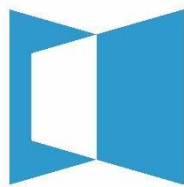


# **Intern/Resident Handbook**

| A Manual for Inquiring and Involved Interns/Residents |



**DOOR CREEK  
CHURCH**

6602 Dominion Drive | Madison, WI 53718

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# Welcome

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We're so excited that you're exploring Door Creek Church's Internship/Residency opportunities! No matter what path you're currently on in life, we hope we can meet you there. Through this process we'll be praying for YOU as a church. We pray that you have the strength to answer God's calling for you in everything that you do.

## Introduction

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The intention of this handbook is to provide information and guidance for Interns and Residents interested in or already accepted into the program. It will provide a chance for you to get familiar with our philosophies and missions as a church and our vision for the Internship/Residency Program. The information in this handbook is not to override or coincide with anything published in Door Creek's official employee handbook.

## Program Philosophy

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**1.0 Vision** | Door Creek's vision is to equip interns and residents with an opportunity to grow in their God-given gifts, passion and character through participation in our church and mission. We hope to have an excellent inter/resident program where maturing leaders grow in their understanding of vocational ministry and how God has wired them to serve in His kingdom.

**1.1 Values** | We want you to question, grow, and learn alongside us. Door Creek Church's value is to allow you to explore your passion and where you think your gifts are best utilized. Rather than what you can or cannot do for Door Creek Church, we're interested in how you want to develop through the process. The development of you as an intern or resident will come through the community you're a part of and observations and involvement with ministry leaders. We want your time here to give you the ability to explore many areas of ministry, while also concentrating your time and talents towards one specific area.

**1.2 Benefits** | Participation in Door Creek's Internship/Residency Program will give you experience and training with educational and vocational benefits. Interns and residents will be able to grow their leadership skills, explore various areas of ministry, and have a strong and meaningful presence in an encouraging environment. Internship and residency involvement will strengthen your resume as you pursue your vocation and may satisfy educational internship/residency or work experience requirements.

**1.3 Eligibility and Expectations** | High school graduation before the time of application is required. Interns and residents must be willing to instill the mission, values and vision (See Appendix) of Door Creek Church in their daily work. We expect all interns and residents to lead teams and help in the development of leaders. We strongly encourage all participating interns and residents to be involved in a Life Group or mentoring relationship within Door Creek Church and express an interest in vocational ministry. Preference will be given to interns or residents who are already active participants at Door Creek.

**1.4 Internship vs. Residency** | While these words seem similar, we do acknowledge a difference between our internship and residency programs:

- Applicants for an internship need to have completed high school, whereas applicants for a residency must have completed college or the equivalent.
- Interns have expressed an interest in vocational ministry, whereas residents anticipate entering into vocational ministry.
- There is a salary difference between interns and residents, and only residents receive PTO (Paid Time Off)
- Interns participate in a ministry team throughout their experience, whereas residents have more ownership and leadership opportunities.

**Interns and Residents are both required to:**

- Raise financial support
- Bring others alongside you in prayer for your internship
- Provide your own laptop
- Provide your own transportation

## Employment

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**2.0 Employment Status** | Interns and residents are hired under temporary employment status. Temporary employment status deems interns and residents ineligible for benefits, with the exception of health insurance, which is offered to all interns or residents who will be working 30 hours per week or more.

**2.1 Compensation Policy** | All internships and residencies are paid positions that require support to be raised prior to the start date.

## Internship/Residency Opportunities

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**3.0 Internship/Residency Descriptions** | We offer internship and residency positions in a variety of ministries within Door Creek. Below are descriptions of typical tasks and activities one might expect within that area of focus. The descriptions below are not exhaustive and provide a basic overview of opportunities available in that ministry. Within each area, we allow room for creativity and suggestion in order to craft the experience to grow your specific passions. Interns and residents will work with a ministry supervisor in order to discuss particular interests and goals.

**Children's Ministry:** An intern/resident will have hands on involvement in every aspect of Door Creek's children's ministry for the duration of employment, including, but not limited to, volunteer management, curriculum development/editing, event planning and execution, teaching in a large group setting, leading small group and volunteer training.

