

# Macedonia Baptist Church



## Internship Program Handbook

A Guide for Prospective & Current Interns

## Intern History

In 2010 Pastor John Brooks was introduced to the Cooperative Baptist Fellowship's Collegiate Congregational Internships through his friend Harold Phillips (who currently serves as Church Benefits Advocate for CBF heartland).

This internship was designed to provide opportunities for college students to serve through local CBS partner churches.

Through a Lilly Endowment grant given to CBF, two Macedonian college students were chosen to be CBF interns in 2010. Those two students were Grandon Purnell who served at Macedonia Baptist Church in Kansas City Missouri, and Takia Warren who served at Cliff Temple Baptist Church in Dallas Texas, Pastor Dr L. Nolan duck. Macedonia became a CBF approved church to have interns and Grandon was able to serve at his home church as the first Macedonia Intern.

In 2011, Grandon Purnell was offered the internship and again he served at Macedonia. There was no internship recipient in 2012 but in 2013, Aaron Hubbard was given the CBF internship to be served at Macedonia.

In 2014, Macedonia partnered with CBF to create a new innovation for the internship, where they only allowed two interns to serve from each church. Macedonia asked if we could have five and was granted five interns to work at our home church. Those five interns were Monique Hegwood, Aaron Hubbard, Mario James, Clinton McCullough, and September Richard. CBF not only allowed us to have five interns, but they also allow them to do a two-year internship, instead of a one year. So, they served in 2014 and 2015. This paved the way for Macedonia to create its own internship with the help of the 2015 interns.

In 2016, several 18 to 35-year-old members of Macedonia were selected to receive an invitation to be a 2016 to 2018 Macedonia intern. The members selected were Michael Griswold, Chris Martin, Meshia Powell, Patrick Riley and Eboni Shelby. This is the history of the Macedonia intern program.

In 2018, twenty people applied but only five were chosen. Those five were Michael Gardenhire, Jacqui Lindsey, Timothy Lumpkin, Jarrod Morgan and Ashli Mosby.

## Intern Overview

The Macedonia internship was created for young adults ages 18–35. The internship allows the opportunity to explore what it means to live out your vocation as a member of the body of Christ, utilizing your sensitivity to God directing their lives. Each intern will investigate what service to the local church and community looks like while also learning about their specific place in that process.

The program's intent is to aid in the development of future leaders to ensure consistency in the church's vision of leading men, women, boys and girls to Christ. Macedonia believes ministry is service to people and of all of God's creations; therefore, this could entail activities connected to the facility or in the community.

Each intern will commit to this process and community for two years (there is a possibility of a third-year capstone project if agreed upon by the Pastor). You will be required to fulfil typically 20 hours per week from June through August.

When creating the Macedonia internship, we were looking for young adults who are actively pursuing Jesus and our desirously working for God in every aspect of their lives, also a person who is looking to draw more intimate connections to the rest of the body in service and love. Interns are persons who have a passion for service to God and are exploring the possibility of fulfilling that passion in a full-time ministry capacity.

Some of the things she will be doing during this 2-year internship will:

Engage in the community with the other interns as you all work together

Obtain training and development in leadership and administration

Gain a better understanding of how churches function behind the scenes

Serve in the local church as well as the local community in various opportunities.

Some examples are:

Developing a budget

Teaching vacation Bible school to kids

Creating a worship service as well as leading the service

Feeding the homeless

Working with other churches programs, etc.

You will also work with the other interns to create and develop some of these ministerial activities. There will possibly be some travel to attend conferences related to the theme for each intern group track.

## Expectations

- Appear to work on time, prepared and properly dressed. (Dress Code Below)
- Attend a financial briefing with the financial secretary
- Attend a weekend orientation introducing you to the Macedonia Internship
- Attend monthly meetings from September to May
- Attend Sunday School and Bible Study regularly
- Be presented to the congregation at both services. (Properly dressed)
- Build an action plan with goals for the internship and steps to fulfil those goals
- Complete journaling, reading and reflection expectations for the summer
- Create, organize and facilitate a Wednesday Bible Study in your second year
- Each year, create and organize a Sunday worship service for the fourth Sunday in August
- Interns must serve in at least one Macedonia ministry
- Participate in the group project assigned by the Pastor
- Read required literature and be prepared to discuss when assigned
- Write a reflection paper about your internship experience
  - One after the summer module
  - One after the Fall module
- Attend every debrief
- Attend worship services regularly
- Meet with your mentor weekly
  - Complete all given assignments
  - Be accountable to them
- Set a schedule of hours to work
  - Be reliable
  - Be punctual
- Attend a Deacons meeting
- Attend semi-annual business meetings
- Attend weekly intern meetings
- Be a self-initiator with ideas and tasks
- Help in multiple areas of ministry
- Interns must be freewill givers
- Interns must sign commitment forms
- Participate in hospital and home visits

