

LAKEWOOD CHURCH INTERNSHIP PROGRAM  
APPLICATION FOR ADMISSION

Dear Applicant,

Thank you for your interest in the Lakewood Church Internship Program. We are excited about the possibility of having you as an intern for the next ministry season. Our desire is to equip leaders to succeed in all facets of church ministry. The Lakewood Internship Program will provide interns with hands-on ministry experience, as well as intensive leadership training and development.

As you read this information packet, you will find answers to our most frequently asked questions. It is our desire to open the internship to individuals who feel there is a potential calling to ministry on their life. If that is you, please continue with this process. You are encouraged to complete the enclosed application and return it promptly. All applications must be submitted with the \$25 application fee by June 7, 2019.

Your completed file will be reviewed and prayerfully considered for admission to the program. Those considered for admission will be contacted to schedule the initial interview. Those selected to participate in the Lakewood Internship Program for the 2019 – 2020 term will be notified in August. The program will begin September 03, 2019.

Thank you for your desire to serve. If you have questions, please call us at

713.491.5256 extension 5256 or email us at [internship@lakewood.cc](mailto:internship@lakewood.cc).

In His Service,  
John Bowman  
Internship Director

## LAKWOOD CHURCH INTERNSHIP PROGRAM FREQUENTLY ASKED QUESTIONS

1. What is the purpose of the internship program?
  - To provide individuals who sense a call to ministry and who desire intensive training to serve God's people with an opportunity to explore and experience church ministry through a 10-month training program.
2. What is the mission?
  - Expose accepted interns to the variety of experiences associated with ministry.
  - Educate interns in the foundations of spiritual leadership and logistical administration.
  - Evaluate intern experience at periodic times to ensure calling and spiritual gifts for ministry are achieved.
  - Create a well-rounded experience exposing the joys, triumphs, challenges, and opportunities of service in full-time ministry.
  - Prepare Interns for potential full time ministry following internship
3. What are the qualifications for becoming an intern?
  - Committed Christians who have been water baptized and who are currently active in church ministry.
  - Strong recommendation from the Pastor you are currently serving under
  - Two recommendations: one from family and one from an adult authority associate.
  - Financial stability, self-transportation.
  - Health insurance and car insurance.
  - Healthy devotional life.
  - A sense of call to full or part-time ministry.
  - 18 years old and a High School diploma or equivalent.
4. What are the benefits of becoming an intern?
  - Hands on experience serving in one of the most creative and effective ministry contexts in the world.
  - Ministry experiences that will help you clarify the direction of your life.
  - In-depth leadership training by the pastoral staff.
  - Accountability and mentorship with a Lakewood staff member.
  - Character Development.
  - Growth and development in your personal relationship with Jesus Christ.
  - Ministry practicum in one of the designated departments.
5. What are the expectations of the accepted intern?
  - Commitment of ten months, September through June, with two weeks off during winter and one week off during spring.
  - A minimum of 15 hours per week including weekend and Wednesday church services is required. However, some ministry departments may require additional hours. Applicants will discuss and agree to a schedule designed to fulfill the internship requirements within each ministry department prior to acceptance.
  - Personal devotions.
  - Attendance to and active participation in all events, meetings, classes, Lakewood Church Volunteer Central, appointments and services.

- Complete weekly requirements for leadership class and monthly requirements established by overseeing Pastor or Director.
- Mandatory participation in one off-campus day trip, the Internship Service Project, Conferences at Lakewood Church, and one of the Joel Osteen Ministry Tours.
- Employment/School Attendance: We encourage individuals to do what is necessary to be successful in life. However, the internship needs appropriate commitment in order to be completed successfully. For those currently enrolled in school, a fall semester grade check is required in December. Interns are expected to maintain a 3.0 GPA.
- Complete adherence to the Intern Pledge.
- Agreement with the Lakewood Church doctrinal belief statements.

