



ONE FAMILY
CHURCH

One Family Leadership Academy (OFLA)

Year-Long Internship

Program Manual

2024-2025

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*Year-Long Internship Program Manual
2024-2025*



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Internship Description

One Family Leadership Academy...is a year-long internship program specifically designed to provide young adults who have graduated from high school (18-29) with high-level leadership development, deep spiritual guidance, and practical skills to help them flourish in their calling and purpose. Throughout the program, participants will be mentored by experienced staff members, and will work alongside them on various ministry projects to gain hands-on experience in a supportive and nurturing environment. Interns will apply to specific areas of organizational ministry and will spend a year in that specific area of ministry. If you want to grow closer to God while developing your leadership and learning new practical skills, we invite you to apply. *This is an unpaid opportunity*

Essential Responsibilities of an Intern

- Increase ability to lead and influence others within the area of ministry
- Develop skills and gain holistic ministry experience
- Collaborate with ministry teams
- Attend and contribute to ministry team meetings
- Read and discuss assigned reading
- Mature in personal spiritual growth
- Further develop application of biblical principles
- Take on additional leadership responsibilities as assigned
- Be at U-City Campus on Tuesdays 4-6pm for Leadership Night.

Program Components

- Leadership Training
- Personal Development
- Hands-on experience to develop practical skills
- Spiritual Growth and Mentorship by Staff Member
- Multi-Site, Multi-Ethnic, Multi-Generational Church Experience

Who we're looking for...

- High School Graduate, ages 18-29
- Passion for Christ and compassion for others
- Flexible, coachable, and a self-starter
- An active member of One Family Church who serves on the Dream Team monthly
- Live a lifestyle consistent with scriptural principles
- Regard the Bible as God's final authority in all areas of Christian life and desire to be wholly obedient to it

Weekly Time Commitment

Tuesdays 4pm-6pm	Onsite: U-City Location (Tivoli)
Other Hours	Determined by Specific Internship Position

Calendar

Date	Description
February 8th	Information Session Virtual 5:30-6p ZOOM LINK
March 3rd	Application Opens
March 13, 27th	Program and Application: Virtual Q&A Sessions
March 31st	Application Closes
April 8-12th	Interviews (via Zoom)
April 26th	Selection and notification of candidates occurs by April 26th
September 10th	First Day of Internship New Intern Welcome Dinner (6-8pm)
September 17	First Classroom Internship (Weekly, 4-6pm at Tivoli)
November 23rd-Dec 1st	Thanksgiving Break
December 3rd	Last Day for Interns (if remaining in town, Christmas celebration at OFC is strongly encouraged)
January 21st	Interns return from Christmas Break
<i>Flexible</i>	Spring Break (1 week off, worked out individually with staff member)
April 22nd	Final Day for Interns

drew Crismon

Internship Positions for 2024-2025

#1: Community Engagement Intern

Staff Name: Barry Eggleston II

Campus: Shaw/ U-City

Hours Per Week: 10

Specifically, when will the intern need to be available?

- Tuesdays 4-6pm (Intern Gathering)
- Sundays: 9 am - 12 pm (3hrs)
- Flexible throughout the week for the remaining 7 hours

Description of Duties/Responsibilities/Projects:

Collaborate with the Director of Congregational Care & Community to brainstorm:

- **Event Coordination:** Assist in managing the timeline and process for upcoming community engagement events.
- **Promotional Support:** Help in executing the promotion plan for community engagement initiatives.
- **Partner Liaison:** Aid in maintaining relationships with community engagement partners through regular communication.
- **Communication Management:** Support by sending out emails and text messages to volunteers and church members.
- **Phone Correspondence:** Handle phone calls related to community engagement activities.
- **Event Participation:** Attend community engagement events to facilitate connections and ensure smooth execution.
- **Volunteer Engagement:** Engage with volunteers to support their involvement in community events.
- **Administrative Tasks:** Perform administrative duties as needed to support the Director of Community Engagement.

