

Generate Internship Application & Expectations

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Leaders in a New Generation

Generate is committed to the love of Christ and Passionate World Change in His name. Each year people come from all over to be part of the movement God is stirring. They come to discover God's purpose, to experience the adventure of a lifetime, to grow, to become a part of one of the fastest growing churches in Southern California, and ultimately to experience the reality of Jesus Christ. Generate Interns is a ministry of Crossroads Christian Church that trains and sends young Christian leaders into every arena of society. Generate Interns are committed to the local church, and to providing practical, cutting edge biblical instruction and opportunities that can be used to affect your generation for Jesus Christ!

As a Generate intern, you will sit under the leadership of dynamic individuals with more than thirty collective years of ministry experience. One of the strengths of Generate/Crossroads is to instill confidence in those willing to lead this generation. Generate/Crossroads internship standards are high, our vision is clear, and the pace is fast. Maybe you've already discovered that leadership takes commitment. Now you're ready to begin training. A Generate/Crossroads internship offers a season for you to gain vision and allow the Lord to develop you as a world-class leader in a 21st century church. Many young people jump into college and careers before they fully know God's plan for their lives. We encourage you to ask God if a Generate/Crossroads internship is the right place for you. Find out more about Generate/Crossroads first hand by attending our Generate service, or visit www.generatelife.com/online to participate in one of our online worship experiences.

We are praying for you and we believe that together we can change the world. If you choose to move forward with this internship be prepared to learn service and humility first and eventually learn to enhance and cultivate the gifts God designed for you millennia ago***. Praying this is your moment to step out and become a Passionate World Changer.

*** This packet is designed to help you catch the vision of this program and to answer some of the frequently asked questions of being a team leader, volunteer staff member, or intern at Generate. Please take some time to familiarize yourself with our philosophy, vision, and expectations for the upcoming year.

If you have additional questions, please call our offices at 951-737-4664 or email us at hollyp@crossroadschurch.com. This internship is designed to compliment the internship program of most area colleges, both secular and theological. Crossroads is an official mentorship practicum experience for Hope International University. Information is also available on our website at www.generatelife.com/involvement.

The Application Process

Our application process takes between four and six weeks for applicants to complete. Our program is one year long, so we make sure we thoroughly get to know each candidate's heart.

Step 1) Exposure:

1. Website: we have all of our available information about the program for anyone to read on our website. www.generatelife.com/involvement.

Step 2) Requesting an Application:

Anyone interested may obtain an application in 1 of 2 ways:

1. Come to the Crossroads Christian Church offices and request a Generate Interns application in person.
2. Download the Generate Interns application available on the Generate website at www.generatelife.com/involvement.

Once you have completed the application, please bring your Generate Interns application in person to the offices at Crossroads Christian Church at 2331 Kellogg Ave. Corona, CA 92881.

Step 3) Confirming:

After each step has been completed there is a confirmation sent to the applicant, so they are actively kept aware throughout the process.

Step 4) Checking References:

We've decided that emailing reference questions has proven to be the most thorough AND efficient. Included in this packet are the reference questions in the format that we use.

Step 5) Reviewing the Application:

Our staff reviews the application and biography and makes notes and flags concerns for the Intern Pastor.

Step 6) Interview #1: Intern Pastor

The Intern Pastor interviews the applicant over the phone and asks two types of questions:

1. Personality type questions to get a feel for how the applicant would fit with the rest of the team.
2. Logistical questions concerning if the internship is feasible for the applicant, if his/her family is supportive of the idea, and if there are any concerns the applicant has regarding logistics.

Step 7) Interview #2: Teaching Pastor

If the Intern Pastor decides the applicant is fit for the internship, the Teaching Pastor interviews the applicant. Knowing his teams, the Teaching Pastor is able to decide if the applicant is compatible with the Generate team.

Step 8) Confirmation:

Upon acceptance, a letter will be mailed to officially extend the offer of internship to the applicant. The applicant will also receive a welcome packet including information about how to write and send out support letters, the application process checklist, as well as other helpful information.

