ACCESS
LEADERSHIP COLLEGE

INTERNSHIP CATALOG

Department & Credential Pathway Internships

Academic Year 2026–2027

ACCESS CHURCH

CONTENTS

Welcome to Access Leadership College

Our Mission, Vision & Values

How the Internship Works

The Leadership Development Pathway

What Every Department Manual Contains

Shared Intern Expectations

Credential Pathways

- Pastoral Care & Shepherding
- Discipleship & Spiritual Formation
- Church Leadership & Service Planning
- NexGen Ministries
- Events & Leadership

Departments at a Glance

Department Profiles

- Access Kidz
- Youth
- Young Adults
- Guest Experience
- Discipleship
- Congregational Care
- Worship & Tech
- Livestream Production
- Creative & Communications
- Men's Ministry
- Women's Ministry
- Local Outreach & Missions

Contact Information

WELCOME TO ACCESS LEADERSHIP COLLEGE

Access Leadership College exists to develop spiritually grounded, ministry-minded leaders who are equipped to impact the Church, their communities, and the world through biblical leadership, practical ministry training, and personal discipleship. We believe leadership is not primarily taught in a classroom — it is formed in the local church, under the coaching of a leader who knows your name, in the middle of real ministry with real people.

That is what this catalog is for. Every department of Access Church has built a full internship manual: a purpose, a philosophy, a set of learning outcomes, hands-on training, a leadership development pathway, and a defined end goal. Alongside the departments, Access Leadership College also offers a Credential Pathway with a Pastoral Leadership Specialization for students pursuing Assemblies of God ministerial certification or licensure.

Each internship is different in its skills and rhythms, but every one of them is built on the same conviction: we are not filling positions. We are building people. An intern will leave more like Jesus, more capable, and more ready to lead than the day they arrived.

OUR MISSION, VISION & VALUES

The Mission of Access Church

To help people find their People, Place, and Purpose as they follow Jesus.

The Purpose of a Ministry Internship

A ministry internship at Access Church is a supervised, developmental placement inside a working department. Interns learn the ministry by doing the ministry — progressively, under coaching, with increasing responsibility as competency and character are demonstrated, because interns are treated as developing leaders.

Core Values of Access Church

These values are not department specific. Interns are expected to understand them, live them, and reinforce them on the teams they lead.

- FAITH — We never insult God with small thinking or safe living.
- HONOR — We honor God, His Church, and one another. If we live with integrity, nothing else matters. If we don't live with integrity, nothing else matters.
- PASSION — We live and minister with passion. We love what we do, and we have fun doing it.
- EXCELLENCE — We always bring our best. Excellence honors God and inspires people.
- TEAMWORK — The church does not exist for us. We are the Church, and we exist for the world. We can accomplish infinitely more together than apart.
- SACRIFICE — We give up the things we love for the things we love even more.
- COMMUNITY — Relationships matter here. No matter what we do, this value shouts the loudest.
- GENEROSITY — We will lead the way with irrational generosity. It is more blessed to give than to receive.

HOW THE INTERNSHIP WORKS

Placement

Students are placed in a ministry departments, or a Credential Pathway specialization, for the duration of the academic year. Placement is made in cooperation with the Access Leadership College Director and the supervising leader, based on the student's calling, pathway, gifting, and the needs of the ministry.

Internship Hours

The student is required to fulfill up to 12 hours per week, per Nelson standard. Hours are scheduled in cooperation with the department leader and are expected to include the weekend service schedule as assigned. Credential and Internship pathway hours are based upon the students eligibility.

Ministry hours are not office hours. Depending on the placement, a significant portion of an intern's time will fall on evenings, weekends, event weeks, and — in care ministry — without warning. Interns are responsible for tracking and submitting their hours accurately and on time.

Supervision & Coaching

Every intern has a named internship supervisor. Supervisors meet regularly with the intern — weekly, bi-weekly, or monthly, depending on the placement — in addition to debriefs following significant services, events, visits, or projects.

Coaching conversations consistently cover:

- Spiritual growth
- Leadership development
- Ministry tasks and current assignments
- Challenges and opportunities
- Calling, character, and the weight the intern is carrying
- Goals and next steps

Evaluation & Completion

Progress is measured against the learning outcomes and hands-on assignments listed in the department or specialization guide, and against the four-phase leadership development pathway that follows. Completion is signed off by the supervising leader and the Access Leadership College Director.

