



## Intern Overview and Application Packet

**Pleasant Valley Church**  
1363 Homer Rd.  
Winona, MN 55987

*Last Updated: November 2016*

## Welcome

Welcome to Pleasant Valley's School of Ministry. Whether you are a prospective or current intern, our prayer is that God will richly bless your ministry as you serve others in His name.

## Introduction

How will you launch into the next stage of your life? Whether you're still in college, have just graduated or are starting over, you're entering into an incredible season to discover and grow in who God has created you to be. Join us at the Pleasant Valley School of Ministry to experience training in leadership, spiritual, and personal development skills. You'll take seminary style courses as well as gain experience in ministry as you work alongside the amazing staff at Pleasant Valley. No matter what you're passionate about, there's a place for you to flourish in your passions and experience all that God has for your life. So come and go deeper, dream bigger, and change our generation and the generations to come.

## The Program

Over the course of two years, you will attend Bible, life skills, and leadership classes every other week for two hours. Each year, you will develop leadership skills and learn essential and applicable skills for life through practical teaching and coaching, as well as 30 hours of basic Bible classes. In addition, each week you will participate in ministry practicum and serve in ministry. You can attend this program for either one or two years; although this program is designed to be a two-year program, it would still be highly beneficial if you choose to only attend for one year.

**Vision:** The vision is to help Program participants develop his or her character, calling and competency as he or she participates in the mission of Pleasant Valley Church.

**Values:** The holistic development of interns will take priority over his or her utilization. We are more concerned with how interns will grow through his or her experiences than what he or she can do for Pleasant Valley Church. Interns will have the opportunity to discover his or her gifts and passions.

## Ministry

Through this unique program, we will provide valuable ministry experience that will develop and refine your unique God-given gifts so that you will be equipped to go out to wherever God may call you, and accomplish whatever God has called you to do. Specialized ministry practicum will be offered throughout all the ministries of Pleasant Valley. Whether you're interested in Graphics, Video, Worship, High School or Middle School ministries, Children's, H2O, Counseling, or administration, there's a place for you here! Each week, you will participate in several hours of service in your ministry area in order to apply the skills you are learning. The hours per week will depend on your selected area of ministry focus.

## What Does the Program Look Like?

**Classes:** Every other week, you will be required to attend 2 hours of classes in addition to your ministry practicum and service. Over the course of two years, your classes will include, but are not limited to:

**Life Skills:** Personality and spiritual gift assessments, managing personal finances, how to determine your life purpose and plan, how to work with people, how to influence others, how to reach your environment, conflict resolution, how to collaborate, active listening and asking powerful questions, decision making and problem solving, how to communicate your idea, and overall relationship skills.

**Leadership Skills:** How to be effective leader; principles and processes of leadership; planning that makes a difference, implementing change, building and keeping teams, motivating others, leading through difficult times, and how to be a servant leader.

**Bible classes:** Old Testament survey, New Testament Survey, Bible study methods, spiritual disciplines, theology, and basic Bible doctrines.

**Time Commitment:** Depending on the area of ministry focus you have selected, plan on approximately 15- 30 hours per week. This time includes your classes, ministry practicum, and hours of service in your selected area of ministry. You will have plenty of personal time to afford the opportunity to attend college, participate in an online education, or fulfill family obligations. It is important to note that there will be reading and additional work outside of the required classes and service hours.

## How to Apply:

**Prerequisites:** All we ask is that you are a fully committed follower of Jesus, have a ministry mindset, a high school diploma or equivalent (GED), are responsible and determined, and are between the ages of 18-25.

**Tuition:** Each intern is allowed to fundraise his or her own support throughout the program. There are a number of factors that affect the fundraising total including the amount of hours the intern desires to work as well as the duration of your internship. If you choose to raise support, you must raise a total of at least \$850 a month, 15% (127.50) to be taken out for class materials, administration fees, and program fees. If you wish to raise more, this must be discussed with the director. If you do not wish to raise support, there is a buy-in option that covers the cost of the program, which is \$1530 per year. Essentially, this is the same amount (15%) that is taken out for those raising support. A payment schedule will be available upon hire.

