

# Woodmont Baptist Church

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## **Woodmont Baptist Summer INTERNSHIP PROGRAM** APPLICATION FOR ADMISSION

Dear Applicant,

Thank you for your interest in the Woodmont Baptist Church Internship Program. We are excited about the possibility of having you as an intern for the summer. Our desire is to equip leaders to succeed in all facets of church ministry. The Woodmont Baptist Summer Internship Program will provide interns with hands-on ministry experience, as well as intensive leadership training and development.

As you read this information packet, you will find answers to our most frequently asked questions. It is our desire to open the internship to individuals who feel there is a potential calling to ministry on their life. If that is you, please continue with this process. You are encouraged to complete the enclosed application and return it promptly. All applications must be submitted with by **April 25, 2021**.

Your completed file will be reviewed and prayerfully considered for admission to the program. Those considered for admission will be contacted to schedule the initial interview. Those selected to participate in the Woodmont Baptist Internship Program for the summer 2021 term will be notified. The program will begin May 16, 2021.

Thank you for your desire to serve.

In His Service,

Chad Hess  
Pastor

2001 Darby Dr. Florence, AL 35630 |  
256-766-1255



## **Woodmont Baptist CHURCH INTERNSHIP PROGRAM**

### **FREQUENTLY ASKED QUESTIONS**

#### **1. What is the purpose of the summer internship program?**

- To provide individuals who sense a call to ministry and who desire intensive training to serve God's people with an opportunity to explore and experience church ministry.

#### **2. What is the mission?**

- Expose accepted interns to the variety of experiences associated with ministry.
- Educate interns in the foundations of spiritual leadership and logistical administration.
- Evaluate intern experience at periodic times to ensure calling and spiritual gifts for ministry are achieved.
- Create a well-rounded experience exposing the joys, triumphs, challenges, and opportunities of service in full-time ministry.
- Prepare Interns for potential full-time ministry following internship

#### **3. What are the qualifications for becoming an intern?**

- Committed Christians who have been water baptized and who are currently active in church ministry.
- Strong recommendation from the Pastor you are currently serving under
- Two recommendations: one from family and one from an adult authority associate.
- Financial stability, self-transportation.
- Health insurance and car insurance.
- Healthy devotional life.
- 18 years old and a High School diploma or equivalent.

#### **4. What are the benefits of becoming an intern?**

- Hands on experience serving in one of the most creative and effective ministry contexts in the world.
- Ministry experiences that will help you clarify the direction of your life.
- In-depth leadership training by the pastoral staff.
- Accountability and mentorship with a Woodmont Baptist staff member.
- Character Development.
- Growth and development in your personal relationship with Jesus Christ.
- Ministry practicum in one of the designated departments.

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### 5. What are the expectations of the accepted intern?

- Commitment of three months, late May to mid-August, approximately 25 hours per week plus Sunday and Wednesday services.
- A **minimum** of 20 hours per week including weekend and Wednesday church services is required. However, some ministry departments may require additional hours. Applicants will discuss and agree to a schedule designed to fulfill the internship requirements within each ministry department prior to acceptance.
- Personal devotions.
- Attendance to and active participation in all events, meetings, classes, Woodmont Baptist Church Volunteer Central, appointments and services.
- Complete weekly requirements for leadership class and monthly requirements established by overseeing Pastor or Director.
- Employment/School Attendance: We encourage individuals to do what is necessary to be successful in life. However, the internship needs appropriate commitment in order to be completed successfully.
- Complete adherence to the Intern Pledge.
- Agreement with the Woodmont Baptist Church doctrinal belief statements.

### 6. Compensation

\$10.00 per hour up to 25 hours per week plus regular worship times on Sundays and Wednesdays.

