

# Internship Program Handbook

A Guide for Prospective and Current Interns



FIRST SOUTHERN BAPTIST CHURCH  
6400 SOUTH SOONER ROAD  
OKC, OK 73135  
[WWW.FIRSTSOUTHERN.TV](http://WWW.FIRSTSOUTHERN.TV)

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## **Welcome**

Welcome to First Southern Baptist Church's (FSBC) 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**

This Internship Program Handbook is meant to be an introduction to the Program and to communicate the philosophy, policies, and procedures associated with it. This handbook is intended to provide supplementary information that specifically applies to the Program and is not intended to be exhaustive in its scope.

## **Program Philosophy**

### **1.0 Vision**

Our vision is to develop and train future church leaders; helping participants to develop their character, calling, and competency as they participate in the mission of First Southern Baptist Church. All internships are designed to bring the intern and others into a deeper, more intimate relationship with Jesus.

The goal of the Program is to provide a place of training and times of personal encounter to help cultivate one's passion for Christ and to serve His people in ministry. This involves practical teachings, event coordination, program development, and accountability, as well as outreach in local schools and the community. This is a time of hands-on ministry, theological education and training, and personal reflection where you'll be treated as a staff member and held to the expectations of staff members. You won't be treated like an "intern." You'll be viewed as a vital part of our staff team.

## **1.1 Values**

The development of interns will take priority over their utilization. The Program is for their benefit, not to benefit First Southern Baptist Church. We are more concerned with how interns will grow through their experiences than in what they can do for First Southern ministries.

Although the Program does include reading, writing, and personal reflection, interns will have the opportunity to develop their leadership skills and discover their gifts and passions 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**

- Valuable ministry experience and leadership training.
- Greater presence and responsibility in a First Southern ministry.
- Strengthen one's resume as you pursue vocational ministry.
- May fulfill some educational requirements.
- Hands-on ministry experience with a specialization.
- Opportunity to exercise spiritual leadership in a new context.
- Working in a team environment with a successful church leadership staff.
- Training in theological study, spiritual leadership, and logistical planning.
- Development of life-long relationships while doing life-changing ministry.
- Immersion into the First Southern church leadership and culture.

## **1.3 General Eligibility Requirements**

- Must be an adult and graduated from high school at the time of application.
- Must sense a calling to vocational ministry.
- Must be a member of FSBC or a like-minded church and aligned with the doctrinal position of FSBC as reflected by the church website and in the Baptist Faith & Message.
- Must be in the personal practice of exercising spiritual disciplines, e.g., worship, prayer, Bible study, and giving.
- Interview with Program Director and supervisor as required prior to acceptance.

## **1.4 General Expectations**

- Follow-on employment at FSBC should not be expected.
- Salary and housing are not provided, so other employment is a must.
- A computer and transportation are necessary, but not provided.
- Preference will be given to those already engaged and serving at FSBC.
- Be willing to dedicate an average of 8-9 hours a week to the Program, although this time requirement is flexible based upon training goals.
- Those in certain tracks will dedicate more time as needed to meet goals.
- Internship goals, duration, start/stop dates, work schedules, etc., may be adjusted throughout the internship for the benefit of the intern and at the discretion of the supervisor.
- Build an action plan with goals for the internship and steps to fulfill those goals.
- Build a work schedule calendar which includes
  - Weekly coaching and ministry planning with your supervisor
  - Any cohort meetings with other interns.
  - Any supervisor-directed FSBC staff meetings.
  - Work and ministry activities, projects, schedules, etc.
- Observe and evaluate ministry activities as assigned.
- Be a self-initiator with ideas and tasks.
- Help in multiple areas of ministry.
- Support the ministry with humble prayers, time, and giving.
- Be accountable to your supervisor.
- Complete two reading assignments and be ready to discuss.
- Write a reflection paper about your internship experience.

## **Employment**

### **2.0 Employment Status**

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

### **2.1 Compensation Policy**

The internship is unfunded and without compensation of any kind to include housing, housing allowance, food, food allowance, stipend, or honorarium. Therefore, other employment is a must.

