



# THE CHAPEL

## Internship Info Packet

Welcome! Thank you for your interest in an internship at The Chapel. We are excited to have you apply to become a part of our ministry team. We feel blessed by God to have the opportunity to serve Him and His Kingdom here in Northern New Jersey. We also feel blessed to have the opportunity to serve the spiritual needs of our congregation and to potentially have you join with us in this endeavor.

We are glad you have chosen to spend your life serving God, and we pray that a potential internship opportunity will only encourage and educate you more in that desire. We are committed to helping you grow spiritually and vocationally. After their time here at The Chapel, we hope that all interns will love Jesus more and gain a clearer vision of how God wants to use them in ministry.

If accepted, we encourage you to take every opportunity to "kick the tires" of our ministry while you are here. You will have the opportunity to learn and grow in many ways. We hope to be an open book to you, and we want our ministry to be a learning ground for you as you prepare how God wants to use you. If there is anything you ever desire to sit down and discuss, we will always make those conversations a priority.

This packet will give you an overview of our internship program as well as answer many questions. We hope to provide you with multiple ways to grow and ways to measure that growth. Please take the time to make yourself familiar with this information.

Most of all, we desire to develop a relationship with you that is built on love for God and a sincere passion to serve Him wholeheartedly. We want to have a friendship while working together that will last long after you wrap up your internship. From beginning to end, we will commit to praying with and for you regularly.

Thank you for your interest and we hope that you will have a great experience!

Sincerely,

The Chapel Staff

## 1. Vision

The primary focus of the internship program at The Chapel is to mentor/develop the next generation in order to prepare them for future ministry service. The key initiative for our internship program is to proactively invest in the lives of young Christian leaders and to incorporate all of The Chapel's present and future campuses as opportunities for service, life experience, and growth.

The main goals of the internship program include:

- Aid in the personal, professional, and spiritual development of interns
- Connect all interns to a staff pastor/director who will serve as an internship mentor
- Efficiently utilize all interns to further The Chapel's mission to love God, love people, and serve the world

## 2. Eligibility

In order for an individual to be considered for an internship at The Chapel, he or she must be aligned with The Chapel's Statement of Doctrine. In addition to possessing a High School Diploma, all intern candidates must be at least 18-years-old at the time of application submission. Additionally, all intern candidates must submit the following documents:

- 1) Internship Application
- 2) Background Check Release Form
- 3) Résumé

All documents should be e-mailed to Associate Pastor John Dere. He can be reached at: [jdere@thechapel.org](mailto:jdere@thechapel.org).

Those applying for **Traditional Internships (September to May)** must submit their application at least one month before the start of their internship; the deadline for Traditional Internship applications is **July 31**. Traditional internships will run at **8-month intervals**.

Those applying for **Summer Internships (June to August)** must submit their application by at least one month before the start of their internship; the deadline for Summer Internship applications is **April 30**. Summer internships (June to August) will run at **3-month intervals**.

All internships will range from **10-25 hours** per week. Additionally, all internships have the option to be renewed, with no internship exceeding a grand total of **24 months**.

### 3. Code of Conduct

All interns will be expected to display the following characteristics during their time at The Chapel:

- Interns should set a consistent Godly example at all times. This should not be lived out due to an obligation to a set of standards or rules created by our church, but out of a sincere desire to love God and to serve The Chapel family.
- Interns should be diligent, hard-working, and faithful. They will carry themselves in a professional manner at all times. Please keep your work space neat and organized. Be courteous of other staff members and their need to work effectively by keeping noise to a minimum and limiting visitors. When you have visitors, please help them be respectful. If necessary, ask guests to meet with you in a conference room rather than in the office area.
- Interns should cooperate fully and serve to assist their assigned mentors in ministry tasks.
- Interns should align themselves with the vision of The Chapel and the individual ministries in which they serve.
- Interns should be honest and ethical when submitting time sheets for their reported work hours.
- Interns should make it a priority to engage in proper soul care and personal spiritual growth.
- Interns should possess the following qualities: willing and humble attitude, servant's heart, creative spirit, proactive, team player, punctuality, and relationship-building with staff, students, leaders, and parents.
- Your appearance in the office and at services should be neat and mature. Dress in relation to the people you interact with; sometimes this will dictate professional dress, sometimes casual, always modest. We are all leaders leading other leaders, and the way we dress should reflect that. We want you to be comfortable but we also want the people around you to be comfortable, too. If you step over the bounds of good taste, your supervisor will alert you.
- Dating relationships with individuals or students from The Chapel is strongly discouraged during your internship. No relationship is to be initiated, encouraged, or pursued with any individual who is under the age of 18.
- You are not allowed to ride in the car alone or spend large amounts of time with someone from the opposite sex for ministry-related purposes.
- Confidentiality is very important. Many things discussed in staff meeting or at other times should be held in confidence.
- You are encouraged to have daily quiet time. The ministry staff may also assign books for you to read during your internship experience.