Application Process Check Off List

- Application Received _____ Initial
- Confirmation Email Sent _____ Initial
- First Reference Emailed _____ Initial
- First Reference Checked _____ Initial
- Second Reference Emailed _____ Initial
- Second Reference Checked _____ Initial
- Application Reviewed _____ Initial
- Confirmation Email Sent _____ Initial
- Interviews set _____ Initial
- Interview with Intern Pastor Finished _____ Initial
- Interview with Teaching Pastor Finished _____ Initial
- Internship Offer Sent _____ Initial
- Interns in Ministry Explained _____ Initial

Internship Expectations

I Timothy 4:12 *"Let no one look down on your youthfulness, but rather in speech, conduct, love, faith and purity, show yourself an example of those who believe."*

As a Generate Intern you are to be an example in your speech, your lifestyle, your love for God and others, your attitude of faith, and in your moral purity.

High Standards for Staff Purity and Behavior:

The *High Standards for Staff Purity and Behavior* outlines character choices and disciplines consistent with the lifestyle of a Generate Intern at Crossroads Christian Church. The framework for these expectations is explained in further detail in the *High Standards for Staff Purity and Behavior* form on page 11 of this packet and include: Intimacy, Character, Authority, Study, Stewardship, Health, Faithfulness, Purity, Fellowship, Leadership, Focus, and Excellence.

Relationships:

This season, as a Generate Intern, is dedicated for the development of intimacy with God and His Word. We ask our interns to set this time aside to focus on your training. Keeping this focus will maintain the integrity of this program and provide you with the full benefit of what this program was designed to produce. Be very disciplined in what relationships you choose as they represent you, the church, and also Christ.

Employment:

We realize that as a Generate Intern you may desire to pursue some type of part-time employment in order to meet your expenses. Because of your commitment to being an intern, we require that you limit your part-time work to 25 hours or less per week to fulfill the hours expected with the church.

Ministry Trips:

One of the vital parts of your training as a Generate Intern will come through participation in one of our ministry trips. These trips vary in location and duration each year. There are both national and international opportunities provided as the Lord directs. Depending upon the specifics for each trip, there may be additional expenses that you will be responsible for in order to participate. Detailed ministry trip information will be sent to you upon acceptance into the program and we help with guidelines of how to raise money for these trips.

Graduation Requirements

Certificates of Completion will be awarded to Interns who have successfully completed the course set before them in the following areas:

Ministry Standards:

You must receive above average ratings in your ministry tracks and rotations based on promptness, attendance, performance of tasks, attitude and the completion of a ministry track journal or the guidelines set by participating college (ex. Hope International University, CBU, etc)

Missions Standards:

Every intern will participate in a Crossroads Christian Church mission trip during the course of the intern year.

Mentoring Standards:

You must maintain consistent attendance and leadership in a Generate community group.

Intern Rotation Schedule

We believe that it is highly crucial that during this time of training for ministry that you are exposed to as many areas of ministry as possible. One way that you will be exposed to different areas of ministry is through our intern rotation schedule. You will gain exposure and experience in the areas of Children's Ministry, Pastoral Care, disAbilities, and Facilities Maintenance. You will spend a month at a time, as scheduled, in each respective ministry aiding in areas including set-up, planning, volunteer training, and tasks specialized to each ministry. In addition, there will be some Crossroads Christian Church events in which all interns will serve together. These events may include holidays, day camps, Vacation Bible School, fundraisers, etc.

You will report to your ministry staff member at the start of each office session Mondays and Wednesdays. While on each rotation there will be specific times and dates that your participation will be required. Upon acceptance to the Generate Interns program, you will be added into the rotation and receive a calendar with all dates and times your service is required for rotating services, as well as special events. Each ministry event listed is color coded as follows:

- Children's Ministry
- disAbilities
- Pastoral Care
- Facilities Maintenance
- All Interns

Please refer to your Intern Rotation Calendar and ask the Intern Pastor if you have any questions. Please remember, you will still be expected to fulfill your responsibilities for Generate Junior High, Generate High, and/or Generate as decided by the Intern Pastor while on each rotation.

Disciplinary Process

To maintain the standards and integrity of the intern program, if any of the guidelines, pledges or standards are violated, the Generate Intern Pastor will take corrective action as determined in such person's discretion. While some violations may require immediate dismissal or other corrective actions, generally the intern will be given a warning and placed on a fifteen-day probationary period.