**Deadline:** Applications are due by February 1, 2017 for the following School Year. Please turn in completed applications and reference forms in person or by mail to:

Dora von Wald  
Director, Pleasant Valley School of Ministry  
1363 Homer Road  
Winona, MN 55987

We're so excited that you're considering being apart of what God is doing here at Pleasant Valley!

**Internship Application**

Thank you for your interest in Pleasant Valley Church’s Internship Program. Please send your completed application as an email attachment to [dora@pvwinona.com](mailto:dora@pvwinona.com) or via mail to Pleasant Valley Church, ATTN: Internship Application, 1363 Homer Road, Winona, MN 55987. All information gathered through the application process will be handled confidentially.

**GENERAL INFORMATION**

Name \_\_\_\_\_ Date of Application \_\_\_\_\_  
 Preferred Address \_\_\_\_\_  
 Preferred Phone \_\_\_\_\_ Alternate Phone \_\_\_\_\_  
 Email Address \_\_\_\_\_  
 Gender  Male  Female  
 Marital Status  Single  Married Name of Spouse \_\_\_\_\_  
 How did you hear about the Internship Program?  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**INTERN PROGRAM SPECIFICS**

I am applying for the following hours per week  15  20  30  
 Interns work closely with a specific staff member and thus will have a specific ministry focus along with general responsibilities. Please number the following ministry areas (0-5) according to your level of interest, with 5 being the highest.

- |                              |                                    |
|------------------------------|------------------------------------|
| _____ Children’s Ministry    | _____ Adult Ministries             |
| _____ Middle School Ministry | _____ Outreach/Missions Ministry   |
| _____ High School Ministry   | _____ Worship Arts Ministry        |
| _____ College Ministry       | _____ Finance/Administration       |
| _____ Care Ministry          | _____ Communication/Graphic Design |

Please state briefly why you are passionate about your top choice(s).

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**EDUCATION BACKGROUND**

Please list all schools attended after grammar school (high school, technical college, university, graduate school, Bible institute or seminary)

School Name	Location	Years completed	Degree	GPA

Are there any training courses or seminars you have completed which you feel have helped prepare you for the ministry experience you are applying for? If so, please list the course title, date completed and the major benefit to you.

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**EMPLOYMENT HISTORY** Please do not substitute a resume for this section.

Most Recent Employer \_\_\_\_\_ Phone Number \_\_\_\_\_  
Address \_\_\_\_\_

Position(s) Held \_\_\_\_\_

Employment Start Date \_\_\_\_\_ Employment End Date \_\_\_\_\_  
Supervisor/Manager \_\_\_\_\_ May we Contact?  Yes  No  
Reason for Leaving \_\_\_\_\_

Past Employer \_\_\_\_\_ Phone Number \_\_\_\_\_  
Address \_\_\_\_\_

Position(s) Held \_\_\_\_\_

Employment Start Date \_\_\_\_\_ Employment End Date \_\_\_\_\_  
Supervisor/Manager \_\_\_\_\_ May we Contact?  Yes  No  
Reason for Leaving \_\_\_\_\_

Past Employer \_\_\_\_\_ Phone Number \_\_\_\_\_  
Address \_\_\_\_\_

Position(s) Held \_\_\_\_\_

Employment Start Date \_\_\_\_\_ Employment End Date \_\_\_\_\_  
Supervisor/Manager \_\_\_\_\_ May we Contact?  Yes  No  
Reason for Leaving \_\_\_\_\_

**STRENGTHS & SKILLS**

List your top three strengths and top three weaknesses

Strengths  
1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_

Weaknesses  
1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_

Please number the following skill areas (0-5) according to your level of experience, with 5 being the highest.

\_\_\_\_\_ Accounting/Finance

\_\_\_\_\_ Music - Please specify:  
\_\_\_\_\_

\_\_\_\_\_ Audio Production

\_\_\_\_\_ Graphic Arts

\_\_\_\_\_ Photography

\_\_\_\_\_ Language - Please specify:  
\_\_\_\_\_

\_\_\_\_\_ Journalism

\_\_\_\_\_ Office Skills

\_\_\_\_\_ Computer Skill

\_\_\_\_\_ Team Leadership - Please specify:  
\_\_\_\_\_

\_\_\_\_\_ Video Production

Please note any additional skills or interests:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**MINISTRY PROFILE**

Please number the following ministry areas (0-5) according to your level of experience, with 5 being the highest.

