

Intro Internship | At a Glance



Intro Internship | Details

This resource is intended to communicate the philosophy and practices of the Intro 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.

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.

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.

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.

Mentor

Each Intro intern is assigned a staff mentor in the ministry area the intern serves. The intern and mentor meet on a regular basis to discuss projects, training, and coaching.

3—Status

Classification

Intro interns are classified as volunteers.

Compensation

Intro interns receive no wage or benefits.

Hours

Intro interns serve 15-20 hours/week.

4—Internship Opportunities

Seasons & Durations

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

Fall Semester | about 17 weeks in length, spanning late August to mid-December

Spring Semester | about 17 weeks in length, spanning late-January to mid-May

Individuals can participate in up to two semester seasons provided there is a brief break (≥ 2 weeks) between the two semesters.

Descriptions

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

Next Generation | 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 | 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 | 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 | 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

Fall Semester | by the July 15 prior to the desired fall on-ramp

Spring Semester | by the December 15 prior to the desired spring 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 Intro 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 Intro interns are volunteers and unpaid, and that they enter an Intro internship with no expectation of compensation or benefits.
- Their agreement to the Intern Program Handbook (provided upon invitation).

6—On-Ramp

Orientation

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

Required Acknowledgements

As part of on-ramp, Intro interns are required to complete forms common to highly invested volunteer roles:

- Confidentiality Agreement
- Conflict of Interest Disclosure

7—During the Internship

Schedule

Intro interns are encouraged to be available 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 Intro intern's remaining schedule varies by ministry area and is determined in collaboration with their staff mentor. The Intro intern's hours should not exceed 20 hours/week.

Staff Life

Intro interns are encouraged 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

Intro interns are encouraged 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.

Workspace

An intern drop zone office 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 Intro intern is interested in doing another Intro internship or transitioning to an 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](#).

8—Off-Ramp

Wrap-Up Details

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