

Intern Job Description and Covenant

Intern's Name:

Intern Position Title:

Supervising Church:

Supervisor / Mentor (name & title):

Objective: To provide the intern hands-on experience in _____ ministry and to increase their ministry knowledge and skills.

Specific Learning Goals in Meeting the Above Objective

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Start date of Internship:

End date of Internship:

Stipend: \$ _____ per _____

- Amount provided by the church:
- Amount provided by BBA through the church:

Expense Reimbursement (if applicable):

- Amount provided by the church:
- Amount provided by BBA through the church:

Ministry Responsibilities (assignments, required work meetings and events, etc.)

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Learning Responsibilities (assigned readings, courses and/or conferences, interviews, regular meetings with mentor, reports, etc.)

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- Meet with the BBA Executive Director and mentor at least once during the internship, and not less than once a quarter, to review progress, make adjustments to the intern partnership as needed, and make sure the developmental objective and goals are being accomplished.
- Meet with the BBA Executive Director and mentor near the end of the internship to debrief on the effectiveness of the internship, discuss possible modifications for future internships, and help in determining next steps in ministry.

Covenant

We commit to work in partnership with one another for the intern’s development as a ministry leader in accordance with the above job description.

We commit to fulfill our obligations in this partnership promptly and happily.

We acknowledge that the primary purpose of this partnership is to help the intern develop as a ministry leader beyond whatever benefits may accrue to the church from the intern’s service.

We will not alter the job description or covenant without the approval of all parties in this partnership.

We acknowledge that there are no requirements or expectations for any party beyond the end of this internship.

We acknowledge that investing in emerging ministry leaders is part of the church’s Great Commission responsibility and therefore we enter this partnership joyfully and gratefully.

Pastor of the Supervising Church

Supervisor / Mentor (unless same as pastor)

Printed Name

Printed Name & Title

Signature

Signature

Date

Date

Intern

BBA Executive Director

Printed Name

Printed Name

Signature

Signature

Date

Date