



Grace Community Church

Internship Program

Grace Community Church
1320 Auburn Way S
Auburn, WA 98002
253.833.5660 | graceinauburn.com

Please briefly answer the following questions:

1. Why are you interested in this position?
2. What experience do you have in this area of ministry?
3. Please look over this list of job responsibilities. Is there anything that would be difficult for you?
4. How flexible is your schedule related to the duties of this job?
5. Are you comfortable inviting people to church and sharing your faith?
6. How do you feel about the current vision and direction of GCC?
7. What are some words that describe your personality? Also your working style?



Grace Community Church Internship Application

It is the policy of Grace Community Church ("Grace") not to discriminate on the basis of race, color, national origin, sex, marital status, age, or disability in its programs or activities, to the extent the law and regulations apply to Grace. As a religious non-profit organization, Grace may prefer employees on the basis of religion.

Applicant Information

Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

_____ City State ZIP Code

Home Phone: () _____ Daytime phone if different: () _____ Cell: () _____

Date Available: _____ Email: _____

Position Applied for: _____

Are you 18 years of age or older? YES NO

Full Time Part Time Hours per wk _____

Are you a citizen of the United States? YES NO If no, are you legally authorized to work in the United States? YES NO

Have you ever worked for this church? YES NO If so, when? _____

Are there any facts or circumstances that would call into question your involvement in an environment where children or youth may be present? YES NO

Are you currently under indictment, on probation, parole, or work release? YES NO

Have you ever been investigated by the Department of Social and Health Services, including, but not limited to, Child Protective Services, or a similar department or agency in any other state or jurisdiction? YES NO

Have you ever had your driver's license suspended or revoked for any reason? YES NO

Have you ever been dismissed or discharged from a position (as an employee or volunteer) or have you left to avoid discipline or discharge? YES NO

Have you ever perpetrated violence in the workplace? YES NO

Answering "yes" to the questions above will not necessarily bar you from internship.

If you have used a name other than the one listed above during the last five years, please list it here: _____

Education

List all schools beginning with high school:

Circle the highest grade completed: 8 9 10 11 12 GED College: 1 2 3 4 Graduate: 1 2 3 4

School	City/State	Dates		Graduated?		Degree/Major
		From:	To:	YES	NO	
_____	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____

References

Please list 3 personal references, not relatives or supervisors, whom you have known at least three years.

Full Name: _____ Relationship: _____
Company: _____ Phone: () _____
Address: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: () _____
Address: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: () _____
Address: _____

Training and Experience

List any additional training or experience you have had that qualifies you for the position you are seeking, including any professional license or certification:

Additional Information

If you feel that the application does not give you adequate space to describe your full qualifications for the position for which you are applying, you may use this space to expand upon any statements made in other sections of the application form. Attach additional sheets if necessary.

Spiritual Walk

Please tell us about your Christian experience, e.g., How long have you been a Christian? Have you been involved in ministries or taken classes on spiritual growth? What are you doing now for your spiritual growth? Include any volunteer ministry involvement.

Volunteer History

To what organizations have you offered voluntary services in the past 10 years? Explain your role, give the names of the organization and your supervisor and the reason you discontinued your involvement (if you are no longer involved).

Organization: _____ Phone: (____) _____
Supervisor
Address: _____ or contact: _____
Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____
YES NO
May we contact your previous supervisor for a reference?

Organization: _____ Phone: (____) _____
Supervisor
Address: _____ or contact: _____
Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____
YES NO
May we contact your previous supervisor for a reference?

Organization: _____ Phone: (____) _____
Supervisor
Address: _____ or contact: _____
Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____
YES NO
May we contact your previous supervisor for a reference?

Release and Permission to Procure a Report for Internship Applicants and Interns

Please type or print legibly your name as it appears on your driver's license

Name: _____
Last
First
Full Middle

Address: _____
Street Address
Apartment/Unit #

_____ City State ZIP Code

Please list other names used and dates of name change in the last ten years.

_____ Full Name Date

_____ Full Name Date

Date of Birth: _____ Social Security Number: _____ Driver's License #: _____

Have you ever been convicted of a crime (misdemeanor or felony)? YES NO If yes, please provide details of all convictions and locations of all convictions. (A yes answer will not necessarily disqualify you from internship.)