**Student Ministry:** An intern/resident can generally expect to assist in the leadership of student ministry events and activities. They will work with Door Creek student ministries to assist in the mission of reaching and engaging students with the gospel. They will work with the student ministries staff and volunteers.

**Community Development:** An intern/resident can generally expect to assist in the leadership of community development events and initiatives. They will work with Door Creek local partnerships and have the responsibility of coaching volunteers in a specific area of the ministry. They will work with the Community Development staff.

**Care Ministry:** An intern/resident could expect to work with individuals and in teams coordinating and overseeing weekly Care Ministries such as Care Partners and Celebrate Recovery. This could include recruiting volunteers and providing informational meetings, developing lesson plans and providing training for the volunteers, identifying resources to support the ministry, evaluating the effectiveness of approaches used and making recommendations for changes, and meeting with hurting individuals on a one to one basis to listen, pray and encourage with scripture.

**Worship Arts:** An intern/resident would work closely with the worship pastor learning the weekday side to worship ministry, be coupled with a "professional" in their instrument to grow in their ability, learn the technical side behind the music, run tech on a weekend for a venue, learn the video elements to weekend services including Stories of Grace, lead worship in one of our venues and grow in leading worship under the instruction of the worship Pastor.

**Communications:** An intern/resident can generally expect to write content, proofread publications, create social media posts, track Google Analytics, design graphics, update the website, create e-newsletters, hang posters and research new technologies. They will work with the Communications Team and engage in the creative process of brainstorming, strategy development and implementation.

**3.1 Internship/Residency Seasons and Durations** | The duration of an internship/residency varies on the season of participation. Internships can be combined to run consecutively but support must be raised for each season. Residencies last 9-12 months from the start date. Specific program dates vary each year. The below list indicate the number of weeks the internship/residency will run and the typical start and end months.

Summer Internship	13 weeks	mid-May to mid-August
Ministry Year Internship	52 weeks	9-12 months from date of hire (usually August)
Spring Internship	17 weeks	mid-January to mid-May
Fall Internship	19 weeks	mid-August to December (Christmas)
Residency	52 weeks	9-12 months from date of hire

**3.2 Internship/Residency Paths** | You may choose to apply for **20, 30, or 40** hours of work per week. All internship/residency opportunities are paid but do require funding to be raised. The fundraising amounts vary for each season and expected hours per week.

## Program Staff

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**4.0 Intern/Resident Team** | The Intern/Resident Team is a group of Door Creek staff members who meet on a regular basis advocating for the interns, residents and the program. The Intern/Resident Team reviews applications and together help to find the best fit for qualified

interns/residents. They discuss the vision and mission of the program and help maintain the procedures and timelines of the internship/residency seasons.

**4.1 Intern/Resident Program Director** | The Intern/Resident Program Director is ultimately responsible for seeing that the vision, values and mission of the program are followed through with. The Intern/Resident Program Director is available if any questions or concerns arise throughout the application process or duration of your internship/residency.

**4.2 Intern/Resident Coordinator** | The role of the Intern/Resident Coordinator is to provide administrative support to the Intern/Resident Team, Intern/Resident Program Director, and the interns/residents themselves.

**4.3 Supervisor** | Each intern/resident will have a supervisor who oversees the area of ministry the internship/residency is focused on. The supervisor's role is to lead and guide the intern or resident through the processes of Door Creek's ministry area. Throughout the course of the internship/residency, the intern/resident and supervisor will meet on a regular basis for training, project work, check-ins, etc.