THE LEADERSHIP DEVELOPMENT PATHWAY

Every placement at Access Church develops interns through the same four phases. Responsibility increases as competency and character are demonstrated — not on a calendar. Some interns move quickly; some spend longer in a phase. The pathway is the same everywhere; what changes is what the work looks like.

Phase 1 — Observe

- Shadow leaders and attend meetings
- Learn ministry systems, culture, and why we do what we do
- Observe ministry environments and debrief afterward — what happened, and why it was handled that way

Phase 2 — Assist

- Assist in ministry responsibilities and support events
- Serve alongside volunteers in real positions
- Help lead volunteers and complete assigned projects under direction

Phase 3 — Lead With Supervision

- Lead ministry assignments with a leader present and coaching
- Facilitate meetings, huddles, or rallies
- Coordinate volunteers and own a project with regular check-ins and feedback

Phase 4 — Lead Independently

- Take ownership of ministry assignments and operate with minimal supervision
- Handle problems and conversations with sound judgment, escalating appropriately
- Train and develop others, demonstrating readiness to multiply leaders
- Leave the ministry stronger than you found it

A note on escalation. Regardless of an intern's phase, any crisis situation, suspected abuse, disclosure of self-harm, or matter involving immediate safety is always escalated to the supervising leader and pastoral staff. Interns are never expected to handle an emergency alone. Intern are expected to communicate immediately to their Internship Director if a crisis does arise.

WHAT EVERY DEPARTMENT MANUAL CONTAINS

1. Department Overview — the ministry's purpose, mission statement, structure, and key leadership roles.
2. Ministry Philosophy — why the ministry exists, its biblical foundation, and its expectations for leadership and service.
3. Internship Learning Outcomes — what the intern should be able to do by completion, across spiritual formation, leadership development, and ministry competency.
4. Hands-On Training Areas & Ministry Skills — the specific competencies the intern will be trained in.
5. Internship Responsibilities — weekly, monthly, and event responsibilities, plus signature hands-on assignments.
6. Leadership Development Pathway — the four phases applied to that department's work.
7. Reading & Development Resources — required reading, required podcast, recommended resources, and department materials.
8. Coaching & Development Meetings — meeting frequency and discussion topics.
9. Department-Specific Training Requirements — certifications, systems access, clearances, and specialized training.
10. Final Outcome — the end goal for the intern, with signature lines for the department leader and the Access Leadership College Director.

Credential Pathway specializations follow a parallel structure built for the Pastoral Leadership track: purpose, ministry philosophy, learning outcomes, practical ministry experience, weekly and monthly responsibilities, the same four-phase pathway, coaching, and specialized resources — with a final outcome oriented toward Assemblies of God ministerial certification or licensure.

SHARED INTERN EXPECTATIONS

These requirements apply to interns in every department and specialization, in addition to any placement-specific requirements.

Character & Commitment

- Embrace the vision and mission of Access Church
- Dependable and responsible in fulfilling obligations and commitments
- Personal spiritual maturity and a consistent devotional life
- Teachable spirit and openness to feedback and correction
- Teamwork and flexibility — ministry schedules and needs shift
- Willingness to ask critical thinking questions that help the department grow
- Willingness to research, learn, and bring new ideas to the table, and to serve with humility — no task is beneath a leader

Conduct & Representation

- Arrive early, prepared, and spiritually ready to serve
- Represent Access Church well in appearance, language, and attitude, online and in person
- Live what you lead — people will follow your life far more than your teaching
- Honor leadership, receive coaching, and follow through on commitments without needing a reminder
- Refuse gossip in every form, and shut it down graciously when it starts

Confidentiality, Boundaries & Safety

- Maintain strict confidentiality; what is shared in care or in a group stays there, except where safety or law requires escalation
- Maintain appropriate relational boundaries with those you lead, following church policy without exception
- Stay within your role — Escalate concerns to appropriate staff when a situation falls beyond their scope of expertise.
- Escalate abuse, self-harm, and immediate safety concerns to the supervising leader and pastoral staff without delay
- Complete a background check and any required screening prior to serving with minors or making independent visits

Onboarding Requirements

- Complete the church's serving onboarding, including the Inside Access and Serving Covenant where required by the department
- Receive systems access as assigned — CCB and any department-specific platforms
- Complete department-specific training, playbooks, and clearances before serving independently
- Track and submit internship hours accurately and on time

Guard Your Own Health

Interns are expected to guard their own spiritual, emotional, and physical health so that this ministry is sustainable. Compassion fatigue, over-commitment, and burnout are real, and they are a normal topic of conversation in coaching meetings — not a sign of failure.