## The Role of the Church

- Agree upon a pay schedule and reimbursement for church-related expenses
- Assign a mentor
- Celebrate and honestly evaluate
- Encourage the Intern in exploring their call to work in the ministry
- Help students to grow through honest affirmation and growing points
- Help students to set goals and to live into them
- Hold students accountable to the goals they have set
- Keep the line of communication open
- Provide a stipend to the student for the summer
- Provide for any ministry expenses incurred throughout the summer
- Treat students respectfully

## Dress Code

- Business Casual
  - Men: trouser/khakis and a shirt with a collar
  - Women: trousers/knee-length skirt and a blouse or shirt
- No t-shirts, denim or athletic wear

## Macedonia Baptist Church, KCMO

### INTERN INFORMATION FORM

Name: \_\_\_\_\_ Birthday: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone 1: \_\_\_\_\_ Phone 2: \_\_\_\_\_ email: \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Each Intern is required to work 20 hours per week. Please list the hours in which you can work:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

**EXPECTATIONS FOR FULFILLING THE SPIRIT OF THE PROGRAM:**

- Attend a weekend orientation introducing you to the Macedonia Internship
- Attend every debrief
- Build an action plan with goals for the internship and steps to fulfil those goals
- Set a schedule of hours to work.
  - Be reliable
  - Be punctual
- Attend worship services regularly
- Meet with your mentor weekly
  - Complete all given assignments
  - Be accountable to them
- Complete journaling, reading and reflection expectations for the summer
- Appear to work on time, prepared and properly dressed. (Dress Code below)
- Attend weekly intern Meetings
- Read required literature and be prepared to discuss when assigned.
- Attend a financial briefing with the financial secretary
- Be presented before the congregation at both services (properly dressed)
- Participate in the group project assigned by the pastor.
- Attend a Deacon’s meeting
- Help in multiple areas of ministry
- Attend the semi-annual business meeting
- Each year create and organize a Sunday worship service for the fourth Sunday in August.
- In your second year, create, organize and facilitate a Wednesday bible study.
- Participate in hospital and home visits
- Attend Sunday School and Bible Study regularly
- Be a self-Initiator with ideas and tasks
- Attend monthly meetings From September to May
- Write a reflection paper about our internship experience.
  - One to be written after the summer module of internship (Due the Sunday after Debrief)

- One to be written before the next summer Module. (Due the first day of the summer module)
- Interns must serve on at least one Macedonia ministry.
- Interns must be free will givers.
- Interns must sign commitments forms
- Collectively develop a manual for the internship. This manual is to be detailed, with specifications of expectations, responsibilities, purpose statement, qualifications for an internship, and procedures for the intern staff.
- Attend end of summer trip
- Attend International Missions trip in year two of the internship. (Honorarium explained)

**THE ROLE OF THE CHURCH:**

- To encourage the intern in exploring their call to work in the ministry.
- Help student to set goals and to live into them.
- Hold student accountable to the goals they have set
- Help student to grow through honest affirmation and growing points
- Treat students respectfully
- Keep the line of communication open.
- Celebrate and honestly evaluate.
- Agree upon a pay schedule and reimbursements for church-related expenses.
- Provide a stipend to the student for the summer
- Provide for any ministry expenses incurred throughout the summer (i.e. camps, workshops, church-related travel, uniform, etc.)
- Assign a mentor

**DRESS CODE**

Business Casual which includes:

For men: trouser/khakis and a shirt with a collar.

For Women: trousers/knee-length skirt and a blouse or shirt

No t-shirts, denim or athletic wear

Interns will earn polo shirts after completing required assignments created by them (the interns).

Uniforms are to be worn on Wednesdays and special required events.

Please list your polo shirt size.

Polo shirt size \_\_\_\_\_

I (Print name) \_\_\_\_\_ understand that if I do not fulfill or comply with the expectations of the Macedonia Internship, it can result in the termination from the program.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_