



Prepare Ministries Full-Time Staff Intern Job Description

Prepare Ministries | 12901 Roberts Drive, Eden Prairie, MN 55346 | www.PrepareMinistries.com

Full-Time Staff Members and Campus Missionaries are a very important part of Prepare Ministries. As a Staff Intern and representative of God to the college campus, you will learn how to carry out the mission Jesus gave the disciples: to go and share the gospel, making disciples, baptizing in the name of the Father, Son, and Holy Spirit, and teaching students to obey all that Jesus has spoken in His Word (Matthew 28:19-20). Thankfully, we have the Holy Spirit to help us do this, imperfect as we are! It truly is the most important work our ministry will do. Because of that, we have high expectations of all our staff members. Please take a look at the description below, and fill out the application if you are interested in being a part of Prepare's outreach to college students as a full-time Staff Intern. We see the first year on staff as a time of interning and training.

Character Qualifications

- We are looking for a servant heart, openness to correction and growth. We are not looking for perfect people but people who desire to be perfected in Christ.
- Must be a born-again follower of Jesus Christ and be committed to regular Christian disciplines such as studying the Word of God, local church fellowship, and prayer.
- Must demonstrate leadership potential with an ability to connect with college students, young adults, and other team members in a collaborative environment. Previous ministry work preferred but not required.

Responsibilities

- Should demonstrate clear understanding and be able to express the Gospel.
- Will be responsible to mentor, teach, and build relationships with college students focused on helping them know God through faith in Jesus Christ, prayer, and the study of the Bible.
- May lead Bible studies, small group discussions, and other outreach events on campus... activities can look different from campus to campus.
- May need to complete general administrative tasks week to week, including support raising and developing contacts, personal finances, staff projects, and others as they arise.
- Attend weekly staff meetings, weekly Saturday morning prayer meetings, and monthly administration meetings.
- Attend weekly summer training meetings, Camel Camp, and summer Partnership Development Training.

Other Expectations

- New staff members (or **Staff Interns** for their first year) will themselves participate in a mentoring relationship with senior Prepare staff or mature and seasoned believer.
- You will be required to create financial goals for your support-raising needs. The summer in which you become a Staff Intern will be primarily focused on raising your funds for the year and developing a prayer and financial support network.
- You will also need to develop your individual growth and ministry goals for the summer, the next 6 months, and the first year in ministry. This process will constantly be revisited year to year.
- Vacations and time off should be approved by the Senior Administrative Staff prior to departure.
- Once per semester you will meet with senior staff to review and encourage you in your ministry.

Giftings

- We should have a desire to discover and use your giftings to advance God's kingdom on college campuses. God gives a variety of gifts, and we need all of them to complete the task of discipling students.



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We are so excited that you are interested in joining Prepare Ministries to reach college students with the truth and love of Jesus Christ! If selected to come on staff, you are joining a team of broken people, saved by the grace of God, who want to see college campuses transformed by God's word.

SECTION 1. PERSONAL, FAMILY, & FINANCIAL INFORMATION

Personal Contact Information

Full Name: _____ Date: _____ (MM/DD/YY)
Street Address: _____ State: _____ Zip: _____
Email Address: _____ Phone Number: (____) ____ - _____

Family Information

Relationship Status (check all that apply)

- Single
- Dating ... How long have you been dating? _____
- Engaged ... When is your anticipated wedding day? _____
- Married ... How long have you been married? _____
- Divorced
- Widowed

If you are married, what is your spouse's name and occupation?

If you have children, what are their names and ages?

Children currently living at home: _____

Are your parents still living? Y / N

Are your parents still married to one another? Y / N

If your parents are divorced, how old were you at the time of divorce? _____

Are you close to your parents? Y / N

Please describe your relationship with your parents and siblings.

Financial Situation and Goals

Please describe your current financial situation. Do you have any debt? If so, what is your plan to pay off your debt?