CREDENTIAL PATHWAYS

Access Leadership College offers three student pathways: Degree, Credential, and Internship.

The Credential Pathway prepares students for Assemblies of God ministerial certification or licensure through a Pastoral Leadership Specialization, offered in 6 tracks: Pastoral Care & Shepherding, Preaching & Pastoral Leadership, Discipleship & Spiritual Formation, Church Leadership & Service Planning, NexGen Ministries, and Events & Leadership. Students select one specialization for the academic year.

> **Core Pastoral Values — held across every specialization:** Christ-like Character, Servant Leadership, Biblical Integrity, and Shepherding & Discipleship.

Each specialization follows the same four-phase Leadership Development Pathway described earlier in this catalog, with coaching meetings covering spiritual growth, leadership development, ministry performance, calling and character, and goals and next steps. Upon completion, students should demonstrate Christ-like character, biblical competency, pastoral leadership, and practical ministry skills that prepare them to faithfully serve the local church and continue progressing toward Assemblies of God ministerial certification or licensure.

CREDENTIAL PATHWAY — PASTORAL LEADERSHIP SPECIALIZATION

PASTORAL CARE & SHEPHERDING

Internship Director: Pastor Kyle Sawyer

The Specialization

The Pastoral Care & Shepherding ministry exists to walk alongside the people of Access Church in seasons of need, crisis, transition, and growth. Through hospital and home visitation, crisis response, prayer support, grief and life-stage care, and one-on-one shepherding, this ministry ensures that no one in our church family walks through a difficult season alone — helping people move from isolation to community, crisis to stability, and surviving to spiritually thriving.

What You Will Do

- Hospital, home, and phone visitation as assigned, logging every care request in CCB within 48 hours
- Pastoral care follow-up and shadowing a pastoral care conversation or counseling referral, with permission
- Hospital chaplaincy or hospice shadowing rotations, where available
- Leading a scheduled care check-in call or visit independently, with supervisor debrief
- Written monthly care reports and reflection submitted to the Internship Supervisor
- Pastoral support surrounding funerals and weddings, and facilitation of grief or support-group gatherings

Skills You Will Develop

- Hospital and home visitation protocol
- Crisis care and emotional first response
- Grief and life-transition support facilitation
- CCB case tracking, referral pathways, and crisis protocol
- Confidential case follow-up and written case documentation
- Team leadership, volunteer development, and conflict resolution

Signature Assignments

- Shadow pastoral care leaders on visitation and care calls, and attend care team meetings
- Assist with visitation and follow-up calls, and help coordinate volunteer care team scheduling
- Lead visitation and care conversations with supervisor debrief, and facilitate a care team meeting or support group session
- Coordinate a small shepherding or volunteer care team and manage a care project or event from start to finish
- Demonstrate sound judgment in crisis and confidential situations, and help train incoming care volunteers

Reading & Resources

- Required reading: With Them by Pastor Brad Grams
- Confidentiality & Mandated Reporter training, completed prior to first solo visitation

This internship is a fit if... You can hold someone's story without rushing to fix it, you keep confidences without exception, and you want hands-on experience in hospital and home visitation, crisis response, and grief care.

Please note: *Coaching meetings with Pastor Kyle include debrief of any emotionally heavy care situations. Confidentiality & Mandated Reporter training must be completed before any solo visitation.*

CREDENTIAL PATHWAY — PASTORAL LEADERSHIP SPECIALIZATION

DISCIPLESHIP & SPIRITUAL FORMATION

Internship Director: Pastor Kim White

The Specialization

This specialization equips students to understand and lead biblical discipleship within the local church while developing their own spiritual formation. Students gain practical experience helping people grow in their relationship with Jesus, connect in community, and take intentional next steps in their faith. Discipleship is the ongoing process of becoming more like Jesus and helping others do the same — healthy ministry begins with leaders who are personally formed by Christ and intentionally equip others to grow.