6. What can I, as an intern, expect of Lakewood Church?

- A workplace equipped with appropriate tools; access to phone, computer, email, fax, files, voicemail, etc.
- Clear communication about expectations and progress, including mid-year and final evaluations.
- Prepared and enthusiastic training by leadership

7. What are some of the potential ministry departments hosting interns?

- |                                |                                       |
|--------------------------------|---------------------------------------|
| • Music Ministry               | • Champions Club                      |
| • LifeGroup Ministry           | • Spanish Ministry                    |
| • Financial Ministry           | • Pastoral Care Ministry              |
| • Media/Audio                  | • Youth (Middle School & High School) |
| • Kidslife Children's Ministry | (6th – 12th Grade)                    |
| • Young Adults Ministry        | • Men's Ministry                      |

*ALL AREAS OF FOCUS WILL HELP THE INTERN UNDERSTAND THE JOB AND LIFESTYLE OF A FULL-TIME PASTOR OR MINISTRY DIRECTOR.*

8. What financial guidelines do I need to be aware of?

- Application fee: \$25.00 (non-refundable) application processing fee is due when the application is submitted. This does count toward tuition expense.
- Tuition expense: The Internship Program tuition for all part time and full time students is \$1500.00. Interns are responsible for the entire cost. Raising support for tuition is an option the intern can independently pursue.
- Deposit: The first \$750.00 must be deposited by August 11, 2019. The payment can be mailed in to the Lakewood Church Bookstore or handed in at the Lakewood Church Bookstore. (Please include payment slip)
- Final Payment: The balance is due by January 31, 2020. The payment is to be made in the Lakewood Church bookstore. (Please include payment slip)
- Probation: Past due accounts will result in the intern being placed on a three week probation. During probation, the intern's ministry responsibilities will be set aside in order to allow the intern to focus completely on fund raising. At the end of three weeks, the past due amount must be paid in full. An outstanding account will result in the intern being dropped from the program. In the event that an intern is unable to participate in the Internship Program, the funds will be used to subsidize the Internship Program at the discretion of the Intern Director. No refunds will be issued.

9. What are Lakewood Church's doctrinal beliefs?

- We Believe...the entire Bible is inspired by God, without error and the authority on which we base our faith, conduct, and doctrine.
- We Believe...in one God who exists in three distinct persons: Father, Son and Holy Spirit. We believe Jesus Christ is the Son of God who came to this earth as Savior of the world.
- We Believe...Jesus died on the cross and shed His blood for our sins. We believe that salvation is found by placing our faith in what Jesus did for us on the cross. We believe Jesus rose from the dead and is coming again.
- We Believe...water baptism is a symbol of the cleansing power of the blood of Christ and a testimony to our faith in the Lord Jesus Christ.
- We Believe...in the regular taking of Communion as an act of remembering what the Lord Jesus did for us on the cross.
- We Believe...every believer should be in a growing relationship with Jesus by obeying God's Word, yielding to the Holy Spirit and by being conformed to the image of Christ.
- We Believe...as children of God, we are over-comers and more than conquerors and God intends for each of us to experience the abundant life He has in store for us.

SAMPLE LETTER

(Date)

(Your Address)

Dear (Put the name of your potential supporter here),

I have recently made the exciting decision to intern at Lakewood church. It is a great opportunity to learn and experience more about the ministry and to explore God's calling on my life to ministry.

The Lakewood Church Internship Program will be eleven months of hands on training and leadership development. I will be an active part of the ministries of Lakewood church having the opportunity to help minister in the (insert name of department here) department. The list of opportunities that the Lord will allow me to be a part of is exciting but it is not just ministry. I will attend weekly leadership training classes and experience the behind the scenes of ministry. Most importantly, I want to give eleven months of my life to Jesus Christ that I may learn more about Him and the calling He has placed on my life.

The total cost of the program is \$1500. The tuition covers materials and supplies, books, and ministry trips. (Insert this statement if needed: It does not cover personal expenses such as housing and food.) I cannot accomplish this task alone so I am asking you to prayerfully consider joining me in this program through financial support. During the next several weeks I will be working very hard to raise the finances to participate in this internship. My first deadline is August 11, 2019.

Any amount that you can sponsor me will be greatly appreciated. If you would like to support me in this opportunity, please make your donation or check payable to me to deposit in my account so I can send one check to Lakewood Church. If you have any questions, please call me at (insert your phone number here) or email me at (insert your email address here).

Thank you for your prayerful consideration. Your prayers and support are greatly appreciated.

God Bless you,

(Your personal signature)

(Your Name)

ATTENTION: Add a P.S. note to make each letter feel more personal. Also, don't forget to include a self-addressed stamped envelope with your letter.

LAKWOOD INTERN PLEDGE OF HONOR

I, \_\_\_\_\_, am fully persuaded that it is the will of God for me to be enrolled in the Lakewood Church Internship Program for the 2019–2020 academic year. I sincerely believe that I am here by direction of the Holy Spirit and that God desires to do a unique work in my life. I believe this includes a deeper understanding of His Word and work, the development of a stronger personal relationship with God, the further maturing of my Christian character, the strengthening of personal disciplines in my life, the sharpening of my ministry skills, and the development of life-long friendships.