If the Generate Intern Pastor determines there is no measurable change in the intern or that the required steps have not taken by the intern during the probation, the intern will be dismissed. Dismissal may be immediate, at the end of the current semester, or at another time determined by the Generate Intern Pastor.

Immediate disqualification always exists for immoral conduct or disrespectful behavior towards God, the church, leadership, or other.

Generate Intern Application

PERSONAL INFORMATION:

Legal Name in full (Last) _____ (First) _____ (Middle) _____
Address _____
City _____ State/Province _____ Zip-code _____
Country _____ E-mail _____
Phone _____ Cell Phone _____
Age _____ Birth date _____ Place (City, State) _____
Social Security # _____ (Required for background check)
Marital Status: Single Engaged Married Widowed Divorced Separated
Spouse's Name (if applicable) _____ Date of Marriage _____
Number and ages of children (if applicable) _____
Citizenship _____ Present Occupation _____
Do you have a passport?: No Yes Expiration Date _____
(If you do not have a passport you must obtain one prior to September 5, 2010. See
<http://travel.state.gov/passport> for more information.)

HEALTH:

Describe your general health: _____
Please describe any physical limitations, disabilities, or health issues that you may have: _____

Do you have any chronic illnesses? _____
Are you presently taking medication prescribed by a doctor? _____
If so, please explain: _____

FAMILY INFORMATION:

Father/or Guardian	Mother/or Guardian
Name _____	_____
Address _____	_____
Phone _____	_____
Occupation _____	_____

CHURCH INFORMATION:

Home Church _____
Church Mailing Address _____
Pastor's Name _____ Phone _____
Community Group Leader (if attending Crossroads Christian Church) _____
How long have you been attending this church? _____
Date you accepted Christ as Savior _____
Have you been baptized in water by full immersion? _____ Date _____ Where? _____

ACADEMIC BACKGROUND:

Name of High School attended _____ Graduation Date (Mo/Yr) _____

City, State, Country _____

GPA _____ SAT/ACT scores, if applicable _____ or GED _____

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

Name _____ Location _____

Dates _____ Diploma/Degree _____ GPA _____

Name _____ Location _____

Dates _____ Diploma/Degree _____ GPA _____

EMPLOYMENT HISTORY:(List most recent first)

Company _____ Manager _____

Position Held _____ Phone Number _____

Reason for Leaving _____ Dates of Employment _____

Company _____ Manager _____

Position Held _____ Phone Number _____

Reason for Leaving _____ Dates of Employment _____

REFERENCES:

List names, addresses & telephone numbers of two persons (unrelated adult Christians aside from your Pastor)

Name and Relation _____ Phone _____

E-mail _____

Address _____

Name and Relation _____ Phone _____

E-mail _____

Address _____

FINANCES:

Explain your anticipated source of income while in the Generate Intern Program: _____

What are your current financial obligations (i.e. student loan, credit card, car loan/insurance, cell phone) Explain. _____

PERSONAL EVALUATION:

Please give an honest estimation of yourself in the following areas. Rate 1-10 (10 being highest)

- | | | |
|------------------------------|--------------------------------|-------------------------------|
| _____ Personal Discipline | _____ Initiative | _____ Spiritual Maturity |
| _____ Making New Friends | _____ Consistency/Faithfulness | _____ Finishing Projects |
| _____ Leadership Abilities | _____ Listening | _____ Submission to Authority |
| _____ Lifestyle Example | _____ Positive Speech | _____ Self-Confidence |
| _____ Response to Correction | _____ Obedience | _____ Maintaining Friendships |
| _____ Financial Discipline | _____ Punctuality | _____ Excellence in Homework |

What tends to upset you the most?

How much time do you spend watching TV? _____

Internet / Video games / Movies? _____

How do you generally spend free time? _____

Describe your family and relationship with them: _____

PERSONAL SKILLS:

Indicate your personal skills and experience (if any) in the following areas including a brief explanation.

