

UPPER ROOM CHURCH INTERNSHIP PROGRAM

INTERNSHIP APPLICATION

Instructions:

1. Please put a check below next to which ministries/interests you most desire to be trained in while interning at the Upper Room.
2. All applicants for internships should complete the application, pages 3-15, 24-26.
3. Please also complete the addendum and background check authorization form at the back of the application.

Please Circle no more than two:

20,000 Souls Campaign, Ministry, Worship

Ministry of Helps

Worship Ministry

Media Ministry

Young Warriors Youth Ministry

Young Lions College and Career Ministry

APPLICATION PROCESS

The application has six components, which must all be sent together in one packet. Admissions decisions will not be made until we receive your complete application.

1. Application form, completed and signed, with addendum, if applying for an internship
2. Current, personal photograph attached to the application
3. Personal testimony typed on a separate sheet; no more than two pages
4. Completed, pastoral recommendation in a sealed and signed envelope*
5. Completed, personal recommendation in a sealed and signed envelope*
6. Internship applicants must complete the internship addendum and background check authorization form

*Only required if applicant is not currently a member of the Upper Room Church, or has been a member for less than 6 months.

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ACCEPTANCE

We will be sure to notify you that we have received your application as well as arrange an interview that best coincides with your schedule. Applicants are not accepted into the Internship Program until they have received an official notification of acceptance from the Upper Room Admissions office. We generally notify the applicant of his/her acceptance or denial within thirty days of the interview. Accepted students and interns will receive further instructions by email from The Upper Room Admissions office. Please email UpperRoomDFW@aol.com or call 817.898.0440 if you have any questions during the application process.

PERSONAL INFORMATION

Date of application _____ Last name _____
First name _____ Middle name _____
Address _____
City _____ State _____
Zip/postal code _____ Country _____
Home phone _____ Mobile phone _____
Email _____ Social Security # _____
Date of birth (MM/DD/YY) _____ Age _____

LEGAL STATUS

Please check the one that applies to you.

U.S. citizen U.S. national U.S. legal permanent resident
 International applicant (any applicant who is not a U.S. citizen, a U.S. national, or a U.S. legal permanent resident)

If you are currently in the U.S., what type of visa do you have? _____
Country of citizenship _____ Country of birth _____

FAMILY INFORMATION: (Please fill out information and circle if person is deceased or living)

1. Father/guardian _____ Deceased Living Phone _____
Address _____ City _____
State _____ Zip/postal code _____ Country _____

2. Mother/guardian _____ Deceased Living Phone _____
Address _____ City _____
State _____ Zip/postal code _____ Country _____

3. Marital status; check all that apply.

Single Engaged Married Widowed Separated* Divorced*

*Please include an explanation on a separate sheet of paper.

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4. If you are married, please answer the following question. If not, skip to question 5.

Spouse's name _____ Date of birth _____

Age _____ How long married? _____

Is your spouse applying for the Upper Room Church Internship Program? Yes No

If yes, your spouse must complete a separate application and submit it with yours. If no, please include a letter from your spouse that describes their Christian experience, their feelings about your time at The Upper Room Church, and their feelings about your potential position on staff and being activated into full-time ministry.

5. Do you have children? Yes No If yes, please list each child who will be living in Dallas/Fort Worth with you during your time as an intern at the Upper Room Church.

Name	Gender	Date of birth	Coming to DFW?	
_____	M F	_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
_____	M F	_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
_____	M F	_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
_____	M F	_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
_____	M F	_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No

EDUCATION, EMPLOYMENT, AND MINISTRY BACKGROUND

1. List senior high/secondary school and institutions of higher education you have attended, with the most recent first.

School name	City, state	Dates attended	Diploma, degree
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

2. List previous places of employment, with the most recent first.

Employer _____ City, state _____ Dates _____
 Phone _____ Supervisor _____
 Responsibilities _____ Reason for leaving _____

Employer _____ City, state _____ Dates _____
 Phone _____ Supervisor _____
 Responsibilities _____ Reason for leaving _____

Employer _____ City, state _____ Dates _____
 Phone _____ Supervisor _____

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Responsibilities _____ Reason for leaving _____

3. Are you currently involved in a local church? Yes No*

* Please explain on a separate sheet of paper.

