

Prestonwood Intern Ministry



INTERN MANUAL



Revised April, 2008

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 a positive difference
in this generation.

Welcome to the Prestonwood Intern Ministry. 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 the intern staff. 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

PRESTONWOOD INTERN MINISTRY MANUAL

TABLE OF CONTENTS

PURPOSE STATEMENT AND INTERN MINISTRY PLAN

QUALIFICATIONS AND SELECTION PROCESS

OBJECTIVES AND EXPECTATIONS

GUARDING YOUR INFLUENCE

SUPERVISION OF THE INTERN

SCHEDULE, PLACEMENT AND MATRICULATION POLICY

TIME-AWAY POLICY

QUESTIONNAIRE AND COVENANT

MINISTRY RESOURCES

HUMAN RESOURCES DOCUMENTS

PURPOSE STATEMENT

The Prestonwood Intern 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 pastors, staff and members of Prestonwood Baptist Church.

INTERN 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 Prestonwood Intern 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 those preparing for church ministry by challenging them to engage in valuable ministry training through the Prestonwood Intern Ministry.

Interns function in a unique ministry role at Prestonwood. As you serve, this church will train, teach, and transfer the ministry philosophy of Prestonwood to you so that you may skillfully and more readily fulfill your calling. This local body of Christ desires to continue the legacy of the ministry of Prestonwood through the interns who are trained and equipped for the ministry.

QUALIFICATION FOR PRESTONWOOD INTERN MINISTRY

- Committed follower of Christ
- Student in good academic standing at a local conservative seminary
- Assurance of God's call to church ministry
- Agreement to the Intern Covenant
- Membership at Prestonwood

PROCESS FOR HIRING INTERN CANDIDATES

1. The applicant will submit an intern application to the Staff Intern Liaison for review.
2. After the completed application is received, a background check and reference checks will be done immediately.
3. An interview(s) will be scheduled with the Staff Intern Liaison, appropriate Supervising Staff Minister and/or Senior Staff Member.
4. An introduction to our Executive Staff members will follow as needed.
5. A personnel profile must be completed by the Staff Intern Liaison and Senior Staff Minister and submitted to Business Administration for approval.

Note: Interns cannot be hired until all steps are completed and Business Administration has approved the hiring of the candidate.

OBJECTIVES OF THE INTERN MINISTRY

- Provide practical ministry training that enhances theological education
- Invest in men and women who will be future leaders of the church
- Foster a desire and vision to build and serve growing and evangelistic churches and awaken the personal capabilities needed for this task
- Provide practical insight to the ministries of the church
- Assist interns to understand 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 Prestonwood
- Export well-equipped and theologically trained men and women into churches and ministries that will influence our culture to the cause of Christ

EXPECTATIONS

- Be in good academic standing while pursuing advanced seminary degree
- Uphold guidelines in the Prestonwood Intern Manual
- Abide by the church dress code

Weekday – Business Casual or Business Formal

Saturday Service – Business Casual

Sunday Service – Business Formal

- 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

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 your commitment to work 25 hours per week as scheduled. This does not include weekend worship service or Bible Fellowship involvement.
- Keep your staff supervisor informed of your whereabouts when you are away from the office.
- 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 Prestonwood Intern 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 principles outlined in the Prestonwood Intern Ministry Covenant.
- Work-related meetings with someone of the opposite sex should be brief and should take place in a public setting (such as the Commons).
- Do not go to work-related lunches alone with someone of the opposite sex.
- Relationships with the opposite sex should always exemplify the highest level of conduct. Physical contact with someone of the opposite sex should honor that person and be glorifying to God.

SUPERVISION

- Each intern 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 staff member 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 schedules, vacations, and outside speaking engagements with the Staff Intern Liaison.
- 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 the Pastor.

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 the Staff Intern Liaison in order to resolve the issue.

PRESTONWOOD INTERN MINISTRY STAFF

Pastor	Dr. Jack Graham
Staff Intern Liaison	Jarrett Stephens, Associate Pastor
Supervising Staff Minister	As assigned

SCHEDULE

- Each intern is responsible for coordinating the 25 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.
- Interns are expected to work on a full-time basis during the three months of the summer. Seminary classes during the summer (this includes winter and spring **I-terms**) must be approved by the Supervising Staff Minister and the Staff Intern Liaison.
- Because of the demands of seminary and of the Prestonwood Intern Ministry, 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 beginning new ministries. This assistance may take a variety of forms depending upon the individual's needs and circumstances.

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

MATRICULATION FEE POLICY

Each semester, interns enrolled in seminary will receive \$450.00 to help offset seminary costs. The check is made out to the intern and should be used for 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 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:

<u>Length of Employment</u>	<u>Annual Accrual</u>
0 – 7 years	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 accrued and will not be paid out if unused. Accrued paid vacation will be paid at termination of employment, but may not be used in lieu 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 using the Intern Time Away Form, by the Supervising Staff Minister and the Staff Intern Liaison. The intern and Supervising Staff Minister must insure that such extra participation does not unfavorably impact the performance of regular duties at Prestonwood.

