

Immersion Internship | At a Glance



Immersion Internship | Details

This resource is intended to communicate the philosophy and practices of the Immersion track of Blackhawk's Internship Program. Questions? Please email internships@blackhawkchurch.org or call 608.828.4200.

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1—Program Philosophy

Vision

We envision the Internship Program to be a vibrant community where individuals are empowered to experience vocational ministry and to uncover their unique gifts and passions in the context of a local church. At the end of an internship, we hope participants have had the opportunity to take steps in developing their character, calling, and competency.

Values

The holistic development of interns takes priority over their utilization. We care more about how interns will grow through their experiences than what they can do for Blackhawk.

Interns have opportunities to discover their gifts and passions.

Intern development happens within community, on teams, and in proximity to leaders.

While interns serve primarily in one ministry area, they are exposed to a range of experiences.

Structure

Our Internship Program has two tracks:

Intro internships are part-time, semester-long experiences that provide opportunity for individuals to explore vocational ministry and to discover their gifts and passions in the context of a local church. While Intro internships include working on tasks and projects for Blackhawk, the focus of those tasks is to provide the intern with experiences within Blackhawk to explore the ministry and their vocation in the context of the lived Blackhawk experience.

Immersion internships are full-time, summer- or year-long experiences that provide opportunity for individuals to fully invest in vocational ministry and to develop their gifts and passions in the context of a local church. Immersion Internships involve the provision of and responsibility for specific services for Blackhawk's ongoing operational needs as well as continued opportunities for vocational discernment.

Benefits

Interns are provided with ministry experience, leadership development, and spiritual development.

Participation gives interns greater presence and responsibility in Blackhawk ministry.

Participation strengthens an intern's resume as they pursue vocational ministry.

The internship may fulfill some educational requirements.

Eligibility & Expectations

To apply, an individual must be:

- Interested in vocational ministry
- Age 18 or older at the time of application. In unique circumstances, we may accept an application from a 17-year-old individual
- Aligned with the [mission, values, and beliefs of Blackhawk Church](#)
- Aligned with the information contained in this resource

To participate as an intern, an individual must:

- Maintain alignment with the items above
- Provide their own transportation, housing, and laptop computer. In unique circumstances, we may be able to help with these items

2—Intern Team

Central

A central Intern Team exists to oversee the Internship Program as a whole. The Intern Team ensures program health, administrates the program, and facilitates intern development opportunities. The team is led by Michael Knapstad, Pastor of College-Age Ministry & Internships.

Supervisor

Each Immersion intern is assigned a supervisor in the ministry area the intern serves. The intern and supervisor meet on a regular basis to discuss work responsibilities, training, and coaching.

3—Status

Classification

Immersion interns are classified as employees.

Compensation

All Immersion internships are paid internships that require funds to be raised. Immersion interns are paid at a rate that exceeds minimum wage. Currently, the hourly wage is \$10 per hour.

Immersion interns are eligible to participate in Blackhawk's health insurance and flex spending plans. Immersion interns who choose to participate in the health insurance plan are eligible for coverage on the first of the month following 30 days of employment. Participation in these plans results in deductions being taken

out of the intern's paycheck. If an intern chooses to participate in the health insurance plan, their fundraising total will include the employer portion of the monthly health insurance premium.

Hours

Immersion interns work 30-40 hours/week.

4—Internship Opportunities

Seasons & Durations

Specific dates are provided each year. Generally, the Immersion internship seasons are:

Summer | about 12 weeks in length, spanning late May to mid-August

Ministry Year | about 39 weeks in length, spanning late August to mid-May

Individuals can participate in up to four Summer seasons and up to two Ministry Year seasons.

Descriptions

Intro interns are matched with one ministry area (with the option to indicate a preference on their application).

Madison Missions (Summer only) | Madison Missions is a camp-like experience for students who have just completed sixth, seventh, and eighth grade. This week-long event is created to be a fun, Christ-centered, and service-focused experience, right here in Madison. Madison Missions interns focus on implementing and leading the event.