What You Will Do

- Assist with follow-up and assimilation for guests and individuals taking next steps
- Review next-step needs and help connect people to groups, serving, or other discipleship opportunities
- Participate in Groups ministry and leader support as seasonally applicable
- Participate in discipleship planning, administration, and ministry preparation
- Participate in a monthly discipleship or Groups leadership meeting
- Assist with Group launches, Group Rush, or other seasonal discipleship initiatives
- Serve in and help facilitate Inside Access or another Next Steps environment

Skills You Will Develop

- Personal spiritual disciplines, Christ-like character, and healthy ministry rhythms
- Applying biblical truth to discipleship and ministry, and teaching Scripture effectively
- Shepherding people with wisdom and compassion
- Leading and developing volunteers and group leaders
- Facilitating discipleship conversations and environments
- Helping people identify and take their next spiritual step
- Developing and evaluating discipleship pathways

Signature Assignments

- Lead or assist with a discipleship conversation, devotional, or leader development moment each month
- Meet with Pastor Kim for coaching, ministry evaluation, and leadership development
- Take ownership of a specific discipleship project or initiative from planning through follow-up

Reading & Resources

- Required reading: Practicing the Way by John Mark Comer

This internship is a fit if... You want to learn how a church builds pathways instead of programs, and you care about the person who visited once as much as the one who has been here for years.

CREDENTIAL PATHWAY — PASTORAL LEADERSHIP SPECIALIZATION

CHURCH LEADERSHIP & SERVICE PLANNING

Internship Director: Pastor Kim White

The Specialization

This specialization equips students to understand the leadership structure and day-to-day operations of the local church while gaining practical experience in service planning. Students learn how pastoral authority, staff roles, ministry departments, and leadership accountability work together, and how those structures support the planning and execution of weekly services. Healthy churches require clear leadership, accountability, communication, and defined areas of responsibility.

What You Will Do

- Participate in service planning and preparation
- Observe how responsibilities and decisions move through the church leadership structure
- Assist with cross-department communication and coordination for Sunday services
- Participate in service execution and evaluation
- Attend a staff, pastoral, board, or leadership meeting when appropriate
- Shadow different levels of church leadership to understand their roles, responsibilities, and authority

Skills You Will Develop

- Understanding church organizational structure and reporting relationships
- Biblical principles of church leadership and governance
- The roles and responsibilities of pastors, staff, boards, and ministry leaders
- Authority, accountability, and decision-making within church leadership
- Coordinating effectively across ministry departments and teams
- Managing service details, timelines, and ministry responsibilities with excellence

Signature Assignments

- Meet with Pastor Kim to discuss church structure, decision-making, accountability, and leadership scenarios
- Create an organizational chart identifying leadership roles, reporting relationships, and areas of responsibility
- Follow a ministry decision or initiative from pastoral vision, through approval, planning, communication, and execution
- Take ownership of an assigned portion of a service or churchwide initiative

Reading & Resources

- Required reading: Deep & Wide by Andy Stanley

This internship is a fit if... You want to understand how decisions move through a church, and you are drawn to organizational leadership and service planning as much as to a specific ministry.

CREDENTIAL PATHWAY — PASTORAL LEADERSHIP SPECIALIZATION

NEXGEN MINISTRIES

Internship Director: Pastor Cassy Topping

The Specialization

Designed for students who sense a calling into vocational ministry, this specialization gives firsthand experience in Kids Ministry, Youth Ministry, and Young Adults while learning the day-to-day responsibilities of leading a healthy ministry. Interns participate in sermon preparation, leadership meetings, event planning, volunteer development, team organization, and pastoral decision-making — mentored by NextGen pastors and leaders, with a behind-the-scenes look at what it takes to faithfully lead the next generation.