Because of this, as a Lakewood Intern, I make the following pledge:

- 1. I PLEDGE to diligently pursue the spiritual opportunities and engage in spiritual activities that will help me grow in my own relationship with God and become better equipped to serve and minister to others.
- 2. I PLEDGE to remain open to the dealings of the Holy Spirit in all areas of my life that are consistent with Christian character and true godliness.
- 3. I PLEDGE to be responsive to the authorities that God has placed over me during this season of my life including the church elders, pastors, and Lakewood Church Internship Program leaders.
- 4. I PLEDGE to apply myself whole-heartedly to my intellectual pursuits, to use the full powers of my mind for the glory of God and to maintain a spirit of excellence in all that I do.
- 5. I PLEDGE to be responsible financially for the commitments I have made and to those to whom I have made them.
- 6. I PLEDGE to proactively inform Lakewood Internship Leadership immediately if I am in or begin a new dating relationship at any time during the 10 month duration of the program. This includes developing and nurturing any type of intimate relationship (verbally, physically or emotionally) with a person of the opposite sex. I will be conscientious of the public’s perception of my commitment and therefore will avoid situations that could be interpreted as compromising. My primary focus will be dedicated to developing an intimate relationship with God.
- 7. I PLEDGE to develop my body with sound health habits by participating in wholesome physical activities.
- 8. I PLEDGE to abstain from all immoral and illegal acts and habits, whether on or off church property. I will not drink alcoholic beverages of any kind. I will not use tobacco. I will not engage in any other behavior that is contrary to Christian conduct.
- 9. I PLEDGE to cultivate good relationships socially with others, to do my part to resolve conflicts that may arise, and to seek to love others as I love myself.
- 10. I PLEDGE to attend classes, ministry sessions, seminars, and all required special events, and to attend church services as prescribed.
- 11. I PLEDGE to abide by all of the guidelines and standards of conduct as outlined in the Lakewood Church Internship Program and other guidelines issued in oral or written form by the Lakewood Church Internship Program Director, understanding that failure to cooperate could result in my dismissal from the program.

Applicant’s Signature \_\_\_\_\_ Date \_\_\_\_\_

## APPLICATION INSTRUCTIONS

By following the steps listed below, you will be able to fulfill all requirements for application to Lakewood Church Internship Program. Address all correspondence to:

Lakewood Church Internship Program  
3700 Southwest Freeway  
Houston, TX 77027

1. Carefully complete the APPLICATION FOR ADMISSION forms. Answer all questions. Please use pen or type when filling in blanks.
2. Enclose a recent PICTURE of yourself that is indicative of your present appearance. It should include head and shoulders.
3. Complete the BIOGRAPHY covering your conversion, your desire for Christian service, goals and desires for the future, and why you desire to enroll in the Internship Program.
4. Complete all REFERENCE FORMS:
  - a. The Personal Reference should be given to a mature Christian, preferably a mentor or someone who knows you well enough to give a meaningful reference.
  - b. The Pastor/Director Reference should be completed by the Pastor who oversees the ministry in which you desire to intern, or the Pastor you currently serve with.
  - c. The Family Reference should be given to your parents, if you are supported financially by your parent(s). Example: If you still live in their home or they are paying your school tuition.
5. Mail the Application, Biography with picture, \$25.00 (non-refundable) to the address listed above. Your file must be complete with all the above-required information before your application can be processed.

NOTE: In order to process your application, it is important that the Reference forms be sent promptly. It will help expedite the process to have the Reference forms completed and returned to YOU in sealed envelopes, instead of having them sent directly to Lakewood Church. This will keep your file complete. When all these items have been received, your application will be reviewed and you will potentially be scheduled for an interview.

6. The application deadline, including all reference letters, is June 7, 2019.

**PERSONAL DATA**

PLEASE TYPE OR PRINT CLEARLY

**PERSONAL INFORMATION**

Name in full \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Cell Phone \_\_\_\_\_ Fax \_\_\_\_\_

Age \_\_\_\_\_ Birthday \_\_\_\_\_ Birth Place (city, state) \_\_\_\_\_

Male  Female Social Security No. \_\_\_\_\_

Driver's License Number \_\_\_\_\_ State \_\_\_\_\_

Emergency Contact Name \_\_\_\_\_ Phone \_\_\_\_\_

Please list the cities, states and counties you have lived in. Include the dates you resided there.