3a. Are you currently attending the Upper Room Church? Yes No

3b. Do you currently have an active serving role at the Upper Room? Yes* No

* What serving role(s) do you have? _____

4. List previous church involvement, including your time at the Upper Room Church (if applicable), with the most recent first.

Church name, city and state	Date	Senior Pastor	Attended	
_____	_____	_____	<input type="checkbox"/> Often	<input type="checkbox"/> Occasionally
_____	_____	_____	<input type="checkbox"/> Often	<input type="checkbox"/> Occasionally
_____	_____	_____	<input type="checkbox"/> Often	<input type="checkbox"/> Occasionally
_____	_____	_____	<input type="checkbox"/> Often	<input type="checkbox"/> Occasionally

5. Describe your previous ministry training and involvement. Use an extra sheet of paper if more space is needed.

6. If you are not currently attending the Upper Room Church, describe how your church or spiritual family feels about your time as an Upper Room intern.

7. Do you speak any languages besides English? Yes No

If yes, which language(s): _____

8. (Worship Team applicants only): What is your primary instrument? Select only one of the following: Piano/keys Acoustic guitar Electric guitar Bass guitar Drums Voice
 Other, please specify _____

9. (Media applicants only): Please list any media experience you have, including skills learned and software/equipment used. Note: media experience is not required, but is helpful for those who wish to be involved in the Upper Room media department.

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6. How did you hear about The Upper Room/internships?

7. What led you to be an Upper Room Intern?

8. Have you applied for or attended any training program or class at Upper Room in the past? (this includes the 400 Level One and Level Two, other classes, missions trips etc) Yes No

If yes, list which programs:

10. Do you own a vehicle? Yes No

11. Have you been through all 48 lessons of the Armed For War Discipleship Course? Yes No

12. Have you attended an Upper Room Church membership class? Yes No

13. Do you currently have any debt? Yes No If yes, please explain and include your plans for managing it if accepted into the Upper Room Internship Program.

PERSONAL PHILOSOPHY

1. What does it mean to you to be sold out for God?

2. Define, in your own words, commitment.

3. What does it mean to be a leader in the body of Christ?

4. What does it mean to be separate from the world?

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PERSONAL TESTIMONY

Please write your personal testimony in a separate typed document. Include the following points:

1. A summary of your personal journey in Christ
2. Any past or present life-controlling issues, whether mental, emotional, or relational
3. Your goals for the future, including your life vision, career goals and ministry plans
4. Expectations for your time in our internship program and a summary of what you hope to learn at The Upper Room

SERVICE SCHEDULE

All interns are required to attend as many of our weekly services as possible, and serve at least one weekly service. Please check each service you will be able attend. Dismissal from services is permitted under certain circumstances such as work schedules, school schedules, court dates, travel arrangements and emergencies.

Saturday Night: 7PM

Sunday Morning: 9AM 11AM

Tuesday Night: 7PM Main Service 7PM Youth Service

Wednesday Night: 7PM Young Lions Service (if applicable)

If you checked any of the above, please explain. Use a separate sheet of paper if necessary.

2. Do you have any physical disabilities or conditions that require special care? Yes No
If yes, please explain.

3. Do you have any substance abuse problems or addictions? Yes No If yes, please explain.

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4. Do you currently have, or have you ever had, any life-controlling mental, emotional, or relational issues? Yes No If yes, please explain.

5. Have you ever voluntarily or involuntarily received help for psychological, sexual, emotional, or relational problems? Yes No If yes, please provide details below.

Year	Caregiver(s)/program(s)	Identified problem(s)
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<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>

6. Have you ever been accused of and/or reported for physically or sexually abusing someone? Yes No If yes, please explain on a separate sheet.

7. Do you have a police record? Yes No If yes, please explain on a separate sheet.

8. Have you ever attempted or considered suicide? Yes No If yes, please explain the circumstances. Include when, where, and how you were treated, and whether treatment was voluntary or involuntary.