What You Will Do

- Learn NexGen systems, NexGen guest experience, follow-up, and team recruitment and leadership development
- Come alongside the NexGen Pastor for service preparation and family follow-up and care
- Serve on Sundays in Kidz as a Small Group Leader and/or Lead Teacher (Elementary or 5th & 6th grade)
- Attend, observe, and debrief Youth Service, and assist the Youth Pastor and team at 1–3 services
- Attend, observe, and debrief Young Adult Service, and assist the YA Pastor and team at 1–3 services
- Prepare and deliver a sermon for both a Youth and a Young Adults service
- Participate in Lead Team Meetings and an all-area leader meeting (Kidz Coordinators, Youth Leaders, YA Leaders) and Sunday Lead Team Rally

Skills You Will Develop

- Shepherding and teaching across Kidz, Youth, and Young Adult environments
- Sermon preparation and public speaking
- Volunteer recruitment and leadership development
- Hosting a service, taking up an offering, and giving a salvation call
- Event planning, volunteer recruiting, and event debrief

Signature Assignments

- Plan and organize an event, including recruiting volunteers and debriefing the final event
- Train to host, take up an offering, and give a salvation call, sitting in on a main-service walkthrough
- Lead the Sunday Kidz Door Holder Rally for second service

Reading & Resources

- “Pastoring Gen Z” with Terry Parkman (Talking Church) on YouTube
- Craig Groeschel Leadership Podcast; Kids Ministry Collective Podcast

This internship is a fit if... You sense a call to vocational pastoral ministry and want a behind-the-scenes look across Kidz, Youth, and Young Adults before choosing a lane.

CREDENTIAL PATHWAY — PASTORAL LEADERSHIP SPECIALIZATION

EVENTS & LEADERSHIP

Internship Director: Pastor Cassy Topping

The Specialization

This specialization develops ministry leaders who can take vision and turn it into intentional, well-executed ministry experiences. Interns gain hands-on experience in the full process of event planning — from initial vision and purpose to budgeting, timelines, team development, promotion, logistics, execution, and evaluation. This is not simply about learning to put on great events; interns learn to lead people, steward resources, solve problems, communicate vision, and create environments that help people take their next step toward Jesus and the local church, moving from observing to assisting to planning to leading to evaluating.

What You Will Do

- For assigned events, define the purpose, audience, desired experience, and next step
- Create and manage an event budget, and build a complete event timeline from planning through follow-up
- Build event teams and assign areas of responsibility — Guest Experience, Registration, Setup, Decor, Food, Production, Safety, Parking, and Teardown
- Create a room layout and separate setup, event-day, and teardown lists
- Use CCB for event requests, room reservations, and registrations
- Build a promotional and communication plan across social media, website, email, text, and stage announcements
- Lead assigned teams on event day — rallies, troubleshooting, and keeping the event on schedule

Skills You Will Develop

- Leading people with vision rather than simply assigning tasks
- Delegating responsibility and communicating expectations clearly
- Developing and empowering other leaders
- Distinguishing what is urgent, important, and what can wait
- Making wise decisions under pressure and maintaining composure when plans change
- Stewarding finances, people, facilities, supplies, and time well
- Receiving feedback and solving problems without creating unnecessary panic

Signature Assignments

- Plan an event from vision through debrief, including a written budget, timeline, and team structure
- Build a complete setup, event-day, and teardown plan and a promotional plan for an assigned event
- Lead an event-day team and conduct a post-event evaluation — what worked, what didn't, and whether the WHY was accomplished

Reading & Resources

- Craig Groeschel Leadership Podcast; the Substack app for ongoing reading

This internship is a fit if... You think in checklists and timelines as naturally as you think in vision, and you want to learn how a good idea becomes a great event without losing sight of why it exists.

DEPARTMENTS AT A GLANCE

Thirteen departments currently host Access Leadership College interns, alongside the four Credential Pathway specializations described above. Every one of them will develop you spiritually and as a leader; what differs is the skill set you will carry out.

Department	Area	Primary Focus
Access Kidz	Next Generation	Classroom teaching, check-in, curriculum, volunteer coordination
Youth	Next Generation	Wednesday nights, Sundays, small groups, student discipleship
Young Adults	Next Generation	Weekly gathering, small groups, teaching, guest follow-up
Guest Experience	Connection & Care	Weekend serve teams, hospitality, volunteer leadership
Discipleship	Connection & Care	Assimilation, Inside Access, baptism, groups
Congregational Care	Connection & Care	Visitation, prayer, grief care, crisis response, benevolence
Worship & Tech	Worship & Production	Worship leading, audio, lighting, ProPresenter, service flow
Livestream Production	Worship & Production	Cameras, switching, broadcast, production systems
Creative & Communications	Creative	Design, photo, video, social media, campaigns
Men's Ministry	Men's	Bible study tables, mentoring, brotherhood, events
Women's Ministry	Women's	Bible study, groups, care pipeline, events, mentoring
Local Outreach & Missions	Mission & Outreach	Outreach events, partners, supplies, missions

DEPARTMENT PROFILES

Thirteen departments. One mission.