## Applying for the Program

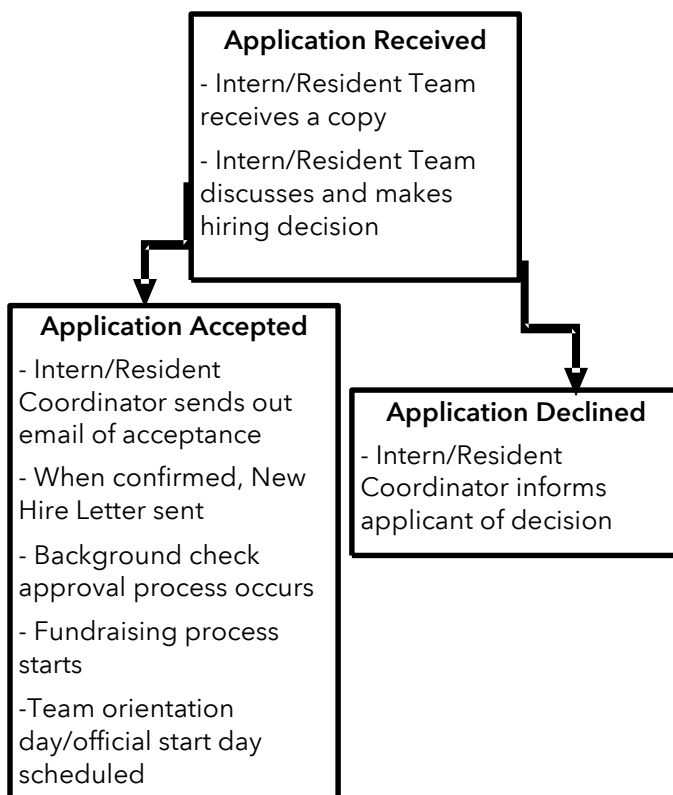
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**5.0 Application Materials** | To be considered for hiring, you must have a completed application and two or more references. You can find a copy of the application and reference form in the Appendix. These forms are also available online at [doorcreekchurch.org/intern](http://doorcreekchurch.org/intern).

**5.1 Application Deadline** | Specific dates for the application deadline vary year to year. A general summary of when the applications are due can be found below. Please make sure to check the dates for your specific year and season(s) of interest.

Summer Internship	<b>February</b> prior to mid-May start
Ministry Year Internship	<b>February, May, or October</b> with mid- May, January, or August start
Spring Internship	<b>October</b> prior to mid-January start
Fall Internship	<b>May</b> prior to mid-August start
Residency	<b>February, May, or October</b> with mid- May, January, or August start

**5.2 Application Review Process** | The following is a general overview of how internship/residency applications are received and reviewed. If you have questions about the review of your application please contact the Intern/Resident Coordinator.



**5.3 Internship/Residency Invitation** | After an applicant receives a new hire letter to join the program they must decline or accept the invitation. A decision deadline will be included in the letter. If accepted, further information will be administered including important details on fundraising amounts, deadlines, orientation and an official start date.



# Fundraising

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**6.0 Total Amount to Raise** | The amount of support interns/residents must raise varies year to year based on a number of varying factors. Projects, resource materials, taxes and operational costs will all be factored into how much fundraising must occur for the internship. In addition, the length of the internship/residency and hours worked per week will determine fundraising totals. The official fundraising amount an intern/resident will be required to raise prior to the start of their employment will be included in their letter of hire.

**6.1 Wage Information** | Wages will be based on number of hours worked per week. The starting point is \$8 per hour for internships and \$16 per hour for residents. Any surplus funds raised are not transferrable to raise an intern or resident's hourly wage since they are hired on a predetermined stipend. An additional 7.65% for FICA is added to fundraising totals needed. Support needed to fully fund an intern/resident (although totals are subject to change based on each intern or resident's unique situation):

Intern/Resident Amount to Raise	20hrs/week	30 hrs/week	40 hrs/week
Spring (mid-January to mid-May)	\$2,928 / \$5,856	\$4,392 / \$8,784	\$5,856 / \$11,712
Summer (mid-May to mid-August)	\$2,239 / \$4,478	\$3,359 / \$6,717	\$4,478 / \$8,956
Fall (mid-August to December)	\$3,273 / \$6,545	\$4,909 / \$9,818	\$6,545 / \$13,090
Full Year (9-12 mo.) Internship/Residency	\$8,956 / \$17,913	\$13,435 / \$26,869	\$17,913 / \$35,826

**6.2 Benefits/PTO** | Interns and residents are hired under temporary employment status. Temporary employment status deems interns and residents ineligible for benefits, with the exception of health insurance, which is offered to all interns or residents who will be working 30 hours per week or more. However, if an intern or resident opts to take health insurance, they will need to raise additional funds to cover those costs. Interns do not get any PTO (Paid Time Off), but residents get 2 weeks PTO to use throughout their year of ministry at Door Creek.

