

2nd Year - Internship Guideline

Students who attend the second year program at CULC will receive hands-on experience in both ministerial and organizational leadership settings to enhance skills, cultivate professional and leadership calling, and to prepare them to be leaders in their chosen area of leadership.

Students must complete 6 hours of ministry work every week. The approved ministry report is due on Tuesdays. Internship Report must be submitted [online](#). Students must complete at least 96 ministry hours during the semester to receive a complete grade.

There are two components on how a student can meet the internship requirements during the fall semester. Required ministry hours must be completed by the end of the semester to receive a complete grade.

1. Students can volunteer in any of these ministry activities:
 - CULC (Classroom Set Up/Tear Down, Prayer and Worship)
 - Host Team (Greeters, Ushers, Info Table, Coffee Bar, Ride)
 - Outreach/Evangelism Ministry
 - U-Kids Ministry
 - Worship Team
 - Building Maintenance/Cleaning
 - Prayer/Ministry Team
 - Youth & Young Adults Ministry
 - Preaching, Exhorting, Hosting (Connections)
 - Approved Events/Ministry
2. Students must submit a 2-3 page Personal Statement stating:
 - 1) spiritual journey and any relevant experiences in church or leadership role;
 - 2) describe the area of leadership that you want to pursue and what inspired your interest in ministerial or organizational leadership;
 - 3) identify key skills and strengths that you have developed through your experiences or previous trainings and explain how these skills will contribute to your effectiveness as a leader in a ministry or organizational setting;
 - 4) specify 3-4 short-term goals and long-term goals (if known), and how you plan to achieve those goals applying what you have learned and the training you will receive from CULC;
 - 5) share your vision for how you hope to impact your church or organization

Submit Personal Statement to jesse@churchunstoppable.com on or before Tuesday, September 9, 2025.

Depending on what area of leadership a student is interested in pursuing, these are some internship opportunities to consider for your short-term goals and long-term goals:

1. Ministerial Track

- Church Ministry Intern: Work directly with church leaders in various ministries (e.g., youth, young adults, host, outreach, U-kids, worship, media)
- Pastoral Assistant: Assist pastors with sermon preparation, pastoral care, and administrative duties (e.g. service exhortation, religious ceremonies)
- Community Engagement: Develop and implement community oriented or outreach programs (e.g. connections ministry, team night, Merry, Market, Back to School, grocery drive)

2. **Organizational Leadership Track**

- Church Administration Intern: Support the administrative functions of the church, including event planning, volunteer coordination, budget planning).
- Leadership Development Coordinator: Assist in designing and executing leadership training programs for church staff or volunteers (e.g. ministry guidelines, volunteer trainings, leadership advance)
- Project Management: Lead specific church projects or initiatives, ensuring alignment with organizational goals (e.g. discipleship classes, fast-track, facility and asset management)

Guide to filling out the [2nd Year Student Internship Report](#):

Definition of **Ministry**: To **serve** others in ways to meet the needs of others in the power of God's spirit.

Ministry Hours is one way to develop "Leading In". To Lead In, leaders lead themselves with:

- Integrity
- Discipline
- and Consistency

Fulfilling your internship requirement is not just about making time or accumulating hours, it is about developing the leader in you.

1. For the Ministry field, identify what Ministry you served under, and specify the details of how and who you served.
2. On the Date field, enter one date per line for each ministry that you are reporting.
3. On the Hours field, enter the actual time served (example: 8:30 - 9:30 am). In the event of multiple Ministries in one day, write the breakdown. (example: 8:30 - 9:00 / Intercessory Prayer; 9:00 - 9:30 / Greeter - Host Team; 11:30 - 12nn Clean ladies restrooms)
4. Make sure to submit weekly. Cut-off for Ministry Hours to be submitted every Tuesday. Late submission may be subject to deduction.
5. Those serving at CU in one or two services - general rule of thumb is 1 hour of ministry hours for each service because there are breaks in between and you also sit down to hear the message, etc. Hour may vary depending on the role (ex: U-Kids teacher, preacher).
6. Maximum Hours for message preparation:
 - Bible Study - 1.5 hours (ex: teaching for bible study, YAYA nights, Connect)
 - Preaching - 3 hours (ex: preaching for a Sunday service)
7. Not all travel time can be counted for ministry hours. Travel Hours are subject to approval. Make sure to include and break down details of the travel.
8. Visiting for encouragement/prayer (i.e. someone who has not been coming to church lately, gave birth, is sick or went through a major life change, etc.) can be considered

Ministry hours. Travel time is subject to approval for this type of ministry.

9. Ride Ministry - giving rides to a church member or guest to and from church is considered Ministry hours.
10. Bible Study - personal bible study is not considered Ministry time because you are not giving out; you are studying for your growth. However, as discussed earlier, study time in preparation for teaching or preaching is approved because it is part of preparation to do Ministry.
11. Lunch and Dinner with Pastors and Leaders is fellowship and does not count as Ministry. However, if you took a disciple/mentee for a one-on-one and had lunch or dinner, it may be considered (subject to approval).

Please contact our 2nd Year Internship Coordinator, Pastor Jesse Klein at (415) 238-1053 or email jesse@churchunstoppable.com for questions.