Please list residences in the last 10 years:

State: _____ City: _____ County: _____ Years: _____ to _____

State: _____ City: _____ County: _____ Years: _____ to _____

State: _____ City: _____ County: _____ Years: _____ to _____

State: _____ City: _____ County: _____ Years: _____ to _____

I, the undersigned, understand and agree that Grace Community Church (the "Church") may seek to obtain a consumer report on me for purposes of evaluating me for possible or continued internship. A "consumer report" may include, but not be limited to, information concerning my criminal record, driving record, civil litigation history, education, credit worthiness, credit standing, credit capacity, character, academic background, credentials, work habits, work performance, reasons for work termination, general reputation, personal characteristics, trustworthiness, and others. I understand and agree that this report may be kept on file and used by the Church to request consumer reports on me for purposes of evaluating me for promotion, reassignment or retention as an intern of the Church. I hereby agree that a photographic copy or a telephonic facsimile of this document shall be valid for all purposes present and future. I further understand that, upon my written request, the Church will provide me with a complete and accurate disclosure of the nature and scope of the consumer report requested and a copy of my rights, if any, under the Fair Credit Reporting Act. I understand that information obtained from any consumer report shall be used solely for the purpose of making employment decisions.

RELEASE: I, the undersigned, hereby release and discharge to the extent permitted by law, Grace Community Church and its directors, officers, employees, volunteers, and other agents, and any individual or agency obtaining information for Grace Community Church, from any and all claims known or unknown, damages, losses, liabilities, costs, or other expenses arising from the retrieving, reporting, and/or disclosure of information in connection with obtaining any consumer reports (as described above) related to me. I understand and agree that nothing in this document shall limit or supersede any other document I have signed or may sign regarding background checks, reference checks, or other matters.

Applicant's Signature: _____ Dated: _____

Release

(INCLUDING AUTHORIZATION OF RELEASE OF INFORMATION, AND DEFENSE, INDEMNIFICATION, AND HOLD HARMLESS OBLIGATIONS BY APPLICANT)

I, _____, have applied for internship at Grace Community Church.

I authorize Grace, in its efforts to process my application and to check my background and contact references, to provide a copy of this release to any person or entity, and authorize Grace and other parties to treat a facsimile copy of this release as if it were the signed original.

I authorize Grace to contact any person or entity to obtain information about me, including the employers, organizations, supervisors, governmental agencies, and references that I list in my application and others identified by Grace. Without limiting the foregoing, I understand and agree that this release allows the Department of Social and Health Services, including Child Protective Services, to release information concerning me.

I hereby request, consent to, and authorize any current or former employer, person, firm, corporation, organization, education or vocational institution, or government agency to provide Grace with information they have regarding me, including the release of information concerning my performance, qualifications, personal and work history, dates of employment, dates of volunteer service, job titles, reasons for leaving, salary, and opinions about me. The released information may be in the form of a letter of reference, a response to an evaluation form prepared by Grace, telephone interviews or other interviews initiated by Grace, or any other means deemed appropriate by Grace. I understand that the information released may include facts and/or opinions that are unfavorable to me and/or with which I may disagree.

I hereby expressly waive any and all rights I may have of access to any letter of reference, to any response to an evaluation form, to anything discussed in telephone conversations or interviews, or information otherwise obtained by Grace, including any right to inspect and review, any right to have a copy made for my use, and any right to request an amendment of or correction to any released information.

I hereby release and agree to defend, indemnify, and hold harmless Grace and its past, present, and future pastors, Elders, deacons, leaders, employees, directors, officers, volunteers, agents, successors and assigns, and insurers from any and all liabilities arising from or in any way related to requesting or receiving information about me. I also release and agree to defend, indemnify, and hold harmless any person or organization or entity (whether listed in my application or not) and its respective directors, owners, officers, employees, volunteers and agents who provide information or references about me to Grace from and against any and all liability arising from or in any way related to their disclosure of any information or opinions about me.

I hereby acknowledge that I have read, understand, and willingly sign and agree to this document.

THIS STATEMENT CONTAINS A RELEASE OF CLAIMS AND AN OBLIGATION TO DEFEND, INDEMNIFY, AND HOLD HARMLESS GRACE AND OTHERS.
PLEASE READ IT CAREFULLY.

This signed Release must be a part of the application package. The Release must be mailed, faxed, or taken to Grace for the application to be considered complete.

Applicant's
Signature: _____ Date: _____

GRACE COMMUNITY CHURCH

STATEMENT OF FAITH

The Bible

Matt 5:17-18
Luke 24:27
John 5:39
John 10:35
Acts 17:2-3
Rom 15:4
II Tim 3:16-17
II Pet 1:21

We believe that “*all Scripture is given by inspiration of God,*” by which we understand the whole Bible is inspired in the sense that men of God “*were moved by the Holy Spirit*” to write the very words of Scripture. We believe that this divine inspiration extends equally and fully to all parts of the writings—historical, poetical, doctrinal, and prophetic. We believe that the whole Bible as originally written is therefore without error. We also believe that all the Scriptures were designed for our practical instruction.