**6.3 Use of Funds** | All donated funds are used solely for the purpose of the Internship/Residency Program. The majority of the money raised goes directly to an intern or resident's wages. A small percentage of the funds raised may go towards excess costs such as training, conferences, retreats, office supplies, etc.

**6.4 Deadlines** | Along with your fundraising total, in a letter of hire an intern or resident will receive deadlines for raising support. Failure to meet these deadlines will result in delayed start or removal from the Internship/Residency Program. Because the money raised is classified as a tax-deductible donation, money raised will not be returned to an intern or resident if they fail to meet their fundraising totals. Typically interns and residents are asked to raise 80% of their total funds prior to their start date, and complete 100% of fundraising by the end date of their internship or residency. Official dates and deadlines will be communicated in the new hire letter.

**6.5 Fundraising Packet** | Once an intern or resident has accepted their position in the program, they will receive information on fundraising. A fundraising email will be sent out with information about the fundraising process, a link for online donations and details of the money being raised.

Supervisors will work alongside the intern or resident to develop a plan for fundraising and support the intern/resident with helpful suggestions, tips, etc.

**6.6 Surplus Funds** | All money raised is designated for the Door Creek Intern/Resident Program and cannot be used for any other purpose. Any surplus funds will remain a part of the program. The IRS states that authority over contributions is transferred when received by Door Creek Church and therefore no amount can be refunded to the donor or given to the intern/resident. If an intern or resident exceeds their fundraising goal or does not end up participating in the program for any reason, all funds will remain a part of the Door Creek Intern/Resident Program. Funds cannot be reimbursed to the intern, resident or donor if the internship or residency does not come to fruition.

**6.7 Fundraising Policies** | Any questions regarding fundraising, surplus funds or policies should be directed to the Intern/Resident Coordinator, Allie, at [adetert@doorcreekchurch.org](mailto:adetert@doorcreekchurch.org).

## During the Internship

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**7.0 Orientation** | Orientation is required prior to the first day of an internship or residency in any program. An intern or resident will meet with several departments through Door Creek Church in order to align financial and ministerial logistics. An orientation session will consist of discussions around accounting, human resources, information technology, facilities and office operations. This allows for necessary paperwork to be completed and familiarity with Door Creek Church operations. The intern or resident will also meet with their ministry area supervisor. If an intern or resident is unable to make the group orientation session with all other incoming interns/residents, a separate orientation day will be scheduled.

**7.1 Intern/Resident Job Description** | Together, a supervisor and intern/resident will design a job description for the duration of the internship/residency. This will be crafted based on a combination of ministry needs and the skills and passions of the intern/resident. Each intern/resident will be responsible for a project during their employment which will be decided in collaboration with their supervisor.

**7.2 Workspace** | A workspace will be provided for interns/residents to complete daily tasks. Depending on the area of ministry and supervisor availability, the workspace will vary throughout Door Creek Church.

**7.3 Personal Development Goals** | An intern/resident and supervisor will meet to establish a set of goals for the internship/residency. Through this process they will be able to collaboratively find a focus and track for the internship or residency to follow. These goals will provide measurable opportunities to track the growth and development of the intern/resident and their role in their area of ministry.

**7.4 Coaching** | Our goal is to create a coaching relationship between an intern/resident and supervisor. At regular meetings, the intern/resident will be provided the opportunity to question, challenge and grow in a variety of ways through the guidance of their supervisor. This relationship exists to create a comfortable and encouraging environment for an intern or resident to make the most of their experience in the area of ministry they're working.

**7.5 Training** | There will be a variety of resources provided for the intern/resident to utilize and study. Throughout the course of employment, interns/residents will attend training sessions and programming led by staff members at Door Creek Church.

