



**Ministry Internship Program Handbook**  
**A Guide for Prospective & Current Interns**

Pavilion Church  
612 W Due West Ave  
Madison, TN 37075

Updated June 2022



## **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
- 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, submit a separate video of you singing or playing an instrument.
- Personal Recommendations - This form should be completed by a high school or college teacher or counselor, an employer, pastor, or a friend. This person may not be a relative, and must have known you for at least 3 months.
- Email completed application, video(s), and two completed recommendation forms to Pastor Trinity Wahl at [pastortrinity@pavilionchurch.net](mailto:pastortrinity@pavilionchurch.net)

Once an application is submitted, prospective interns will receive an email to set up a time for a video conference interview with the head of the intern program, Pastor Trinity Wahl, and a member of our pastoral team.

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

### **Schedule**

Our internship program is an eight or twelve month commitment. 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 apply the IAP within their specific roles. Interns will be guided through this Action Plan with their Ministry Mentor as well as the head of the Intern Program, Pastor Trinity Wahl.



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

- Bi-weekly spiritual growth check-in with Ministry Mentor
- Monthly job description check-in with head of Intern Program
- Attend weekly Wednesday Night Bible Study and Sunday Service
- Participation in community outreach projects
- Complete Final Ministry Project
- Read 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 head of the Intern Program 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 head of the Intern Program. 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 Ministry 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. Interns will then work with their Ministry Mentor, head of the Intern Program, and Pastoral Team, 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!

### **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.)

### **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, and dancers.
- Youth Ministry
  - Teachers, helpers, and Worship Team.
  - Public Relations
- Tech and Media
  - AVL Team
    - Soundboard, lyrics, lights, etc.
  - Marketing Team
    - Content Creators and Curators
    - Graphic Designers
    - Web Designer
    - Photographers
    - Videographers
- Outreach
  - Help coordinate evangelism, outreaches, special events, etc.
- Worship Team
  - Musicians
  - Singers



## FAQs

- Is this a paid position?
  - No. Housing accommodations may be available with Pastors or Leaders at Pavilion, but is not guaranteed. 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 ensure 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. Equipment for media teams is or can be otherwise provided. Worship team instruments may be provided - this will be discussed in the Intern Interview!
- 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  No

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. \_\_\_\_\_

\_\_\_\_\_





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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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 \_\_\_\_\_



## Pavilion Church Internship Personal Recommendation Form

**Note: This section must be completed by the applicant.**

TO THE APPLICANT: Each applicant to the Pavilion Church Intern Program is required to submit a personal recommendation for review. Please complete this entire section, and then give this form to the person (teacher, employer, friend, or pastor) you choose to have completed it. They must have known you for at least 3 months.

Date \_\_\_\_\_ Phone \_\_\_\_\_

Applicant's Name \_\_\_\_\_

Present Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**TO THE PERSON COMPLETING THIS RECOMMENDATION: The above-named individual is applying for an internship at the Pavilion Church in Nashville, TN. You must have known the applicant for a minimum of 3 months. Serious consideration will be given to your comments. Thank you for your assistance. Once you have completed the form, please mail it to head of the Intern Program, , Pastor Trinity Wahl at 612 W Due West Ave Madison, TN 37115 or you may scan and email it to [pastortrinity@pavilionchurch.net](mailto:pastortrinity@pavilionchurch.net).**

1. How long have you known the applicant? \_\_\_\_\_

2. What is your relationship to the applicant? (Circle one, cannot be a family member)

High school teacher/counselor    College teacher/counselor    Pastor    Employer    Friend

Other: \_\_\_\_\_

3. How well do you know the applicant?    Name/sight    Casually    Fairly well    Very close

4. To your knowledge, has the applicant made a personal commitment to Jesus Christ?

Yes    No    I don't know

5. Which characteristic(s) best describes the applicant? Please circle all that apply.

Critical    Enthusiastic    Loving    Passive    Rebellious    Respectful    Sympathetic    Tolerant    Warmhearted

6. To your knowledge, what Christian service is the applicant involved in (such as Sunday school teacher, youth leader, nursery worker)? \_\_\_\_\_

7. Please indicate what you consider to be the applicant's strengths. \_\_\_\_\_



8. Please indicate what you consider to be the applicant's weaknesses. \_\_\_\_\_

\_\_\_\_\_

9. The applicant's influence on his or her peers is:    positive    neutral    negative    I don't know

10. Please evaluate the applicant in regard to the following categories. (Please circle one.)

**Excellent (1) Above Average (2) Average (3) Below Average (4) Poor (5) No Chance to Observe (6)**

Christian commitment	1	2	3	4	5	6
Social adaptability	1	2	3	4	5	6
Cooperativeness	1	2	3	4	5	6
Integrity and honesty	1	2	3	4	5	6
Responsibility	1	2	3	4	5	6
Mental ability	1	2	3	4	5	6
Physical health	1	2	3	4	5	6
Initiative	1	2	3	4	5	6
Christian character	1	2	3	4	5	6
Emotional stability	1	2	3	4	5	6
Personal appearance	1	2	3	4	5	6
Leadership	1	2	3	4	5	6
Reliability	1	2	3	4	5	6

11. Please add any further comments you may have that would help in our evaluation. \_\_\_\_\_

\_\_\_\_\_

**Please Check One:**

I *highly* recommend    I recommend    I recommend *with reservation*    I *cannot* recommend

If recommending with reservation or cannot recommend, please explain.

\_\_\_\_\_

\_\_\_\_\_

**Please print or type the information below:**

Name \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

E-mail Address \_\_\_\_\_

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

<p><b>Once completed, please return this form to:</b>          Pastor Trinity Wahl          612 W Due West Ave          Madison, TN 37115  <b>or scan and email to:</b> <a href="mailto:pastortrinity@pavilionchurch.net">pastortrinity@pavilionchurch.net</a></p>
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