

Grace Community Church Internship Application

1

Dear Potential Applicant,

GCC exists to exalt Jesus, establish believers, and engage the world with the gospel. Our internship program in Creative Arts exists to equip worship leaders who equip the saints for the work of ministry.

Here are some quick facts about us:

GCC has an average Sunday morning adult attendance of 280

We are located in one of the fastest growing areas of NC, so the potential to continue to grow the ministry is significant.

Our student and children's ministries continue to grow, with new needs for Creative Arts.

We have an average attendance of 75 K-5th age kids and 80 middle & high school students.

Enclosed is an information packet to help in your evaluation of this opportunity. The internship Program at GCC is a year long (or summer) internship designed to equip for full-time ministry and cultivate ministry experience. Potential interns are welcome to apply anytime, but it is recommended to apply at least two months prior to your potential start date. Please return the completed application packet to:

Grace Community Church
Attn: David Calvert
PO Box 1505
Angier, NC 27501

OR

david@graceccnc.org

12-month Intern

\$1000/month + reimbursed ministry expenses + conference expenses

10-week Intern

\$2000 + reimbursed ministry expenses + assistance in lodging/transportation

Our desire is to offer a spiritually nourishing environment that enhances and develops the leadership skills necessary for worship and creative ministries while giving hands-on training. Interns will be given a job description structured around their skill sets, growth areas, and the current needs at GCC.

In His Song,

Rev. David Calvert, PhD

Grace Community Church Internship Application

2

The PURPOSE of the Creative Arts internship is to train leaders for a life of ministry through discipleship and experience in a gospel-centered, intergenerational congregation.

Goals for the Internship

- Affirmation of calling to ministry
- Theological development
- Practical competency

It is our desire to see those interested in working in full-time ministry gain a better understanding of the reality of working on church staff. The internship is also a training ground for those who wish to learn the value of making ministry an everyday part of their life. It is not only for those who plan to go into vocational ministry, but may aid in discerning that calling.

RESPONSIBILITIES

1. Discipleship: Interns will be discipled by Creative Arts Director, and will be encouraged to develop a discipleship relationship with someone in their sphere of influence.

Outcome: Shepherding, leadership, equipping, counseling

2. Leadership: Interns will be given opportunities to lead in planning, implementation, and performance. Adult, youth, and children contexts will provide different opportunities for leadership and interaction with ministry leaders.

Outcome: Team work, planning, organization, and facilities coordination

3. Participation: Interns are expected to be Members or Associate Members at GCC and participate in a Home Group (travel and distance permitting). Interns should participate in Church-wide events (VBS, Day of Prayer, CU Move-In, etc), also travel and distance permitting.

4. Study: Interns will be given biblical and theological material to challenge and equip them spiritually. They will meet regularly with the Creative Arts Director to discuss.

5. Administration: Interns will be trained in all aspects of planning and event preparation. The intern will spend adequate time each week in planning and coordination for successful execution of upcoming worship experiences.

Grace Community Church Internship Application

3

PERSONAL INVESTMENT

Interns will meet regularly with the Creative Arts Director. Scripture memorization, theological training, Bible study, and reading/discussing a topical book are all potential items for the meetings. Interns will also have the opportunity to take turns facilitating and leading discussion. Other GCC Elders may participate in this time and in discipleship generally.

DEVELOPMENT PLAN

Each intern will consider a plan for spiritual growth.

This may include practice of spiritual disciplines, regular accountability, or other methods as determined by the Pastor for Creative Arts after the application process.

SCHEDULE

12-month/Semester commitment (suggested)

Monday staff meetings, once or twice a month - 9am to 1pm (negotiable for travel/classes)

Thursday rehearsals - 6pm to 8:30pm

Sunday mornings - 7:30am to 1pm

Twice-a-month meeting with Pastor for Creative Arts (location/time determined by intern)

2 Weeks of paid time off (dates approved by Pastor for Creative Arts).

10-week commitment

Monday 9 - 1

Tuesday 9 - 3 (various locations)

Wednesday 9 - 1

Thursday 9 - 2 & 6-8:30

Friday - rest

Sunday - 8 - 1

BUDGET

Year-Long Intern

(including semester or 9-month blocks)

- W2 (taxes withheld)
- \$1000/monthly
- Business expense account ~ \$100/month (Expenses approved by Pastor for CA)
- Conference expenses reimbursed: conference fees, travel, lodging, meals.

10-Week Intern

- W2 (taxes withheld)
- \$2000 at end of internship
- Business expense account ~ \$100/month
- Mission Trip opportunity

HOUSING

All interns will need to find their own housing. We are willing to promote the need for housing among the GCC family, however, if an intern wishes/needs to relocate.

10-week interns coming from outside NC will have specific assistance in finding a host home or rental option as well as assistance in travel while at GCC.

Grace Community Church Internship Application

4

Frequently Asked Questions

1. What are the qualifications for becoming an intern?

Christian individual who is currently active in local church ministry.

Strong recommendation from current Pastor.