**7.6 Staff Interaction** | Staff interaction with both full-time and part-time employees is encouraged. Interns/residents will be working alongside staff, participating in staff meetings, and utilizing staff resources. Whenever appropriate, we encourage interns and residents to reach out to staff for clarity and guidance.

**7.7 Mid-Year Check-In** | Interns (who are participating on the Ministry Year path) and residents will check in with staff mid-season to provide feedback. The intern/resident will meet with a member of the Intern/Resident Team and discuss the successes and difficulties of the program so far. This will give Door Creek a chance to adapt and grow as well as see where the intern/resident is at with their goals and experiences.

**7.8 Evaluation** | At the end of the internship, every intern/resident will go through an evaluation with their supervisor. This provides a time for the supervisor to assess the intern or resident's experience and projected performance goals.

**7.9 Exit Interview** | Each intern/resident will have an exit interview once their employment is done. This is the time when an intern/resident will provide feedback from their personal experiences through the program. We want to encourage our interns and residents to provide concrete successes and shortcomings of the program.

## **Internship/Residency Accounting Information**

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**8.0 Recording Hours** | Upon hire, a calendar will be provided with pay dates and pay periods. Paychecks are issued twice each month. It is the responsibility of each intern/resident to track their hours worked each week and submit them through SpringAhead to their supervisor. All interns/residents are expected to work the number of hours as indicated on their chosen path (20, 30 or 40 hours per week). If an intern/resident works more or less hours in a week, those hours must be compensated for in the following weeks by working more or less so the average remains in line with the contract of hire. For special events and trips, see below. All variations from a typical work week must be pre-approved by an intern or resident's supervisor.

**8.1 Special Events and Trips** | Door Creek Church recognizes that there will be opportunities and obligations to be worked outside the normal hours of a work week. This may include a trip, conference, retreat, etc. Through opportunities such as this, an intern/resident should work with their supervisor to establish which unconventional hours will be accounted for and how to supplement in the weeks prior (i.e. working fewer/more hours). We recognize 8 hours per day to be the maximum normal allotted time for a full day. However during special circumstances, they do often lend to longer work days or more time classified as working. We encourage interns/residents to begin communicating about these circumstances early and often with their supervisors.

Time worked during special events is accounted for as follows:

- When you are considered active and “on the ground.” This may include speaking, preparing materials, coordinating volunteers or students, etc.
- Hours will not be counted for time spent in free time, meal time, or sleeping.
- Travel time that occurs during your normal work schedule will be counted towards time worked.
- Any time an intern or resident is driving is considered time worked (with the exception of their daily commute to Door Creek).

Any questions about what is considered time worked and what is not must be discussed prior to the occurrence with your supervisor. Again, we encourage you to start these conversations as soon as you discover these opportunities.

**8.2 Overtime** | Interns/residents should be conscious about making an effort to not work overtime. If overtime is necessary for a week or situation, an intern/resident should contact their supervisor. An intern/resident and supervisor should work together to find a way to compensate for overtime hours by working time and a half less the following week(s).

**8.3 Allowances** | A portion of the money raised prior to the start of the internship/residency is budgeted to cover incidental expenses. Often times these expenses come from meeting with students, gas to or from retreats and conferences, or other special circumstances. Interns/residents will be reimbursed for the money at Door Creek’s discretion. The amount of money an intern/resident is allowed will be issued at orientation. Any incidental funds not used will not be issued to the intern/resident at the end of the internship/residency. The money remains a part of the Intern/Resident Program and cannot be accessed or distributed for other reasons.

# **Appendix**

# Mission • Vision • Values • Big 3

## Mission (What We're About)

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Joining God in changing people into devoted followers of Christ who change the world with His love.

## Vision (Where We're Going)

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We desire to be a Christ centered-church for all people where the gospel is continually transforming lives, renewing our city and changing the world.