Next Generation (Ministry Year only) | In every season of life, we want people to find their place for community and growth. Our Next Generation ministries are designed to draw kids and students to Jesus through weekly programming, groups, events, and intentional relationships with adult volunteers. A Next Generation intern can focus on Blackhawk Kids, Middle School Ministry, or High School Ministry.

Sites (Ministry Year only) | Blackhawk sites are where the local church lives out *locally*. Intentionally placed throughout the Madison area, our sites seek to reach their local community with the love of Jesus. Cultivating a healthy site includes not only fostering a welcoming Sunday gathering, but also building volunteer teams, developing leaders, and pastoring its congregation. A Sites intern can focus on Blackhawk Brader Way (including one of its specific venues), Blackhawk Downtown, or Blackhawk Fitchburg.

Spiritual Formation (Ministry Year only) | Following Jesus means there will always be a next step of growth and formation. Spiritual Formation is a central hub and the engine behind churchwide ministry, creating and implementing the opportunities for next steps. From ministry coordination to in-person ministry development, the opportunities are vast. A Spiritual Formation intern can focus on Groups, Courses, Care, Impact, Young Adults, or College-Age Ministry.

Sunday Experience (Ministry Year only) | The church is more than a building and more than Sunday services – yet, the onsite Sunday gathering is an essential part of building a community to reach a community. Creating a meaningful Sunday experience happens in many ways and utilizes many gifts – from the artistically inclined to the skilled technician, it takes a diverse and thoughtful team. A Sunday Experience intern can focus on Worship Arts, Production, Video, or Communications.

5—Application Process

Application Materials

A complete internship application is comprised of:

- An [application](#),
- At least two [references](#), and
- A [background check](#).

Application Deadline

Summer | by the February 15 prior to the desired summer on-ramp

Ministry Year | by the May 15 prior to the desired ministry year on-ramp

Application Review Process

After an application deadline, the central Intern Team collaborates with applicable ministries to discern potential fit. A phone, video, or in-person interview may be conducted to help in the decision-making process. Once a decision is made, a member of the Intern Team communicates a final decision to the application (either extending an invitation or declining the application).

Internship Invitation

If an applicant has been invited to an Immersion internship, the applicant must accept or decline the invitation by the stated deadline.

If the invitation is accepted, the individual is required to confirm:

- Their understanding that Immersion interns are employees paid a wage that exceeds minimum wage, and that their participation in an Immersion internship requires that they fundraise identified goals by identified dates.
- Their agreement to the Intern Program Handbook (provided upon invitation).

Upon confirmation, the individual is provided a hire letter.

6—Fundraising

Fundraising Total

Fundraising totals for Immersion interns are calculated annually, and communicated in the hire letter. There are several factors that affect the fundraising total, including wages, taxes, operations allowances, election of health benefits, season, and weekly hours. As ballpark figures for awareness' sake:

- *Summer* | \$4200-\$6000 for an Immersion internship in which health benefits are declined
- *Ministry Year* | \$13,000-\$18,000 for an Immersion internship in which health benefits are declined

All fundraised funds are used exclusively for the Internship Program participants. On average, 95% of funds raised go toward wage (and insurance, if applicable) and 5% go toward other costs. Items classified as "other costs" are things such as training, conferences, retreats, books, and meal/mileage reimbursement.

Fundraising Deadlines

Fundraising deadlines are provided to Immersion interns in their hire letter. Meeting these deadlines is required for participation in the Internship Program. Missed deadlines will result in a delayed start date or cancelation of participation.

Generally speaking, fundraising deadlines are as follows:

Summer | 70% of funds must be raised by one week prior to the internship start date, and 100% of funds must be raised by about halfway through the internship.

Ministry Year | 50% of funds must be raised by one week prior to the internship start date, 75% must be raised by halfway through the internship, and 100% must be raised by one month prior to the internship end date.