## **Internship Opportunities**

### **3.0 Internship Descriptions**

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

#### **Community Engagement Ministry**

This internship track provides the opportunity for the intern to bring people of every generation together through community activities, fellowship and sports events, missions activities, and local school outreach efforts. The intern can expect to develop and exercise leadership skills in the following programs:

- Vacation Bible School
- Upward Sports
- Church-wide fellowship events
- Off-campus conferences, events, and activities.
- Community outreach in colleges, local schools, apartment complexes, etc.
- Community sports events, e.g., volleyball, basketball, horseshoe tournaments

#### **Media Production Ministry**

This internship track provides the opportunity for the intern to communicate the gospel message and promote the kingdom of God throughout the world using printed and electronic media, photography, videography, and graphic design. An intern can generally expect to edit ministry-related brochures and publications; champion social networking engagement; develop his or her own writing skills as well as those of volunteers; and participate in ministry strategy, brainstorming and implementation. The intern can expect to develop and exercise creative skills in the following areas:

- Live streaming of worship services
- Video recording of selected Bible studies
- Controlling lights and sound in the worship center
- Still photography at various events and activities

- Editing and uploading creative works
- Drone operation
- Creating posters, fliers, and printed announcements
- Social media management of church promotions and announcements

### **Children's Ministry**

This internship track provides the opportunity for the intern to communicate the gospel and share in the ministry of our young children through Bible lessons, worship, music, and age-appropriate learning activities, play, and care. An intern can generally expect to assist with weekend preparation tasks; be the point person during programming; choose a project of interest to oversee and run; participate in the curriculum editing process; and have the opportunity to be a coach or a small group leader in an area of ministry. The intern exercises leadership and ministerial skills while ministering to families and children in the following areas:

- Vacation Bible School
- Cross Timbers Camp
- Fall Event
- Worship and Connection Group Care
- Kids Worship Choir
- Volunteer recruiting and training
- Background checks, check-in/check-out process, security procedures

### **Student Ministry**

This internship track provides the opportunity for the intern to communicate the gospel to and share in the ministry of our 6<sup>th</sup>-12<sup>th</sup> grade students and their families through worship leadership, Bible study, fellowship, and missions activities. An intern is usually expected to communicate with students, parents, and volunteers; assist in the coordination of special events and will have the opportunity to be a coach or a small group leader in an area of ministry. The intern exercises leadership and ministerial skills in the following areas:

- Connection Groups and Bible studies
- Worship services
- Falls Creek, Super Summer, other camps and retreats
- Missions and outreach activities
- Volunteer recruiting and training
- Discipling and Mentoring

## **Worship Arts Ministry**

This internship track provides the opportunity for the intern to exercise personal leadership skills while learning the aspects and process of leading a praise and worship ministry. An intern can generally expect to participate in the creative planning process for regular worship services, special worship services (Easter, Christmas Eve), and age-based worship services (Children's, Students, Young Adults). The intern can expect to plan and lead worship for Sunday morning based on musicalgifting and leading experience; assist in the coordination of projects related to service elements; and meet and communicate with volunteers on a regular basis. The intern can expect to exercise their leadership skills in the following areas:

- Gaining and/or providing personal voice training
- Gaining and/or providing instrumental training and direction
- Planning and leading a complete Sunday morning worship set
- Providing funeral and/or wedding support
- Sound equipment set up and management
- Music training, education, and/or support for age-graded ministries.
- Effective use of technology, e.g., stage lights and sound amplification, projector/screen usage, ambient lighting.

## **Missions Ministry**

This internship track provides the opportunity for the intern to exercise personal leadership skills while learning the aspects of developing and leading a missions ministry and prayer ministry. The intern can expect to exercise their leadership and ministerial skills while providing missions and prayer education and opportunities such as:

- Develop a missions education and/or prayer event for the church
- Plan, execute, and co-lead a local, regional, or national missions activity
- Organize an international missions trip plan, addressing language training, travel requirements, establishing international contacts and relationships, and determining the ministry activity, as required.
- Provide or provide for a Spanish language class for church members interested in missions work in Mexico
- Contact FSBC-supported missionaries to learn their prayer requests, material needs, etc. Mobilize FSBC to pray and help meet those needs.
- Begin or research the process to begin ESL (English as a Second Language) classes at FSBC.

### **3.1 Internship Semesters and Durations**

The following is a list of internship semesters and durations. Specific Program dates are provided each year. Special arrangements can be made on an individual basis.

- Fall: 15 Weeks (September – November)
- Spring: 15 Weeks (January – April)
- Summer: 15 Weeks (June – August)
- A 6-month or full-year residency may be available for certain fields of training.

### **3.2 Time Requirement**

Most internship tracks will require 8-9 hours per week, to be scheduled according to training needs. This will typically include time on Sunday mornings and evenings, Wednesday evenings, individual supervisor/ministry team meetings, and time on campus for various related activities. Program requirement is to complete no less than 120 ministry hours. Special arrangements can be made on an individual basis.

### **Program Staff**

#### **4.0 Pastoral Team**

The FSBC pastoral team will review and approve/disapprove applications. They will act as the primary advocates for the interns, providing them with training, education, and opportunities consistent with the vision and values of the Program. The pastoral team will discuss regularly with the intern the vision and direction of the Program, as well as requirements, expectations, policies, and procedures for advancement in the Program.