## Core Values (What We're Committed To)

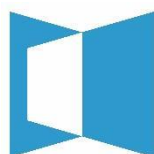
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- A Life of Worship | worshipping God in all of life
- The Bible's Authority | centering our lives on God's Truth
- The Richness of Community | growing together in Christ
- Joyful Witness | sharing and living the Good News
- Compassionate Service | humbly extending Christ's compassion to those in need
- Intentional Training | preparing and releasing God's people for ministry
- Persistent Prayer | devoting ourselves to pray continually

## Big 3 (What We Do Around Here)

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- **Gather** on the weekend around Christ and His Word
- **Grow** in a group to be more like Christ
- **Give** generously (time, ability and money)



**DOOR CREEK  
CHURCH**

## Intern/Resident Application

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Thank you for your interest in becoming an intern/resident at Door Creek Church. All completed applications can be sent as an email attachment to the Intern/Resident Coordinator (Allie - [adetert@doorcreekchurch.org](mailto:adetert@doorcreekchurch.org)) or by mail to:

Door Creek Church Attn: Internship Program | 6602 Dominion Drive | Madison, WI 53718.  
All of the information sent via email and mail will be processed confidentially.

## Basic Information

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<b>Name:</b>		<b>Date of Application:</b>	
<b>Preferred Phone:</b>		<b>Alternate Phone:</b>	
<b>Email Address:</b>		<b>Gender:</b> <input type="checkbox"/> Male <input type="checkbox"/> Female	
Mailing Address:			
City:	State:	Zip:	

**How did you hear about Door Creek's Internship/Residency Program?**

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## Program Specifics

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**I am applying for the following program(s):**

- Summer Internship Program (mid-May–mid-August)
- Fall Internship Program (mid-August–December)
- Spring Internship Program (mid-January–mid-May)
- Ministry Year Internship Program (9-12 months from date of hire)
- Residency Program (9-12 months from date of hire)

**I am applying for the following number of hours per week:**

- 20 hours/week       30 hours/week       40 hours/week

**Interns and residents will work closely with a specific staff member and focus in on one area of ministry in addition to general responsibilities. Please rank your interest in all of the following areas on a 5 point scale with 5 being a high level of interest.**

- |                                  |                          |                          |
|----------------------------------|--------------------------|--------------------------|
| __ Children's Ministry           | __ Community Development | __ Worship Arts Ministry |
| __ Student Ministry              | __ Care Ministry         | __ Communications/Design |
| __ Other (please specify: _____) |                          |                          |

Briefly explain why you are passionate and interested in your top choice(s):

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## Education Background

Please list information for all schools post middle-school. This includes high-school, college, technical college, graduate school, community college, Bible institute and seminary.

School Name	Location	Years Completed	Degree	GPA

Are there any specific courses, seminaries, or classes which you feel have helped to prepare you to work in ministry? What have these courses done for you that make you a good candidate for this program? If so, please list the course title and briefly explain their significance and benefit.

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# Employment History

Please do not attach a resume in substitute.

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## Most Recent Employer

Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Email Address \_\_\_\_\_

Position(s) Held \_\_\_\_\_

Employment Start Date \_\_\_\_\_ Employment End Date \_\_\_\_\_

Supervisor/Manager \_\_\_\_\_ May we contact?     Yes             No

## Past Employer

Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Email Address \_\_\_\_\_

Position(s) Held \_\_\_\_\_

Employment Start Date \_\_\_\_\_ Employment End Date \_\_\_\_\_

Supervisor/Manager \_\_\_\_\_ May we contact?     Yes             No

## Past Employer

Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Email Address \_\_\_\_\_

Position(s) Held \_\_\_\_\_

Employment Start Date \_\_\_\_\_ Employment End Date \_\_\_\_\_

Supervisor/Manager \_\_\_\_\_ May we contact?     Yes             No

# Strengths and Skills

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List your top three strengths and weaknesses:

Strengths

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Weaknesses

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Rank each of the following based on your level of experience and expertise. Do this based on a 5 point scale with 0 being the least experience and 5 being the most.

