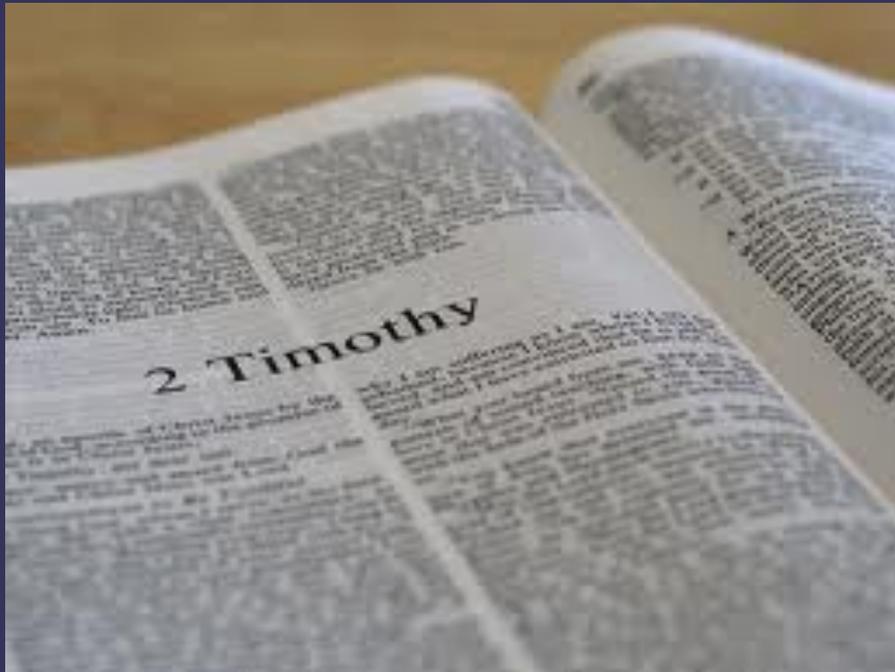


DALLAS CHINESE BIBLE CHURCH
INTERNSHIP MANUAL



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PURPOSE STATEMENT

The DCBC Intern Program exists to provide practical church ministry experience and leadership training to men and women who have an assurance or are exploring the possibility of God's calling on their lives to further God's Kingdom. This would be under the supervision and mentorship of the pastoral staff, with the goal of launching them into vocational ministry and the missions field.

"...and what you have heard from me in the presence of many witnesses entrust to faithful men who will be able to teach others also." (2 Timothy 2:2)

QUALIFICATIONS

QUALIFICATION FOR DCBC INTERN PROGRAM

- Committed follower of Christ
- Assurance of God's call to church ministry while attending Seminary student OR a full-time college student with good academic standing. He or she would like to explore the possibilities to his or her calling to vocational ministry (missions or local).
- Agreement to the Intern Covenant
- Membership at Dallas Chinese Bible Church

SELECTION PROCESS

SELECTION PROCESS FOR HIRING INTERN CANDIDATES

1. The applicant will submit an intern application to the pastoral staff for review with two personal references.
2. An interview will be scheduled with the Supervising Staff and any other staff involved.
3. After the Pastoral staff's approval, the application will be sent to the senior pastor for the final approval.
4. The Deacon Board will approve the application if the candidate wishes to receive financial compensation

Note: Interns cannot be hired until all steps are completed and the senior pastor has approved the final application process.

EXPECTATIONS OF THE INTERN

- Be encouraged by personal devotionals and your daily walk with the Lord and be stretched to live by faith.
 - Learn the importance of discipleship through being discipled and mentored by a supervising staff
 - Learn the value of both teamwork with many people and hard work
 - Continue to be in good academic standing while pursuing advanced bible college, secular college or seminary degree
 - Be available and schedule out of town vacation around the major calendar events of the ministry you are assisting
 - Participate in the Pastor Elder and Deacon prayer meetings
 - Uphold guidelines in the DCBC Intern (this) Manual
 - Do not go to work-related lunches alone with someone of the opposite sex.
 - Hours are to be determined with the mentor. However each internship cannot exceed 6 months and 15 hours a week.
 - And whatever you do, in word or deed, do everything in the Name of the Lord Jesus, giving thanks to God the Father through Him – Col 3:17
 - DCBC does not guarantee employment at internship completion.
- * If working with minors or accounting the Intern must pass a criminal background check *

