signature</b>	<b>Date</b>
<hr/>	

## INTERNSHIP CALENDAR

INTERN:  
MENTOR:  
START DATE:

LOCATION:  
HOURS EXPECTED:  
END DATE:

### WEEK 1:

Create and review internship plan with mentor.  
Start book **LEAD LIKE JESUS** by **KEN BLANCHARD**.  
Check in with Intern Director.  
Begin weekly activities.

### WEEK 2:

Begin conversations on planning any church activities.  
Keep reading the first book. Discuss with mentor.  
Check in with Intern Director.  
Continue weekly activities.

### WEEK 3:

Discuss the start of intern evaluation with mentor.  
Participate in an off campus event/mission/mini-retreat.  
Continue reading the first book. Discuss with mentor.  
Check in with Intern Director.  
Continue weekly activities.

### WEEK 4:

Make sure you are attending church meetings.  
Plan a Bible Study this week for yourself/others.  
Complete book 1. Discuss with mentor.  
Check in with Intern Director.  
Continue weekly activities.

### WEEK 5:

Complete a time to sit down with mentor and discuss any questions or things you don't understand.  
Read **COMMUNICATING for a CHANGE** by **ANDY STANLEY AND LANE JONES**.  
Check in with Intern Director.  
Continue weekly activities.

**WEEK 6:**

You should preach/teach/lead in your area at this time.

Continue reading book 2. Discuss with mentor.

Continue having conversations with mentor.

Check in with Intern Director.

Continue weekly activities.

**WEEK 7:**

Continue reading book 2. Discuss with mentor.

Check in with Intern Director.

Continue weekly activities.

**WEEK 8:**

Complete evaluation discussion with mentor.

Attend to and finish any church related activities.

Finish book 2. Discuss with mentor.

Check in with Intern Director.

Continue weekly activities.





# MENTOR FINAL EVALUATION OF INTERN

*This form should be completed at the conclusion of internship. This evaluation focuses on growth and development more than "success" and, like the others, it should be discussed with the intern. Please feel free to exercise judgement about which questions apply.*

**Please rate the following statements using the following scale:**

**1 (Strongly Disagree) 2 (Disagree) 3 (Neutral) 4 (Agree) 5 (Strongly Agree)**

- 1) Intern demonstrated a deeper knowledge of key ministry areas that had been incorporated into the internship plan. 1 2 3 4 5
- 2) Intern allowed experiences to shape his or her viewpoints, while applying more technical learning and terms. 1 2 3 4 5
- 3) Intern maintained an appropriate attitude that went beyond the internship's formal requirements and into learning and exploration. 1 2 3 4 5
- 4) Intern was faithful in composing weekly selections and conferred with the Mentor for further clarifications or discussions when necessary. 1 2 3 4 5
- 5) Intern developed in personal maturity concerning his or her treatment of different individuals. 1 2 3 4 5
- 6) Intern grew socially into relationships with other people in the church and wider community. 1 2 3 4 5
- 7) Intern's understanding of the inner workings of the church grew, as he or she observed and understood written and unwritten guidelines and customs. 1 2 3 4 5
- 8) Intern developed in his or her capacity for self-initiating and confidence in self-expression. 1 2 3 4 5
- 9) Intern developed more creative and mature ways of communicating, problem-solving, and navigating conflict. 1 2 3 4 5
- 10) Intern grew in his or her own professional capacities, interpersonal, written, and otherwise. 1 2 3 4 5
- 11) Intern's ability to adapt and react toward change increased appropriately. 1 2 3 4 5
- 12) Intern's professional understanding of the church's purpose as a place of ministry grew. 1 2 3 4 5
- 13) The intern demonstrated growth in receiving and interacting with feedback. 1 2 3 4 5

- 14) Overall, the intern utilized experiences to develop and grow in all areas.  
1 2 3 4 5
- 15) Overall, everyone involved would describe the internship as a positive and meaningful  
experience.  
1 2 3 4 5

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**ADDITIONAL COMMENTS OR CONCERNS**

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**INTERN SIGNATURE**

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**DATE DISCUSSED**

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**MENTOR SIGNATURE**

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**DATE OF EVALUATION**