All interns should plan to contribute in planning and/or executing the following church-wide events:

- Next Steps Dinner (1st Sunday of month, 4:30-7:30p)
- Dream Team Nights (Quarterly)
- Church Anniversary /Family Reunion (September)
- Young Adults Event (October)
- Men's Event (October)
- Women's Event (February)
- Marriage Event (April/May)

#2: Creative Videography Intern

Staff Name: Tyler Neyens

Campus: Shaw / U-City / Online

Hours Per Week: 5-10

Specifically, when will the intern need to be available?

- Tuesdays 4-6pm (Intern Gathering)
- Project based - Sunday and event focused

Description of Duties/Responsibilities/Projects:

- Organize, shoot, edit, implement creative video projects (>1min)
- Contribute to writing video scripts, organize film day, communicating with subjects, set-up/breakdown videography equipment
- Specific project ideas - preservice intro video, campus tour, Dream Team testimonies, training videos
- Training / leading creative video volunteers

Knowledge, Experience, Expertise

- *Required:* Film shoot experience, camera operation, coaching subjects during filming
- *Preferred* Platforms: Final Cut Pro on Mac, Nikon/Canon, Blackmagic
- Knowledge of Storybrand framework *recommended*

All interns should plan to contribute in planning and/or executing the following church-wide events:

- Next Steps Dinner (1st Sunday of month, 4:30-7:30p)
- Dream Team Nights (Quarterly)
- Church Anniversary /Family Reunion (September)
- Young Adults Event (October)
- Men's Event (October)
- Women's Event (February)
- Marriage Event (April/May)

#3: Facilities Maintenance Intern

Staff Name: Tyler Neyens

Campus: Shaw/U-City

Hours Per Week: 8-10

Specifically, when will the intern need to be available?

- Tuesdays 4-6pm (Intern Gathering)
- Project based
- Flexibility on Tues-Friday (9-5P)

Description of Duties/Responsibilities/Projects:

- Regular maintenance of the buildings working alongside a facilities team member
- Special facilities projects and upgrades
- Creating and managing sermon props
- Training / leading facilities volunteers

Knowledge, Experience, Expertise

- Handyman level experience / basic tool knowledge *strongly recommended*

All interns should plan to contribute in planning and/or executing the following church-wide events:

- Next Steps Dinner (1st Sunday of month, 4:30-7:30p)
- Dream Team Nights (Quarterly)
- Church Anniversary /Family Reunion (September)
- Young Adults Event (October)
- Men's Event (December)
- Women's Event (October)
- Marriage Event (April/May)

#4: Graphic Design Intern

Staff Name: Tyler Neyens

Campus: U-City / Online

Hours Per Week: 5-10

Specifically, when will the intern need to be available?

- Tuesdays 4-6pm (Intern Gathering)
- This position is project based
- 2-3 hours during the week (8-5p) to connect.
- Other hours flexible

Description of Duties/Responsibilities/Projects:

- Create and update weekly sermon graphics / handouts
- Create promotional printed material and manage printing with print shop
- Create graphics for t-shirts or other apparel
- Create campus signage / promotional materials
- Create content for social media posts in support of internal ministries
- Training / leading graphic design volunteers
- Update website / events system

Knowledge, Experience, Expertise

- Adobe Suite (Photoshop/Illustrator) and/or Canva experience *strongly preferred*
- Knowledge of Storybrand framework *recommended*
- Basic HTML experience *preferred*

All interns should plan to contribute in planning and/or executing the following church-wide events:

- Next Steps Dinner (1st Sunday of month, 4:30-7:30p)
- Dream Team Nights (Quarterly)
- Church Anniversary /Family Reunion (September)
- Young Adults Event (October)
- Men's Event (October)
- Women's Event (February)
- Marriage Event (April/May)

#5: Human Resources Intern

Staff Name: Carol Cloud

Campus: Shaw

Hours Per Week: 5-10

Specifically, when will the intern need to be available?