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.

Interns, on a case-by-case basis with Senior Staff approval, may be allowed to take **I-term courses**. All requests for **I-terms** must be made in writing to the Supervising Staff Minister and the Staff Intern Liaison for approval prior to class registration. While taking an **I-term**, interns are still responsible to make sure their work is done in preparation for the weekend services at Prestonwood.

Prestonwood Intern Ministry



MINISTRY RESOURCES



A BRIEF HISTORY OF PRESTONWOOD BAPTIST CHURCH

Prestonwood Baptist Church began on February 6, 1977 as a mission of Northway Baptist Church, which saw the tremendous need for a vibrant church in North Dallas. The church was planted under the pastorate of Dr. Bill Weber.

Services were held at the Fretz Park Recreation Center for the first two years. On February 24, 1979, Prestonwood moved to its first 700-seat building at the corner of Hillcrest and Arapaho. After experiencing tremendous growth, a 4,000-seat Worship Center was completed in February 1983. The church continued to grow rapidly through the 1980's nearing 11,000 members.

In 1989, Dr. Jack Graham was called as pastor. As God continued to bring people to Prestonwood, it soon became apparent that the existing space would not be sufficient for the growing membership.

In the summer of 1994, with membership topping 14,000, Pastor Graham asked the congregation to join him in seeking God's direction for the future of the church. In August of that year, the church approved the purchase of a beautiful 140-acre site in north Plano, at the intersection of West Park Boulevard and Midway Road.

On Sunday, March 23, 1997, more than 6,000 gathered to celebrate the groundbreaking for Phase One of the Master Plan.

Two years later, on Sunday, May 2, 1999, Prestonwood celebrated its inaugural service in a new 7,000-seat Worship Center. With more than 17,000 attending, it was clear God was still moving and growing the church. In an effort to reach more people with the Gospel of Jesus Christ, Saturday night worship and Bible studies were added. On Sundays, an additional morning service was added.

With membership approaching 22,000, space in the new facilities became limited once again. Pastor Graham led the church in a season of prayer and fasting. *Living Faith*, a call to spiritual awakening, was born. On Nov. 10-11, 2001, more than \$36 million was committed to *Living Faith*. On Jan. 12-13, 2002, Prestonwood celebrated the groundbreaking of Phase II. The grand opening celebration for Phase II, now known as the West Wing, was held on August 16-17, 2003. This addition includes a full-service café, student ministry facilities, a 600-seat chapel and much more.

The third phase of growth is underway as our 26,552 members faithfully engage in *Beyond All Limits*, which will broaden the reach of Prestonwood through television and media, a new children's facility, a dynamic ministry training center, and the opening of the North Campus.

The ability to impact our community for Christ continues to expand as God tremendously blesses our congregation and facilities.

TELEPHONE ETIQUETTE

In order to maintain effectiveness and sensitivity with incoming calls, the following guidelines must be followed:

1. It is vital that you answer your telephone when it rings.
2. You must ensure that your voicemail system is set up correctly ... which includes recording your name and your primary voicemail greeting. If you do not set up your voicemail box correctly – your name and extension will not register in the automated phone directory. Should you have questions about your voicemail, please contact the IT helpdesk at helpdesk@prestonwood.org.
3. Your voicemail script should include the following:
 - Your name
 - Your department
 - A brief message telling the caller that they may leave a message and that you will return the call
 - A brief message telling the caller that they may contact a live person (A sample is provided.)

“If you would like immediate assistance, you may press “0” for the operator.”

4. When answering an outside call, you should always greet and identify yourself by name. For example, “*Good Morning, this is John. How may I help you?*”
5. If you are unable to return a call the same day or the next day, your departmental secretary must place a courtesy call explaining your schedule, offer other help, and/or gather any information that might assist you when you are able to return the call.
6. **Extended Absence** – If you expect to be away from your office for an extended period of time, please change your primary voicemail greeting to indicate how long you will be gone and with directives of how to reach someone else. You, or a designated person, should check your voicemail at least once-a-day when you are away from your office for an extended period of time.
7. **Ongoing** – You should check voicemail at least once an hour and review voicemail throughout the weekend for last minute announcements, messages, schedule changes, etc.
 - While voicemail is an enhancement in our ability to receive telephone calls, it should never be used in lieu of personal contact.
 - Be aware that it is very discouraging for outside callers to believe that their call is not important enough to be returned in a timely, professional manner.

HOSPITAL VISITATION GUIDELINES AND PROCEDURES

A hospital visit is an important aspect of your ministry responsibilities as you are representing our Pastor and the church, and providing much needed words of counsel, prayer, and encouragement.

When making a hospital visit:

- Call the hospital to verify that the individual is still admitted and to obtain the room number.
- Upon your arrival, gently knock on the door and introduce yourself to let the patient know you are there.
- Always be sensitive to the patient's condition – your visit should not be long.
- If the patient is asleep or unavailable, simply leave a short note.