City \_\_\_\_\_ State \_\_\_\_\_ County \_\_\_\_\_ Dates \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ County \_\_\_\_\_ Dates \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ County \_\_\_\_\_ Dates \_\_\_\_\_

**FAMILY BACKGROUND**

Marital Status:

Single  Engaged  Married  Widowed  Divorced  Separated

\*If you've ever been divorced or separated, attach a statement giving details.

Spouse's Name \_\_\_\_\_ Date of Marriage \_\_\_\_\_

Number and ages of children (if applicable) \_\_\_\_\_

Citizenship \_\_\_\_\_ Current Occupation \_\_\_\_\_

If you are still living at home, please provide the following information:

Name of Father or Guardian \_\_\_\_\_

Phone number of Father or Guardian \_\_\_\_\_



Accepted Christ?  Yes  No    Occupation \_\_\_\_\_

Name of Mother or Guardian \_\_\_\_\_

Phone number of Mother or Guardian \_\_\_\_\_

Accepted Christ?  Yes  No                      Occupation \_\_\_\_\_

How do your parents/guardians currently feel about you participating in the Lakewood Church Internship program? \_\_\_\_\_  
\_\_\_\_\_

**RELIGIOUS BACKGROUND**

Name of home church \_\_\_\_\_

Denomination \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Phone Number \_\_\_\_\_

Name of senior/lead pastor \_\_\_\_\_

Name of pastor currently serving under \_\_\_\_\_

Date accepted Christ as Savior \_\_\_\_\_

Have you been baptized in water? \_\_\_\_\_ Date \_\_\_\_\_

Is the Holy Spirit active in your life in ways that are evident to you and others? \_\_\_\_\_

Do you tithe regularly? \_\_\_\_\_

**CHRISTIAN SERVICE**

Area of Service	Years Experience	Details (continue on back, if necessary)
Music/Choir/Leading Worship	_____	_____
Teaching	_____	_____
Drama	_____	_____
Youth Ministry	_____	_____
Children's Ministry	_____	_____
Dance	_____	_____
Missions	_____	_____
Evangelism	_____	_____
Small Groups	_____	_____
Ushering	_____	_____
Administrative	_____	_____
Other	_____	_____
Other	_____	_____

**INTERNSHIP INTEREST**

Internship requested in the following department: \_\_\_\_\_

Reason for this choice: \_\_\_\_\_

*We care for children and desire to protect them, please answer the following questions if you are interested Interning with Children’s Ministry and Youth Ministry.*

**For all other Ministries continue with Employment Background section.**

**CHILD PROTECTION**

Please list *all previous volunteer work or employment* involving children or students (minors under 18 years of age). List each organization’s name, type of work, dates, and a **contact person** familiar with your work there. **If more space is needed, add additional pages.**

Name	Address	Telephone No.	Contact Person	Type of Work Performed

List any talents, vocations, preparation, training or other experiences that have equipped you to work with children or students. \_\_\_\_\_

Why do you want to work with children or students at Lakewood Church?  
 \_\_\_\_\_  
 \_\_\_\_\_

Do you have a preference concerning the age group of the children or students with whom you would like to work with?

- |  |   |
|--|---|
| <input type="checkbox"/> Nursery (Birth to 1yr olds)                                   | <input type="checkbox"/> High School (grades 9 <sup>th</sup> - 12 <sup>th</sup> ) |
| <input type="checkbox"/> Preschool (2 yr old – Kindergarten)                           | <input type="checkbox"/> Champions Club   |
| <input type="checkbox"/> Elementary School (grades 1 <sup>st</sup> – 5 <sup>th</sup> ) | <input type="checkbox"/> Celebration Place (students ages 5 – 10)                 |
| <input type="checkbox"/> Middle School (grades 6 <sup>th</sup> – 8 <sup>th</sup> )     | <input type="checkbox"/> The Landing (students ages 11 – 17)                      |

Why is working with this age group your preference \_\_\_\_\_  
\_\_\_\_\_

Please check one or more areas of interest:

