



# **Ministry Internship Program Handbook**

## **A Guide for Prospective & Current Interns**

Pavilion Church  
612 W Due West Ave  
Madison, TN 37075

Updated October 2020



## **Overview**

This handbook is intended to serve as your reference guide throughout your entire internship experience. Our Pavilion Church family is deeply committed to an always-growing, ever-deepening relationship with our Holy Father. That relationship is expressed in showing unconditional love to one another. It is our hope that you will not only grow in ministry experience from our internship program but that you will also experience the joy and camaraderie of our church family.

## **The Pavilion Church Vision**

*"Building People, Building Futures."*

## **Mission of Pavilion Church Internship Program**

To engage, equip and empower those seeking to serve in vocational ministries. We serve to fulfill our mission based on biblical principles of servant leadership as exemplified by the distinguishing characteristics of the Pavilion Church, which are based on the four foundational truths found in Jesus' prayer in John 17.

- John 17: 1-5: RELATIONSHIP

God in Him, He in us—that we would know Him. Verse 5: "And now, oh Father, glorify Me together with Yourself, with the glory which I had with You before the world was."

- John 17:6-10: LEADERSHIP

Jesus gave His leadership to His disciples through relationship. Verse 6: "They were Yours, You gave them to me, and they have kept Your word."

- John 17: 11-19: TRUTH

We are sanctified (consecrated, holy) by the truth (God's Word), as He shared it with the disciples. Verse 17: "Sanctify them by Your truth. Your word is truth."

- John 17: 20-26: LOVE

The world would believe, through the disciples words and experience of walking with Jesus, the importance of the unity of love. Verses 23-25: "I in them, and You in Me, that they may be made perfect in one, and that the world may know that You have sent Me, and have loved them as You have loved Me."



## **Qualifications**

- Must have graduated High School or have GED
- Must be a born again Christian and living a Christian lifestyle
- Must be a registered voter and actively voting in your state
- Supports the vision and mission of the Pavilion Church
- Have a teachable and humble spirit, ready to work in ministry
- Background Check required

## **Application Process**

- Complete entire application
- Submit a 2 minute video telling us why you would like to intern at Pavilion Church and where you would like to serve. If applying for a worship internship, also submit a video of you singing or playing an instrument
- Email completed application, video(s), two references and a resume to Internship Director Trinity Wahl at [production.pavilionchurch@gmail.com](mailto:production.pavilionchurch@gmail.com)

Once an application is submitted, prospective interns will receive an email to set up a time for a video conference interview with our Internship Director and Ministry Coordinator.

## **Intern Expectations & Code of Conduct**

### **Schedule**

Our internships are either 8 or 12-month commitments. All interns are expected to work on their Intern Action Plan, ministry tasks and relationship-building each week. Internships will be goal and task orientated, not hourly. All Interns will have a role that requires them to be at all Sunday services, Wednesday night services, special events and community outreaches (special exceptions may apply).

### **Intern Action Plan (IAP)**

We believe by following our Intern Action Plan (IAP), every intern at Pavilion Church will be thoroughly equipped and prepared to get the most out of their time at Pavilion. Each intern will have a unique experience and different job descriptions, but is expected to work on this action plan within their specific roles. Interns will be guided through this action plan with their Ministry Mentor as well as the Intern Director.



### **Pavilion Intern Action Plan:**

- Bi-Weekly Spiritual Growth Check-in with Mentor
- Monthly Job Description Check-in with Mentor
- Weekly Wednesday Night Bible Study
- Community Outreach Projects
- Final Ministry Project
- Recommended Readings
- Participation in Young Adult Ministry (if applicable)
- Fulfillment of ministry roles and responsibilities (job description)

### **Internship Job Description**

Each intern will work with their Ministry Mentor and the Internship Director to develop personalized job descriptions for their time at Pavilion Church. Job descriptions will include all ministry expectations and guidelines, as well as the final ministry project guidelines. This will be a “living document” built throughout the internship with the Ministry Mentor and the Internship Director. All protocols, guidelines and expectations will remain the same, but as each intern works within their ministry, weekly tasks and a final project will develop.

#### **Internship Job Description will include (but is not limited to):**

- Ministry Overview
- Role Summary
- Qualifications
- Knowledge & Skills
- Duties & Responsibilities
- Final Project Guidelines and Worksheet

### **Final Project**

Toward the end of the internship (approximately last month or two) all interns will be asked to complete a community event or “project” led by them as an outreach into the city or into an area of need. This will be a culmination of their time as an intern. This project should be inspired and directed by the Lord. Interns will then work with their Ministry Mentor, Internship Director, along with the help of the Ministries Coordinator and Senior Pastors, to take a vision from the Lord and mold it into an outreach event.



## **Code of Conduct**

### **Relationship**

We expect interns to have an active and living relationship with the Lord! We put this first above any tasks or duties of internship. We want to see you grow in Him! Out of that relationship will flow everything else.

Interns are also asked to spend intentional time building relationships with those in the church and community. We want to make sure you feel like a part of the family! The Pavilion has an amazing Young Adult group for you to connect with others, if applicable.