- Tuesdays 4-6pm (Intern Gathering)
- Flexible on weekdays

Description of Duties/Responsibilities/Projects:

Working closely with the Chief Operating Officer and HR consultants, the intern will assist with:

- Updating and standardizing job descriptions
- Researching employee benefit options
- Revising the employee handbook
- Onboarding new employees
- Auditing files and paperwork to ensure compliance with all federal and state regulations

All interns should plan to contribute in planning and/or executing the following church-wide events:

- Next Steps Dinner (1st Sunday of month, 4:30-7:30p)
- Dream Team Nights (Quarterly)
- Church Anniversary /Family Reunion (September)
- Young Adults Event (October)
- Men's Event (October)
- Women's Event (February)
- Marriage Event (April/May)

#6: Life Group Leadership Support Intern

Staff Name: Barry Eggleston II

Campus: Shaw/U-City

Hours Per Week: 10

Specifically, when will the intern need to be available?

- Tuesdays 4-6pm (Intern Gathering)
- Sundays 9 am - 1 pm
- Flexible (6 hours) throughout the week for the remainder of their hours

Description of Duties/Responsibilities/Projects:

- Assist in managing timelines to prepare life group leaders for launch, ensuring activities are on track.
- Coordinate communications by sending emails, and texts, and making calls for promotion and training purposes.
- Handle phone calls related to life group coordination and support as necessary.
- Engage with life group leaders through events and opportunities to foster connections and support.
- Monitor and assist in facilitating training sessions for life group leaders to ensure effective leadership development.
- Support promotional activities by helping execute the promotional plan for life groups within the church community.
- Provide administrative assistance to the Director of Life Groups as needed for smoother operations.
- Assist in evaluating life group semester data, conducting follow-ups with leaders, and implementing retention strategies for future semesters.
- Work with the social media team to create a plan for promoting Life Groups.

Sunday Responsibilities

- Welcome, engage, and provide clear information to attendees about Life Groups, distributing materials and collecting contact information for follow-up and enrollment.
- Facilitate connections between attendees and Life Group leaders, offering support to leaders, documenting feedback, and engaging in post-service interactions to promote community involvement and satisfaction.

All interns should plan to contribute in planning and/or executing the following church-wide events:

- Next Steps Dinner (1st Sunday of month, 4:30-7:30p)
- Dream Team Nights (Quarterly)
- Church Anniversary /Family Reunion (September)
- Young Adults Event (October)
- Men's Event (October)
- Women's Event (February)
- Marriage Event (April/May)

#7: Ministry Assistant to Pastor Brent

Staff Name: Brent Roam

Campus: U-City

Hours Per Week: 10-12

Specifically, when will the intern need to be available?

- Tuesdays 4-6pm (Intern Gathering)
- Sundays 8:00 - 1:15 pm
- Flexible on Fri./Sat.

Description of Duties/Responsibilities/Projects:

- Assist Pastor Brent on Sundays with anything he needs: eg, props, pulpit, communication, coffee, note taking, running brief errands in the Tivoli, etc.
- This person will need to have excellent interpersonal skills, strong intuition, be highly coachable, and be able to effectively recruit and lead other team members.
- This person will remain near Pastor Brent throughout each service, and will also serve as host/liaison to guest speakers.

All interns should plan to contribute in planning and/or executing the following church-wide events:

- Next Steps Dinner (1st Sunday of month, 4:30-7:30p)
- Dream Team Nights (Quarterly)
- Church Anniversary /Family Reunion (September)
- Young Adults Event (October)
- Men's Event (October)
- Women's Event (February)
- Marriage Event (April/May)

#8: Next Generation Ministry Intern

Staff Name: Drew Crismon

Campus: Shaw/U-City/Offsite

Hours Per Week: 10-15

Specifically, when will the intern need to be available?

