



Internship Overview

Harpeth Baptist Church
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HARPETH BAPTIST CHURCH

INTERNSHIP SUMMARY

Objective

The objective of the internship program at Harpeth Baptist Church is simple: provide ministry experience for those interested while overcoming staffing obstacles faced by the rural church.

Goals

Through the internship program we hope to:

- Provide a productive environment for potential ministry staff to learn and gather first hand experience.
- Prepare potential ministry staff for future ministry in other areas.
- Produce thoughtful programs, ideas, and objectives for ministry.

Guidelines

If accepted into the Internship Program, the intern will have the opportunity to participate in training and observation at the internship organization in accordance with this Agreement. The intern understands and agrees to abide by all requirements, provisions, terms and conditions of this Agreement in consideration of the opportunity to participate in an internship program at this organization.

Prospects

Those with a heart to serve the church in a day to day fashion would be a great fit for this program. Prospects should expect to work hard during unique timeframes and be readily available for many different aspects of ministry. Ministry focus will be applied based on the prospect (pastoral, youth, music, etc.).

Timeline

The internship program at Harpeth Baptist Church is divided into 3 semesters, each presenting a unique approach to rural ministry. Ministry prospects are encouraged to participate in one or all periods during the calendar year as their schedule permits. While the exact start dates are flexible to accommodate the intern, here are the expected timelines.

- Winter: January - May (mid January through early May)
- Summer: May - August (late May through early August)
- Fall: August - December (late August through mid December)

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SCHEDULE

Proposed 2016 Schedule

The dates listed below are only proposed. These can be adjusted to better fit the intern.

Semester	Start Date	End Date	
Winter	January 17	May 8	16 weeks
Summer	May 29	August 14	12 weeks
Fall	August 21	December 11	16 weeks

Applications per semester are due by the END DATE of the previous semester

Weekly Schedule

Weekly scheduling will be somewhat flexible based upon the individual intern and their availability. However, some time requirements must be met:

- Sunday Services
 - Sunday Service times: 8:30 AM, 10:00 AM, 11:00 AM, & 6:00 PM.
 - Interns are needed for specific tasks from 8:00 AM - 12:30 PM & 5:00 PM - 7:30 PM.
- Mid-Week Service
 - Service is Wednesday at 7:00 PM.
 - Interns will be needed from 6:00 PM until 8:30 PM.
- Weekly Staff Meeting
 - This will be set based upon availability.
 - Most likely will last 1 hour per week. (i.e. Monday at 8:00 AM)
- At least 10 hours per week
 - Most hours will come from church services.
 - Sunday - approx. 7 hours
 - Wednesday - approx. 2.5 hours
 - Staff Meeting - approx. 1 hour
 - Additional hours will also fill out the weekly schedule.
 - Additional hours will be needed based off ministry focus.
 - 10 hours is the minimum, many hours are available.

HARPETH BAPTIST CHURCH

FOCUS

Areas of Focus

Each intern will need to select an area of focus.

1. Church Administration
2. Pastoral Ministry
3. Youth Ministry
4. Worship & Music Ministry

DOCTRINE & CONDUCT

Doctrine

The doctrinal statement of Harpeth Baptist Church will be provided. Each intern must read and agree with the doctrinal stance of this assembly.

Conduct

The constitution of Harpeth Baptist Church will be provided. Each intern must read and agree to be bound by these items while a part of this ministry. In addition, conduct for dress, activities, professionalism and the rest should fall within these guidelines.

HBC Interns have a responsibility to live a chaste, honorable and virtuous life, which encompasses many principles, including honesty, integrity, respect and self-control.

HBC prohibits the possession, use, manufacture or distribution of alcoholic beverages, tobacco and illegal drugs or controlled substances by its interns.

HBC is committed to providing interns with an environment free of harassment in any form. Any act of harassment (i.e., physical, psychological, verbal, racial, or sexual) that threatens a person or persons is considered a serious offense and will not be tolerated.

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DRESS

As a Christian organization, modest dress is important to our community. While we recognize opinions vary considerably about appropriate dress, we have established some simple guidelines, which we ask interns to respect while here. Cleanliness, neatness, appropriateness and modesty are the general guiding factors with regard to dress.

Men's Dress

Hairstyles and fashion should avoid extremes. Facial jewelry is prohibited.

- Business Dress should be worn in and around scheduled services. Collared shirts, sweaters, sweatshirts (without inappropriate logos), pants (includes neat jeans, properly worn, without holes, patches, or tears). (Thank you for not wearing hats or hoods in service.)
- Casual Dress is acceptable while working outside of service times. Shirts, neat pants, jeans, loose-fitting modest shorts, sandals or flip-flops may be worn for casual dress.

NOTE: Individual areas of focus may implement a more rigorous/relaxed standard of dress for interns in their area.

Women's Dress

When dresses and skirts are worn they should be no shorter than the top of the knee. Skirt slits should be modest; open slits should be no higher than the top of the knee, closed slits should be no higher than two inches from the top of the knee. Shoulder straps should be two inches wide. Anything tight, scant, backless, see-through, low in the neckline or revealing the midriff (in any position) is considered inappropriate and should not be worn. Slips should be worn under thin material. Earrings and plugs may be worn in ears. No other facial piercings or plugs are allowed, including tongue.

- Business Dress should be worn in and around scheduled services. Sweaters, loose-fitting tops, sweatshirts (without inappropriate logos), skirts, dresses, pants.
- Casual Dress is acceptable while working outside of service times. Shirts, neat pants, jeans, loose-fitting, modest shorts, sandals or flip-flops may be worn for casual dress.

NOTE: Individual areas of focus may implement a more rigorous/relaxed standard of dress for interns in their area.