



**Hope  
Intern**

# Introduction

Dear Applicant,

Thank you for your interest in Hope Fellowship's Internship Program. The core of our church mission is to create opportunities for people to become and belong in the body of Christ. Internships create a space for those interested in ministry to belong in a group of leaders and become prepared for a career in this field. Therefore, this internship is specifically intended for those who are seeking a career in ministry.

This internship program is designed to equip leaders for success in all facets of church ministry through hands-on experience, leadership opportunities, and spiritual development. This information package provides details in regards to expectations, schedules, and specific ministry placement.

You are encouraged to complete the enclosed application and return it promptly. All applications must be submitted by Friday, March 1, 2024.

Your completed file will be reviewed and prayerfully considered for admission to the program. Those considered for admission will be contacted to schedule the initial interview. Those selected to participate in Hope Fellowship's Internship Program will be notified by March 15, 2024. The program will begin Tuesday, June 4, 2024 and will end on Tuesday, July 30, 2024.

Thank you for your desire to serve. If you have questions, please call us at 864-226-5445 or email me at [nathan@hopeinanderson.com](mailto:nathan@hopeinanderson.com).

Sincerely,

Nathan Bier

College Pastor

[nathan@hopeinanderson.com](mailto:nathan@hopeinanderson.com)





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Foundation

**The internship program is designed to provide exposure, experience, and education to build a solid foundation for you and your calling.**

## Exposure

As a church leader, you should be seeking the Lord personally, in community with others, and pouring His Word out into the world.

**Community:** We believe one of the best ways to find community is connecting with others on a regular basis. We encourage you to join a Connection Group or meet regularly with others outside of the church setting.

**Outreach:** Service should happen outside the walls of the church, reaching into our community. There will be opportunities to serve with an organization Hope supports.

**Mentorship:** Have weekly discussions with your mentor about your place in ministry, your strengths and gifts, as well as your areas of weakness.

## Experience

During your internship, you will participate in the weekly preparations for Sunday and serve in your ministry area on Sunday/Wednesday. Additionally, you are required to attend all church-wide events as well as any planned for your area of ministry specifically.

**Church Operations:** Attend team meetings each week and both services each Sunday. Assist as needed with any church events.

**Ministry Operations:** Complete weekly tasks assigned by your ministry leader.

**Field Operations:** Serve in your ministry area each week.

## Education

We pray you come with a teachable spirit. It is our goal to educate you in the workings of the church, but also to deepen your understanding of the Word and your relationship with God.

**Discipleship:** Have weekly devotion time with your mentor.

**Bible Study:** Participate in Bible study with fellow interns.



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# Placement

**Discover where you can best use your gifts from God.**

## Your Calling

This internship is designed to help you develop your spiritual gifts for personal health, to build up and equip the church, to teach you how to articulate your calling, and to bring glory to the kingdom. If you are unaware of your spiritual gifts, we have an assessment tool you can use to discover them.

## Ministry Expectations

- **Basic Job Requirements**
  - Attend team meetings each week
  - Work a minimum of 11 hours per week on Hope's campus (Tu-F)
  - Attend/serve every Sunday
- **Goals for the Internship**
  - Gain an understanding of how the church functions
  - Refine leadership skills in your area of ministry
  - Develop personal gifts to benefit your area of ministry
  - Grow in maturity in the area of your calling



## How does a week look in the internship program?

### Schedule Overview

#### Expectations and Hours

- **Office Hours**

These are hours spent in the office at Hope Fellowship. During these hours, you will prep for your ministry area, train in your position, and take part in planning meetings for Hope Fellowship Church.

**Required Office Hours:** Minimum of 11 hours on Hope's campus

- **Field Hours**

These hours are spent time serving within your ministry: i.e. Sunday morning services, Wednesday night services, rehearsals and practices, etc. Field Hours will vary depending upon your ministry area.

- **Service Hours**

These hours are spent serving in our Community Outreach ministry and/or time serving others beyond the normal field hours within your ministry. These hours will be determined and opportunities will be provided by Hope throughout the course of the Internship Program.

- **Misc. Expectations**

At the conclusion of the internship, you will be required to submit a review of your experience with us. The requirements for the review will be provided at the orientation on the first day of the internship. You will also take part in an exit interview with the Internship Coordinator. The time, date, and questions will be scheduled/provided in advance and you should come prepared to discuss them.



**We want to support you on this journey.**

## Payment

Each Intern will receive a bi-weekly stipend of \$100 for the duration of the 12-week program. Stipends will be given every other Friday morning. All ministry specific spending, as approved by your Ministry Leader, will be reimbursed accordingly.

## Housing

All Interns will need appropriate housing for the duration of the internship. Unfortunately, we cannot accommodate any applicants without housing arrangements. We may assist with suggestions, but we cannot provide you with housing for the duration of the internship.

## Transportation

All Interns will need a dependable form of transportation. Unfortunately, we cannot provide transportation for you. Travel within the Anderson area will be very important for you to participate fully in the internship program at Hope.

## Eligibility

We require all applicants to be a student and/or ages 18-25.

## Work

Interns are allowed to work jobs outside of the Internship, however, you must work out a schedule with your Ministry Leader prior to acceptance into the program. We believe in order for you to best benefit from this program, it should be a top priority, and that your time commitment should reflect that.

## Misc. Needs

We require all applicants to have a laptop or tablet to use throughout the internship. Laptops are preferred. This will be an important tool in completing various tasks throughout the internship.



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# Leadership

**You will have the experience of shadowing along side one of our staff, who hopes to mentor you and lead you into your calling.**

## Goals

### Job

We hope to provide you with a complete understanding of the job you are shadowing. You will be included in meetings, planning, studying, preparing, and scheduling. As our Intern, you are an important part of our team. You are invited to ask questions and make suggestions.