- Tuesdays 4-6pm (Intern Gathering)
- The intern will primarily work on project-based tasks and events, with a commitment to attending events once a month, typically held during evenings or weekends.

Description of Duties/Responsibilities/Projects:

- Lead the creation and implementation of monthly activities and gatherings designed to bring together individuals aged 19-35 for fellowship, service, and connection.
- Take ownership of projects from conception to completion, utilizing your creativity and initiative to ideate, plan, and execute engaging and impactful initiatives.
- Develop a diverse range of activities, including organizing book studies, arranging guest speaker events, coordinating service days in partnership with external organizations, and curating other meaningful opportunities for connection and personal growth.
- Collaborate with the community engagement team to identify emerging needs and interests within the target demographic, ensuring that activities are relevant, appealing, and aligned with the church's mission and values.
- Engage with participants to gather feedback and insights, continuously refining and enhancing the quality of programming to better serve the community's evolving needs.
- Support administrative tasks related to event planning and coordination, including logistics management, resource allocation, and documentation.
- Act as an ambassador for community engagement initiatives, building relationships and networks within and outside the church community to expand opportunities for collaboration and outreach.

All interns should plan to contribute in planning and executing the following church-wide events:

- Next Steps Dinner (1st Sunday of month, 4:30-7:30p)
- Dream Team Nights (Quarterly)
- Church Anniversary /Family Reunion (September)
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- Women's Event (February)
- Marriage Event (April/May)

#9: One Family Events Intern

Staff Name: Jennifer Williams

Campus: Shaw/ U-City

Hours Per Week:

- 8-10 per week
- Hours are dependent on events**
- Events are typically on Saturdays. Other possible days include Friday and Thursday.

Specifically, when will the intern need to be available?

- Tuesdays 4-6pm (Intern Gathering)
- Must be available on days of events
- Flexible throughout the week for planning events
- Serving on Sundays as DT volunteer where you feel lead

Description of Duties/Responsibilities/Projects:

- Work closely with Events Director to brainstorm upcoming event activities and source content and needed items
- Recruit volunteers and help to communicate event needs to the staff and volunteer team
- Manage event on day of event
- Manage Events Folder on shared drive
- Work with social media team to create a plan for promoting events.

Events

- Next Steps Dinner (1st Sunday of month, 4:30-7:30p)
- Dream Team Nights (Quarterly)
- Church Anniversary /Family Reunion (September)
- Young Adults Event (October)
- Men's Event (October)
- Women's Event (February)
- Marriage Event (April/May)

#10: One Family Kids (OFK) Intern

Staff Name: Rebecca Roam

Campus(es): Shaw/U-City

Hours Per Week:

- 8-10 Total Hours
- Includes 5 hrs on Sundays from 8am - 1pm

Specifically, when will the intern need to be available?

- Tuesdays 4-6pm (Intern Gathering)
- Sunday mornings (2 services @UCity or 1 service @Shaw)
- Other hours flexible during the week

Description of Duties/Responsibilities/Projects:

- Help with greeting, leading large group games, teaching, singing and basic kid's ministry functions at either campus
- Serve as front desk coordinator/check-in at either campus
- Mail OFK Birthday cards at the beginning of each month
- Help with parent engagement and social media
- Help with planning the training events for OFK teachers
- Help with choosing new worship songs and game planning for Sundays
- Learn all aspects of children's ministry!

All interns should plan to contribute in planning and/or executing the following church-wide events:

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- Dream Team Nights (Quarterly)
- Church Anniversary /Family Reunion (September)
- Young Adults Event (October)
- Men's Event (October)
- Women's Event (February)
- Marriage Event (April/May)

#11: Production Intern - Audio Focused

Staff Name: Tyler Neyens

Campus: Shaw / U-City / Online

Hours Per Week: 5-15 hours

Specifically, when will the intern need to be available?

