

## Overview of Church / Association Intern Partnership

### Purposes

- 1) To provide prospective ministry leaders the opportunity to learn and gain experience through paid intern positions in local churches.
- 2) To assist local churches in preparing prospective ministry leaders for future ministry as part of the church's Great Commission responsibility.
- 3) To make it possible for churches of all sizes and resource levels to create intern positions.

### Rationale

- 1) Proactivity: We need to be proactive in raising up new ministry leaders both for existing churches and church plants.
- 2) Cost-sharing: We need a cost-sharing arrangement between the church and association in order to maximize the number of interns being trained. Ideally the cost of the internship will be split 50/50 between the church and BBA, though some situations may vary.
- 3) Flexibility: We need to be flexible in structuring intern positions in terms of the type of ministry, work hours, stipend amount, and duration of internship in order to meet the needs of the intern and the church.
- 4) Developmental focus: We need to prioritize the learning aspect of intern positions. Though the church should benefit in some ways from having an intern, the primary focus of the internship is development of the intern for future ministry.
- 5) Kingdom mindset: We need to prioritize kingdom growth through the raising up of new ministry leaders with the understanding that many of the new ministry leaders will ultimately serve in other churches or associations.

### Process

- 1) Application: The intern prospect makes application with BBA and the church where the intern prospect desires to serve. If a church is not yet identified, BBA will assist the applicant in identifying potential supervising churches. An application will include
  - Applicant information sheet including name, birthdate, area of church ministry interested in, date available to start, desired length of internship, weekly days and hours available for internship, and monthly stipend amount needed.

- Resume with a minimum of four references who are not relatives of the applicant. At least one of the references should be a pastoral leader who is familiar with the applicant. Resume should include all work history and school history (high school and beyond).
- Brief bio including salvation testimony and call to ministry as presently understood.
- Completed P.L.A.C.E. assessment including debriefing with the BBA Church Health Consultant (assessment cost provided by BBA).
- Criminal background check release form (document provided by BBA).
- Faith and practices statement (document provided by BBA).
- Other items as required by the potential supervising church.

2) Evaluation: The BBA Executive Director will review the application documents and conduct an interview with the applicant. This will be done in conjunction with the potential supervising church, if identified.

3) Placement: Assuming a satisfactory result of the application and evaluation above, placement will proceed as follows.

- Identification and enlistment of the supervising church, if still needed.
- Development of the intern position description by the supervising church with assistance from the BBA Executive Director. The position description will include ministry hours and responsibilities, learning requirements, projected duration of the internship, stipend amount, other expenses provided, and designated supervisor/mentor. The intention is that internships will be part-time in nature. BBA's portion of the cost will be sent to and administered by the supervising church. The intern will be considered an employee of the supervising church for the duration of the internship.
- Final agreement between all parties, covenant signing, and designated start date for the internship.

4) Check-in: The BBA Executive Director will meet with the intern and the intern's supervisor/mentor at least once a quarter to review the intern's progress, make adjustments to the partnership as needed, and make sure the developmental objectives of the internship are being accomplished. In addition, the Executive Director is available to meet one-on-one with the supervisor/mentor or the intern, as needed. All actions and recommendations from BBA under this partnership will be made in coordination and full communication with the supervising church.

5) Debriefing: Near the end of the internship, all parties will meet to review the effectiveness of the internship, discussed desired modifications for future internships, and assist the intern in determining their next steps in ministry.