Two relationship recommendations: one from family, one from another adult/associate.

Financial stability, self-transportation.

Health insurance and car insurance.

Healthy devotional life.

Sensing a call to serve in ministry.

2. What are the benefits of becoming an intern?

Hands-on experience in the realities of serving on a church staff.

Affirmation of calling to ministry

In-depth leadership training by the Pastor for Creative Arts.

Accountability and mentorship.

Character Development

Growth and development in relationship with Jesus

Ministry practicum in a growing, intergenerational church.

3. What are the expectations of the accepted intern?

Commitment of 12 months (or 10 weeks in summer internships)

Evidence of spiritual growth.

Attendance and active participation in church life. Attendance and excellence in college/seminary classes.

Complete requirements established by Creative Arts Director.

Agreement with the GCC doctrinal belief statements and Core Values.

Grace Community Church Internship Application

5

4. What can I, as an intern, expect of GCC?

Clear communication about expectations and progress, including a final evaluation.

Prepared and enthusiastic training by leadership

5. What financial guidelines are there for support raising?

If an intern would like to supplement the proposed salary, support raising is allowed.

There are multiple giving platforms available, including cash/check/online.

Support Letters: A sample letter is available to use as a framework for writing a personalized support letter to raise money for the internship.

Any money raised will go into the general fund at GCC and is therefore tax deductible. An intern must notify the Pastor for Creative Arts and Business Administrator of any anticipated funds for appropriate disbursement.

Grace Community Church Internship Application

6

(Date)
(Name)
(Address)
(City, State)
(Zip)

Dear **(Put the name of your potential supporter here),**

I have recently made the exciting decision to intern at Grace Community Church in Angier, NC. It is a great opportunity to learn and experience more about ministry and to explore God's calling for my life.

The GCC Internship Program will be **[twelve months]** of hands-on training and leadership development. I will be an active part of the Creative Arts ministries of GCC. The list of opportunities that the Lord will allow me to be a part of is exciting but it is not just ministry. I will be disciplined, attend leadership training, and experience the behind-the-scenes elements of ministry. Most importantly, I want to give these months of my life to Jesus that I may learn more about Him and the calling He has placed on my life.

The total cost of the program is \$5000.00. This amount supplements the cost of materials and supplies, books, and travel expenses, and allows me to spend more time focused on the internship. I cannot accomplish this task alone so I am asking you to prayerfully consider joining me in this program through financial support. During the next several weeks I will be working very hard to raise the finances to participate in this internship. My first deadline is **????**.

Any amount that you can sponsor me will be greatly appreciated. If you would like to support me in this opportunity, please make your donation or check payable to GCC with "Internship" in the notes section. You may also give online via graceccnc.org. If you have any questions, please call me at **(insert your phone number here)** or email me at **(insert your email address here)**.

Thank you for your prayerful consideration of supporting me for this upcoming opportunity.

God Bless you,

(Your personal signature)

(Your Name)

ATTENTION: Add a P.S. note to make each letter feel more personal. Also, don't forget to include a self addressed stamped envelope with your letter.

Grace Community Church Internship Application

7

GCC INTERN COVENANT

I _____ am fully persuaded that it is the will of God for me to be enrolled in the GCC Creative Arts Internship Program for _____. I sincerely believe that I am here by direction of the Holy Spirit and that God desires to do a unique work in my life. I believe this includes a deeper understanding of His Word and work, the development of a stronger personal relationship with God, the further maturing of my Christian character, the strengthening of personal disciplines in my life, the sharpening of my ministry skills, and the development of life-long friendships.

Because of this, as a GCC Intern, I make the following covenant:

- 1.** I covenant to diligently pursue the spiritual opportunities and engage in spiritual activities that will help me grow in my own relationship with God and become better equipped to serve and minister to others.
- 2.** I covenant to remain open to the work of the Holy Spirit in all areas of my life, shaping in me true Christian character and true godliness.
- 3.** I covenant to be responsive to the authorities that God has placed over me during this season of my life including the church elders and staff.
- 4.** I covenant to apply myself whole-heartedly to my intellectual pursuits, to use the full powers of my mind for the glory of God and to maintain a spirit of excellence in all that I do.
- 5.** I covenant to be responsible financially for the commitments I have made.
- 6.** I covenant to abstain from all immoral and illegal acts and habits, whether on or off church property. I will not engage in any behavior that is contrary to Christian conduct.
- 7.** I covenant to cultivate good relationships with others, to do my part to resolve conflicts that may arise, and to seek to love others as I have been loved.
- 8.** I covenant to attend classes, ministry sessions, seminars, and all required special events, and to attend church services as prescribed.
- 9.** I covenant to abide by all of the guidelines and standards of conduct as outlined in the Internship Program and other guidelines issued in oral or written form by the GCC, understanding that failure to cooperate could result in my dismissal from the program.