- Tuesdays 4-6pm (Intern Gathering)
- Sundays 7A-1P
- Some Wednesdays 6P-8P (Twice per month)

Description of Duties/Responsibilities/Projects:

- Oversee operators and operate the audio board for Front of House and Streaming (expertise in audio mixing, Behringer X32, Dante networks preferred)
- Work closely with professional audio operators to create an excellent audio experience for the in-person and online audiences
- Work closely with the Worship Team to achieve the vision of leading people into worship
- Provide service leadership to front of house production (audio, visual production, lighting)
- Provide audio support for special projects - videos, podcasting, etc.
- Train / lead new audio volunteers
- Assist with FOH production system upgrades
- Contribute to worship rehearsal coverage

All interns should plan to contribute in planning and/or executing the following church-wide events:

- Next Steps Dinner (1st Sunday of month, 4:30-7:30p)
- Dream Team Nights (Quarterly)
- Church Anniversary /Family Reunion (September)
- Young Adults Event (October)
- Men's Event (October)
- Women's Event (February)
- Marriage Event (April/May)

#12: Worship Team Intern (Audition not required for this position)

Staff Name: Shawanda Smith

Campus: Shaw/U-City

Hours Per Week: 15

Specifically, when will the intern need to be available?

- Tuesdays 4-6pm (Intern Gathering)
- Sundays 7-1P
- Wednesday 5-8:30P (Rehearsal)
- Flexible throughout the week

Description of Duties/Responsibilities/Projects:

- Audition optional but not required.
- Help set up for rehearsals, Sunday services, and worship-related events
- Design and organize team-building events for the worship team
- Administrative skills a plus
- Understanding Service Flow and contribute in the creation of service flow
- Understanding team scheduling process/Music/worship Sets
- Attend the Next Steps Dinner and help prospective team members understand the process of joining the team and serving requirements
- Team Auditions: Shadow auditions and contribute to the refinement of the process of auditioning and joining the Worship team
- Coordinate worship team audition auditions for prospective new team members

All interns should plan to contribute in planning and/or executing the following church-wide events:

- Next Steps Dinner (1st Sunday of month, 4:30-7:30p)
- Dream Team Nights (Quarterly)
- Church Anniversary /Family Reunion (September)
- Young Adults Event (October)
- Men's Event (October)
- Women's Event (February)
- Marriage Event (April/May)

Code of Conduct

First and foremost, we are Christians. As Christians, the way we conduct our lives is of vital importance. We are representatives of Christ, and our conduct, whether we know it or not, directly impacts the way those around us perceive Christ and His church. As a member of the One Family Church Leadership Academy, you are responsible for “walking in the light.” This means you are responsible for developing and exhibiting mature Christian behavior, both in public and in private.

Exemplifying the highest moral commitment, interns are to maintain a disciplined life of Bible reading, prayer, and love for God and others. Interns are to refrain from those behaviors that do not bring glory to God, such as:

- profanity
- violence or uncontrolled temper
- lewd or coarse conduct or conversation
- gossip or slander
- drunkenness
- dishonesty
- illegal drug use
- pornography,
- and any kind of sexual immorality.
- (See Galatians 5:13-26)

Rather we are to conduct ourselves with love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control, not becoming conceited, or provoking or envying one another. Galatians 5:13-26

None of us are perfect, and we will all stumble from time to time. However, as Christians we must repent when we fall, and seek the help of God and other Christians. We must also be willing to accept correction from the scripture. By providing an example in speech, action and attitude, we encourage others to grow in Christ and to become servants/leaders themselves. As we mature in Christ, we find that these disciplines do not restrict our lives -- rather, they liberate us to lead transformed lives of strength, power and purpose.

As an intern at One Family Church, you are pledging to uphold the Code of Conduct, and are pledging that if and when you struggle to uphold it, you will seek spiritual assistance, accountability and restoration from church leadership and other faithful Christian brothers or sisters.

Application Link

[Apply HERE](#)