### 7. What are Woodmont Baptist Church's doctrinal beliefs?

- **We Believe**...the entire Bible is inspired by God, without error and the authority on which we base our faith, conduct, and doctrine.
- **We Believe**...in one God who exists in three distinct persons: Father, Son and Holy Spirit. We believe Jesus Christ is the Son of God who came to this earth as Savior of the world.
- **We Believe**...Jesus died on the cross and shed His blood for our sins. We believe that salvation is found by placing our faith in what Jesus did for us on the cross. We believe Jesus rose from the dead and is coming again.
- **We Believe**...water baptism is a symbol of the cleansing power of the blood of Christ and a testimony to our faith in the Lord Jesus Christ.
- **We Believe**...in the regular taking of Communion as an act of remembering what the Lord Jesus did for us on the cross.
- **We Believe**...every believer should be in a growing relationship with Jesus by obeying God's Word, yielding to the Holy Spirit and by being conformed to the image of Christ.
- **We Believe**...as children of God, we are over-comers and more than conquerors and God intends for each of us to experience the abundant life He has in store.

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## WOODMONT BAPTIST INTERN PLEDGE OF HONOR

I, \_\_\_\_\_, am fully persuaded that it is the will of God for me to be enrolled in the Woodmont Baptist Church Internship Program for the summer of 2021. I sincerely believe that I am here by direction of the Holy Spirit and that God desires to do a unique work in my life. I believe this includes a deeper understanding of His Word and work, the development of a stronger personal relationship with God, the further maturing of my Christian character, the strengthening of personal disciplines in my life, the sharpening of my ministry skills, and the development of life-long friendships.

Because of this, as a Woodmont Baptist Church Intern, I make the following pledge:

1. I PLEDGE to diligently pursue the spiritual opportunities and engage in spiritual activities that will help me grow in my own relationship with God and become better equipped to serve and minister to others.
2. I PLEDGE to remain open to the dealings of the Holy Spirit in all areas of my life that are consistent with Christian character and true godliness.
3. I PLEDGE to be responsive to the authorities that God has placed over me during this season of my life including the pastors, and leadership of Woodmont Baptist Church.
4. I PLEDGE to apply myself whole-heartedly to my intellectual pursuits, to use the full powers of my mind for the glory of God and to maintain a spirit of excellence in all that I do.
5. I PLEDGE to be responsible financially for the commitments I have made and to those to whom I have made them.
6. I PLEDGE to develop my body with sound health habits by participating in wholesome physical activities.
7. I PLEDGE to abstain from all immoral and illegal acts and habits, whether on or off church property. I will not drink alcoholic beverages of any kind. I will not use tobacco. I will not engage in any other behavior that is contrary to Christian conduct.
8. I PLEDGE to cultivate good relationships socially with others, to do my part to resolve conflicts that may arise, and to seek to love others as I love myself.
9. I PLEDGE to attend classes, ministry sessions, seminars, and all required special events, and to attend church services as prescribed.
10. I PLEDGE to abide by all of the guidelines and standards of conduct as outlined in the Woodmont Baptist Church Internship Program and other guidelines issued in oral or written form by the Woodmont Baptist Church Internship Program Director, understanding that failure to cooperate could result in my dismissal from the program.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

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## APPLICATION INSTRUCTIONS

By following the steps listed below, you will be able to fulfill all requirements for application to Woodmont Baptist Church Internship Program. Address all correspondence to:

Woodmont Baptist Church Internship Program  
2001 Darby Dr.  
Florence, AL 35630

1. Carefully complete the APPLICATION FOR ADMISSION forms. Answer all questions. Please use pen or type when filling in blanks.
2. Enclose a recent PICTURE of yourself that is indicative of your present appearance. It should include head and shoulders.
3. Complete the BIOGRAPHY covering your conversion, your desire for Christian service, goals and desires for the future, and why you desire to enroll in the Internship Program.
4. Complete all REFERENCE FORMS:
  - a. The Personal Reference should be given to a mature Christian, preferably a mentor or someone who knows you well enough to give a meaningful reference.
  - b. The Pastor/Director Reference should be completed by the Pastor who oversees the ministry in which you desire to intern, or the Pastor you currently serve with.
  - c. The Family Reference should be given to your parents, if you are supported financially by your parent(s). Example: If you still live in their home or they are paying your school tuition.
5. Mail the Application, Biography with picture to the address listed above. Your file must be complete with all the above-required information before your application can be processed.

