

# Intern Ministry Manual/Application



200 W. Main Street  
Taylors, SC 29687  
864.244.3535  
[www.taylorsfbc.org](http://www.taylorsfbc.org)

**All personal information submitted to Taylors FBC  
will be held in strict confidence.**

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## Vision and Goals

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### **Vision – Raise up the next generation of leaders and laborers.**

Our mission is to strengthen the Body of Christ by providing a comprehensive and collaborative learning environment for people called or clarifying a call into the ministry. Must be a high school graduate and at least 18 years of age.

### **Goals for internship experience:**

- Knowledge of Scripture and ministry of the church
- Ministry skills
- Character development
- Vision for your own life and ministry
- Lifelong leadership development plan
- Developing a servant attitude toward others

### **We will educate you in how to build and lead a ministry:**

- Learn from a dynamic and innovative church and ministry staff
- Work within specific ministry area to help prepare and implement ministry programs and events.

### **We will exercise and develop your ministry skills:**

- Receive ownership of significant areas of ministry
- Possibly lead Bible studies and small groups.

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## Specific Intern Guidelines

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1. Personal days off and time away must be submitted to the immediate supervisor.
2. Dress: While working in our church office areas, interns will be expected to dress neatly and with propriety. You should avoid wearing mid-thigh (or shorter) shorts or tank tops in the church or office area. Additionally, you should dress appropriately for church worship services.
3. Expenses incurred while on a ministry function must be submitted immediately following the event and must be accompanied by receipts. See supervisor regarding appropriate expenses.
4. It is an expectation of all staff members to attend regularly stated church services on Sunday morning, along with all other church-wide events. If you are not scheduled to conduct ministry activities in your divisional areas, you will be expected to participate in the appropriate age group activities.
5. Interns will not date middle or high school students, including non-members.
6. Taylors FBC has outlined standards for living above reproach for all Taylors staff. Since interns are considered staff, they will be held to the same standards.
  - Commit to refrain from activities that could cause a new believer to stumble.
  - Commit to sexual purity, and commit only to dating another believer (if single).
  - Commit to living above reproach: this includes completely avoiding situations that may lead to temptation, or may appear compromising. Some examples that the staff has outlined Taylors FBC staff should not do are:
    - Ride alone with a married person of the opposite sex.\*
    - Go to lunch alone with a married person of the opposite sex.\*
    - Show questionable affection with a person of the opposite sex.\*
    - Visit anyone of the opposite sex alone at home.\*
    - Counsel the opposite sex alone.\*
    - Discuss marriage or sexual problems with the opposite sex.\*
    - Have a member of the opposite sex spend the night.\*

\*Excluding family members of the opposite sex.

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## What does Taylors FBC believe?

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Taylors FBC is a member of the Southern Baptist Convention. If you decide to apply, please review the information outlining our theological beliefs below:

### 1. About God

God is the Creator and Ruler of the Universe. He has eternally existed in three persons: the Father, the Son, and the Holy Spirit. These three are equal and are one God. Genesis 1:1,26,27;3:22; Psalm 90:2; Matthew 28:19; 1 Peter 1:2; II Corinthians 13:14

### 2. About Mankind

We are all made in the spiritual image of God, to be like Him in character. We are all the supreme object of God's creation. Although mankind has tremendous potential for good, we are marred by an attitude of disobedience toward God called "sin." This attitude separates us from God. Genesis 1:27; Psalm 8:3-6; Isaiah 53:6; Romans 3:23; Isaiah 59:1,2

### 3. About Eternity

We were all created to exist forever. We will either exist eternally separated from God by sin or in union with God through forgiveness and salvation. The place of eternal separation from God is called Hell. Heaven is the place of eternal union and eternal life with God. John 3:16; Romans 6:23; Revelation 20:15 (Hell); Matthew 25:41; Revelation 21:27 (Heaven)

### 4. About Jesus Christ

Jesus Christ is the Son of God. He is equal with the Father and the Holy Spirit. Jesus lived a sinless human life and offered Himself as the perfect sacrifice for the sins of all by dying on the cross. He arose from the dead after three days to demonstrate His power over sin and death. He ascended to Heaven's glory and will return again to earth to reign as King of Kings and Lord of Lords. Matthew 1:22,23; Isaiah 9:6; John 1:1-5; John 14:10-30; Hebrews 4:14, 15; I Corinthians 15:3-4; Romans 1:3,4; Acts 1:9-11; Timothy 6:14,15; Titus 2:13

### 5. About Salvation

Salvation is a gift from God to mankind. We can never make up for our sin by self-improvement or good works. Only by trusting in Jesus Christ as God's offer of forgiveness can we be saved from sin's penalty. Eternal life begins the moment we receive Jesus Christ into our life by faith. Romans 6:23; Ephesians 2:8,9; John 14:6; John 1:12; Titus 3:5; Galatians 3:26; Romans 5:1

### 6. About Eternal Security

Because God gives us eternal life through Jesus Christ, the believer is secure in salvation for eternity. Salvation is maintained by the grace and power of God, not by the self-effort of the Christian. It is the grace of God that gives us this security. John 10:29; II Timothy 1:12; Hebrews 7:25; 10:10, 14; I Peter 1:3-5