Do you maintain a written budget? Y / N

Prepare requires its staff members to raise support. Do you have any objections to this? Y / N

Do you expect to have any other form of income while serving with Prepare? Y / N

Do you own a reliable vehicle? Y / N Do you own a home? Y / N

Do you have access to a cell phone? Y / N Do you have a computer that has internet access? Y / N

Where do you plan to live if you come on staff with Prepare? Do you need help finding a living situation? Y / N



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Church Information

Are you a part of a local church fellowship? Y / N

Church Name: _____ Church City: _____

How long have you attended this church? _____

Pastor's Name: _____

Church Phone Number: (___) ___ - _____ Church Email: _____

If you are not part of a local church community, please describe your current fellowship situation.

Education and Training

	School Name	Location	Grad Date	Degree Obtained
High School				
Technical School / Community College				
College / University				
Graduate School				

Please list any special training, certificates, or other education you may have.

Employment History

Please provide a history of your previous employers, beginning with the most recent.

Company: _____ Supervisor: _____ Dates: _____ - _____

Address: _____ Phone Number: (___) ___ - _____

Reason for Leaving: _____

Responsibilities: _____

Company: _____ Supervisor: _____ Dates: _____ - _____

Address: _____ Phone Number: (___) ___ - _____

Reason for Leaving: _____

Responsibilities: _____

Company: _____ Supervisor: _____ Dates: _____ - _____

Address: _____ Phone Number: (___) ___ - _____

Reason for Leaving: _____

Responsibilities: _____



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SECTION 3. MINISTRY GOALS

Feel free to answer the following questions on a separate sheet of paper or the back of this page if needed.

1. Please tell us why you want to become a full-time Staff Intern with Prepare Ministries.
2. In what ministry areas do you see yourself getting involved with Prepare? (Include the campus(es) where you see yourself ministering, if applicable.)
3. What are some of your long-term goals and vision for ministry?
4. Have you developed a long-term plan for your ministry goals? If so, please briefly describe it.
5. What do you identify as your gifts, talents, or strengths?
6. What do you identify as your weaknesses or areas for improvement?
7. Describe a situation where you encountered conflict between you and someone in an authority position (coach, father, mother, teacher, pastor, etc.). How did you respond?
8. How do you approach resolving conflicts with people in general?
9. If you become a full-time team member with Prepare Ministries, you will need to act as a role model for others. We strongly want to promote purity and modesty as a way of life in obedience to God's word. How would you address someone whom you know is involved in an impure relationship? What about someone dressing immodestly?



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SECTION 4. SELF-EVALUATION

Your answers to this section will be kept private, and they may show how we might be able to help you in following Jesus. Your answers to any particular question **will not** disqualify you as a full-time Staff Intern candidate.

I tend to have recurring struggles with:

	Never		Sometimes		Very Often
1. Impatience	1	2	3	4	5
2. Rebelliousness	1	2	3	4	5
3. Hatred	1	2	3	4	5
4. Irritability	1	2	3	4	5
5. Resentment	1	2	3	4	5
6. Violence	1	2	3	4	5
7. Swearing	1	2	3	4	5
8. Bad Temper	1	2	3	4	5
9. Stubbornness	1	2	3	4	5
10. Moodiness	1	2	3	4	5
11. Immoral thoughts or behavior	1	2	3	4	5

I suffer from:

	Never		Sometimes		Very Often
1. Health issues: fatigue, pain, allergies, sickness, etc.	1	2	3	4	5
2. Skepticism	1	2	3	4	5
3. Anxiety and worry	1	2	3	4	5
4. Fear	1	2	3	4	5
5. Depression	1	2	3	4	5
6. Sleeplessness	1	2	3	4	5
7. Apathy	1	2	3	4	5
8. Doubt and unbelief	1	2	3	4	5
9. Mental blocks	1	2	3	4	5
10. Hardness of emotion	1	2	3	4	5
11. Confusion	1	2	3	4	5
12. Bad dreams	1	2	3	4	5
13. Difficulties with comprehension	1	2	3	4	5
14. Suicidal thoughts	1	2	3	4	5



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Feel free to answer the following questions on a separate sheet of paper or the back of this page if needed.

My speech habits may be characterized by:

	Never		Sometimes		Very Often
1. Gossip	1	2	3	4	5
2. Ridicule	1	2	3	4	5
3. Anger	1	2	3	4	5
4. Speaking unkindly	1	2	3	4	5
5. Speaking before thinking	1	2	3	4	5
6. Cynicism	1	2	3	4	5
7. Exaggeration	1	2	3	4	5
8. Lying	1	2	3	4	5
9. Criticism	1	2	3	4	5
10. Slander	1	2	3	4	5

1. If you are single:

- a. How do you feel about your singleness?
- b. What advantages do you see in being single?