The Nature of God

Gen 1:1
Deut 6:4
John 4:24
Matt 28:19-20
II Cor 13:14

We believe that there is one eternal and true God who exists in three persons—the Father, the Son, and the Holy Spirit—all having precisely the same nature, attributes and perfections, and worthy of precisely the same worship, trust, and obedience. In the beginning, God created out of nothing the world and all the things therein, thus manifesting the glory of His power, wisdom, and goodness. By His sovereign power He continues to sustain His creation. He reigns with providential care over His universe, His creatures and human history according to the purposes of His grace. He is all-powerful, all-loving, all-knowing, all-wise, and all-present.

The Nature of Man

Gen 1:26-30
Gen 3:1-24
Ps 51:5
Rom 3:10-12, 23
Rom 5:12

We believe that mankind, in the persons of Adam and Eve, was created in the image of God, without sin, and enjoyed unimpaired fellowship with the Lord; but, by voluntary transgression, man fell into sin, thus marring the image of God in human beings and condemning the race to eternal separation from God. Being alienated from God and having suffered the corruption of his nature, man is unable to please God.

The Person and Work of Jesus Christ

Matt 1:18-25
John 1:1-3; 14
John 17:7-14
Acts 1:8-11
Rom 3:21-31
Rom 6:23
II Cor 5:21
Phil 2:5-8
Col 1:15
Heb 1:1-3
I Pet 2:24-25

We believe that God the Son, existing eternally and co-equally with the Father and Spirit, added to His divine nature a fully human nature and body by miraculous conception through the Holy Spirit and virgin birth. The Lord Jesus Christ perfectly revealed and accomplished the will of the Father, identifying Himself completely with mankind, yet without sin. He lived a life of perfect obedience to the Father and voluntarily atoned for the sins of all by dying on the cross as their substitute, thus satisfying divine justice and accomplishing salvation for all who trust in Him alone. He rose from the dead in the same body, though glorified, in which He lived and died. He ascended into heaven, and sat down at the right hand of the Father, where He, the only Mediator between God and man, continually makes intercession for His own. He shall come again to earth, personally and visibly, to consummate history and the eternal plan of God.

The Person and Work of the Holy Spirit

John 14:16-17
John 16:8-11
Acts 5:3-4
Rom 8:9-11, 16-17
I Cor 3:16-17
I Cor 6:19-20
I Cor 12:1-13
Gal 5:22-23
Eph 1:13-14; 5:18
Titus 3:5-6

We believe that the Holy Spirit is God, co-equal with the Father and the Son, and of the same attributes and nature. He inspired men of God to write the Scriptures, and enables believers through illumination, to understand the Bible. The Holy Spirit exalts Christ, convicts of sin, and calls people to Jesus Christ, the Savior. The Holy Spirit, upon regeneration, baptizes, indwells, and seals the believer. The Holy Spirit gives spiritual gifts and desires to fill and empower believers so they may effectively serve the cause of Christ. He cultivates Christian character and comforts believers in the process of restoring and renewing the image of God in them.

Salvation

Acts 16:30-31
Rom 6:23; 8:29-39
II Cor 5:17-21
Eph 2:8-10
Phil 1:6
I Tim 2:5
John 10:28

We believe the only means of escape from the condemnation of sin is through the redemptive work of the Lord Jesus Christ. This offer of salvation is received on the basis of grace by all those who repent of their sins and believe in Him. When God has begun a saving work in the heart of any person, He gives assurance in His Word that He will continue performing it until the day of its full consummation.

The World to Come

Matt 16:17
Matt 24:1-25:46
Luke 17:20-37
John 14:1-3
I Cor 15:35-38
II Cor 5:6-10
I Thess 4:13-5:11
Heb 9:27-28
II Pet 3:1-18
Rev 20:1-22:15

We believe that God will bring the present world to an end according to His sovereign will and purpose. After His second coming, Christ will judge all people, determining the fate of each individual. For unbelievers, God's judgment will reveal His justice in consigning them to perpetuate in eternal retribution their own rejection of God, and thus, their eternal separation from Him. Believers will be received into eternal communion with God.

Statement of Faith and Conduct

In applying for work at Grace Community Church, my purpose is to cooperate fully with the other workers to advance the cause of our Lord Jesus Christ through this local church.