Music / Worship _____

Children's Ministry _____

Missions _____

Media/Video/Audio _____

Computer _____

Administration _____

Social Services _____

Other Languages Spoken _____

Other _____

Define your idea of ministry. _____

What qualities do you perceive to be necessary for a spiritual leader? _____

How did you hear about Generate Interns? _____

PERSONAL HISTORY:

Please give a truthful answer to the following questions. If you answer yes to any of the following, please include an explanation on a separate piece of paper. An affirmative answer does not necessarily prevent acceptance into the Generate Intern program. Misleading information or deliberate dishonesty is grounds for immediate denial of application or dismissal from the internship process.

- Have you ever been involved with: Drugs/Illegal Substances Alcohol Tobacco Occult / any cult
Have you ever struggled with: Homosexuality Pornography An eating disorder Severe Depression
Have you been sexually active within the past 12 months? Yes No
Are you currently involved in a dating relationship? Yes No
Have you ever intentionally inflicted harm upon yourself? Yes No
Have you ever been arrested or been charged with or convicted of a crime? Yes No
Have you participated in any activity that may affect or bring into question whether or not you would be fit for working with or supervising children? Yes No
Are you involved in any secret society or private or public activity that is inconsistent with accepted Biblical standards of conduct? Yes No
Have you ever been asked to leave a church for any reason? Yes No

APPLICATION ESSAYS:

Please answer the following questions to the best of your ability. Submit questions on a separate piece of paper. Each answer should be a minimum of two paragraphs and a maximum of one page typed (12pt, double spaced).

1. Give a brief account of your personal history. Include what you perceive to be the most influential aspects of your story (i.e. family dynamics, living situations, events that helped shape your life).
2. Explain your Christian testimony. Include your journey of spiritual maturity, your current life of faith, your personal quiet times, involvement in accountability relationships and in church.
3. Who, besides Christ, has influenced your life the most? Please explain.
4. Describe your three personal character strengths and three personal areas of needed growth.
5. Why do you believe that God is calling you to be a Generate Intern this year? How did you come to this conclusion? How do you believe that Generate Interns will help you achieve your personal and ministry goals?

HIGH STANDARDS FOR STAFF PURITY AND BEHAVIOR:

As a Generate Intern you must commit to comply with all aspects of the High Standards for Staff Purity and Behavior in order to remain eligible for the Generate Intern program.

General Awareness of Influence – The Power of Persuasion (James 3:13-18)

1. The title Pastor or Teacher carries an incredible amount of persuasive influence.
2. As staff (pastors, teachers, assistants), you live in a very large goldfish bowl!
3. People hear what you do, louder than what you say!
4. "If a pastor, teacher or staff person does it, it must be okay!"

Purity... where is the line?

For a single staff member... Each individual must decide where their "line" or point of moral no return exists. It is a matter between them and the Lord but that line should never include numbers 2-4 of this list.

For a married staff member... The items on this list are designed for marriage. If any of these happen outside marriage involving a married staff person, discipline will occur.

1. Kissing ... Passionate Kissing.
2. Touching or fondling body parts.
3. Touching or fondling genitalia.
4. Intercourse.

Other areas that can lead to purity issues:

1. Course jesting and criticism (including off-color humor and sarcasm). (*Eph. 5:4*)
2. Abuse of alcohol. (*Eph. 5:18*)
3. Foul, suggestive, or abusive language. (*James 4:11*)
4. Pornography.

Behavior that helps prevent purity issues:

1. Single staff members should monitor their alone time with the opposite gender and never leave opportunities for either the accusation or appearance of any immoral behavior.
 - a. Counseling in a closed-door or non-windowed office (with the exception of therapy)
 - b. Lunches or dinners (other than dating) alone with a person from your ministry area.
 - c. Traveling to or from a conference or event together without any other staff present.
2. Married staff members should not commit to routine times alone with the opposite gender (single or married) regardless of whether they are a member of the body or a staff co-worker. They should never leave opportunities for either the accusation or appearance of any immoral behavior.
 - a. Counseling in a closed-door or non-windowed office (with the exception of therapy)
 - b. Lunches or dinners alone.
 - c. Traveling to or from a conference or event together without any other staff present.

When moral failure occurs:

If you have difficulty with an area of purity or behavior, it is always better to come forward for help than to fall and have it discovered.