#### **4. Compensation**

All interns will be provided with the following compensation:

- Financial stipend
- Valuable ministry experience
- One-on-one relationship with a mentor
- Opportunities for networking and leadership development
- If applicable, interns may utilize their church internship to fulfill college/university internship requirements

#### **5. Areas of Internship Opportunity**

Based on availability, interns will have the opportunity to serve in the following ministry areas:

Care; Children; College/Young Adults; Communication; Discipleship (includes men, women, and small group ministries); High School; Middle School; Pastoral Leadership; Special Needs; Worship Arts

#### **6. Mentor Assignment**

All interns will be paired with a mentor (usually the pastor/director under whom they will be serving). All mentors will fulfill the following tasks:

- Encourage, inspire, and challenge their intern with daily tasks and big-picture goals
- Meet with their intern at least once a week (coffee, lunch, office discussion, etc.)
- Work with the intern to shape their internship schedule (10-25 hours per week)
- Regularly check up on how the intern is doing in areas of mental, spiritual, and emotional health; identify the intern's personal/professional/ministry goals and assist in creating a roadmap for life plans

## 7. Internship Details

→ The Chapel's daily office hours are from 9am–4pm on Monday through Friday. One hour break for lunch. Flexible schedules are implemented based on ministry schedules.

→ Anything you would like a ministry assistant to do should first be passed by your immediate supervisor. Our administrative staff has a full schedule and each support a specific area of ministry.

→ If you are asked to make a purchase, there is a church credit card that will be made available for you to use. There is also always petty cash or purchases can be made with your own money and reimbursed. All purchases must be approved by a staff member. Please use conservative fiscal responsibility while making financial decisions. In addition to using a tax exemption form with each purchase, you must complete the normal financial process and return the paperwork immediately to Dina Pedersen or Kevin Whelan.

→ Ministry-related mileage (excludes driving to and from church each day) should be kept and documented on a Personal Expense Report at the end of each month. The church will reimburse you \$.535 per mile driven. The date, destination, and miles must be shown to be acceptable by the IRS. Please turn in mileage reimbursement every 30 days.

→ We have “All Staff” meetings on the Tuesday following each monthly Board Meeting at 9:00am in the Impact Center. Please join us.

→ Your internship experience will be reviewed and evaluated on a regular basis. Your mentor will check in with you to discuss the possibility of internship extensions, with a firm understanding that the internship length will not exceed a grand total of 24 months.

→ The Chapel will provide everything possible for you to be effective and to learn while you are participating in this internship. Please notify your immediate supervisor if there is anything you need to help increase your effectiveness.

→ You will have access to an email account and a voice mail system with a box for the phone at your desk. Please keep the message updated on a weekly basis. Please respond to all emails and messages promptly.

→ The Chapel has an extensive security system. Please be aware of all safety and security policies and procedures.

→ Various ministry-related materials will be assigned to you to make this experience well rounded and most profitable. Please complete all assignments according to the ministry leader's direction.

If you have any questions, please contact one of the following Chapel staff members:

Executive Pastor Ted Voltmer [ted@thechapel.org]

Associate Pastor John Dere [jdere@thechapel.org]



# THE CHAPEL

## Internship Application

### 1. General Information

Name: \_\_\_\_\_ Gender:  Male  Female

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

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

Email: \_\_\_\_\_ Birthday (mm/dd/yyyy): \_\_\_\_\_

Home Phone: (     ) \_\_\_\_\_ Cell Phone: (     ) \_\_\_\_\_ Carrier: \_\_\_\_\_