\_\_Accounting/Finance

\_\_Audio Production

\_\_Graphic Arts

\_\_Photography

\_\_Journalism

\_\_Computer Skills

\_\_Video Production

\_\_Office Skills

\_\_Languages

\_\_Team Leadership

\_\_Music

Please specify \_\_\_\_\_

Please specify \_\_\_\_\_

Please specify \_\_\_\_\_

Please note any additional skills and interests:

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## Ministry Profile

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Rank the following ministry areas based on your level of experience. Do this based on a 5 point scale with 0 being the least experience and 5 being the most.

\_\_Children's Ministry

\_\_Student Ministry

\_\_Community Development

\_\_Care Ministry

\_\_Other (please specify: \_\_\_\_\_)

\_\_Worship Arts Ministry

\_\_Communications/Design

Are there any aspects of ministry that excite you? Explain. Also, please explain if there are any areas of ministry that you don't enjoy.

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List your top three spiritual gifts. If you do not know your spiritual gifts, please email the Intern/Resident Coordinator and we will provide a spiritual gift evaluation.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

How have you seen these gifts fit in with your ministry experience so far? How would you like to see these gifts used through an internship/residency at Door Creek Church?

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## Personal Story

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**Attached with your application**, please include a brief response answering the questions below.

1. Describe your faith journey. Discuss how you came to know and love God through experiences and people He placed in your life. Explain how this has prepared you for this position.
2. How does this position fit in with your goals? Short-term or long-term, what do you hope this experience will provide for you?

## References

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We ask that you send reference forms out to the individuals listed below. Reference forms are listed at the end of the handbook. If you'd like additional copies of the form, contact the Intern/Resident Coordinator.

List two contacts you've served **under** in ministry:

1. Name \_\_\_\_\_ Phone \_\_\_\_\_  
Relationship to you \_\_\_\_\_ Email \_\_\_\_\_
2. Name \_\_\_\_\_ Phone \_\_\_\_\_  
Relationship to you \_\_\_\_\_ Email \_\_\_\_\_

List two contacts you've served **with** in ministry:

1. Name \_\_\_\_\_ Phone \_\_\_\_\_  
Relationship to you \_\_\_\_\_ Email \_\_\_\_\_
2. Name \_\_\_\_\_ Phone \_\_\_\_\_  
Relationship to you \_\_\_\_\_ Email \_\_\_\_\_

List two people you have influenced through **your** leadership:

1. Name \_\_\_\_\_ Phone \_\_\_\_\_  
Relationship to you \_\_\_\_\_ Email \_\_\_\_\_
2. Name \_\_\_\_\_ Phone \_\_\_\_\_  
Relationship to you \_\_\_\_\_ Email \_\_\_\_\_

# Church Background

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Please list all churches you have regularly attended in the past 10 years. If appropriate, please also indicate any volunteer or ministry experience and involvement.

**Current Church Name** \_\_\_\_\_ **Dates Attended** \_\_\_\_\_

**Church Address**

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**Staff Contact/Position**

---

**Any Ministry Experience**

---

**Past Church Name** \_\_\_\_\_ **Dates Attended** \_\_\_\_\_

**Church Address**

---

**Staff Contact/Position**

---

**Any Ministry Experience**

---

**Past Church Name** \_\_\_\_\_ **Dates Attended** \_\_\_\_\_

**Church Address**

---

**Staff Contact/Position**

---

**Any Ministry Experience**

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## Background Information

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Are you legally authorized or permitted to work in the United States?  Yes  No

Are there any past or present issues which would hinder your ability to work appropriately with children or students? This may be spiritual, physical, emotional, mental, etc.  Yes  No

Have you struggled or are you currently struggling with addiction of any type (alcohol, drug, gambling, pornography, etc)?  Yes  No

Have you been accused, charged or convicted of a criminal offense (including felonies and misdemeanors other than traffic violations)?  Yes  No

Is there anything from your past that could come forward in the future which would hinder the growth, development, and ministry of Door Creek Church?  Yes  No

If you answered no to the first question and yes to any of the following four, please explain below.

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## Permission to Obtain a Background Check

(This form authorizes the church to obtain background information and must be completed by the applicant. The church must keep this completed form on file for at least five years after requesting a background check.)