When making a visit to someone scheduled for surgery:

- Contact the patient or family member at least one day prior to the scheduled surgery and ask if you may go to the hospital to pray for them before the surgery.
- Plan to arrive at the hospital at least one hour prior to the scheduled surgery.
- Be very sensitive to time – make your visit brief.

When making a visit in the Intensive Care Unit (ICU):

- Go to the nurses' station and introduce yourself as a staff member from Prestonwood, and ask their permission to visit this respective patient.

While there, look for family and friends of the patient who might be in the nearby waiting room and offer to pray with them.

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

PROFILE OF A MINISTER OF THE LORD JESUS CHRIST

by
Daniel L. Akin, President,
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A call to serve the Lord Jesus is the greatest calling of all. To be an effective servant of our Savior, several essential characteristics must be cultivated.

A servant of our Lord must be:

1. Spiritually Alive and Growing

He should give evidence of being genuinely converted, of being born again (John 1:12; 3:3-8). This is foundational. One who would lead others to know, love and obey the Lord Jesus must first of all be a spiritual man. He must experience a daily and intimate walk with Jesus Christ. He must understand the ministry of the Holy Spirit, live the Spirit-filled life (Eph. 5:18), and bear the fruit of the Spirit (Gal. 5:22-23). His life should be characterized by the practice of spiritual disciplines such as reading God's Word, prayer, Scripture memory, fasting and personal worship (Heb. 5:12-14). His greatest ambition should be to love God with all his heart, soul and mind (Matt. 22:37). His lifestyle should be one of personal holiness (1 Pet. 1:15-16). Above all else, he should be a man of God (Psalm 1).

2. Biblically Knowledgeable

Since the Bible is the supreme standard for faith and conduct (2 Tim. 3:16-17), he should have a thorough grasp of both the Old and New Testament. He should be familiar with the people, places and themes of biblical history. He should know the Bible in such a way as to be readily able to apply it to everyday issues of life (see Psalm 119).

3. Theologically Grounded

He should have a thorough grasp of theology – biblical, systematic, historical and practical (2 Tim. 2:15). He should know what he believes, why he believes it, and he should be able to articulate his theological beliefs to the church and world (1 Pet. 3:15). The theological depth and maturity of the church will be no greater than that of its leaders.

4. Didactically Prepared

Since preaching and teaching are the primary means by which he will influence others for God, the servant of Christ must be able to interpret, explain, illustrate and apply the Word of God to his generation (2 Tim. 4:1-6). Therefore, he must not only know how to prepare messages which are biblical and Christ-centered but ones which are also clear and understandable. He should be able to proclaim God's Word with passion, clarity and authority. He should know the value of time alone with God in preparation and be disciplined to incorporate that into his life.

5. Historically Informed

A servant to the Church should be knowledgeable about the major persons, events, movements and councils of church history. This should include a thorough awareness of Baptist history in particular. He should be especially knowledgeable about the return to evangelical foundations in the Southern Baptist Convention and why it needed to happen.

6. Evangelistically Active

He should be a personal witness and soul-winner. He should be actively seeking to reach those who are spiritually lost with the gospel of God's grace (Dan. 12:3; Luke 19:10). He should have a list of persons whom he is personally seeking to bring to trust in Christ as Lord and Savior.

7. Mission Minded

Since God loves all the peoples of the world, a servant of Christ should have a growing heart for the evangelization of the world (Matt. 28:16-20). He should be one who prays for missions, supports missions financially and is willing to go as a missionary as God leads. He should experience at least one home mission project and one international mission project early in his ministry.

8. Competent to Lead

Since everything rises and falls on leadership, the minister of the Gospel should be able to help lead a church to fulfill its God-given purpose. He should be able to cast the vision for the church and then motivate and mobilize the church to move forward in fulfilling the vision (Prov. 29:18).

9. People Oriented

He should be able to relate to all kinds of people. He should have a genuine love for all people (Acts 10:34; Gal. 3:28; 1 Cor. 10:33-11:1) and a deep desire to see them grow in the grace of God. He should be a person who continually seeks to develop and grow in his people skills (Eph. 4:15).

10. Administratively Competent

Since effectiveness in ministry is greatly enhanced by involving others in ministry, he should learn to work with a staff of other equipping ministers and support staff. He should be able to supervise, delegate, and evaluate a staff team of ministry leaders as well as lay people (Rom. 12:3-8).

11. Competent to Equip Others for Ministry

Since every Christian has been given spiritual gifts for ministry, the minister should be able to equip others to discover, develop and deploy his spiritual gifts in ministry (Eph. 4:11-16).

12. Lifelong Student

He should develop study habits which result in his being a student for life. He should have in his personal library no less than 600 books to start!

13. Denominationally Knowledgeable

He should have a thorough understanding of Southern Baptist denominational life and polity. He should be knowledgeable about the work of the Southern Baptist Convention and its various boards and agencies. He should understand the work at the state conventions and associations and how all of these relate to one another in carrying out kingdom enterprises.

14. Culturally Aware

God's servant should be aware of the broader evangelical and theological world and should be willing to relate to other evangelicals in seeking to be salt and light to a culture in decay (Matt. 5: 13-16).