Marital status: \_\_\_\_\_ Spouse's name: \_\_\_\_\_

Names and ages of children: \_\_\_\_\_

Occupation: \_\_\_\_\_

### 2. Background Information

Are you formally a member of The Chapel?     **Yes**     **No**

Do you attend services at The Chapel?     **Yes**     **No**     If so, for how long? \_\_\_\_\_

If no, where do you attend services? \_\_\_\_\_

Which Chapel ministries do you currently attend? How long have you been attending each?  
\_\_\_\_\_

In which ministry area do you want to serve? \_\_\_\_\_

Have you accepted Jesus Christ as your Lord and Savior and are you committed to following Him in all areas of your life?     **Yes**     **No**     **Not sure**

Have you read and are in agreement with The Chapel's doctrinal statement?     **Yes**     **No**  
(Doctrinal statement is attached to this application)

Please describe your current relationship with the Lord and the steps you are taking to be fed spiritually, emotionally, and relationally: \_\_\_\_\_  
\_\_\_\_\_

What ministries are you **currently** or **have been** involved in? (list dates, church/organization name, and work performed): \_\_\_\_\_  
\_\_\_\_\_

What have you liked about serving? \_\_\_\_\_

**REFERENCES: Please list 2 people (over 18) who have seen you serve in some capacity. They may NOT be related to you (no siblings, spouses, kids, parents). You MUST provide BOTH phone and email contact information.**

1. \_\_\_\_\_  
Name Phone Email

2. \_\_\_\_\_  
Name Phone Email

**3. Interning at The Chapel (Please attach a separate sheet if needed)**

Which internship model are you pursuing?

**Traditional (September to May)**

**Summer (June to August)**

What is your anticipated internship start date? \_\_\_\_\_

How many hours per week do you hope to serve as an intern? \_\_\_\_\_

Why are you interested in interning at The Chapel? \_\_\_\_\_  
\_\_\_\_\_

What do you hope to learn, gain, or acquire through an internship at the Chapel? What do you hope The Chapel will provide for you? Be specific. \_\_\_\_\_  
\_\_\_\_\_

Are there any special issues or concerns in your life that would have an impact on your commitment/involvement in an internship? (e.g. other commitments, past issues, etc.)  
\_\_\_\_\_  
\_\_\_\_\_

Do you have any concerns or questions about serving in this ministry? \_\_\_\_\_  
\_\_\_\_\_

Please circle the traits that best describe you: **Upfront** OR **Behind-the-Scenes**  
**Energetic** OR **Laid-back**      **Structured** OR **Flexible**      **Extrovert** OR **Introvert**

My signature bears witness that the information and statements provided are true and complete and that any misrepresentation or omission of given information may be grounds for rejection. I also give The Chapel the authorization to contact any individual or organization listed as a reference. Should my application be accepted, I agree to refrain from unscriptural conduct in the performance of my services on behalf of The Chapel. If working with minors, I agree to abide by the Ministry policies as stated in the volunteer handbook and other relevant communication from the leadership of The Chapel.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# CONFIDENTIAL

## **Background Check Release Form (Nationwide)**

(Please type or print all information)

Name: \_\_\_\_\_  
Last First Middle Maiden Name

Sex: \_\_\_\_\_

Prospective Ministry: \_\_\_\_\_

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

City: \_\_\_\_\_ County: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Home phone number: \_\_\_\_\_

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

City: \_\_\_\_\_ County: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Date of birth (mm/dd/yyyy): \_\_\_\_/\_\_\_\_/\_\_\_\_ Social Security #: \_\_\_\_\_

**Please note: your Social Security # will be removed after the background check is completed.**

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I hereby authorize The Chapel to request and receive any and all background information about or concerning me, including criminal history.

I further release and discharge The Chapel and their agent, Ministry Mobilizer and all of their subsidiaries, affiliates, officers, employees, contract personnel, or associates from any and all claims and liability arising out of any request for information or records pursuant to this authorization, procurement of an investigative consumer report and understand that it may contain information about my character, general reputation, personal characteristics, and mode of living, whichever are applicable.

I understand that I have the right to make written request within a reasonable period of time to Ministry Mobilizer for additional information concerning the nature and scope of investigation. I acknowledge that I have voluntarily provided the above information for volunteer purposes, and I have carefully read and understand this authorization.