Fundraising Resources

Fundraising resources are provided to Immersion interns along with their hire letters. The resources contains the step-by-step process for fundraising, as well as additional documents that are intended to aid the intern's fundraising process.

Tracking Progress

In an intern's fundraising resources, they are provided access to the My Internships online tracking page. The Immersion intern, their supervisor, and HR have access to the intern's fundraising progress. The fundraising tracking provides a list of people who donated to the Internship Program, but the exact dollar amount each individual gives is not provided for confidentiality reasons.

Financial gifts given online show in the My Internship page in real-time. Financial gifts given by check or cash show in the My Internship page after Blackhawk Accounting completes their weekly contribution processing (typically on Mondays).

Surplus Funds

Any and all money an individual raises is designated for the Blackhawk Internship Program. As such, any surplus funds raised remain in the Internship Program Fund. According to the IRS, authority over contributions is transferred when it is received by Blackhawk Church; thus, no amount may be refunded to the donor or forwarded to the intern. If an intern exceeds their fundraising target or if the individual does not end up participating in the Internship Program for any reason (illness, family emergency, lack of timely fundraising, etc.), the funds will be utilized for Internship Program-related expenses and cannot be reimbursed to the intern or their donors.

7—On-Ramp

Orientation

The morning of the first day of an individual's internship is dedicated to orientation. New Immersion interns meet with the following departments to complete necessary paperwork and to be introduced to operations at Blackhawk: accounting, human resources, information technology, facilities, and office operations. Schedule-allowing, new interns, their supervisors, and the central Intern Team enjoy a welcome meal together.

Required Acknowledgements

As part of on-ramp, Immersion interns are required to complete standard HR new hire forms:

- Employee Handbook Receipt & Acknowledgement
- Confidentiality Agreement
- Conflict of Interest Disclosure
- Staff Emergency Info
- EEO-1 Self-Report

8—During the Internship

Schedule

Immersion interns are expected to be regularly available onsite at the location relevant to their ministry focus. Additionally, Immersion interns are expected to be onsite at Blackhawk Brader Way on Tuesdays from 9:30 am to 12 pm for Coffee Break and development opportunities provided by the central Intern Team.

An Immersion intern's schedule varies by ministry area and is determined in collaboration with their supervisor.

Staff Life

Immersion interns are expected to engage as part of staff life, both to foster connection with staff and to aid the intern's exploration of vocational ministry. General staff life includes weekly Coffee Break (Tuesdays at 9:30 am at Blackhawk Brader Way), staff meetings, and staff special events (e.g., Christmas Party). Ministry-specific staff life varies by ministry, and could include rhythms such as team meetings.

Development

Immersion interns are expected to participate in the development opportunities provided by the central Intern Team. This development is scheduled twice per month after Coffee Break on Tuesdays and includes spiritual development and leadership development. It's also a great time to connect with fellow interns.

Operations Allowance

As a part of money raised during fundraising, funds have been budgeted to cover incidental expenses incurred during an internship. Some common expenses are meeting-related expenses (e.g., coffee with a volunteer, paid parking for a meeting downtown), mileage driven to a retreat, or conference registration. These expenses can be reimbursed and require a receipt. An intern is provided with their operations allowance ("ops") amount on orientation day.

Workspace

An intern drop zone workspace is available at Blackhawk Brader Way. Interns are encouraged to use this workspace if/as appropriate for their role and schedule.

Extension

If a current Immersion intern is interested in doing another Immersion internship in the coming season, they are encouraged to discuss the option with their staff mentor and/or a member of the central Intern Team. When ready to apply, the intern can complete the [Internship Extension Application](#).

9—Off-Ramp

Wrap-Up Details

Near the end of an internship season, Immersion interns are provided information to facilitate a smooth off-ramp. Immersion interns are required to return identified Blackhawk property at the end of their internship season (e.g., key/fob).