

# Cottonwood Creek Church Internship Ministry

INTERN MANUAL



Cottonwood Creek  
— CHURCH —

*All this is from God, who through Christ reconciled us to himself and gave us the ministry of reconciliation; that is, in Christ God was reconciling the world to himself, not counting their trespasses against them, and entrusting to us the message of reconciliation. Therefore we are ambassadors for Christ, God making his appeal through us. We implore you on behalf of Christ, be reconciled to God.*

*- 2 Corinthians 5:18-20*

We desire to be a church that operates out of the overflow and abundance of Jesus. His life, death and resurrection are the central purpose of God's work in the world.

- The first work is our personal reconciliation to God.
- The second work establishes the body of Christ (the church), as we are reconciled to other believers.
- The third work is the missional posture that the church stands on as we move to proclaim the Gospel of Jesus and the ministry of reconciliation.

In essence, we are reconciled to reconcile. We get to participate in the movement of God that He has ultimately entrusted us through the Holy Spirit as doers of his Word.

We are seeking to train up disciples to likewise go and make more disciples. This is our central purpose as a church because this is God's central purpose for The Church. Thus, the internship ministry is an extension of who we are as a church. We seek to raise up all men and women, no matter their status to our church, to be disciples in Christ. We highly value the internship ministry and the opportunity it provides future leaders, as well as the benefit we receive as a church in this mentorship program that helps us effectively minister to the community entrusted to us by God to shepherd.

If this interests you, then we want to talk to you!

## TABLE OF CONTENTS

PURPOSE STATEMENT AND INTERNSHIP MINISTRY PLAN

QUALIFICATIONS AND SELECTION PROCESS

EXPECTATIONS, OBJECTIVES AND OPPORTUNITY

GUARDING YOUR INFLUENCE

SUPERVISION OF THE INTERN

SCHEDULE, PLACEMENT AND TIME-AWAY POLICY

QUESTIONNAIRE AND COMMITMENT FORM

MINISTRY RESOURCES

HUMAN RESOURCES DOCUMENTS

## PURPOSE STATEMENT

The Cottonwood Creek Internship Ministry exists to provide men and women who have an assurance of God's calling on their lives, practical church ministry and life skills training under the supervision and mentorship of the ministers at Cottonwood Creek Church.

## INTERNSHIP MINISTRY PLAN

Since the dawn of the church era and the Apostle Paul's diligent efforts to spread the Gospel by establishing churches throughout the known world, the Christian Church has found its driving energy in Paul's admonition "*...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) The Cottonwood Creek Internship Ministry desires to continue in these instructions.

With the knowledge that God has chosen to spread the Gospel around the world through the vehicle of the local church, it is our goal to help equip Christians by challenging them to engage in valuable ministry training through the Cottonwood Creek Church Internship Ministry.

Interns function in a unique ministry role at Cottonwood Creek Church. As you serve, this church will train, teach and transfer the ministry philosophy of Cottonwood Creek Church to you so that you may skillfully and more readily fulfill your calling. All Christians are called to ministry, whether vocationally or bi-vocationally. It's not only what we do, but who God created us to be. (Ephesians 2:10) This local body of Christ desires to continue the legacy of the ministry of Cottonwood Creek through the interns whom are trained and equipped for ministry - wherever God directs your steps.

## QUALIFICATIONS FOR THE INTERNSHIP MINISTRY

- Committed follower of Christ
- Commitment to church ministry
- Agreement to the Intern Commitment Form

## SELECTION PROCESS FOR INTERN CANDIDATES

1. The applicant will submit an Internship Application to either the Hiring Minister or the Church Office ([jen.nichols@cottonwoodcreek.org](mailto:jen.nichols@cottonwoodcreek.org)) for review.
2. Application will be reviewed by Ministry Staff.
3. If a potential match is identified, an interview will be scheduled with one of our ministers.
4. A follow-up interview will be scheduled with one of our Senior Staff Members.
5. Background and Reference checks will be conducted.
6. Official offer extended.
7. Start Date and Work Schedule is determined.