- |  |   |
|--|---|
| <input type="checkbox"/> Children's Choir                        | <input type="checkbox"/> Music (Bands)                    |
| <input type="checkbox"/> Classroom Helper                        | <input type="checkbox"/> Praise and Worship Teams         |
| <input type="checkbox"/> Classroom Teacher                       | <input type="checkbox"/> Prep Team                        |
| <input type="checkbox"/> Crafts                                  | <input type="checkbox"/> Recruiting                       |
| <input type="checkbox"/> Drama or MC                             | <input type="checkbox"/> Registration                     |
| <input type="checkbox"/> Graphic Design                          | <input type="checkbox"/> Security                         |
| <input type="checkbox"/> Interviewer (interviews new applicants) | <input type="checkbox"/> Set & Prop Design                |
| <input type="checkbox"/> KidsLife Office - Weekdays              | <input type="checkbox"/> Small Group Leader               |
| <input type="checkbox"/> KidsLife Office (during a service)      | <input type="checkbox"/> Special Needs                    |
| <input type="checkbox"/> Mascot Team                             | <input type="checkbox"/> Telephone Calling (day or night) |
| <input type="checkbox"/> Media                                   |   |

**EMPLOYMENT BACKGROUND**

Are you currently employed?  Yes  No

Present Employer \_\_\_\_\_

Position \_\_\_\_\_ Date Hired \_\_\_\_\_

Past Employer \_\_\_\_\_

Position \_\_\_\_\_ Date Hired \_\_\_\_\_

Quit  Laid Off  Fired Date: \_\_\_\_\_

Have you been employed with Lakewood?  Yes  No

Position \_\_\_\_\_ Date Hired \_\_\_\_\_

Quit  Laid Off  Fired Date: \_\_\_\_\_

**ACADEMIC BACKGROUND**

Name of High School attended \_\_\_\_\_

City/State/County \_\_\_\_\_

Graduation Date or GED \_\_\_\_\_

List colleges, universities, or other schools you have attended:

Name \_\_\_\_\_

Location \_\_\_\_\_ Date attended \_\_\_\_\_

Diploma/Degree \_\_\_\_\_

Name \_\_\_\_\_

Location \_\_\_\_\_ Date attended \_\_\_\_\_

Diploma/Degree \_\_\_\_\_

**MEDICAL BACKGROUND**

How would you describe your health?  Excellent  Good  Fair  Poor

List any physical limitations or disabilities that could physically limit the context of your internship? Are you limited in the activities you are able to do, participate in or perform? \_\_\_\_\_

Have you had an infectious or contagious disease such as Hepatitis, HIV, or tuberculosis? If yes, please explain. \_\_\_\_\_

List any medications you are currently using. \_\_\_\_\_

Have you ever used illegal drugs?  Yes  No If yes, date of last use \_\_\_\_\_

Do you use or have you ever struggled with tobacco, illegal drugs, or abuse alcohol in any form?

Yes  No If yes, please explain \_\_\_\_\_

Have you experienced drug or alcohol abuse that required hospitalization?  Yes  No

If yes, please explain \_\_\_\_\_

Have you ever been treated for an addiction?  Yes  No If yes, dates of treatment \_\_\_\_\_

please explain \_\_\_\_\_

Have you experienced emotional or psychological issues that required hospitalization? \_\_\_\_\_  
If yes, please explain \_\_\_\_\_

Do you have health insurance (required upon entrance)?  Yes  No

Insurance Company \_\_\_\_\_

Policy Number \_\_\_\_\_

*(Please attach a hard copy of your insurance policy/card with this application.)*

## FINANCIAL RESOURCES

How do you plan to pay for your tuition? \_\_\_\_\_

Will you have the total amount by the required date?  Yes  No

If no, please explain \_\_\_\_\_

Do you own your vehicle (required upon entrance)?  Yes  No

Do you have car insurance (required upon entrance)?  Yes  No

Insurance Company \_\_\_\_\_

Policy Number \_\_\_\_\_

*(Please attach a hard copy of your insurance policy/card with this application.)*

What is your current total personal indebtedness? (Include the total amount of any debts, loans, and payments that you presently have) \$ \_\_\_\_\_

Will your debts be paid off by the start of the internship program?  Yes  No

If no, how will you make payments? \_\_\_\_\_

## LEGAL AND LIFESTYLE CONCERNS

Do you have any lifestyle practices that might be considered questionable by Lakewood Church standards?  Yes  No

When you are unhappy, angry or emotional about a person or circumstance, what do you do? \_\_\_\_\_