2. Who do you have (or are tempted to have) unforgiveness, resentment, or bitterness toward? Please explain.

3. We live in a highly sexualized society. How have you dealt with temptations that have confronted you?

4. Have you ever had involvement with fornication, adultery, pornography, or sexual perversion? Y / N

If yes, are any of these ongoing practices? Y / N

Are you attracted to people of the same sex? Y / N

5. Have you ever been the victim of someone who sexually violated you? Y / N

6. Have you ever been physically abused by someone, including bullying or ongoing violence? Y / N

7. Have you ever been arrested or convicted of a crime? Y / N

If yes, please explain.



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Have you ever or currently struggled with the following:

Alcohol	Y / N
Eating disorders	Y / N
Food addictions	Y / N
Gambling	Y / N
Spending too much time with hobbies	Y / N
Sports	Y / N
Smoking	Y / N
Soap operas or romance novels	Y / N
Pornography	Y / N
Surfing the web	Y / N
Day dreaming	Y / N

Personal Growth and Spiritual Discipline

1. Have you ever received Christian counseling and/or made yourself accountable to someone in Christian leadership in order to overcome any of the problem areas mentioned above? Y / N
2. If so, please briefly describe this experience. With whom did you meet? What was the outcome?
3. Are you currently meeting with a Christian mentor or pastor to help you overcome any areas where you may still be struggling? Y / N
4. How do you spend your leisure time?
5. Estimate how many hours a week you spend watching movies, television or playing video games.
6. Please describe your devotional life and current relationship with the Lord.



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SECTION 6. PERSONAL TESTIMONY

Please tell us how you came to know the Lord and how He has changed your life.



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SECTION 7. PERSONAL REFERENCE FORM (Page 1 of 2)

Please give this last portion of the application to two reputable character references. One person should be a mentor/pastor figure in your life and the other person should be a personal contact that knows you well. Please have them send the completed reference to Prepare Ministries at the above address.

Reference's Information

Applicant's Name: _____

Name of Reference: _____

Relationship to Applicant: _____

Reference's Address: _____

State: _____ Zip: _____

Email Address: _____

Phone Number: (___) ___ - _____

Reference's Evaluation of Applicant

How long have you known the applicant? _____

How would you characterize the applicant's emotional stability? In a stressful situation, he or she is likely to be (check all that apply):

- Pouty
- Flexible
- Angry
- Quiet or withdrawn
- Impatient
- Calm
- Anxious
- Frustrated
- Not observed

How would you describe the applicant's social skills? He or she (check all that apply):

- Meets and connects with people easily
- Can be overly talkative
- Initiates conversation
- Is a good listener
- Is very shy
- Dresses appropriately
- Tends to say the appropriate thing at the right time
- Self-Centered
- Is easy for other people to be around
- Not observed



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SECTION 7. PERSONAL REFERENCE FORM (Page 2 of 2)

How would you describe the applicant's leadership skills? He or she (check all that apply):

- Tends to fill leadership roles naturally
- Is a good public speaker
- Follows people and directions well
- Is a strong team player
- Serves others well
- Is a mobilizer (gathers people)
- Is prompt
- Likes to be an initiator
- Is a visionary
- Is gifted in _____
- Not observed

How would you describe the applicant's character qualities? He or she (check all that apply):

- Is teachable
- Displays integrity with money
- Has a positive attitude
- Is trustworthy
- Can be insincere
- Displays sincerity toward others
- Is often grateful
- Understands and follows authority
- Is lazy
- Is stubborn
- Is diligent
- Not observed

Do any of these other traits apply to the applicant?

- Is very judgmental
- Knows the Bible well
- Is humble
- Is often forgiving
- Has a devoted prayer life
- Shows concern for others
- Can be overly critical
- Not observed

In your opinion, is the applicant mature enough to lead others? ___ Not at all ___ Maybe in time ___ Absolutely

Do you feel the applicant would do well in a ministry position? ___ Not at all ___ Maybe in time ___ Absolutely

Please tell us about any other comments or concerns you may have: