

# 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!

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## 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.