What are your hobbies or recreational activities? \_\_\_\_\_

Have you ever been arrested or convicted of a crime?  Yes  No

Have you ever been accused or convicted of any form of child abuse?  Yes  No

*We understand that the answers to these questions may be private and deeply personal, and we will protect your privacy in every possible context. It is the policy of Lakewood Church that suspicions or allegations of child abuse or neglect will be reported to relevant state authorities.*

Have you ever physically or sexually abused a child? \_\_\_\_\_

Has someone ever accused you of physically or sexually abusing a child, or molesting a child? \_\_\_\_\_

Do you consider yourself to have been physically or sexually abused as a child?  
(We realize this information is sensitive, and it will be kept entirely confidential, except in circumstances where another child's safety is negatively impacted by confidentiality.) \_\_\_\_\_

Is there anything from your past that may come up in the future about you that could hurt the ministry of Lakewood Church?  Yes  No

**(If "yes" to any of the above, please attach a statement giving details.)**

## REFERENCES

References are an important part of the volunteer screening process. As such, we would like for you to please provide **adult references**, include one work or volunteer reference (if available), one personal reference, and one family member *from your family of origin*. References must include **one member of the opposite sex**. To help expedite the process, we would encourage you to please contact your references and let them know they will be receiving a phone call or email from Lakewood Church. **Please do not leave any blanks.**

### **PERSONAL REFERENCE (ministry leader, teacher, coach, who you've known for at least 3 years)**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

### **WORK OR VOLUNTEER REFERENCE (if available) DO NOT LEAVE ANY BLANKS**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**FAMILY MEMBER REFERENCE - DO NOT LEAVE ANY BLANKS**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

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**PLEDGE**

I pledge that if admitted to the Lakewood Church Internship Program, I will at all times conduct myself as a Christian; faithfully and diligently applying myself to the program requirements and promptly meeting all financial and other obligations.

By my signature below, I authorize Lakewood Church to obtain information – written, oral or other – and including information from a consumer reporting agency, bearing on my character, general reputation, personal characteristics, mode of living, criminal background and driving background. I understand that this investigation may include interviews with friends, acquaintances or others.

The information I have given is correct and you may verify the information listed if necessary. I understand that if I am admitted to the Lakewood Church Internship Program, I will be a volunteer at will and Lakewood reserves the right to disqualify me from the Internship Program any reason it deems appropriate. I hereby release and hold Lakewood Church harmless from all claims arising under this application.

Date \_\_\_\_\_ Signature \_\_\_\_\_

Have you read and do you agree with the Lakewood Church Pledge of Honor?  Yes  No

Have you read and do you agree with the Lakewood Church Doctrinal Beliefs?  Yes  No





**VOLUNTEER STATEMENTS AND AGREED CODE OF CONDUCT**  
**PLEASE READ CAREFULLY BEFORE SIGNING**

**STUDENT MINISTRIES CODE OF CONDUCT:**  
**PLEASE READ CAREFULLY BEFORE SIGNING**

Please initial each of the following statements:

\_\_\_\_\_ I confirm that all statements contained in this application are true.

\_\_\_\_\_ I understand that I must be interviewed and recommended by Lakewood Church screening personnel before I begin my ministry or volunteer position.

\_\_\_\_\_ I understand that I can withdraw from the application process at any time.

\_\_\_\_\_ I confirm that I am not a pedophile or child molester. I have not committed physical abuse, sexual abuse, emotional abuse or neglect against a child, a minor or vulnerable adult, and I have never been accused of these acts.

\_\_\_\_\_ I understand that Lakewood Church has a policy of ZERO TOLERANCE FOR ABUSE and takes all allegations of physical and sexual abuse seriously. **Lakewood Church personnel report all suspicions of abuse or neglect to relevant law enforcement agencies** and cooperates fully with the authorities to investigate all cases of alleged abuse.

\_\_\_\_\_ As a Lakewood Church volunteer, I agree to read and abide by all Policies and Procedures concerning my conduct and behavior toward minors or vulnerable adults participating in Lakewood Church programs.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**STATEMENT AND RELEASE: *PLEASE READ CAREFULLY BEFORE SIGNING***

I authorize Lakewood Church to contact all individuals, organizations and references listed on this **Volunteer Application Form** in order to verify the information I have provided. I agree to release from liability any person or organization providing information related to me, including those persons I have listed as references, as well as contact persons from my previous volunteer work or employment with children. I specifically authorize Lakewood Church screening personnel to speak with any past employer or organization where I have volunteered or been employed related to working with *children, minors or vulnerable adults*. I authorize Lakewood Church to undertake a criminal background check concerning my past.