**7. About the Holy Spirit**

The Holy Spirit is equal with the Father and the Son as God. He is present in the world to make mankind aware of our need for Jesus Christ. He lives in every Christian from the moment of Salvation. He provides the Christian with the power for living, understanding of spiritual truth and guidance in doing what is right. The Christian seeks to live under His control daily. II Corinthians 3:17; John 16:7-13, John 14:16, 17; Acts 1:8; I Corinthians 2:12; 3:16; Ephesians 1:13; 5:1; Galatians 5:25

**8. About the Bible**

The Bible is God's word to all mankind. It was written by human authors, under the supernatural guidance of the Holy Spirit. It is the supreme source of truth for Christian beliefs and living. Because it is inspired by God, it is truth without any mixture of error. II Timothy 3:16, 1:13; Peter 1:20, 21; Psalm 119:105, 160, 12:6; Proverbs 30:5

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## How do I apply?

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Applicants may request an application by contacting Paula Overstreet, 864.678.8810, (paulao@taylorfbc.org) or download at [www.taylorfbc.org/events](http://www.taylorfbc.org/events). See link at the bottom of the page.

1. An application will be mailed/e-mailed to you if requested.
2. Applications taken for Summer Internships: January 1 – March 15 (decisions made by April 1)
3. Applications taken for Fall Internships: March 15 – May 1 (decisions made by June 1).
4. We will contact you to set up interviews if/when a position is available for you.
5. You will be asked to interview with the Minister of the department for which you are applying and possibly with the Executive Pastor.
6. After review with these ministers, you will be notified if we would like to extend an offer to you.
7. Your references (2) will be checked.

## Taylors FBC Intern Application

Please return this signature page, the following personal information pages, reference forms, and the Taylors FBC Application for Employment and Letters of Release (attached separately) to:

Taylors First Baptist Church  
Attn: Paula Overstreet  
200 W. Main Street  
Taylors, SC 29687

Keep pages 1-7 for your personal records.

I am applying for a position in the following ministry area (circle):

**Children      Student      College**  
**Summer      Fall**

X

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**Signature: I agree with the theological beliefs of Taylors FBC.**

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What do you hope to gain from an internship at Taylors First Baptist Church?

What are some expectations you have of your supervisor?

<b>LEGAL</b>
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Are you using any illegal drugs? Yes \_\_\_\_\_ No \_\_\_\_\_

What is your view on drinking alcohol?

Have you ever gone through treatment for alcohol/drug use, or any mental illness such as depression, anxiety disorders, etc.? If yes, please describe.

# Taylor's Intern Ministry Reference Form

Return to Taylor's FBC: Attn: Paula Overstreet  
200 W. Main Street, Taylors, SC 29687

Applicant Name \_\_\_\_\_  
Name of Reference \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_  
State \_\_\_\_\_ Zip \_\_\_\_\_  
Office Phone ( ) \_\_\_\_\_ - \_\_\_\_\_ Email \_\_\_\_\_

How long have you known the applicant? \_\_\_\_\_  
Relationship to applicant \_\_\_\_\_

Rate the applicant in the following areas using the scale below, 1 being the lowest and 5 being the highest.

Work ethic	1 2 3 4 5	Ability to cope with stress	1 2 3 4 5
Emotional stability	1 2 3 4 5	Punctuality	1 2 3 4 5
Leadership skills	1 2 3 4 5	Ability to plan	1 2 3 4 5
Submission to authority	1 2 3 4 5	Counseling skills	1 2 3 4 5
Ability to work with others	1 2 3 4 5	Personal appearance	1 2 3 4 5
Spiritual maturity	1 2 3 4 5	Prayer life	1 2 3 4 5
Morals and integrity	1 2 3 4 5	Communication skills	1 2 3 4 5
Faithfulness and Dedication	1 2 3 4 5	Church involvement	1 2 3 4 5

If you gave a 3 or below for any area please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are there any weaknesses that will hinder their success if they do not have sufficient supervision and guidance? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I can recommend this applicant:  
\_\_\_\_\_ in the highest regard. They will be an excellent addition to the church.  
\_\_\_\_\_ with some slight concern, but they will do a good job.  
\_\_\_\_\_ not at all. They are not ready for this type of responsibility.  
Please tell us why (use the back if necessary)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

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200 W. Main Street, Taylors, SC 29687

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Name of Reference \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_  
State \_\_\_\_\_ Zip \_\_\_\_\_  
Office Phone ( ) \_\_\_\_\_ - \_\_\_\_\_ Email \_\_\_\_\_

How long have you known the applicant? \_\_\_\_\_  
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Ability to work with others	1 2 3 4 5	Personal appearance	1 2 3 4 5
Spiritual maturity	1 2 3 4 5	Prayer life	1 2 3 4 5
Morals and integrity	1 2 3 4 5	Communication skills	1 2 3 4 5
Faithfulness and Dedication	1 2 3 4 5	Church involvement	1 2 3 4 5

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Please tell us why (use the back if necessary)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_