**NOTE:** In order to process your application, it is important that the Reference forms be sent promptly. It will help expedite the process to have the Reference forms completed and returned to YOU in sealed envelopes, instead of having them sent directly to Woodmont Baptist Church. This will keep your file complete. When all these items have been received, your application will be reviewed and you will potentially be scheduled for an interview.

6. The application deadline, including all reference letters, is **April 25, 2021**.

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## PERSONAL DATA

PLEASE TYPE OR PRINT CLEARLY

### PERSONAL INFORMATION

Name in full \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Cell Phone \_\_\_\_\_ Fax \_\_\_\_\_

Age \_\_\_\_\_ Birthday \_\_\_\_\_ Birth Place (city, state) \_\_\_\_\_

Male  Female Social Security No. \_\_\_\_\_

Driver's License Number \_\_\_\_\_ State \_\_\_\_\_

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

Please list the cities, states and counties you have lived in. Include the dates you resided there.

City \_\_\_\_\_ State \_\_\_\_\_ County \_\_\_\_\_ Dates \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ County \_\_\_\_\_ Dates \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ County \_\_\_\_\_ Dates \_\_\_\_\_

### FAMILY BACKGROUND

Marital Status:

Single  Engaged  Married  Widowed  Divorced  Separated

\*If you've ever been divorced or separated, attach a statement giving details.

Spouse's Name \_\_\_\_\_ Date of Marriage \_\_\_\_\_

Number and ages of children (if applicable) \_\_\_\_\_

Citizenship \_\_\_\_\_ Current Occupation \_\_\_\_\_

If you are still living at home, please provide the following information:

Name of Father or Guardian \_\_\_\_\_

Phone number of Father or Guardian \_\_\_\_\_

Accepted Christ?  Yes  No Occupation \_\_\_\_\_

Name of Mother or Guardian \_\_\_\_\_

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Phone number of Mother or Guardian \_\_\_\_\_

Accepted Christ?  Yes  No      Occupation \_\_\_\_\_

How do your parents/guardians currently feel about you participating in the Woodmont Baptist Church Internship program? \_\_\_\_\_

## RELIGIOUS BACKGROUND

Name of home church \_\_\_\_\_ Denomination \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Phone Number \_\_\_\_\_

Name of senior/lead pastor \_\_\_\_\_

Name of pastor currently serving under \_\_\_\_\_

Date accepted Christ as Savior \_\_\_\_\_

Have you been baptized in water? \_\_\_\_\_ Date \_\_\_\_\_

Is the Holy Spirit active in your life in ways that are evident to you and others? \_\_\_\_\_

Do you tithe regularly? \_\_\_\_\_

## CHRISTIAN SERVICE

Area of Service	Years Experience	Details (continue on back, if necessary)
Music/Choir/Leading Worship	_____	_____
Teaching	_____	_____
Drama	_____	_____
Youth Ministry	_____	_____
Children's Ministry	_____	_____
Dance	_____	_____
Missions	_____	_____
Evangelism	_____	_____
Small Groups	_____	_____
Ushering	_____	_____
Administrative	_____	_____
Other	_____	_____
Other	_____	_____

## INTERNSHIP INTEREST

Internship requested in the following department: \_\_\_\_\_

Reason for this choice: \_\_\_\_\_

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## EMPLOYMENT BACKGROUND

Are you currently employed?  Yes  No

Present Employer \_\_\_\_\_

Present Position \_\_\_\_\_ Date Hired \_\_\_\_\_

Past Employer \_\_\_\_\_

Position \_\_\_\_\_ Date Hired \_\_\_\_\_

Quit  Laid Off  Fired Date: \_\_\_\_\_

## ACADEMIC BACKGROUND

Name of High School attended \_\_\_\_\_ Graduation Date or GED \_\_\_\_\_

City/State/County \_\_\_\_\_

List colleges, universities, or other schools you have attended:

Name \_\_\_\_\_ Location \_\_\_\_\_

Date attended \_\_\_\_\_ Diploma/Degree \_\_\_\_\_

Name \_\_\_\_\_ Location \_\_\_\_\_

Date attended \_\_\_\_\_ Diploma/Degree \_\_\_\_\_

## MEDICAL BACKGROUND

How would you describe your health?  Excellent  Good  Fair  Poor

List any physical limitations, disabilities, or diseases you have experienced. \_\_\_\_\_

List any medications you are currently using. \_\_\_\_\_ Have

you ever used illegal drugs?  Yes  No If yes, date of last use \_\_\_\_\_ Do you

currently or have you ever struggled with the use and/or abuse of tobacco products?  Yes  No If yes, please explain \_\_\_\_\_

Do you currently or have you ever struggled with the use and/or abuse of alcohol?  Yes  No

If yes, please explain \_\_\_\_\_ Have

you ever been treated for an addiction?  Yes  No If yes, dates of treatment \_\_\_\_\_



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Do you have health insurance (required upon entrance)?  Yes  No

Insurance Company \_\_\_\_\_ Policy Number \_\_\_\_\_

*(Please attach a hard copy of your insurance policy/card with this application.)*

## FINANCIAL RESOURCES

Do you own your vehicle (required upon entrance)?  Yes  No

Do you have car insurance (required upon entrance)?  Yes  No

Insurance Company \_\_\_\_\_ Policy Number \_\_\_\_\_

*(Please attach a hard copy of your insurance policy/card with this application.)*

## HOUSING INFORMATION

Will you need assistance in finding housing for the duration of the internship program?  Yes  No

Are you willing to share a room?  Yes  No

## LEGAL AND LIFESTYLE CONCERNS

Do you have any lifestyle practices that might be considered questionable by Woodmont Baptist Church standards?  Yes  No

Have you ever been arrested or convicted of a crime?  Yes  No

Have you ever been accused or convicted of any form of child abuse?  Yes  No

Is there anything from your past that may come up in the future about you that could hurt the ministry of Woodmont Baptist Church?  Yes  No

**(If "yes" to any of the above, please attach a statement giving details.)**

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Have you read and do you agree with the Woodmont Baptist Church Pledge of Honor?  Yes  No

Have you read and do you agree with the Woodmont Baptist Church Doctrinal Beliefs?  Yes  No

## PERSONAL REFERENCES

PRINT name, address and telephone number of one family member and two adult associates.

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

## PLEDGE

I pledge that if admitted to the Woodmont Baptist Church Internship Program, I will at all times conduct myself as a Christian; faithfully and diligently applying myself to the program requirements and promptly meeting all financial and other obligations.

By my signature below, I authorize Woodmont Baptist Church to obtain information – written, oral or other – and including information from a consumer reporting agency, bearing on my character, general reputation, personal characteristics, mode of living, criminal background and driving background. I understand that this investigation may include interviews with friends, acquaintances or others.

The information I have given is correct and you may verify the information listed if necessary. I understand that if I am admitted to the Woodmont Baptist Church Internship Program, I will be a volunteer at will and Woodmont Baptist reserves the right to disqualify me from the Internship Program any reason it deems appropriate. I hereby release and hold Woodmont Baptist Church harmless from all claims arising under this application.

Date \_\_\_\_\_ Signature \_\_\_\_\_



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## FINAL DETAILS

Intern Applicant: \_\_\_\_\_

### EMERGENCY CONTACT INFORMATION:

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

Phone Number: \_\_\_\_\_

### VEHICLE INFORMATION

License Plate Number: \_\_\_\_\_

Drivers License Number: \_\_\_\_\_

#### Vehicle Description

Year: \_\_\_\_\_ Color: \_\_\_\_\_

Make: \_\_\_\_\_ Model: \_\_\_\_\_

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## PERSONAL REFERENCE

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

The person named above is applying for admission into the Woodmont Baptist Church Internship Program. Your cooperation in completing this Personal Reference form is greatly appreciated. All information will be held in strict confidence.

### Please check the following:

Academic Ability	<input type="checkbox"/> Superior	<input type="checkbox"/> Above Average	<input type="checkbox"/> Average	<input type="checkbox"/> Below Average	<input type="checkbox"/> Inferior
Initiative/Motivation	<input type="checkbox"/> Superior	<input type="checkbox"/> Above Average	<input type="checkbox"/> Average	<input type="checkbox"/> Below Average	<input type="checkbox"/> Inferior
Concern for Others	<input type="checkbox"/> Superior	<input type="checkbox"/> Above Average	<input type="checkbox"/> Average	<input type="checkbox"/> Below Average	<input type="checkbox"/> Inferior
Leadership Ability	<input type="checkbox"/> Superior	<input type="checkbox"/> Above Average	<input type="checkbox"/> Average	<input type="checkbox"/> Below Average	<input type="checkbox"/> Inferior
Social Adaptability	<input type="checkbox"/> Superior	<input type="checkbox"/> Above Average	<input type="checkbox"/> Average	<input type="checkbox"/> Below Average	<input type="checkbox"/> Inferior
Appearance	<input type="checkbox"/> Superior	<input type="checkbox"/> Above Average	<input type="checkbox"/> Average	<input type="checkbox"/> Below Average	<input type="checkbox"/> Inferior
Moral Standards	<input type="checkbox"/> Superior	<input type="checkbox"/> Above Average	<input type="checkbox"/> Average	<input type="checkbox"/> Below Average	<input type="checkbox"/> Inferior
Cooperation	<input type="checkbox"/> Superior	<input type="checkbox"/> Above Average	<input type="checkbox"/> Average	<input type="checkbox"/> Below Average	<input type="checkbox"/> Inferior
Reliability	<input type="checkbox"/> Superior	<input type="checkbox"/> Above Average	<input type="checkbox"/> Average	<input type="checkbox"/> Below Average	<input type="checkbox"/> Inferior
Correction	<input type="checkbox"/> Superior	<input type="checkbox"/> Above Average	<input type="checkbox"/> Average	<input type="checkbox"/> Below Average	<input type="checkbox"/> Inferior
Teachable	<input type="checkbox"/> Superior	<input type="checkbox"/> Above Average	<input type="checkbox"/> Average	<input type="checkbox"/> Below Average	<input type="checkbox"/> Inferior

Do you believe the applicant is definitely a Christian? \_\_\_\_\_

What evidence have you seen in his/her daily life? \_\_\_\_\_

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In what form of Christian work has the applicant been engaged, and with what success? (Give a detailed statement, if possible.) \_\_\_\_\_

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Comment on the family and social background of the applicant.

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To your knowledge does the applicant participate in any of the following?

Drug use     Smoking     Drinking alcohol     Illicit sexual behavior

Have you had any occasion to question his/her moral character? \_\_\_\_\_

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What is the general physical condition of the applicant? \_\_\_\_\_

Has he/she experienced any mental or physical disabilities? \_\_\_\_\_

Is the applicant prompt in paying debt? \_\_\_\_\_

Does the applicant, in your opinion, have the fitness and aptitude necessary for this program? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Would you, without hesitation, recommend the applicant's acceptance into the Intern Program? \_\_\_\_\_

These observations are based on an acquaintance/relationship over a period of \_\_\_\_\_ years.

Other comments:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Date** \_\_\_\_\_ **Name** (please print) \_\_\_\_\_

**Signature** \_\_\_\_\_

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## PASTOR OR MINISTRY DIRECTOR REFERENCE

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

**To the Applicant:** Print your name on the line above and give this form to the Pastor with whom you wish to intern.

**To the Pastor or Ministry Director:** Each applicant must submit a recommendation from his/her overseeing Pastor/Director for admission into the Internship Program. As the applicant is requesting to intern at Woodmont Baptist Church, he/she must have a high recommendation from you in order to be accepted into the program.

**To be completed by the Pastor or Ministry Director:**

How long have you known the applicant? \_\_\_\_\_

How long has he/she been involved in your ministry? \_\_\_\_\_

How well do you know the applicant?

- Just by name and sight
- Casually, a few personal contacts
- Fairly well, a number of personal contacts
- A very close pastoral relationship

To the best of your knowledge, has the applicant made a personal commitment to Christ? \_\_\_\_\_

Comments:

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To what extent is the applicant engaged in the activities of your ministry?

- Seldom participates in activities
- Is cooperative and usually willing to help in the various activities
- Enthusiastically engages in the activities and leads others to do likewise

In what forms of Christian Service has the applicant been regularly active?

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How would you rate the applicant in the following areas?

Leadership	0 Superior	0 Above Average	0 Average	0 Below Average	0 Inferior
Responsibility	0 Superior	0 Above Average	0 Average	0 Below Average	0 Inferior
Church Loyalty	0 Superior	0 Above Average	0 Average	0 Below Average	0 Inferior
Commitment	0 Superior	0 Above Average	0 Average	0 Below Average	0 Inferior
Teachable	0 Superior	0 Above Average	0 Average	0 Below Average	0 Inferior

In your opinion, does the applicant possess any outstanding abilities? (Please describe.)

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In your estimation, this applicant's spiritual influence on others will be:

0 Strengthening      0 Neutral      0 Injurious      0 Don't know

Has the applicant's entire record been such that you would place full confidence in his/her integrity? \_\_\_\_\_

Comments:

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Does the applicant smoke, drink, or abuse drugs? \_\_\_\_\_

Are there personality traits that would hinder this applicant in her/her relationship with others?

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Would you, without hesitation, recommend this person to participate in the Internship Program at

Woodmont Baptist Church? \_\_\_\_\_

Additional Comments: \_\_\_\_\_

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Date \_\_\_\_\_ Name (please print) \_\_\_\_\_

Phone \_\_\_\_\_

Signature \_\_\_\_\_



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## **PARENT (OR GUARDIAN) REFERENCE**

*(For applicants living with parents)*

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

The person named above is applying for admission into the Woodmont Baptist Church Internship Program. Because the program is church related and desires to support the authority of parents in the life of young, single students, we desire your cooperation in completing this form. All information will be held in strict confidence. Your reference, along with other required references, will help us decide whether or not we should accept this applicant into the Internship Program.

### **FAMILY DATA**

Mr. \_\_\_\_\_ Mrs. \_\_\_\_\_

What relationship does the applicant have to you?  Son  Daughter  Other \_\_\_\_\_

Has the applicant discussed or counseled with you concerning his/her interest in participating in the Internship Program? \_\_\_\_\_

Has the applicant had any serious problems submitting to parental or other authority? \_\_\_\_\_  
Please Comment:

\_\_\_\_\_  
\_\_\_\_\_

What do you understand to be the real motive for the applicant wanting to participate in the Internship Program?

\_\_\_\_\_  
\_\_\_\_\_

Has the applicant read through and discussed with you the guidelines of the Internship Program and Pledge of Honor? \_\_\_\_\_

What is his/her general attitude toward the guidelines?

\_\_\_\_\_  
\_\_\_\_\_

Understanding that it is our desire that there be no conflict between parental and church authority, can you be supportive of these guidelines? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Date \_\_\_\_\_ Name (please print) \_\_\_\_\_

Signature \_\_\_\_\_