\_\_\_\_\_ Children's Ministry

\_\_\_\_\_ Adults Ministry

\_\_\_\_\_ Care Ministry

\_\_\_\_\_ Middle School Ministry

\_\_\_\_\_ College Ministry

\_\_\_\_\_ Communication

\_\_\_\_\_ High School Ministry

\_\_\_\_\_ Worship Arts Ministry

\_\_\_\_\_ Outreach/Missions

\_\_\_\_\_ Finance/Administration

What aspects of ministry excite you? What aspects don't?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PERSONAL STORY**

Please include brief responses to the following questions **with** the application:

1. Please describe your faith journey. Include how God got your attention and some significant experiences and people that He used. How has this journey prepared you for this position?
2. How would this internship fit into your short and long-term goals? What do you hope to gain from this experience?

**REFERENCES**

We must receive at least **two** completed references in order for your application to be considered complete. **YOU** are responsible for sending reference forms to the individuals you've selected.

List two character references:

1. Name \_\_\_\_\_ Phone \_\_\_\_\_  
 Relationship to applicant \_\_\_\_\_  
 Email Address \_\_\_\_\_

2. Name \_\_\_\_\_ Phone \_\_\_\_\_  
 Relationship to applicant \_\_\_\_\_  
 Email Address \_\_\_\_\_

List two contacts you've served with in ministry:

1. Name \_\_\_\_\_ Phone \_\_\_\_\_  
 Relationship to applicant \_\_\_\_\_  
 Email Address \_\_\_\_\_

2. Name \_\_\_\_\_ Phone \_\_\_\_\_  
 Relationship to applicant \_\_\_\_\_  
 Email Address \_\_\_\_\_

List two people you have influenced through your leadership:

1. Name \_\_\_\_\_ Phone \_\_\_\_\_  
 Relationship to applicant \_\_\_\_\_  
 Email Address \_\_\_\_\_

2. Name \_\_\_\_\_ Phone \_\_\_\_\_  
 Relationship to applicant \_\_\_\_\_  
 Email Address \_\_\_\_\_

**CHURCH OR PARACHURCH BACKGROUND**

1. Current Church name \_\_\_\_\_ Dates Attended \_\_\_\_\_  
 Church Address \_\_\_\_\_  
 \_\_\_\_\_  
 Church Phone \_\_\_\_\_ Email \_\_\_\_\_  
 Staff Contact (name and position) \_\_\_\_\_  
 \_\_\_\_\_  
 Ministry Experience \_\_\_\_\_  
 \_\_\_\_\_

2. Previous Church name \_\_\_\_\_ Dates Attended \_\_\_\_\_  
 Church Address \_\_\_\_\_  
 \_\_\_\_\_  
 Church Phone \_\_\_\_\_ Email \_\_\_\_\_  
 Staff Contact (name and position) \_\_\_\_\_  
 \_\_\_\_\_  
 Ministry Experience \_\_\_\_\_  
 \_\_\_\_\_

3. Previous Church name \_\_\_\_\_ Dates Attended \_\_\_\_\_  
Church Address \_\_\_\_\_

Church Phone \_\_\_\_\_ Email \_\_\_\_\_  
Staff Contact (name and position) \_\_\_\_\_

Ministry Experience \_\_\_\_\_

### BACKGROUND INFORMATION

Are you legally authorized or permitted to work in the United States? \_\_\_yes \_\_\_no

Are there any past or present issues (spiritual, physical, emotional/mental, social) which would hinder your ability to work appropriately with children or students? \_\_\_yes \_\_\_no

Have you been accused, charged or convicted of a criminal offense (felony or misdemeanor) other than a parking violation? \_\_\_yes \_\_\_no

Have you struggled in the past or are you currently struggling with any addictions (alcohol, drug, pornography, etc)? \_\_\_yes \_\_\_no

Is there anything from your past that may come up in the future about you that could hurt the ministry of Pleasant Valley Church? \_\_\_yes \_\_\_no

If you answered no to the first question or yes to the remaining questions, please explain (attach an additional page if needed).

### BACKGROUND CHECK

This form authorized the church to obtain background information and must be completed by the applicant.