## EXPECTATIONS

- Uphold guidelines in the Cottonwood Creek Church Internship Manual
- Abide by the church dress code
- Observe all ministry assignments and special events assignments
- Be available to assist in other ministry areas as needed
- Actively participate in all intern activities and meetings within the area of ministry in which you are serving

## OBJECTIVES OF THE INTERNSHIP MINISTRY

- Provide practical ministry training that enhances the intern's theological training
- Invest in the future leaders of the church
- Foster a desire and vision to build and serve growing evangelistic churches and awaken their personal capabilities for this task
- Provide interns practical insight to the ministries of the church
- Assist interns in understanding God's specific calling on their lives and affirm that calling
- Mentor and disciple interns in the study of the Bible and in personal evangelism
- Model effective staff relations and teamwork
- Add valuable assistance to the ministry of Cottonwood Creek Church
- Export well-equipped and theologically trained men and women into churches, ministries and workplaces that will influence our culture to the cause of Christ

## OPPORTUNITY

- **Do Ministry** - Come do ministry with us in a fun, mission-driven church!
- **Leadership Development** - Grow spiritually and continue to develop your interpersonal, organizational and leadership skills.
- **Make Money** - Internships at Cottonwood Creek Church are compensated, so make money while investing in the Kingdom and yourself.
- **Lodging** - For those who need assistance with lodging, we have a very generous congregation willing to host interns and will help you find a place to stay.
- **College Credit** - For Year-round interns, we also offer our Ministry Academy that runs from August through May and provides up to 12 credit hours at participating schools.

## GUARDING YOUR INFLUENCE

### WORK ETHIC

*And whatever you do, in word or deed, do everything in the Name of the Lord Jesus, giving thanks to God the Father through Him.*

— Colossians 3:17

- Maintain the work schedule commitment
- Keep your staff supervisor informed as to your whereabouts when you are away from the office but on the clock
- Plan your schedule around church-wide events to avoid conflict
- Be diligent about being prompt for meetings that require your attendance
- Be faithful in attending all required Cottonwood Creek Church Internship Ministry events and meetings

### MORAL INTEGRITY

*All things are lawful, but not all things are helpful; all things are lawful, but not all things build up.*

— 1 Corinthians 10:23

- Guard your integrity by upholding all guidelines in the Cottonwood Creek Internship Ministry Commitment Form
- Work-related meetings with someone of the opposite sex should always take place in a public setting and should never be for an extended time
- Do not go to work-related lunches alone with the opposite sex
- Physical contact with someone of the opposite sex should honor that person and be glorifying to God
- Relationships with those of the opposite sex should exemplify the highest level of godliness

## SUPERVISION

- Each intern will report to the assigned Supervising Staff Minister.
- Interns will be given care and supervision by the Supervising Staff Minister for the duration of their internship. They will report directly to that staff member on a daily basis and be involved in that area of ministry.
- All activities, actions and recommendations, individually and/or collectively, are under the authority of the church and its personnel policies and are subject to approval by our Senior Staff.

**Note:** Should an intern experience problems or difficulties with his or her Supervising Staff Minister, the intern should first seek to resolve the issue with that Minister. If the issue remains, the intern should schedule a meeting with Justin Frazier, Executive Pastor, Discipleship, in order to resolve the issue.

## COTTONWOOD CREEK CHURCH SENIOR STAFF

John Mark Caton	Senior Pastor
Scott Sanford	Executive Pastor, Stewardship & Operations
Justin Frazier	Executive Pastor, Discipleship
Chase Durham	Student Pastor
Dave Marsh	Children's Pastor
Greg Long	Lead Worship Pastor
Janna Long	Lead Worship Pastor
Justin Hillhouse	Missions & Men's Ministry Pastor
Graeme Golding	Teaching Pastor

Supervising Staff Minister as assigned



## SCHEDULE

- Each intern is responsible for coordinating the weekly hour schedule with his/her supervisor. However, as with a full-time minister, interns are always on call and must be flexible in adjusting time off depending upon the needs of the church.
- Seminary/college classes during the internship must be approved by the Supervising Staff Minister.
- Because of the demands of seminary/college and of the Cottonwood Creek Church Internship Ministry, interns will not be permitted to pursue concurrent employment opportunities.

## PLACEMENT

At the end of the specified term of internship, Cottonwood Creek Church will endeavor to assist those who have successfully completed their internship in beginning new endeavors. This assistance may take a variety of forms depending upon the individual's needs and circumstances.

