

Internship Application 2019

Date: _____

DALLAS
BIBLE
CHURCH

I. Personal Information

Name _____

Address _____

City/State/Zip _____

Email _____

Do you have a Facebook account? Yes No

Do you have an Instagram account? Yes No @ _____

Phone _____

Birth date _____

SSN _____

II. Ministry Interests

Internship term(s) interested in: Summer 2019 Fall 2019 Spring 2020

Our goal is to have you learn multiple sides to ministry by having you serve and lead alongside all of our departments. However, throughout your internship you will be partnered with a departmental leader to gain additional insight and overall mentoring. Please pick your top 2 areas of interest:

___ Family Ministry (Preschool, Elementary, Youth)

___ Adult Ministry/Spiritual Formation

___ Pastoral Care

___ Teaching/Preaching

___ Small Groups

___ Missions

___ Church Administration

___ Communications/Creative Services

___ Worship/Music

III. Education

High School _____ Year Graduated _____
College _____ Year Graduated _____
Major/Minor _____
Other Formal Training _____

IV. Employment History (Please list most recent employer first)

(Or attach current resume with employment history)

Company _____ Supervisor _____
Phone Number _____ Dates Employed _____ to _____
Position _____
Responsibilities _____
Reason for Leaving _____
Eligible for Rehire? Yes No

Company _____ Supervisor _____
Phone Number _____ Dates Employed _____ to _____
Position _____
Responsibilities _____
Reason for Leaving _____
Eligible for Rehire? Yes No

V. Ministry Experience

Church _____ Ministry _____
Director _____ Phone _____
Dates Involved _____ to _____ Position _____
Responsibilities _____
Reason for Leaving _____

Church _____ Ministry _____
Director _____ Phone _____
Dates Involved _____ to _____ Position _____
Responsibilities _____

Reason for Leaving _____

VI. References

Spiritual Leader Reference

Name _____

Phone _____ Email _____

Friend Reference

Name _____

Phone _____ Email _____

VII. Relational Experiences

List two people (other than family) on whom you have had the greatest influence or impact and why.

1. Name _____ Relationship _____

How did you impact their life? _____

2. Name _____ Relationship _____

How did you impact their life? _____

List two people who have disciplined/mentored you.

1. Name _____ How long were you disciplined/mentored? _____

Lessons you learned _____

2. Name _____ How long were you disciplined/mentored? _____

Lessons you learned _____

VIII. Abilities/Skills (Please check all that apply.)

Leadership

- Leading Small Groups
- Leading Volunteers

Music

- Vocal
- Instrumental:

Missions

- Local
- Global
- Foreign Language

Writing

- Bible Study/Devotionals
- Editing

Administration

- Organizing
- Planning
- Event Production

Communication

- Teaching
- Preaching

What are your top three strengths and your top three weaknesses?

Strengths

1. _____
2. _____
3. _____

Weaknesses

1. _____
2. _____
3. _____

What skills do you desire to strengthen during your internship? Why?

IX. Spiritual Experiences

When did you begin a personal relationship with Jesus and how did that commitment change your life?

How is God working in your life today?

X. Performance & Conduct Codes

As an intern, you will be asked to adhere to the following, taken from the DBC Personnel Handbook:

Personal Appearance

Casual dress is acceptable during office hours. Though casual, dress should reflect the commitment to professionalism and high standards. Sloppy appearances such as t-shirts or torn jeans are not acceptable. Facilities staff members are not required to adhere to this policy.

Personal Conduct

All employees of the ministry should exhibit a professional attitude that provides for a harmonious work environment.

Groups of people who are working together for any purpose require certain guidelines pertaining to their conduct and relationships. Everyone must be aware of their responsibilities to the ministry and to co-workers. Although there is no way to identify every possible violation of standards of conduct, any conduct that DBC feels reflects adversely on the employee or the ministry is unacceptable.

Every employee must maintain the highest of Biblical and ethical standards, including honesty, integrity, discipleship, and service to others. Please remember that our community and congregation perceive DBC staff as the face of the church, and we must lead by example.

Confidentiality

Confidentiality is a vital issue. No matter what your job position or function, you will come into direct contact with or overhear confidential and sensitive information regarding the lives of our staff, members, or public, including personal and/or financial information. As well, you will come into direct contact with

or overhear confidential and sensitive ministry information regarding the body and ministry of DBC at large. Our pastors, lay leaders, members, and regular attendees require an environment of confidentiality that allows for full counsel and spiritual guidance. This principle of confidentiality must be maintained at all times. Failure to respect confidential information during the course of your employment may result in disciplinary action up to and including termination of employment. Your responsibility to maintain the confidentiality of such information continues indefinitely beyond the period of your employment, and could result in church discipline or legal actions against you if violated.

If someone questions you and you are concerned about the appropriateness of giving him or her certain information, remember that you are not required to answer, and that we do not wish you to do so. Instead, as politely as possible, refer the request to your supervisor or the Lead Pastor.

In certain cases, you may become aware of information which you are required by law to disclose. In such cases, please consult with your immediate supervisor(s) and together implement a plan for the dissemination of such information to the proper reporting authorities. You are not to violate your legal obligations in order to protect the confidentiality of any individual associated with DBC. Failure to report such information as required by law may result in disciplinary action up to and including termination of employment. No one is permitted to remove or make copies of any church records, reports or documents without prior approval.