Name (first, middle, last) \_\_\_\_\_

Other names used (maiden, nickname, alias) \_\_\_\_\_

Driver's License Number (and state) \_\_\_\_\_ Gender \_\_\_\_\_

Social Security Number \_\_\_-\_\_\_-\_\_\_ Date of Birth \_\_\_/\_\_\_/\_\_\_

Current

Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

If you have lived at your current address less than three years, please provide your former address below. If you are a college student, please provide your permanent address below.

Alternate Address \_\_\_\_\_

In the interest of safety and security I, the undersigned applicant, authorize Pleasant Valley Church to procure background information about me, prior to, and at any time during, my service to the organization. This report may include my driving history, including any traffic citations; a social security number verification; present and former addresses; criminal and civil history/records; and the state sex offender records.

Signature \_\_\_\_\_

Date \_\_\_\_\_

### Internship Reference Form

All information gathered through the screening process will be handled confidentially.

Name of internship Applicant \_\_\_\_\_ Date \_\_\_\_\_

Name of Reference \_\_\_\_\_

Relationship to Applicant \_\_\_\_\_ Number of years known \_\_\_\_\_

Phone \_\_\_\_\_ Email Address \_\_\_\_\_

Please answer the questions with as much candor as possible. An answer that might be perceived as negative will not necessarily prevent the applicant from being accepted but may be useful to the team leader when approaching various issues.

1. What have you observed to be this applicant's greatest strengths?

2. What have you observed as his/her greatest weaknesses?

3. How does this applicant perform in a team setting?

4. Do you have any reservations about the applicant's ability to work appropriately with children or students under age 18? If yes, please explain.

5. Which of the following words would you use to describe the applicant? Circle all that apply.

self-starter	flexible	supportive	tactful	congenial
picky	shy	easygoing	stable	honest
responsible	calm	leader	rigid	follower
creative	productive	artistic	energetic	outgoing
prompt	sloppy	complainer	friendly	emotional
argumentative	discerning	worker	lazy	patient
relational	respects authority	compassionate	cheerful	team player

6. Circle the personality traits that best describe the applicant from your experience and observation

<b>Spiritual Life</b>	No interest in spiritual growth	Evidence of some spiritual growth	Average	Continual growth in a positive direction	Consistent and mature spiritually	Do not know
<b>Purposefulness</b>	Aimless, no evident goals	Vacillating in purpose	Average	Consistent movement towards goals	Strives to realize well-formed goals	Do not know

<b>Initiative</b>	Requires constant oversight	Succeeds only when directed	Average occasional initiative	Shows good initiative	Actively creative and self-motivated	Do not know
<b>Industry</b>	Needs constant prodding	Needs occasional prodding	Performs assigned tasks	Goes beyond what is required	Seeks additional work	Do not know
<b>Influence with others</b>	Negative influence	Neutral	Normally good	Consistently good influence	Positive challenge	Do not know
<b>Acceptance by others</b>	Avoided by others	Tolerated by others	Liked by others	Well-liked by others	Sought after by others	Do not know
<b>Responsibility</b>	Consistently irresponsible	Occasionally undependable	Usually reliable	Diligent and reliable	Capable of much responsibility	Do not know
<b>Leadership</b>	Always a follower	Tries, but few will follow	Assumes leadership when needed	Takes leadership initiative	Natural leadership which draws followers	Do not know
<b>Emotional Qualities</b>	Overly emotional or apathetic	Occasionally unbalanced	Usually well-balanced	Expresses appropriate emotions	Expresses self & empathizes with appropriate emotions	Do not know
<b>Personal care and appearance</b>	Very careless	Needs some improvement	Usually appropriate care of self	Takes good care of self	Takes exceptional care of self	Do not know
<b>Rapid change or unexpected circumstances</b>	Ridged and/or exudes anxiety	Somewhat flexible, stresses easily	Looks to others for how to respond	Remains flexible and/or calm	Exudes self-confidence, remains flexible and/or calm	Do not know

Thank you for completing the Internship Reference Form. This is an invaluable resource as we consider the applicant. Please feel free to add any additional comments that may be helpful.

Please return the completed form to:

Dora von Wald  
Pleasant Valley Church  
1363 Homer Rd  
Winona, MN 55987  
Email: [dora@pvwinona.com](mailto:dora@pvwinona.com)