As I join with fellow believers in this commitment, I sincerely affirm that I am trusting solely in the merits of Jesus Christ for my salvation from sin. In anticipation of working here, I gladly covenant with God that by His enabling grace I will endeavor to conduct my life in accordance with the following scriptural principles.

1. I will sincerely pray that Christ be exalted and that lives be blessed through the ministries of the church (2 Thessalonians 3:1).
2. I will endeavor to live in a way that consistently honors Jesus Christ, whom I acknowledge as the Lord of my whole life (Ephesians 4:1; 1 Corinthians 6:12-20; Ephesians 5:1-21; Galatians 5:16-26).
3. I will participate as regularly as possible in worship and fellowship with this congregation (Hebrews 10:25).
4. I will seek to discover my spiritual gifts and use them in some form of Christian service within this church (Ephesians 4:11-13).
5. I will endeavor to participate faithfully in the financial support of the ministries of this church (2 Corinthians 9:6-11).

My acceptance of the above scriptural principles is a pledge to the Lord and is made in joyful anticipation of working together with others to promote the spiritual ministries of this church.

By signing below, I also acknowledge that I am in agreement with the Statement of Faith of the church, which is included on the preceding pages.

Applicant's
Signature: _____ Date: _____

PHILOSOPHY OF INTERNSHIPS

The Internship at Grace is an experience in ministry.

- Internship at GCC is an opportunity to learn and grow in ministry and as an individual follower of Christ.
- Internship at GCC is an opportunity to develop leadership skills in ministry while serving with a great staff team.
- Internship at GCC is an opportunity to be challenged to take a next step toward your calling in ministry.

Our Philosophy

Matthew 22:37 (NLT) says, "You must love the LORD your God with all your heart, all your soul, and all your mind." The philosophy of Internship at Grace is to develop leaders in the areas that relate to heart, soul, and mind while an individual develops his or her clear call to vocational ministry, missionary service, or church planting.

The Purpose

To encourage and empower young adult leaders, like yourself, to minister in Auburn and the greater Seattle area for Jesus Christ while being taught effective ministry principles and being discipled in the faith.

A Resolution

We are resolved to provide a hands-on ministry experience while helping to encourage a solid, personal, biblical foundation for each individual who is placed in the program. This will be accomplished through guided personal study, learning experiences, and mentor relationships with ministry professionals.

THE INTERN HOUSE COVENANT & RULES

Living at the Intern House:

The Intern House gives you a safe environment in which to live and learn by sharing and living in a community. You are expected to respect the house and neighborhood and take care of your living space.

To achieve the above stated purpose, all participants enter into the following covenant:

1. Loving God

- Have regular times of prayer and accountability.
- Honor the spiritual discipline elements of each house member, making allowances for any particular needs they might have as they pursue spiritual disciplines.
- At regular times, share openly about God and how He is working in your life.

2. Loving Others

- The house is to be a benefit that provides you with the opportunity to excel in your area of ministry.
- Invite people over for dinner, fellowship, worship, etc.
- Seek to know and serve your neighbors.

3. Making Disciples:

- To honor and accomplish your duties as an intern, each house member should seek to encourage and assist the other interns to the best of their ability.
- Model basic spiritual disciplines and encourage one another toward faith and good deeds.
- Prayerfully look for opportunities to speak gracious truth into the lives of all housemates, as Jesus did with His disciples.

THE INTERN HOUSE COVENANT & RULES

Basic House Rules

These rules are for the protection of all interns and cover legal, physical, and spiritual needs. Discipline is part of being a disciple, and any life dedicated to God needs discipline. Discipline is a fruit of the Spirit (Gal 5:22-23). "Intern" in this context includes paid and unpaid interns in training and any paid staff members living in the Intern House.

These rules are a guide and basic structure for the house in order for all to live together peacefully and in a way that honors God. In all areas of life, we are to love our neighbor as ourselves. Seeking to do that will help prevent the breaking of rules. However, if rules are broken, interns will follow the conduct of Matthew 18:15-17. If any intern is not capable of changing behavior at that point, that intern will be removed from the house completely.