I, the undersigned applicant (also known as "consumer"), authorize **Door Creek Church** through its independent contractor, LexisNexis, to procure background information (also known as a "consumer report and/or investigative consumer report") about me. This report may include my driving history, including any traffic citations; a social security number verification; present and former addresses; criminal and civil history/records; and the state sex offender records. I understand that I am entitled to a complete copy of any background information report of which I am the subject upon my request to **Door Creek Church** if such is made within a reasonable time from the date it was produced. I also understand that I may receive a written summary of my rights under the Fair Credit Reporting Act.

Signature: \_\_\_\_\_

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

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### Identifying Information for Background Information Agency (also known as "Consumer Reporting Agency")\*

Print Name: \_\_\_\_\_

First

Middle

Last

Other Names Used (Maiden, Alias, Nickname) \_\_\_\_\_

Address: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

\*This portion of the form will be destroyed upon completion of the background check.

## Intern/Resident Reference Form

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All information gathered through the screening process will be handled confidentially.

Name of Applicant \_\_\_\_\_

Date \_\_\_\_\_

Name of  
Reference \_\_\_\_\_

Years Known \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_

Please answer the following questions concisely and honestly. An answer that may be perceived negatively will not necessarily remove the applicant from the hiring process. However, the feedback may be helpful later to address issues or situations if they were to arise.

1. What have you observed to be this applicant's greatest strengths?
2. What have you observed to be his/her greatest weaknesses?
3. How does this applicant perform in a team setting?
4. Do you have any reservations about the applicant's ability to work appropriately with children or students under the age of 18? If yes, please explain.
5. Which of the following words would you use to describe the applicant? Circle all that apply.

self-starter	flexible	supportive	tactful	congenial
picky	shy	easygoing	stable	honest
responsible	calm	leader	rigid	follower
creative	productive	artistic	energetic	outgoing
prompt	sloppy	complainer	friendly	emotional
argumentative	discerning	worker	lazy	patient
relational	respectful	compassionate	cheerful	team-player



Circle the personality traits that best describe the applicant from your own experience and interaction.

Spiritual Life	No interest in spiritual growth	Evidence of some spiritual growth	Average	Continual growth in a positive direction	Consistent and mature spiritually	Do not know
Purposefulness	Aimless, no evident goals	Vacillating in purpose	Average	Consistent movement towards goals	Strives to realize well-formed goals	Do not know
Initiative	Requires constant oversight	Succeeds only when directed	Average occasional initiative	Shows good initiative	Actively creative and self motivated	Do not know
Industry	Needs constant prodding	Needs occasional prodding	Performs assigned tasks	Goes beyond what is required	Seeks additional work	Do not know
Influence with others	Negative influence	Neutral	Normally good	Consistently good influence	Positive challenge	Do not know
Acceptance by others	Avoided by others	Tolerated by others	Liked by others	Well-liked by others	Sought after by others	Do not know
Responsibility	Consistently Irresponsible	Occasionally not dependable	Usually reliable	Conscientious and reliable	Capable of much responsibility	Do not know
Leadership	Always a follower	Tries, but few will follow	Assumes leadership when needful	Takes leadership initiative	Natural leadership which draws followers	Do not know
Emotional qualities	Overly emotional or apathetic	Occasionally unbalanced	Usually well-balanced	Expresses appropriate emotions	Expresses self and empathizes with appropriate emotions	Do not know
Personal care and appearance	Very careless	Needs some improvement	Usually appropriate care of self	Takes good care of self	Takes exceptional care of self	Do not know
Rapid change or unexpected circumstance	Rigid and/or exudes anxiety	Somewhat flexible, stresses easily	Looks to others for how to respond	Remains flexible and/or calm	Exudes confidence, remains flexible and/or calm	Do not know

Thank you for completing the Intern/Resident Reference Form. This resource helps us immeasurably as we consider applicants. Please feel free to add any additional comments or concerns that you feel will help us.

**Please return the completed form to:**

Door Creek Church  
 Attn: Internship Program  
 6602 Dominion Drive  
 Madison, WI 53718

Email: [adetert@doorcreekchurch.org](mailto:adetert@doorcreekchurch.org)