SUPERVISION OF THE INTERN

- Interns will be given care and supervision by the Supervising Staff for the duration of their internship. They will report directly to that staff member on a weekly basis and be involved in that area of ministry.
- The Supervising Staff and the intern are responsible for communicating any changes in the intern's seminary/college class schedules and vacations.
- Should an intern experience problems or difficulties with his or her Supervising Staff, the intern should first seek to resolve the issue with that Staff. If the issue remains, the intern should schedule a meeting with the Senior Pastor in order to resolve the issue.
- Interns should not only have a weekly ministry status meeting but also spend time in prayer and personal development with the Supervising Staff. This mandatory meeting will not be included in the weekly working hours and therefore cannot claim it in the payroll.
- Should at any point the Supervising Staff believes the intern has no longer upholding his or her duties the Staff, upon the senior pastor's approval, he or she has the right to terminate the internship.

WORK SCHEDULE AND PAY

- If the intern is receiving financial compensation, the intern is required to fill out the payroll sheet on a bi-weekly basis. The Supervising Staff and Senior pastor will review and sign the hours to submit to the accounting office.
- Each intern is responsible for coordinating the 10-15 hour working schedule with his/her supervisor. However, as with a full-time Staff, interns are always on call and must be flexible in adjusting time off depending upon the needs of the church.
- Interns are expected to work additional during all camps/retreats or missions trips without additional compensation.
- Because of the demands of seminary/college classes and of the DCBC Intern Ministry, interns will not be permitted to pursue concurrent employment opportunities.

Length of Employment

1-6 months

15 hours per week maximum

Minimum \$10/hour (to be determined by the deacon board) and a maximum of 375 hours total

APPLICATION

Please read the church membership handbook and doctrine statement before filling out the application form.

Name: _____ Phone #: _____

Do you commit to teach only the DCBC doctrinal beliefs? Yes / No

CHURCH COMMITMENT

1. Are you a member of DCBC? Y / N Since _____

2. If you answered No, please explain why.

3. In what areas at DCBC have you served or currently serving?

PERSONAL QUESTIONS

1. Marital Status? Married / Engaged / Divorced / Single / Remarried
If married or divorced, for how long? _____

2. Does your spouse or fiancé/e attend DCBC? Y / N
- Do they support you in this ministry?

3. Do you have children? Y / N If so, please list their names and ages:

4. Have you been married more than once? Y / N

If so, briefly describe the situation:

5. Are you willing to submit to the spiritual authority established in this church? Y / N

6. What are your personal goals for the internship:

7. Please share your personal testimony. Include your calling and some significant experiences and people that He used.

8. Please write down your previous church information as a final reference.

Name of Church: _____

Phone number: _____

Person to contact & email: _____

Position in the church: _____

9. Please write down your school information.

Name of School: _____

Major: _____

Year of entry and (potential) graduation: _____

REFERENCE FORM

Name: _____ Phone #: _____

1. How do you know this applicant?

2. How long have you known this applicant? _____

3. Share some of their personal or/and spiritual strengths?

4. Share their personal or/and spiritual weaknesses?

5. Do you believe this person is ready for ministry? Any concerns?

INTERNSHIP COVENANT

1. I will commit to spend time with our Lord on a daily basis.
2. I will faithfully attend Wednesday Prayer Meetings.
3. I will provide support the mission of this church and give myself to fulfill the commission of our Lord for His church.
4. I will plan my vacation and classes around the major events of the ministry I serve.
5. I will wholeheartedly embrace the all the responsibilities of your role given to me as an intern.
6. I will faithfully attend the PED (Pastor, Elder, Deacon) meetings.
7. I will faithfully attend and be on time to DCBC’s worship.
8. I will abstain from activities that would cause my brother or sister in Christ to stumble (1 Corinthians 8:7-13)
9. I understand that there is no guarantee of a job offer from DCBC after the internship.

Having thoroughly read and prayed through the church handbook and doctrinal belief of this DCBC Intern Ministry Manual, I hereby affix my signature to and agree with this Covenant and all of its contents.

Intern Signature

Date

Signature of Staff Intern Liaison

Date

EVALUATION

1. Interns will be evaluated at the end of their internship by their Supervising Staff. The evaluation will include reflecting on the internship experience and to see if the internship matched the goals of the individual.
2. At the end of an internship, each intern will have an exit interview with the Supervising Staff and the other senior pastor. This time will be an opportunity to discuss the intern's experience and the Program as a whole.
3. If the seminary requires completing an Internship Evaluation form please notify your Supervising Staff. Please give them 2-3 weeks to finish the online survey.