I hereby grant to Lakewood Church, its legal representatives and assigns, the right and permission to use my name and likeness and to use and publish photographic pictures, video footage and sound recordings of me during church related events, whether via print, digital, broadcast or in any other media and for any lawful purpose whatsoever, at their discretion. I RELEASE, DISCHARGE, AND AGREE TO HOLD HARMLESS LAKEWOOD FROM ANY LIABILITY FOR ANY USE OF THESE PHOTOGRAPHIC MATERIALS REFERENCED ABOVE.

As an applicant for a volunteer position at Lakewood Church, and its ministries, I recognize, understand and adhere to the code of conduct of the ministry. I further declare that with regard to my personal, moral, and ethical character and conduct, I am not, nor have been in the past, engaged in inappropriate conduct toward children, minors or vulnerable adults, nor do I have inclinations toward such conduct. Inappropriate conduct includes the following: verbal, physical, or sexual abuse as defined by Texas law or as defined by Scripture.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please allow two - four weeks for Lakewood Church screening personnel to process your application. A ministry representative will contact you to continue the screening process. If you do not hear from us within two-four weeks, please contact the Ruby Lopez at 713-491-5256 or email us at [ruby@lakewood.cc](mailto:ruby@lakewood.cc)

**PERSONAL REFERENCE**

Name of Applicant \_\_\_\_\_

The person named above is applying for admission into the Lakewood Church Internship Program. Your cooperation in completing this Personal Reference form is greatly appreciated. All information will be held in strict confidence.

**Please check the following:**

- Academic Ability       Superior    Above Average    Average    Below Average    Inferior
- Initiative/Motivation    Superior    Above Average    Average    Below Average    Inferior
- Concern for Others       Superior    Above Average    Average    Below Average    Inferior
- Leadership Ability       Superior    Above Average    Average    Below Average    Inferior
- Social Adaptability     Superior    Above Average    Average    Below Average    Inferior
- Appearance               Superior    Above Average    Average    Below Average    Inferior
- Moral Standards         Superior    Above Average    Average    Below Average    Inferior
- Cooperation              Superior    Above Average    Average    Below Average    Inferior
- Reliability                Superior    Above Average    Average    Below Average    Inferior
- Response to Correction    Superior    Above Average    Average    Below Average    Inferior
- Teachable                 Superior    Above Average    Average    Below Average    Inferior

Do you believe the applicant is definitely a Christian? \_\_\_\_\_

What evidence have you seen in his/her daily life? \_\_\_\_\_

In what form of Christian work has the applicant been engaged, and with what success? (Give a detailed statement, if possible.) \_\_\_\_\_

Comment on the family and social background of the applicant. \_\_\_\_\_

To your knowledge does the applicant participate in any of the following?

- Drug use       Smoking       Drinking alcohol       Illicit sexual behavior

Have you had any occasion to question his/her moral character? \_\_\_\_\_

What is the general physical condition of the applicant? \_\_\_\_\_

Has he/she experienced any mental or physical disabilities? \_\_\_\_\_

Is the applicant prompt in paying debt? \_\_\_\_\_

Does the applicant, in your opinion, have the fitness and aptitude necessary for this program \_\_\_\_\_

Would you, without hesitation, recommend the applicant's acceptance into the Intern Program? \_\_\_\_\_

These observations are based on an acquaintance/relationship over a period of \_\_\_\_\_ years.

Other comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_

Date \_\_\_\_\_ Name (please print) \_\_\_\_\_

Signature \_\_\_\_\_

**PASTOR OR MINISTRY DIRECTOR REFERENCE**

Name of Applicant \_\_\_\_\_

**To the Applicant:** Print your name on the line above and give this form to the Pastor with whom you wish to intern.

**To the Pastor or Ministry Director:** Each applicant must submit a recommendation from his/her overseeing Pastor/Director for admission into the Internship Program. As the applicant is requesting to intern at Lakewood Church, he/she must have a high recommendation from you in order to be accepted into the program.

**To be completed by the Pastor or Ministry Director:**

How long have you known the applicant? \_\_\_\_\_

How long has he/she been involved in your ministry? \_\_\_\_\_

How well do you know the applicant?