#### **4.1 Internship Program Director**

The Internship Program Director is responsible for the overall vision and development of the Program and ensuring that the Program stays consistent with its values. The Director will meet with each intern to interview for and upon acceptance into the program, and periodically thereafter to review Program requirements and training schedules, to provide counsel, and to address any questions, comments, and concerns the intern may have. The Director will meet with the intern at the conclusion of the semester to discuss their reading assignments and to review their completed Reflection Paper.

## **4.2 Supervisor**

A supervisor oversees each intern. The supervisor is a pastor or ministry director where the intern serves. The intern and supervisor meet on a regular basis for coaching, training, ministry projects, etc. The intern is accountable to the supervisor for all assignments and projects. The supervisor will evaluate the intern's progress throughout the internship and schedule an exit interview with the intern upon completion.

## **Applying for the Program**

### **5.0 Application Materials**

Contact any church office or any pastor for an application. If the applicant is not a member of FSBC, two letters of recommendation must accompany the application; one of which must be provided by your church pastor, the other from a non-related church lay leader.

### **5.1 Application Deadline**

An internship application must be fully completed and provided to the church office with any required letters of recommendation prior to the deadline. A partially completed application will not be considered for approval. The deadline is 60 days prior to the start of the internship semester (July 1<sup>st</sup> for the Fall Semester, November 1<sup>st</sup> for the Spring Semester, April 1<sup>st</sup> for the Summer Semester).

### **5.2 Application Review Process**

Once the Program Director receives and reviews the application, he will schedule an initial interview with the applicant to discuss the Program requirements and expectations, answer any questions, etc.

The Pastoral Team will subsequently receive a copy of the application materials and the Program Director's recommendation for discussion and decision-making.

If the application is accepted, the Program Director will invite the applicant to join the Program via email or 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.

### **During the Internship**

#### **6.0 Orientation**

The first day of an individual's internship is dedicated to orientation. The intern will be introduced to operations at FSBC. The intern will also meet with their supervisor.

#### **6.1 Learning Contract**

The supervisor and intern will decide on a specific Learning Contract for the intern based on the intern's learning goals, interests, and passions. The requirements outlined in the Learning Contract will consist of church leadership and ministry management practices, as well as two reading assignments and one assigned Reflection Paper to write. 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.

#### **6.2 Workspace**

Workspace will be provided to interns by their supervisor. This space will likely not be a private office, but rather various locations throughout First Southern facilities in which the intern will complete their duties. Reading and writing assignments need not be accomplished at the campus of First Southern, but space can be made available for this purpose.

#### **6.3 Coaching**

An intern will meet with their supervisor 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.

#### **6.4 Training**

Interns are required to relate theological truths and spiritual leadership principles to their ministry context. Therefore, interns can expect to read the writings of ministry leaders and theologians, as well as observe and reflect upon ministry practice at First

Southern. The reading assignments will normally consist of one book approved by the intern's supervisor addressing the particular context and ministry practices of the internship, and one book provided by the Director addressing spiritual leadership principles and practices outside of the immediate ministry context.

## **6.5 Staff Interaction**

Interns are considered to be volunteer staff members and are encouraged to interact with full and part-time FSBC staff whenever appropriate. Interns participate in regular staff activities and have the opportunity to experience various staff settings. As an intern, you absolutely will be invited to various staff meetings, ministry planning and strategy meetings, and staff fellowship opportunities.

## **6.6 Hours Worked**

The intern will log 120 or more ministry hours during the Program, working the appropriate number of hours per week as designated by their training plan, usually between 8-9 hours. Work hours will be scheduled around any academic and employment obligations, and will be for the benefit of the intern, rather than for FirstSouthern. The intern will not be scheduled and tasked to work in such a way as to supplement FSBC staff, but rather to complement the staff and to receive supervised education and training.

## **6.7 Attendance**

Attendance at scheduled internship meetings and activities is required for continued participation in the program. Any necessary absence must be communicated with the supervisor. Undo or excessive absences may result in evaluation of continued participation.

## **6.8 Evaluation/Exit Interview/Program Debrief**

Interns will complete a self-evaluation at the end of their internship and will also be evaluated by their supervisor. The supervisor will also perform an exit interview to discuss the intern's experience and the Program as a whole.

In addition, the intern will debrief the Internship Program Director and discuss their experience in the Program, as well as their final Reflection Paper and assigned readings. This debrief will likely be performed in a group setting with other interns who are also completing their internship.