### Spiritual

The work of ministry is for the Lord, and it is our goal to strengthen your foundation in Him and to grow your relationship with Him. We want to help you maximize the potential of the gifts God has given you during your time with us. You will be poured into by the staff and asked to give of yourself openly.



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# HopeKids Intern

**Director/Supervisor:** Jordan Rogers, *Children's Pastor*

- **Office Hours**

Tuesdays 10am - 4pm

Fridays 9am - 2pm

- **Field Hours**

Tuesdays 8:30am - 9:55am (weekly meeting with other interns)

Sundays 7am - 12:30pm (Serve in HopeKids and attend service)

Additional meetings vary (Dream Meetings, DNA, Events, etc.)

## Job Description

- Planning and preparing preschool-elementary lessons for Sunday
- Purchasing supplies
- Setting up rooms for Sunday
- Scheduling/communicating with volunteers
- Communicating with children who are new or have been absent for awhile
- Preparing for upcoming events (Ex: End of School Year Celebration and VBS)

## Goals

- Assist in the planning and preparation for HopeKids each week
- Research learning activities for kids ministry
- Coordinate the purchasing of weekly supplies
- Assist with volunteer scheduling and communication
- Communicate with children each week
- Assist with planning and organizing any upcoming events





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# HopeYouth Intern

**Director/Supervisor:** Travis Dixon, *Next Generation Pastor*

- **Office Hours**

Tuesdays 10am - 4pm

Fridays 9am - 2pm

- **Field Hours**

Tuesdays 8:30am - 9:55am (weekly meeting with other interns)

Wednesdays 5:30pm - 9:00pm (HopeYouth service and prep)

Sundays 8:30am - 12:30pm (attend one, serve one)

Additional meetings vary (Dream Meetings, Growth Track, Events, etc.)

- **Service Hours**

To be determined by outreach opportunities presented over the summer.

Should be prepared to actively participate in Outreach Team.

## Job Description

- Overseeing students in middle and high school
- Communicating with students throughout the week
- Organize and lead events related to mission/vision of HopeYouth
- Updating student databases in order to stay in contact through email or phone
- Reading, preparing, and being open to various discipleship elements with Pastor Matthew and other interns each week
- Operating ProPresenter for HopeYouth

## Goals

- Deepen your faith walk with Christ and cultivate a servant leadership heart
- Develop the skills and utilize your gifts and talents to make disciples who make disciples
- If student ministry major, incorporate class notes/materials into weekly ministry
- Complete one predetermined personal goal set by intern
- Become more familiar with computer software, ProPresenter, and other tools in order to better minister the Gospel of Jesus Christ

**HOPE  
youth**





**Director/Supervisor:** Susan Ellis, *Worship Arts Coordinator*

- **Office Hours**

Tuesdays 10am - 4pm  
Fridays 9am - 2pm

- **Field Hours**

Tuesdays 8:30am - 9:55am (weekly meeting with other interns)  
Thursdays 5:30pm - 8:30pm (Team Night)  
Sundays 7am - 12:30pm (rehearsal and service schedule)  
Additional meetings vary (Dream Meetings, Growth Track, Events, etc.)

- **Service Hours**

To be determined by outreach opportunities presented over the summer.  
Should be prepared to actively participate in Outreach Team.

## Job Description

- To model worship from the stage and off stage
- To learn all songs prior to rehearsals
- Be early for sound checks, prepare to lead sound checks
- To assist Worship Arts Pastor throughout the week
- Responsible for preparing Team Night devotions and presenting them to the team
- Read, prepare, and go through discipleship elements with Worship Arts Pastor each week

## Goals

- To gain an understand of the behind the scenes elements of being a Worship Arts Pastor
- To understand what it means to lead with a servant's heart
- To grow in spiritual maturity
- To understand the importance of taking care of one's soul and body even while under pressure
- Become a better worship leader, singer, and/or musician



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# Application

## PERSONAL INFORMATION

First Name \_\_\_\_\_ Last Name \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Email \_\_\_\_\_  
Date of birth (MM/DD/YY) \_\_\_\_\_ Age \_\_\_\_\_ Gender:  Male  Female  
Emergency Contact \_\_\_\_\_ Phone \_\_\_\_\_

## RELIGIOUS BACKGROUND

Name of home church \_\_\_\_\_ Denomination \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Phone \_\_\_\_\_  
Name of Senior Pastor \_\_\_\_\_  
Have you accepted Christ as Savior?  Yes  No

## REFERENCE INFORMATION

We ask you to provide two references.... (no family members)

Name \_\_\_\_\_ Relation to Applicant \_\_\_\_\_  
Phone \_\_\_\_\_ Email \_\_\_\_\_  
Current Occupation \_\_\_\_\_

Name \_\_\_\_\_ Relation to Applicant \_\_\_\_\_  
Phone \_\_\_\_\_ Email \_\_\_\_\_  
Current Occupation \_\_\_\_\_





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# Application

## ACADEMIC BACKGROUND

	Name & Address	Year Graduated or Last Attended	Diploma, Degree, or Field of Study
High School			
College or University			
Technical or Other			

## CURRENT RESIDENCY

During the duration of this internship, will you have housing?  Yes  No

If so, where? \_\_\_\_\_

Do you have access to transportation?  Yes  No

Do you plan to have a job in addition to this internship?  Yes  No

If so, where and how many hours will you work? \_\_\_\_\_

## WHICH MINISTRY TRACK WOULD YOU LIKE TO SPECIALIZE IN (CHECK ONE)

Next Gen Intern (Travis)

Hope Kids (Jordan)

Worship Arts Intern (Susan)