1. Be respectful of neighbors and others in the house regarding noise/music levels from 10:00pm to 8:00am.
2. All visitors must be out by 1:00am and leave quietly.
3. Generally, there should be no overnight guests. Exceptions, such as for visiting family members, need to be cleared by the ministry supervisor or Campus Administrator.
4. No smoking is allowed inside the house.
5. No Alcohol is allowed for consumption on the premises.
6. Show respect and encourage visitors to honor and love neighbors, being considerate of noise and parking.
7. No pets allowed.
8. No pornographic material is allowed in the house, on internet or otherwise.
9. No one of the opposite sex is allowed to stay overnight. Bedrooms are off limits to visitors of the opposite sex if only one intern is home. No visitors of the opposite sex are allowed to be in any room with any intern with the door closed.
10. The house must be maintained and cleaned regularly. Interns will divide chores among themselves fairly. Cleanliness is important for the ministry of the house to continue.
11. The yard must be kept mowed and maintained regularly. A lawn mower and gas is provided by GCC.
12. Respect must be shown to the house and property within the house. Normal use and wear is expected, but abuse is not.
13. Any damage to the house will be reported to the Campus Administrator immediately.
14. No personal property is allowed in the intern house except what belongs to an intern, or is the property of Grace Community Church.
15. Any intern who moves out of the house will take all personal belongings with them at that time unless otherwise arranged with the Campus Administrator or your ministry supervisor.
16. No remodeling or repainting is allowed unless cleared first with the Campus Administrator.
17. Grace Community Church reserves the right to inspect the premises periodically.

The spirit of these rules applies also to the parsonage/missionary house when occupied by married interns or interns of the opposite gender from those in the Intern House.

THE INTERN HOUSE COVENANT & RULES

By signing this covenant, I am agreeing to the rules and spiritual purpose of this house along with its rights, privileges, and restrictions. I understand that I can be removed from this house at any time without notice, by consent of my ministry supervisor, the Campus Administrator, or the executive leadership at Grace Community Church.

Staff/Intern Name

Signature

Date

Ministry Director

Signature

Date

Campus Administrator

Signature

Date

INTERNSHIP RESPONSIBILITIES: MENTOR

Plan with the Intern:

The initial planning of the intern's ministry experience is one of the most important steps in mentoring. Define the intern's responsibilities, how these responsibilities are to be accomplished, and when the responsibilities are to be completed. Make sure that all of the responsibilities are clearly spelled out. Set clear expectations, priorities, and measures of success.

Spend time with the Intern:

A second major function of mentoring is guiding, assessing, and praying with the intern. Mentors have a wonderful opportunity to help the interns learn much about the practical realities of life and ministry. Such instruction might include the following:

Train the Intern

Work with the intern to provide experiences, education, and training in his or her area of ministry. This ranges from reading books in your area of ministry together to giving leadership opportunities in your area.

Evaluate the Intern:

One of the most significant aspects of the internship is the process of evaluation. The term "process" indicates that evaluation is an ongoing experience, rather than an experience which takes place at the conclusion of the internship.

The evaluation process will be a SWOT analysis with the mentor every three months. A SWOT analysis is the process of the mentor and intern considering the Strengths, Weaknesses, Opportunities, and Threats for the intern. The intern should come to the evaluation with a list in each category. The list should consider both the current internship and future ministry. The mentor and intern will then take time to go over the intern list and discuss where the intern is and any changes that may be appropriate to help the intern in current and future ministry.

INTERNSHIP FORMATION

Internship Gathering

Interns will gather as a group twice a month with the Internship Director. This gathering will be a time of study, discussion, and training. Interns should come to each meeting prepared to discuss, share, and listen. Gatherings will include a book study, a discussion of internship experiences, and training for ministry including theology, hermeneutics, and practical skills.

Reading

Interns will be given books to read and discuss in the Internship Gathering. We will read good books together. Interns are expected to have completed the reading for that Gathering and be prepared to discuss what they have read. Books will include spiritual formation, leadership, theology, and church philosophy.

Discussion

Interns will come to the Internship Gathering to share experiences they have had in the internship. Interns should be prepared to listen to one another and to encourage each other in this process.

Training

Internship Gatherings will occasionally include times of training involving skills that any leader in the church should possess. We will discuss leading Bible studies, prayer, connection, and other important areas of leadership.

INTERNSHIP CONTRACT

Parties

A. Intern's Name: _____

B. Mentor's Name: _____

Address: _____

Phone: _____ Email: _____

Conditions of Contract:

A. Length of Internship: _____

Date Internship Begins: _____

Date Internship Ends: _____

B. Time Away from Internship

Vacation periods and holidays should be discussed and agreed upon in advance whenever possible.

C. Key Requirements:

(Written by mentors)

Responsibilities

The interns will give themselves wholeheartedly to the church or organization, supporting the ministries, identifying with its people, and faithfully discharging duties.

The mentor will provide the intern with the necessary supervision, guidance, and evaluation for ministry.

Our church and staff will endeavor to accept the intern as a member of its community, be sensitive to the needs of the intern, and view them as mature believers carrying on a Christian ministry.

IV. Signatures:

Mentor: _____

Intern: _____

Date: _____