



## Internship Program

### Purpose:

The purpose of the internship program at Berkley Hills Church is to provide hands on experience for individuals who feel they are called or may be called into ministry.

### Expectations:

- Internships are for one school year (two semesters)
- Each intern who is attending school should keep a minimum 3.0 GPA throughout the internship
- Each intern is expected to fill out a monthly report highlighting things learned, challenges met, and new discoveries made about themselves and the ministry
- Each intern is expected to attend monthly internship meetings
- Each intern should be part of a small group

### Specific Skills Needed:

See specific ministries (KREW, UNITED, WORSHIP) for skills needed for each internship

### General Requirements:

- Be a fully devoted follower of Jesus Christ
- Be a member of or regularly attend Berkley Hills Church during the internship
- Exhibit a teachable spirit
- Be called into ministry or be exploring a call into ministry

**If you are interested in applying for one of the internships, please go to our website: [www.berkleyhills.org](http://www.berkleyhills.org) and fill out the internship application.**

**Return the completed form to:  
Janine Conway at  
[berkleyhillsjanine@gmail.com](mailto:berkleyhillsjanine@gmail.com)  
or mail to:  
Berkley Hills  
Attn: Janine Conway  
1670 Ball Avenue NE  
Grand Rapids, MI 49505**



# Berkley Hills

## Internship

### 2017-2018





## Internship Requirements Youth Ministry—UNITED

### Intern must be:

- Approachable
- Committed to a life of prayer
- Energetic
- Humble
- Passionate about Christ
- Passionate about teens

### Duties will include:

- Assist with recruitment of adult leaders
- Assist with recruitment of students leaders
- Assist in developing a plan for summer ministry
- Attend various staff/leadership meetings
- Develop and implement one new event, idea, or method of ministry from start to finish
- Help with program planning, preparation, and implementation
- Invest in relationships with students during and outside of UNITED
- Lead either the Junior High or High School Ministry (second semester)
- Work to help UNITED become a relational, intergenerational ministry, that is part of the larger church body

**Ministry Leader:**  
**Riley Norton & Brian Hecht**  
**berkeleyhillsriley@gmail.com**  
**berkeleyhillsbrian@gmail.com**  
**616.364.9505**



## Internship Requirements Worship Ministry

### Intern must be:

- Committed to grow in their faith
- Able to uphold the standards and expectations of leaders within Berkley Hills
- Passionate about worship
- Teachable

### Duties will include:

- Attend weekly worship service planning meetings
- Assist worship leader in choosing and mapping out songs for Sunday services
- Attend and help lead midweek practices
- Attend various staff meetings
- Be part of the audition process
- Learn about and execute some administrative tasks
- Critically observe the ministry and offer improvements
- Prepare for and lead worship one Sunday a month (second semester)

**Ministry Leader:**  
**Stephanie Salzman**  
**berkeleyhillstephanie@gmail.com**  
**616.364.9505**



## Internship Requirements Children's Ministry— KREW

### Intern must be:

- Able to work independently
- Comfortable with children
- Creative
- Energetic
- Organized
- Possess a strong knowledge of Scripture

### Duties will include:

- Assist with managing regular Sunday services
- Plan and prepare curriculum
- Teach
- Greet guests and parents
- Recruit and train volunteers
- Attend staff meetings
- Design and implement special project (could be to improve a procedure, curriculum, structure, or actually create something brand new)
- Work respectfully with support staff (office, volunteers, etc.)

**Ministry Leader:**  
**Michelle Kregel**  
**berkeleyhillsmichelle@gmail.com**  
**616.364.9505**