Pursuant to the Privacy Act of 1974 (P.L.93-579), I realize the disclosure of my social security number is voluntary. I also realize my social security number will be used for the purpose of facilitating the security check authorized by the above referenced authority. Any information released as a result of this authorization, including the furnishing of my social security number, shall be used only for the express purpose of processing the application.

**Signed:** \_\_\_\_\_

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



# CONFIDENTIAL

## **Background Disclosure Statement**

*(Please type or print all information)*

The information contained on this sheet will be treated with the utmost of confidentiality and respect. The questions contained herein are not designed to offend or pass judgment, but rather to create an environment where a person's past will not hinder the ministry in carrying out its mission in a safe, fun, and productive way.

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

The presence of any medical or physical limitation does not prevent believers from serving in our ministry. However, for the safety of our workers and vulnerable persons we need to know if such limitations are present so we can take measures to provide appropriate assistance.

If you have any condition that may endanger vulnerable persons (i.e., physical limitations that would prevent you from dealing with an emergency; communicable diseases; medical conditions; etc.), we would like to talk about this with you in a confidential, sensitive manner.

**I have a medical or physical limitation and would like to talk with a staff member about this.**

To ensure the safety of all vulnerable persons, volunteers must be certain that they would not abuse those in their care. Volunteers must also be free from substance abuse.

Have you ever been arrested for a crime for which there has not been an acquittal or dismissal?

**Circle one: Yes No**      **If yes, please explain:** \_\_\_\_\_

Have you ever struggled with or been addicted to drugs, alcohol, pornography, or any other harmful addiction or has anyone ever suggested that you have a problem with any of the above? **Circle one: Yes No**      **If yes, please explain:** \_\_\_\_\_

Have you ever been accused, charged, alleged to have or have you ever committed any crime against a minor or act of neglecting, abusing, molesting, or battering any child or adult?

**Circle one: Yes No**      **If yes, please explain:** \_\_\_\_\_

I affirm that I do not have problems that would lead me to physically, emotionally, or sexually abuse vulnerable persons in The Chapel's programs.

My signature bears witness that the information and statements provided are true and complete and that any misrepresentation or omission of given information may be grounds for rejection. I also give The Chapel the authorization to contact any individual or organization listed as a reference. Should my application be accepted, I agree to refrain from unscriptural conduct in the performance of my services on behalf of The Chapel.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## **The Chapel**

### **Statement of Doctrine**

We believe in the verbal inspiration of all the Scriptures of both the Old and New Testaments, and that they are the final authority in faith and life.

*2 Timothy 3:15-16; 2 Peter 1:21; 2 Peter 3:16*

We believe in one God, eternally existing in three persons: Father, Son and Holy Spirit.

*Matthew 28:19*

We believe in the virgin birth of Christ, and that He is true God and true Man.

*Isaiah 7:14; Galatians 4:4; Hebrews 1:8*

We believe that the Lord Jesus Christ died for our sins, and that with His shed blood obtained for us an eternal redemption.

*Romans 5:8; 1 Peter 1:18-19; John 3:16*

We believe in the resurrection of the crucified body of our Lord, in His ascension into heaven, and in His present life there as our high priest and advocate.

*1 Corinthians 15:20; Hebrews 1:3; Hebrews 2:17; 1 John 2:1*

We believe in the personal, premillennial, imminent return of our Lord Jesus Christ.

*1 Thessalonians 4:16-17; Revelation 19:11-15; Revelation 20:4*

We believe in the total depravity of all mankind, and in the necessity of regeneration.

*Romans 3:10; Ephesians 2:1-3; John 3:5*

We believe that salvation is the free gift of God, entirely apart from works, and is possessed permanently by all who have by faith received the Lord Jesus Christ as their personal Savior.

*Ephesians 2:8-9; John 5:24; Romans 10:9-10; John 10:27-29; Romans 8:38-39*

We believe that the Holy Spirit is a divine person and that He indwells all believers. We believe that the baptism of the Holy Spirit is the sovereign work of God that occurs at the moment of conversion, whereby the Holy Spirit places the believer in the Body of Christ.

*Matthew 28:19; 1 Corinthians 3:16; 1 Corinthians 12:13*

We believe in the bodily resurrection of the just and the unjust, the everlasting blessedness of the saved, and the everlasting punishment of the lost.

*1 Corinthians 15:21; 1 Thessalonians 4:17; Revelation 20:5; Revelation 21:1-5*