UPPER ROOM CHURCH INTERNSHIP GUIDELINES

Please carefully read each one of these guidelines. Failure to meet these guidelines is grounds for immediate dismissal from the internship. It is our desire that all of our staff, students and interns set an example of blameless excellence and Christ-like character for everyone else. (Philippians 2:15)

Discipleship Course: Every applicant who has not gone through all 48 lessons of the Armed For War Discipleship Course within the last year, are required to complete the course within the first three months of the internship start date. It is recommended that those who will be required to go through the course, start doing so immediately upon acceptance into the internship program.

Teachability: We ask that every intern be teachable, willing to learn, and sincere in his/her pursuit of holiness.

Punctuality: All interns MUST be on time every time. This includes services, classes, serving jobs, meetings and all other occasions involved with or at the church where your attendance is expected and/or you have a commitment.

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Morality: All interns must live a Biblically moral lifestyle and avoid the “appearance of evil” at all cost. Interns must avoid all immorality. This includes but is not limited to all sexual activity outside of marriage, pornography, crude jokes, foul language, racial slurs and comments, and the suchlike. Interns are expected to exude a mature, Christ-like attitude at all times while at the church or at any church event, gathering or function.

Music, movies and other media: All interns must avoid, when possible, listening to secular music, watching “R” rated movies and other questionable material. This includes, but is not limited to, country music; movies, TV shows and other media containing sexual material, moderate amounts of foul language, racial jokes, sexual jokes, crude jokes and the suchlike.

Facebook and other social media: Interns are encouraged, but not required to limit, or refrain completely from, the use of Facebook and other social media. If you choose to use such sites, we ask that you use discretion in what you post, who you become “friends” with, and what you disclose is the HIGHLY PUBLIC world of Facebook and Twitter. You MUST refrain from using Facebook or other social media for the following: slander, gossip, venting, spewing, crude or sexual jokes, and the such like. Interns should also avoid petty arguments, disputes and quarreling as they are unbiblical and are counter-productive for what this internship is all about. (Titus 3:9, 2 Timothy 2:22-26)

Dating/Courting: Dating is permitted, but we highly recommend interns do not date while attending an Upper Room Church internship. The purpose of our internships is focused pursuit of the Lord, intensive discipleship, and rapid spiritual growth. It is our belief that a relationship would distract the intern(s) from what God is trying to do during this focused season and therefore we encourage interns to remain single (if not already married) for the duration of their internship. We are confident that when interns separate themselves for this short season, they will find that the reward far outweighs the sacrifice. Interns who wish to date/court are able to do so, provided both parties are walking in a right relationship with God (i.e. they are both born again, and not living in sin).

Vacation: Limited personal breaks are permitted during the internship, and we do give a break during the month of June. Personal breaks include, but are not limited to, ministry trips, weekend trips, family reunions, graduations, weddings, and the suchlike. Interns are expected to plan ahead and keep the internship session as uninterrupted as possible, focused season of consecration and impartation. Personal time should be requested well in advance.

Personal appearance: Interns are expected to uphold a clean, modest, and non-distracting appearance in their dress for all meetings, classes, services, and gatherings throughout the Upper Room community. We desire to bring glory to Jesus with our bodies and clothing. We also ask that clean, untorn clothing and shoes be worn when on any ministry platform at The Upper Room Church.

Health insurance: We recommend that applicants provide their own health insurance coverage. Neither The Upper Room Church nor the internship program are responsible for covering hospitalization, visits to the doctor, or medications.

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Vehicle: Interns are responsible for their own transportation and timeliness (i.e., they must be punctual for meetings and classes) whether they have a vehicle or not. We recommend that each intern have access to a reliable vehicle throughout the internship.

Personal expenditures: Interns are required to have sufficient funds to cover all personal and living expenses incurred throughout the internship. No funds or support is provided by the church or any affiliated churches, ministries, or persons.