Signature

Date

Grace Community Church Internship Application

8

APPLICATION INSTRUCTIONS

By following the steps listed below, you will be able to fulfill all requirements for application to GCC Creative Arts Internship Program. Address all correspondence to:

David Calvert - david@graceccnc.org

GCC Creative Arts Internship Program

PO Box 1505

Angier, NC 27501

1. Carefully complete the APPLICATION FOR ADMISSION forms. Answer all questions. Please use pen or type when filling in blanks.
2. Enclose a recent PICTURE of yourself that is indicative of your present appearance. It should include head and shoulders. (Digital files acceptable)
3. Complete the PERSONAL DEVELOPMENT PLAN and TESTIMONY SHEET covering your profession of faith, your desire to pursue Christian ministry, goals and desires for the future, and why you desire to enroll in the Internship Program.
4. Complete all REFERENCE Information:
 - a. Personal references will be contacted
 - b. Pastoral reference letter must be received at above address
5. Mail (or email) the Application, PDP and Testimony sheet with picture, to the address listed above. Your file must be complete with all the above-required information before your application can be processed.
6. A background check will be performed, including education check and drug testing.

NOTE: In order to process your application, it is important that the Pastoral Reference is sent promptly. Consider including an addressed and stamped envelope when contacting your pastor about the reference letter.

6. The application deadline, including all reference letters, **is 1 month before anticipated start date.**

Grace Community Church Internship Application

9

Application for Admission

Date _____

Name _____ Date of Birth _____

Address _____

City, State, Zip _____

email _____ Cell Phone _____

Please answer the following questions:

1. Have you made a public profession that Jesus Christ is Lord? Yes No
Have you been baptized? Yes No
2. How would you share the gospel with someone who has never heard of Jesus before?

Below please share with us your testimony (how you made a profession of faith, what your spiritual journey has been like, etc):
(if you need more space please use the back of sheet)

Grace Community Church Internship Application

10

Personal References

List two adults you've known for at least one year, who are not related to you and have a definite knowledge of your character and ability to lead in worship.

1. College Leader or Adult Leader,

Name_____ Nature of Association_____

Length of Time Known_____

Occupation_____

Phone_____ email _____

2. Employer, Fellow Employee, Friend or Neighbor

Name_____

Nature of Association_____

Length of Time Known_____

Occupation_____

Phone_____ email _____

3. Pastoral Letter of Support

The pastoral letter of support is to be a statement from the current pastor of the applicant that shows affirmation for your call to ministry.

Grace Community Church Internship Application

11

Personal Situations

The Church and its members are not to be concerned about their reputation for their own sake or as an end in itself. But, they should seek to protect their reputation where the honor of God is at stake, provided doing so is consistent with the countercultural values of the gospel.

Philippians 1:27- "Whatever happens, conduct yourselves in a manner worthy of the gospel of Christ"

Please answer the following questions:

Are you . . . Single Dating Married

If in a relationship, how long have you been Dating/Married? _____

If married, spouse's contact info:

Name _____

phone _____

email _____

Have you ever been convicted of or pleaded guilty to a crime?

- No
- Yes (Please explain --attach a separate page, if necessary)

Have you ever been accused, charged or alleged to have committed any act of neglecting, abusing or molesting any child?

- No
- Yes (Please explain, providing date and place of incident --attach a separate page, if necessary)

Are there things in your life that would be a hindrance and/or stumbling block to helping students or adults grow deeper in their walk with God?

- No
- Yes (Please explain --attach a separate page, if necessary)

Consent for Background Check (Sign here) _____

What do you believe It means to live above reproach?

Grace Community Church Internship Application

12

Theological Assessment

How important is the doctrine of the Trinity to Christian worship?

What does the inerrancy of the Bible have to do with Christian worship?

How do you define a "worship leader"?

Who are your favorite pastors, authors, theologians, or worship leaders?

Grace Community Church Internship Application

13

Creative Arts Skills Assessment

What instruments do you play? (and how long have you played, etc)

In what ways have you participated in corporate worship in the past?

Who are your most significant artistic and/or musical influences?

How familiar are you with audio/visual/lighting technologies?

What skills do you feel are your best for serving in Creative Arts? What skills do you feel you need to work on during an internship?

Grace Community Church Internship Application

14

Doctrinal Affirmation

Click here for the Grace Community Church [Statement of Faith](#)

Can you affirm this statement with a clear conscience? Yes No

Thoughtfully and prayerfully respond to the following. This will help you think through and focus on where you want to grow while in the internship. Make copies and provide one to the Creative Arts Director. Upon acceptance to the internship, they will join you in prayer for these goals and keep you accountable.

The following are three things I hope to learn:

The following are three ways I hope to grow.

The following are potential roadblocks to my learning and growing:

Creative Arts Director: _____

Intern Signature: _____

Grace Community Church Internship Application

15

Name: _____

Completed Application

Read & Signed GCC Internship Covenant

1 individual picture (print or digital)

NOTE: We will not be able to accept your application if you do not have everything on the list completed. If you have questions or problems with the completion of the checklist, please contact David Calvert, david@graceccnc.org or 919-621-1149.