1. Repentance is required.
2. Consequences are involved.
3. Discipline is biblically mandated.
4. The singular goal is restoration. (*Gal. 6:1*)
 - a. Restoration of their relationship with God.
 - b. Restoration of their relationship with family.
 - c. Restoration of their relationship with the body of Christ.
 - d. Restoration to service for the body of Christ (whether in paid or non-paid ministry).

GOD-AWARENESS

I will let God shape my character and transform me into His image.

STUDY

I will study to show myself approved and to grow in my knowledge of the Word of God.

ATTENDANCE

I will be committed to Crossroads and Generate, attending a Sunday and Wednesday service each week. I will also faithfully attend any service appropriate to my ministry area.

DUTIES

I will complete any weekly duties such as RRW's, God Stories, Attendance, or anything that my ministry may require at any time.

RECRUIT

I will recruit to maintain agreed operational levels for my area of ministry.

RETAIN

I will ensure that my teams are in tact for a minimum of 6 months, retaining each leader. I will not go out to recruit a new team until those 6 months have passed.

CALL BACKS

I will call back anybody in my ministry who no-shows without prior notice.

STEWARDSHIP

I will be responsible in the area of my finances and all my financial commitments.

FAITHFULNESS

I will be prompt and faithful in my attendance to all prayer times, class times, ministry tracks, and services.

FELLOWSHIP

I will be an encouragement to my fellow interns and build solid relationships with others.

LEADERSHIP

I will develop my leadership gifts by taking initiative, both verbally and practically.

EXCELLENCE

I will communicate a spirit of excellence in my speech, conduct, appearance, and attitude.

I, _____ am fully persuaded that it is the will of God for me to be a part of Generate ministries. I sincerely believe that I am here by the direction of the Holy Spirit and that God desires to do a unique work in my life that includes a deeper understanding of His word and works, the development of a stronger personal relationship to 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 friends. I will at all times conduct myself as a Christian, faithfully and diligently adhering all Generate policies. I have thoroughly considered the time commitments, leadership role, and personal devotion required to succeed as a part of the Generate team and am willing to apply myself to these standards.

Signature _____ Date _____

Study Guide

Example of questions that may be asked in your interview process as it pertains to theology and how you fit culturally at Crossroads and Generate.

Salvation

- How can a person be saved?
- How did you get saved?

Forgiveness of sins

- What effect does sin have on my life?
- How do I receive forgiveness from God?

The Bible

- Is the Bible true?
- Is the creation story true?
- Was Adam a real person?
- Was Jonah really swallowed by a fish?

Eternal security

- Can a person lose his salvation?
- What if he commits suicide?

Baptism

- Why is baptism important?
- What is the role of baptism?
- Why do we baptize as adults by submersion?

Lord's Supper

- Symbol vs. real body and blood?
- Why is it important?

Spiritual gifts

- Who gets spiritual gifts?
- How do you get them?
- What are yours?

Tongues / Prayer Language

- What's the Bible say about speaking in tongues?

Women in ministry

- What roles can a woman play in ministry?

Holy Spirit

- Who is the Holy Spirit

RECOMMENDATION FORM: PASTORAL REFERENCE

Name of Applicant (Last) _____(First) _____ (Middle) _____
The person named above is applying for admission to the Generate Intern Program of Crossroads Christian Church. The program is church-related and supportive of pastoral authority in student’s lives, therefore, we request your cooperation in completing this form. All information will be held in strict confidence.

SECTION 1: PASTORAL INFORMATION

Name _____
Church _____ Position _____
Address _____
City _____ State _____ Zip-code _____
Phone _____ E-mail _____

SECTION 2: PLEASE ANSWER THE FOLLOWING QUESTIONS

How long have you known the applicant? _____ Years _____ Months
In what capacity do you know the applicant? _____
How well do you know the applicant? Very Well Well Casually
Does the applicant know Christ as personal Savior and Lord? Yes No
Does the applicant demonstrate Christ in his/her lifestyle? Yes No
Please describe: _____

In your association with the applicant what has been the level of commitment you have seen exemplified?
Faithful Inconsistent Other
Describe the applicant’s leadership ability:
Prefers to follow Makes some effort to lead Good ability Exceptional ability
What are the applicant’s strong points (include special abilities)? _____

Has the applicant discussed or counseled with you concerning his/her interest in participating the Generate Intern Program? Yes No
What do you understand is the real motive for the applicant wanting to attend the Generation Intern Program?