UPPER ROOM CHURCH FOUNDATIONAL COMMITMENTS

For all Upper Room Church staff, students, and interns:

We recognize that external rules of behavior are not the highest ideal for any Christian community and desire that our motivation for holiness would be love for Jesus and His people, not rules. In this spirit we affirm the following:

The Upper Room Church expects all its staff members (all staff, students, and interns), to make a personal commitment to live counter to the prevailing moral laxity of our society by not participating in, advocating, supporting, or condoning sexual activity (heterosexual or homosexual) outside of marriage between a man and a woman, as set forth in the Scripture. Further, we will demonstrate our commitment to Christ and to each other by refraining from the use of tobacco, and ALL use of alcoholic beverages.

UPPER ROOM CHURCH STATEMENT OF FAITH

We believe...

ACKNOWLEDGMENT OF AGREEMENT

Please acknowledge your agreement with the following by checking each line and signing your name.

I have read, agree with, and will abide by the Upper Room Church internship guidelines.

I understand that breaking the internship guidelines is grounds for immediate dismissal from the internship program.

I understand that upon acceptance into the program, I will become a member of the Upper Room Church and will be expected to attend all church services that my work/school schedule permits.

I understand that I must secure funds sufficient to cover all my personal and living expenses.

I declare that the information I have provided in my application is true, accurate, and complete.

I understand that providing false information in my application may be grounds for denial of my application and dismissal from the Upper Room Internship Program at any time.

Signature _____ Date _____

**UPPER ROOM CHURCH INTERNSHIP PROGRAM
INTERNSHIPS APPLICATION ADDENDUM**

FINANCES

1. The Upper Room Internship Program does not provide food, housing transportation or any other living expenses.

You must meet the following minimum financial requirements:

Single: \$700/month

Married: \$1,400/month

Married with children: \$1,600/month

Please explain your financial plans for support, insurance, transportation, housing, food, recreation, and other expenses while interning at the Upper Room Church.

DATING/COURTING

1. Are you currently engaged or in a dating/courting relationship? Yes No
2. Do you see yourself being in a dating/courting relationship during the 12-14 months of the internship program? Yes No Uncertain
3. Is the person you are dating/courting applying for an internship at The Upper Room Church at the same time as you? Yes No If yes, please give details.

MUSICAL TRAINING

1. Are you a singer? Yes* No

*Please rate your level of experience.

0 = None 1 = Minimal 2 = Moderate 3 = Proficient

History of taking vocal lessons

Experience with a live band

Experience with performing

Proficiency with your voice

Experience leading worship

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Additional comments:

2. Are you a musician? Yes* No

*Please rate your level of experience on your primary instrument.

Primary instrument: _____

0 = None 1 = Minimal 2 = Moderate 3 = Proficient

Sight reading

Playing by ear

Reading notes

Reading chords

History of taking music lessons

Experience with a live band

Proficiency on your instrument

Experience leading worship

Additional comments:

3. Do you play any other instruments? Yes No Please list them below in order of proficiency.

4. Do you plan to audition for a worship team while you are at The Upper Room Church?

Yes No

If yes, please explain in what capacity you are hoping to be involved.

TRAVEL

Do you have any scheduled vacations, ministry trips or other travel plans, or do you see yourself traveling for any reason during the course of the internship? Yes No If yes, please explain.

BACKGROUND CHECK AUTHORIZATION

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Each intern will have service hours during their Upper Room Church Internship internship. Some of these hours may include working with the nursery and/or children's ministry of the Upper Room Church. We therefore require that each applicant fill out and sign this form to authorize a background check. This written authorization is required to complete the application process.

Name _____

Date of birth _____

Social security number _____

Driver's license number _____

Issuing state of driver's license _____

Complete address as listed on driver's license _____

Have you ever been reported to a Social Service Agency/Department of Family Services?

Yes No If yes, please explain.

Have you ever been accused of or reported for physical or sexual abuse? Yes No

If yes, please explain.

I attest that the above information is true and correct to the best of my knowledge. I hereby give permission to the International House of Prayer of Kansas City (IHOP-KC) to investigate my background and check references as it relates to my working with children and youth during the internship I am applying for. I understand this could also include a police background check as well as investigation by professional agencies. I also understand that I may withhold my permission and that in such a case, no investigation will be done and my application for the internship will not be processed further.

Signature _____ Date _____