- Just by name and sight
- Casually, a few personal contacts
- Fairly well, a number of personal contacts
- A very close pastoral relationship

To the best of your knowledge, has the applicant made a personal commitment to Christ? \_\_\_\_\_

Comments:

\_\_\_\_\_

\_\_\_\_\_

To what extent is the applicant engaged in the activities of your ministry?

- Seldom participates in activities
- Is cooperative and usually willing to help in the various activities
- Enthusiastically engages in the activities and leads others to do likewise

In what forms of Christian Service has the applicant been regularly active? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

How would you rate the applicant in the following areas?

- |                |                                   |  |                                  |  |                                   |
|----------------|-----------------------------------|--|----------------------------------|--|-----------------------------------|
| Leadership     | <input type="checkbox"/> Superior | <input type="checkbox"/> Above Average | <input type="checkbox"/> Average | <input type="checkbox"/> Below Average | <input type="checkbox"/> Inferior |
| Responsibility | <input type="checkbox"/> Superior | <input type="checkbox"/> Above Average | <input type="checkbox"/> Average | <input type="checkbox"/> Below Average | <input type="checkbox"/> Inferior |
| Church Loyalty | <input type="checkbox"/> Superior | <input type="checkbox"/> Above Average | <input type="checkbox"/> Average | <input type="checkbox"/> Below Average | <input type="checkbox"/> Inferior |
| Commitment     | <input type="checkbox"/> Superior | <input type="checkbox"/> Above Average | <input type="checkbox"/> Average | <input type="checkbox"/> Below Average | <input type="checkbox"/> Inferior |
| Teachable      | <input type="checkbox"/> Superior | <input type="checkbox"/> Above Average | <input type="checkbox"/> Average | <input type="checkbox"/> Below Average | <input type="checkbox"/> Inferior |

In your opinion, does the applicant possess any outstanding abilities? (Please describe.) \_\_\_\_\_

\_\_\_\_\_

In your estimation, this applicant's spiritual influence on others will be:

- Strengthening
- Neutral
- Injurious
- Don't know

Has the applicant's entire record been such that you would place full confidence in his/her integrity? Comments: \_\_\_\_\_  
\_\_\_\_\_

Does the applicant smoke, drink, or abuse drugs? \_\_\_\_\_  
\_\_\_\_\_

Are there personality traits that would hinder this applicant in her/his relationship with others? \_\_\_\_\_  
\_\_\_\_\_

Would you, without hesitation, recommend this person to participate in the Internship Program at Lakewood Church? \_\_\_\_\_

Additional Comments: \_\_\_\_\_  
\_\_\_\_\_

Date \_\_\_\_\_ Name (please print) \_\_\_\_\_

Phone \_\_\_\_\_

Signature \_\_\_\_\_

**PARENT (OR GUARDIAN) REFERENCE**  
*(For applicants living with parents)*

Name of Applicant \_\_\_\_\_

The person named above is applying for admission into the Lakewood Church Internship Program. Because the program is church related and desires to support the authority of parents in the life of young, single students, we desire your cooperation in completing this form. All information will be held in strict confidence. Your reference, along with other required references, will help us decide whether or not we should accept this applicant into the Internship Program.

**FAMILY DATA**

Mr. \_\_\_\_\_ Mrs. \_\_\_\_\_

What relationship does the applicant have to you?  Son  Daughter  Other \_\_\_\_\_

Has the applicant discussed or counseled with you concerning his/her interest in participating in the Internship Program? \_\_\_\_\_

Has the applicant had any serious problems submitting to parental or other authority? \_\_\_\_\_  
Please Comment:

\_\_\_\_\_

What do you understand to be the real motive for the applicant wanting to participate in the Internship Program?

\_\_\_\_\_

Has the applicant read through and discussed with you the guidelines of the Internship Program and Pledge of Honor? \_\_\_\_\_

What is his/her general attitude toward the guidelines?

\_\_\_\_\_

Understanding that it is our desire that there be no conflict between parental and church authority, can you be supportive of these guidelines? \_\_\_\_\_

Date \_\_\_\_\_ Name (please print) \_\_\_\_\_

Signature \_\_\_\_\_

FINAL DETAILS

Intern Applicant: \_\_\_\_\_

EMERGENCY CONTACT INFORMATION:

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

VEHICLE INFORMATION:

License Plate Number: \_\_\_\_\_

Drivers License Number: \_\_\_\_\_

Vehicle Description

Year: \_\_\_\_\_ Color: \_\_\_\_\_

Make: \_\_\_\_\_ Model: \_\_\_\_\_