SECTION 3: PLEASE RATE THE APPLICANT IN THE FOLLOWING AREAS:

On a scale of 0 to 4 (0=low, 4=high), rate the applicant in the following areas: (Leave blank if unknown)
0 = Deficient 1 = Below Average 2 = Average 3 = Moderate 4 = Superior

- | | | |
|------------------------------|--------------------------------|-------------------------------|
| _____ Personal Discipline | _____ Initiative | _____ Spiritual Maturity |
| _____ Making New Friends | _____ Consistency/Faithfulness | _____ Finishing Projects |
| _____ Leadership Abilities | _____ Listening | _____ Submission to Authority |
| _____ Lifestyle Example | _____ Positive Speech | _____ Self-Confidence |
| _____ Response to Correction | _____ Obedience | _____ Maintaining Friendships |
| _____ Financial Discipline | _____ Punctuality | _____ Excellence in Homework |
| _____ Emotional Stability | _____ Judgment | _____ Compassion |

Please comment: _____

SECTION 4: PASTORAL APPROVAL

Do you fully approve of the applicant participating in the Generation Intern Program? Yes No

Comments (Please describe any reservations or concerns): _____

Signature _____ Date _____

Intern Experience Check List

The following areas will be covered while interning at Generate dependent on gifting, goals, and desired ministry direction.

MINISTRY EXPERIENCES

Enroll & Complete Basic Training

- 12 weeks of "On Call" service
- Decision Counseling Training/Shadowing
- Children's Ministry Orientation and Training
- Set up of communities on Wednesday and Sundays
- Greeter and Connector Training/Shadowing
- Offering and Communion Training/Shadowing
- Weekly service day at the church office
- Mission: Invite someone to church (with written report)
- Mission: Community Service (with written report)
- Written reports of assigned Bible Studies
- Attend and serve at all Generate Services and required Sunday services as needed
- Understanding that Basic Training Graduation is the beginning of service and not the end

Worship Service

- Help with sound
- Set up stage or chairs as requested
- Attend pre-service meetings
- Participate in Generate creative team meetings
- Give announcements at Generate Jr. High or Generate High
- Speak (testimony, not necessarily the whole message)
- Attend Generate Staff meetings

Community Groups

- Teach the curriculum to the large group
- Care for a community group of junior high or high school students for one year
- Be able to name 25 Jr. High or HS students
- Take three young adults out to lunch 1x per month

Missions

- Participate in one missions trip with your team
- First year help in all areas of planning
- Second year take the lead on one main aspect
- Give a devotional
- Participate in training
- Participate in planning

Worship Experiences (if track specifies)

- Audition
- Rehearsal Sit-ins
- Participate in leading worship for a Generate service
- Sunday night worship class

MINISTRY SKILLS

Speaking

- Completed training
- Audio/Video recordings evaluated by Intern Pastor or Teaching Pastor
- Speak in front of a group size of:
 - 10
 - 100
 - 300
- Speak on four different occasions to Jr. High or High School ministry

Leadership

- Learn to be a David not an Absalom (Three Kings, Gene Edwards)
- Leadership (Axiom, Bill Hybels)
- Building Vision (Good to Great, Jim Collins)
- Building Momentum (Tribes, Seth Godin)
- Passion for Christ and the cause (Crazy Love, Francis Chan)
- Creating a vision (Leadership secrets, Billy Graham)
- Discovering your gift set (Meyers Briggs & Spiritual Gift inventory)
- Goal setting & Successful life strategy

Administration

- Design a promo piece, built it, honest evaluation
- Answering phones
- How to ask for time off
- Utilizing social media
- Delegating responsibilities
- Designing a ministry budget
- Building a resume or portfolio
- Learning to conduct interviews

Spiritual Formation

- Quiet times
- Church twice a week (Sunday and mid-week service)
- Baptism and leading people to Christ
- Spiritual Disciplines

Team Player

- Know people's names and what departments they work
- Connect with everyone on Staff
- Make an effort to connect with people on your team

Ministry Rotations

- Children's Ministry
- disAbilities
- Pastoral Care
- Facilities Maintenance