

The Prestonwood Internship



INTERN MANUAL



The mission of Prestonwood Baptist Church
is to glorify God by introducing Jesus Christ as Lord
to as many people as possible
and to develop them in Christian living,
using the most effective means to impact the world,
making an eternal difference in this generation.

Welcome to the Prestonwood Internship. It is my privilege to share in these formative days of your ministry.

While at Prestonwood, you will experience dynamic worship, excellent ministry practice, and a myriad of service opportunities that will enhance your calling and prepare you for a lifetime of effective ministry leadership. You will also take part in a personal discipleship and mentorship program that will allow you to deepen your faith and strengthen the uniqueness and influence of your calling.

This manual is designed to familiarize you with the expectations, responsibilities, and procedures for our Interns. There is much to learn, and I encourage you to spend the appropriate amount of time to absorb these contents in order to ensure a firm understanding. Please don't hesitate to ask questions of any of us serving alongside you should you need any clarification or assistance.

As with every area of your life, I know you can be counted on to fulfill your Internship here at Prestonwood with Kingdom-driven excellence.

Unto the praise of His glory,

A handwritten signature in black ink, appearing to read "Jack Graham". The signature is fluid and cursive, with a large initial "J" and "G".

Jack Graham

...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 for Internship

- Committed follower of Christ
- Assurance of God's call to church ministry
- Must be within 10 years of high school graduation
- Student in good academic standing at a conservative seminary
- Agreement to the Internship Covenant
- Membership at Prestonwood

Process for Hiring Intern Candidates

1. Candidates for Internship will complete the online Prestonwood Internship Questionnaire and Covenant
2. The Staff Intern Liaison will review the information and the Supervising Staff Minister and/or the Senior Staff Member will schedule an interview time with the candidate.
3. The Staff Intern Liaison will authorize the reference collection process.
4. The Staff Intern Liaison will provide the candidate with a link to complete the employment application.
5. The HR department will complete the application approval process then send the candidate a link to the background authorization process.
6. HR will contact the successful candidate and make a formal offer of a paid Internship position.

Expectations of Interns

- Be in good academic standing at a local conservative seminary
- Uphold guidelines in the Prestonwood Internship Manual
- Abide by the Prestonwood dress code
- Observe all ministry assignments and special events assignments
- Be available to assist in other ministry areas as needed
- Actively participate in all resident activities and meetings
- One year of commitment

Objectives of the Internship Program

- Will be exposed to practical training that enhances theological education
- Learn the importance of discipleship through being disciplined and mentored by a supervising minister
- Learn practical insight to the different ministries within the church
- Cultivate a servant's heart and use spiritual gifts to help build the local church
- Learn the value of both teamwork and hard work
- Be encouraged and grow in your personal walk with the Lord
- Add valuable assistance to the ministry of Prestonwood
- After your year, be able to explore opportunities for advancement within Prestonwood, launched to serve in an existing church or help to plant a new church that will reach many people for Christ

Supervision

- Each resident will report to the assigned Supervising Staff Minister and to the Staff Intern Liaison
- Interns will be given care and supervision by the Supervising Staff Minister for the duration of their Internship. They will report directly to that minister on a daily basis and be involved in that area of ministry.
- The Supervising Staff Minister and the Intern are responsible for communicating any changes in the Intern's seminary schedule, vacations, and outside speaking engagements with the Staff Intern Liaison.
- All activities, actions, and recommendations, individually and/or collectively, are under the authority of Prestonwood and its personnel policies and are subject to approval by the Pastor.

Note: Should an Intern experience problems or difficulties with their Supervising Staff Minister, the Intern should first seek to resolve the issue with that Minister. If the issue remains, the resident should schedule a meeting with the Staff Intern Liaison in order to resolve the issue.

Schedule

- Each Intern is responsible for coordinating their 25-hour work week with their supervising minister. However, as with a minister, 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 increased hours during the summer.
- Seminary classes during the summer (this includes winter and spring **I- terms**) must be approved by the Supervising Staff Minister
- Due to the demands of seminary and of the Prestonwood Internship, Interns will not be permitted to pursue concurrent employment opportunities.

Placement

At the end of the specified term of Internship, Prestonwood will endeavor to assist those who successfully completed their Internship in either moving up within Prestonwood or sending them out to a like-minded church. This assistance may take a variety of forms depending upon the individual's needs and circumstances.

It is worthy of note that recommendations by the Pastor and staff of Prestonwood are valuable in future ministry placement.

Matriculation Fee Policy

Each semester, residents enrolled in seminary will receive \$450.00 to help offset seminary costs including, tuition, fees, books, etc.

Interns who begin their employment by January 31 will receive a spring semester matriculation check. Interns who begin employment by September 30 will receive a fall semester matriculation check. Interns who leave Prestonwood employment within 30 days of receipt of their matriculation check will be required to repay the amount in full.

Vacation / Time Away / I-Terms / Days Off

Interns accrue, and are eligible to use paid vacation based on the following schedule:

Annual Accrual

5.00 hours/month to a maximum of 60 hours/year

Vacation is accrued on a monthly basis and prorated according to start date. All accrued vacation time must be used within the calendar year in which it is. Unused accrued vacation time will be paid at termination of employment but may not be used in case of notice of termination.

For further clarification, please refer to the Personnel Manual.

All requests for time away must be made in writing and approved by the Supervising Staff Minister and Staff Intern Liaison.

Interns will be awarded two (2) weekends per year (not related to their regular ministry responsibility - i.e., camps, mission trips, etc...) for speaking engagements. For these special activities, requests must be in writing and approved in advance through Paycom, by the Supervising Staff Minister and the Staff Intern Liaison.

Paid sick leave accrues at the rate of three (3) hours per month of employment but is not available to a new staff member until three months of employment have been completed.

Beliefs

All beliefs for Prestonwood can be found at <http://www.prestonwood.org/about/our-beliefs>.

Read [The Baptist Faith and Message](#) for our full statement of faith.

Prestonwood Residency Ministry Staff

Pastor	Dr. Jack Graham, Senior Pastor
Staff Intern Liaison	Dr. Jonathan Teague
Supervising Staff Minister	As assigned