Substance Abuse

In order to maintain a safe and pleasant working environment, we at DBC strongly advocate and are committed to maintaining a no-tobacco, no-alcohol, and no-drugs policy at the workplace. DBC takes this issue very seriously and it is important for employees to understand that this policy applies to all employees of the church, without exception, including all part-time and temporary staff.

No employee is permitted to consume, possess, sell, transfer, or purchase alcohol, illegal drugs, narcotics, or controlled substances while on the job, in church vehicles, at church ministry events whether on church property or off-site. Involvement in such activities constitutes grounds for disciplinary action, up to and including discharge. Any prohibited substances found will also be turned over to the appropriated law enforcement agencies and may result in criminal prosecution in addition to any disciplinary actions imposed by DBC. Acceptable uses of drugs include non-performance affecting "over-the-counter" medications and those substances that have been prescribed by a licensed physician. Any employee who is under prescribed medication but who may be in any way impaired by its side effects must report its use to his/her supervisor immediately.

DBC will not tolerate any employee who reports for work or ministry while impaired by, or who is under the influence of alcoholic beverages or drugs. Employees who work under the influence of an illegal substance are considered to be a threat to the safety of themselves, their coworkers, and the public. All employees have a duty to report any evidence of alcohol or drug abuse to a supervisor immediately. Failure to report, especially in cases where the illegal substance poses an immediate threat to that individual, his/her coworkers or the public, may result in disciplinary action for the non-reporting employee. It is also, however, the policy of DBC to assist employees and their family members who suffer from drug or alcohol abuse. Employees, with appropriate approval, may be eligible for medical leaves of absence in such cases.

DBC may test randomly for drug/alcohol abuse at any time. If you refuse, this may be grounds for termination.

Harassment, including Sexual Harassment

As a ministry interested in the protection of our employees, we are particularly concerned about the possibility of employee harassment whether it is sexual, racial, ethnic, or of some other type. Harassment

in any verbal, physical, or written form is strictly against the policies of DBC and will be subject to investigation and disciplinary action up to and including discharge with cause. If you believe that you have been the victim of harassment, report it immediately to your supervisor. In the event that the incident involves your immediate supervisor, please report it to the Senior Pastor. In the event that your immediate supervisor is the Senior Pastor, please report it immediately in writing to the chairman of the Elder Board.

Attendance and Punctuality

Your attendance is important to the ministry of DBC and is an important element in serving our members and your co-laborers in Christ. Absenteeism and tardiness place a burden on other employees and on the ministries of DBC. DBC expects employees to be reliable and to arrive at your ministry location on time prepared to start your task(s). In rare instances when employees cannot avoid being late, or are unable to perform as scheduled, they should notify their supervisor and the main office as soon as possible in advance of the anticipated tardiness or absence. The employee must indicate the reason and probable duration of the absence. An employee must contact their supervisor and the main office before or at the beginning of the first and each subsequent day of an unscheduled absence.

Poor attendance and excessive tardiness are disruptive. Either may lead to disciplinary action, up to and including termination of employment.

Some salaried employees have flexible schedules and will be expected to monitor their hours to assure they are working a full ministry week.

Workplace Violence

The purpose of this policy is to ensure all employees a safe workplace free from aggressive, threatening, or violent acts. To ensure safety, DBC has adopted a zero tolerance stance towards any sort of inappropriate conduct and behavior. In addition, DBC has the right to conduct background checks on any and all potential employees who may pose any sort of threat to the safety of himself/herself and others in the workplace. As an employee of DBC, you are expected to refrain from inappropriate conduct including, but not limited to:

- *Use of profane language*
- *Use of threatening language, gestures, or actions.*
- *Acts of physical aggression such as pushing, hitting, biting, punching, or any other form of assault.*
- *Acts of vandalism towards personal or church property.*

It is considered the duty and responsibility of all employees to prevent violence in the workplace. Therefore, all employees have an obligation to report any and all incidences of violence and/or inappropriate conduct/behavior immediately to their supervisor. All reports will be investigated and all information will be held strictly confidential. Any and all employees in violation of this policy and the above listed prohibitions will be subject to discipline up to and including discharge with cause.

Will you adhere to these as an intern at Dallas Bible Church? Yes No

XI. Internship Schedule

Please list out your personal schedule for the internship term for which you’re applying:

- Sunday:
- Monday:
- Tuesday:
- Wednesday:
- Thursday:
- Friday:

As an applicant for a Dallas Bible Church Internship, I agree to the following:

1. I understand that my acceptance is conditional upon the results of this application and any reference or background checks.
2. I agree to submit to a background check.
3. I certify that the answers given by me are true and correct.
4. I am aware that Dallas Bible Church may without liability terminate my internship because of false statements or omissions made in this application.
5. I authorize the entities and individuals named in the application to give relevant information regarding my application to Dallas Bible Church, including but not limited to, my employment history, work habits, and character.
6. I understand that my internship will be “at will” which means that my internship may be terminated by Dallas Bible Church at any time, without cause.
7. I have prayed over this decision and discussed it with those my decision will impact. My family and/or spouse supports my decision.

Applicant’s Signature _____ Date _____