### **Schedule**

As stated above, all interns are expected to attend all Sunday Services, Wednesday night Bible study, special events and community outreaches. We understand that work schedules may conflict but interns are expected to make these events a schedule priority. (Special exceptions may apply, see Ministry Mentor).

### **Attitude**

Each intern is expected to be ready to learn, listen and put their hands to work.

### **Respect**

Each intern is expected to show respect to the Ministry Mentors, leaders, pastors, etc. As an intern, these are the people that God has placed in your life to pour into you in this season.

### **Attire**

Interns, as representatives of Pavilion, are asked to dress business casual to services on Sunday - no leggings as pants, short skirts or dresses, crop tops, no short shorts, no torn or holey clothing. Wednesday nights and special events are casual. All interns are expected to wear "church and family" appropriate attire - basically we don't want to see *up it, down it or through it!*

### **Social Media**

As an intern at Pavilion, you are a representative of the culture here! We ask that interns are prayerfully considering their posts and shares on social media to reflect Biblical values and the heart of Pavilion Church!

### **Tithing**

Leaders are givers! Scripture states that where you are being fed, that is where you should give (1 Cor. 9:7-11, Gal. 6:6, 1 Tim. 5:17-18). As interns, we ask that you tithe to the Pavilion Church. We do not mandate a specific amount, but ask that you give as you purpose in your heart (2 Cor. 9:7).



## **Overview of Ministry Opportunities**

\*non-comprehensive list

- Children's Church
  - Teachers, Helpers, Worship Team, Dancers
- Youth Group
  - Event Coordinators, Public Relations, Helpers
- Tech and Media
  - Sound Team
    - Soundboard, Lyrics, Lights etc.
  - Media Team
    - Photographers
    - Videographers
  - Live Stream Team
    - Video Production and Editing
    - Content Creator
  - Marketing Team (Social Media, Website, Flyers, etc)
    - Content Creators and Curators
    - Community Managers
    - Graphic Designers
    - Web Designer
- Outreach Coordinator
  - Help coordinate evangelism, outreaches, events, etc.
- Worship Team
  - Musicians
  - Singers



## **FAQs**

- Is this a paid position?
  - No, but housing accommodations are available in our Senior Pastors home. We recommend finding funding or a part/full-time job to help cover living costs (car, insurance, phone, food, personal expenses).
- Do interns work on Sundays?
  - Yes, all interns will serve in their designated areas of ministry on Sunday.
- Can I get college credit?
  - If your college or university offers internship opportunities and placements, we will work directly with your advisor and/or professor to insure you meet all of the necessary requirements.
- Do I need a car?
  - Yes!
- Do you provide a computer?
  - We have desktop computers available but encourage interns to bring their own laptop to work on. Equipment for media teams is or can be otherwise provided.
- Am I locked into only serving in the area of my internship?
  - During the time of your internship, our expectation is for you to serve in your area of ministry as outlined by your individualized job description. There is freedom to be creative in your areas of ministry to serve. If you would like to serve in other areas, we encourage you to do so within the guidelines of your Intern Action Plan.



## The Pavilion Church Internship Program Application

Name: \_\_\_\_\_ DOB: \_\_\_\_\_ Gender: ☐ M ☐ F

Marital Status: ☐ Single ☐ Married

Do you have children? ☐ Yes ☐ No

Are you a US citizen? ☐ Yes ☐ No

Do you have a Driver's License? ☐ Yes ☐ No

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

High School & Graduation Date: \_\_\_\_\_

Did you attend/are you currently attending college? ☐ Graduated ☐ Attending ☐ Didn't attend

Name of College: \_\_\_\_\_ Date of Graduation: \_\_\_\_\_

What is your ideal Internship start month? \_\_\_\_\_ Internship Length: ☐ 8mo  
☐ 12mo

What area of Ministry are you interested in (check all that apply)? ☐ Children's Church  
☐ Youth Group ☐ Tech & Media ☐ Outreach ☐ Worship ☐ Other:

\_\_\_\_\_

Please tell us a little about your relationship with the Lord! \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Do you have any ministry or church outreach experience? (if yes, please describe)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If applying for Children's Church or Youth Group - please describe any experience working with children or youth. \_\_\_\_\_





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If applying for Tech & Media - Please describe any experience working on a sound team, with social media or graphic design, photography, videography, etc.

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If applying for Worship - Please describe any experience you have on a worship team, leading worship, singing, or list any instruments you play.

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Describe yourself in three words: \_\_\_\_\_

What are your goals for this internship? \_\_\_\_\_

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References (please provide two):

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Relationship: \_\_\_\_\_ Length of Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Relationship: \_\_\_\_\_ Length of Relationship: \_\_\_\_\_

Please include a **two minute video** of why you would like to intern at the Pavilion and what areas you would be interested in serving in. **If applying for worship teams**, please provide a video of you singing or playing an instrument as well.

I agree that the Pavilion Church can run a background check on me. ☐ Yes ☐ No



Signature\_\_\_\_\_Date\_\_\_\_\_