It is worthy to note that future recommendations by the Senior Pastor and staff of Cottonwood Creek Church are valuable in future ministry placement.

## DAYS OFF

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

# Cottonwood Creek Church Internship Ministry

## QUESTIONNAIRE AND COMMITMENT FORM



Cottonwood Creek  
— CHURCH —

**COTTONWOOD CREEK INTERNSHIP MINISTRY**  
**QUESTIONNAIRE/COMMITMENT FORM**

**DOCTRINAL COMMITMENT**

1. Please read the Key Doctrines of the Faith. (pgs 14-15)
2. Do you agree with all of these doctrinal beliefs?        Y / N
3. If you answered yes on Question 2, please sign the acknowledgement on page 15.
4. If you answered no on Question 2, please write out the areas you do not agree with and briefly explain why. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CHURCH COMMITMENT**

1. Where is your current church membership?  
\_\_\_\_\_
2. In what areas have you served there?  
\_\_\_\_\_
3. Will you commit to faithful participation at Cottonwood Creek Church? Y / N
4. Will you give priority to Cottonwood Creek Church and its ministries and hold it in greater regard than activities other than family commitments or seminary training while you are employed at Cottonwood Creek? Y / N
5. Are you willing to submit to the spiritual authority established in this church? Y / N
6. Do you practice New Testament stewardship and will you support Cottonwood Creek with your tithe and sacrificial giving beyond the tithe while you are employed at Cottonwood Creek? Y / N
7. Will you provide support to the life of this church by following its mission and give of yourself to fulfill the commission of our Lord for His church? Y / N
8. Will you wholeheartedly embrace the responsibility of your role as an intern?        Y / N

**PERSONAL COMMITMENT**

1. Are you committed to the Lordship of Christ in all areas of your life? Y / N
2. Describe your regularly scheduled personal devotions:  

---

---

---
3. Do you commit yourself to share the message of Christ with others? Y / N
4. Will you seek to guard your Christian testimony and the testimony of Cottonwood Creek Church by abstaining from any action or activity that would cause others to stumble? Y / N
5. Will you uphold all standards and policies as listed in the Cottonwood Creek Church Internship Ministry Manual? Y / N

**FAMILY COMMITMENT**

1. Are you married? Y / N If so, how long? \_\_\_\_\_
2. Do you have children? Y / N If so, please list their names and ages:  

---

---
3. Have you been married more than once? Y / N  
If so, briefly describe the situation:  

---

---

---



## KEY DOCTRINES OF THE FAITH

**God** - God is the Creator and Ruler of the universe. He has eternally existed in three personalities: the Father, the Son, and the Holy Spirit. These three are co-equal and are one God. *Genesis 1:1, 26, 27, 3:22; Psalm 90:2; Matthew 28:19; 1 Peter 1:2; 2 Corinthians 13:14*

**Jesus** - Jesus Christ is the Son of God. He is co-equal with the Father. Jesus lived a sinless human life and offered Himself as the perfect sacrifice for the sins of all people by dying on a cross. He arose from the dead after three days to demonstrate His power over sin and death. He ascended to Heaven's glory and will return again someday to earth to reign as King of Kings, and Lord of Lords. *Matthew 1:22-23; Isaiah 9:6; John 1:1-5; 14:10-30; Hebrews 4:14-15; 1 Corinthians 15:3-4; Romans 1:3-4; Acts 1:9-11; 1 Timothy 6:14-15; Titus 2:13*

**The Holy Spirit** - The Holy Spirit is co-equal with the Father and the Son of God. He is present in the world to make men aware of their need for Jesus Christ. He also lives in every Christian from the moment of salvation. He provides the Christian with power for living, understanding of spiritual truth and guidance in doing what is right. He gives every believer a spiritual gift when they are saved. As Christians, we seek to live under His control daily. *2 Corinthians 3:17; John 14:16, 16:7-13, 17; Acts 1:8; 1 Corinthians 2:12, 3:16; Ephesians 1:13; Galatians 5:25; Ephesians 5:18*

**The Bible** - The Bible is God's Word to us. It was written by human authors, under the supernatural guidance of the Holy Spirit. It is the supreme source of truth for Christian beliefs and living. Because it is inspired by God, it is the truth without any mixture of error. *2 Timothy 3:16; 2 Peter 1:20-21; 2 Timothy 1:13; Psalm 119:105, 160, 12:6; Proverbs 30:5*

**Human Beings** - People are made in the spiritual image of God, to be like Him in character. People are the supreme object of God's creation. Although every person has tremendous potential for good, all of us are marred by an attitude of disobedience toward God called "sin." This attitude separates people from God and causes many problems in life. *Genesis 1:27; Psalm 8:3-6; Isaiah 53:6a; Romans 3:23; Isaiah 59:1, 2*

**Salvation** - Salvation is God's free gift to us but we must accept it. We can never make up for our sin by self-improvement or good works. Only by trusting in Jesus Christ as God's offer of forgiveness can anyone be saved from sin's penalty. When we turn from our self-ruled life and turn to Jesus in faith, we are saved. Eternal life begins the moment one receives Jesus Christ into his life by faith. *Romans 6:23; Ephesians 2:8-9; John 14:6, 1:12; Titus 3:5; Galatians 3:26; Romans 5:1*

**Eternal Security** - Because God gives us eternal life through Jesus Christ, the true believer is secure in that salvation for eternity. If you have been genuinely saved, you cannot "lose" it. Salvation is maintained by the grace and power of God, not by the self-effort of the Christians. It is the grace and keeping power of God that gives us this security. *John 10:29; 2 Timothy 1:12; Hebrews 7:25, 10:10, 14; 1 Peter 1:3-5*

**Eternity** - People were created to exist forever. We will either exist eternally separated from God by sin, or eternally with God through forgiveness and salvation. To be eternally

separated from God is Hell. To be eternally in union with Him is eternal life. Heaven and Hell are real places of eternal existences. *John 3:16; John 14:17; Romans 6:23; Romans 8:17-18; Revelation 20:15; 1 Corinthians 2:7-9*

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

# Cottonwood Creek Church Internship Ministry

MINISTRY RESOURCES





## PRINCIPLES OF MINISTRY

### **The Foundation of our Ministry is Character**

*“Let each one take care how he builds upon it. For no one can lay a foundation other than that which is laid, which is Jesus Christ. Now if anyone builds on the foundation with gold, silver, precious stones, wood, hay, straw—each one’s work will become manifest, for the Day will disclose it, because it will be revealed by fire, and the fire will test what sort of work each one has done. If the work that anyone has built on the foundation survives, he will receive a reward.”*

— 1 Corinthians 3:10-14

### **The Nature of our Ministry is Service**

*“If I then, your Lord and Teacher, have washed your feet, you also ought to wash one another’s feet. For I have given you an example, that you also should do just as I have done to you. Truly, truly, I say to you, a servant is not greater than his master, nor is a messenger greater than the one who sent him.”*

— John 13:14-16

### **The Motive of our Ministry is Love**

*“For the love of Christ controls us...therefore, we are ambassadors for Christ, God making his appeal through us. We implore you on behalf of Christ, be reconciled to God.”*

— 2 Corinthians 5:14,20

### **The Measure of our Ministry is Sacrifice**

*“I appeal to you therefore, brothers, by the mercies of God, to present your bodies as a living sacrifice, holy and acceptable to God, which is your spiritual worship. Do not be conformed to this world, but be transformed by the renewal of your mind, that by testing you may discern what is the will of God, what is good and acceptable and perfect.”*

— Romans 12:1-2

### **The Authority of our Ministry is Submission**

*“Submit yourselves therefore to God. Resist the devil, and he will flee from you. Draw near to God, and he will draw near to you. Cleanse your hands, you sinners, and purify your hearts, you double-minded.”*

— James 4:7-8

### **The Purpose of our Ministry is the Glory of God**

*“For you were bought with a price. So glorify God in your body.”*

— 1 Corinthians 6:20

### **The Tools of our Ministry are the Word of God and Prayer**

*“If you abide in me, and my words abide in you, ask whatever you wish, and it will be done for you.”*

— John 15:7

### **The Privilege of our Ministry is Growth**

*“So neither he who plants nor he who waters is anything, but only God who gives the growth.”*

— 1 Corinthians 3:7

### **The Power of our Ministry is the Holy Spirit**

*“This is the word of the LORD: Not by might, nor by power, but by my Spirit, says the LORD of hosts.”*

— Zechariah 4:6

### **The Model of our Ministry is Jesus Christ**

*“That I may know him and the power of his resurrection, and may share his sufferings, becoming like him in his death.”*

— Philippians 3:10

# Cottonwood Creek Church Internship Ministry

HUMAN RESOURCES DOCUMENTS



Cottonwood Creek  
— CHURCH —

## SAMPLE JOB DESCRIPTION

**Position Title:** MINISTRY INTERN

**Department:** AS ASSIGNED

**Reports To:** SUPERVISING STAFF MINISTER

**Work Schedule:** Schedule to be agreed upon between Intern and Supervisor

(Note: Schedule often increases in the summer months.)

**Position Summary:** To learn practical skills while assisting Supervisor  
to provide service, leadership and ministry to the assigned area

---

### **Responsibilities:**

- Team with Minister and department in carrying out the mission of the church
- Assist Minister in carrying out the duties assigned to them, such as:
  - Contacting ministry prospects and first-time visitors
  - Meeting with and updating ministry leadership
  - Creating and organizing resources (ex: Ministry Communications, Bible Studies, Social Media Posts, etc...)
  - Providing encouragement and counsel to members and prospects
  - Create, design and manage projects relating to ministry
  - Able to fill in and lead a small group
- Participate in various staff and intern meetings as required
- Serve during Worship Services and Life Group hours
- Serve at camps, on mission trips, Vacation Bible School or other church programs as requested
- Assist in cooperative efforts with other ministries of the church when available
- Other duties as assigned

# COTTONWOOD CREEK CHURCH

## INTERNSHIP APPLICATION/PROFILE

(Please Print Legibly)

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

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

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

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

Mobile Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Birthdate: \_\_\_\_\_

Marital Status: \_\_\_\_\_

Spouse's Name: \_\_\_\_\_

Children Names and Ages: \_\_\_\_\_

Seminary Student: Y / N

Degree Program at Seminary: \_\_\_\_\_

Name of Institution: \_\_\_\_\_

Anticipated Date of Graduation: \_\_\_\_\_

Previous Diplomas/Degrees: \_\_\_\_\_

Do you have a Ministry License? Y / N

If so, what church licensed you: \_\_\_\_\_

Do you have an Ordination Certificate? Y / N

If so, what church ordained you: \_\_\_\_\_

Which ministry are you applying to work in? (Circle One)

Children's

Sports

Youth

Adult

Missions

Other: \_\_\_\_\_

Which internship are you interested in? Year-Round Internship or Summer Internship  
(circle one)

## BACKGROUND INFORMATION

1. Attach a brief personal testimony and resume. (Please type if possible.)

### Attached Personal Testimony and Resume to include:

1. Salvation Experience
2. Call to Ministry (if applicable)
3. Spiritual Gifts (if known)
4. Church Work Experience (volunteer or paid)
5. Other Relevant Information

2. Why do you desire to enter this program?

---

---

---

3. List name, address, e-mail address and phone number of three references; or include on resume.

---

---

---

4. If you are applying to be a Resident Intern, you will need to provide 2 additional references from Cottonwood Creek Ministry Staff.

---

---

## **Year-Round Intern Pay Scale**

Internship Levels - Determined by hourly requirements

Level 5	31 - 40 hrs per week
Level 4	25 - 30 hrs per week
Level 3	16 - 24 hrs per week
Level 2	10 - 15 hrs per week
Level 1	1 - 9 hrs per week

The current hourly rate for both Year-Round and Summer Internships is \$12/hour.

\* Year-Round Internships are a maximum of 12 months in duration. However, both Interns and Resident Interns may apply for a new internship at the end of the 12 months.

## **Summer Internship**

Summer Internships can be any level between Level 1 and Level 5, but typically only work between May and August in a given year.

## **Resident Intern Criteria**

Resident Intern positions are reserved for special situations that require additional investment as we equip future ministers and missionaries for ministry.

Some of these qualifications include:

- Advanced work experience
- Theological education
- Pursuing a full-time call to vocational ministry
- Current Ministry License or Ordination

Please see your Ministry Supervisor for additional information about this program.