NEXT GENERATION

ACCESS KIDZ

Department Director: Trish Pinedo, Kids Pastor
Internship Director: Cassy Topping, Next Gen Executive Pastor

The Ministry

Access Kidz exists to partner with families and the church to create safe, welcoming, and Christ-centered environments where children can know Jesus, grow in faith, build meaningful relationships, discover their God-given purpose, and be equipped to follow Him for a lifetime. This department is where a child's first picture of the church is formed — in a classroom, at a check-in station, and in the care of an adult who knows their name.

What You Will Do

- Classroom ministry — lead teaching, assistant teaching, buddy support for kids with special needs, and junior leader development
- Curriculum preparation — prepping lessons, crafts, binders, and the weekly Kidz Playbook
- Check-in and first-time family hosting — registration, iPad setup, and walking new families to their classroom
- Volunteer coordination — building and adjusting the classroom schedule so every role is covered
- Follow-up in CCB — first-time families, lapsing profiles, and weekly team communication
- Onboarding and training new Kidz Door Holders

Skills You Will Develop

- Age-appropriate teaching across toddler, elementary, and 5th–6th grade environments, including preteen small groups
- Volunteer scheduling, coordination, and conflict resolution
- Child protection, check-in security, and safety procedures
- Ministry administration — curriculum systems, filing, inventory, and reporting
- Public speaking through leading the Sunday Kidz Huddle devotional
- Partnering with parents and building relationships with families

Signature Assignments

- Shadow the Kids Pastor, Office Support Coordinator, Check-in Coordinator, and classroom coordinators on a structured weekly rotation
- Prepare and distribute curriculum for midweek and Sunday classes, and complete a supply inventory
- Teach an elementary class, a toddler class, and a 5th–6th grade small group
- Fill in as a classroom lead when needed and shut down classes at the end of service
- Lead a Kidz onboarding class for new volunteers
- Facilitate a coordinator meeting — set the agenda, and own the follow-up on action items

Reading & Resources

- Kidz Ministry Playbook, Kidz binders, and the Bible Engagement curriculum
- Kids Ministry onboarding training
- CCB access granted by the Executive Pastor; Bible Engagement App access granted by the Kids Pastor

This internship is a fit if... You love kids, you can hold a room of eight-year-olds and still keep a schedule, and you want to learn how a large children's ministry actually runs behind the scenes.
Please note: *Background check and clearance required before serving.*

NEXT GENERATION

YOUTH

Department Director: Sammy Venegas, Youth Pastor
Internship Director: Cassy Topping, Next Gen Executive Pastor

The Ministry

The Youth Department exists because every generation is called to know God, grow in faith, and live out their God-given purpose. We create a place where students belong, encounter Jesus, build meaningful relationships, and are equipped to make a lasting impact in their homes, schools, and communities. This ministry is relational, intentional, and discipleship-driven — because "people, place, purpose" includes the next generation too.

What You Will Do

- Wednesday night youth service and Sunday morning services
- Small groups and one-on-one student follow-up under supervision
- Weekly leaders meeting and team devotional
- Service logistics — setup, check-in, games, food, and clean up
- Youth events, camps, and retreats — planning, execution, and post-event follow-up
- Building genuine relationships with students before, during, and after every gathering

Skills You Will Develop

- Small group leadership and student discipleship
- Teaching and communicating to a student audience
- Pastoral care, boundaries, and appropriate relationships with minors
- Group leadership training and volunteer leader development
- Event safety and emergency procedures
- Planning Center and CCB
- Servant leadership through behind-the-scenes support

Signature Assignments

- Serve consistently at every Wednesday night and Sunday gathering
- Co-lead, then lead, a student small group
- Meet monthly with the Youth Pastor for mentoring and review
- Help plan or lead at least one area of service or one event
- Disciple students intentionally through follow-up and check-ins under supervision
- Assist with leading or supporting a program element at a youth event

Reading & Resources

- The Bible; Spiritual Leadership; The Spirit-Empowered Church
- Lead Small; Sustainable Youth Ministry; The Master Plan of Evangelism
- Podcasts: The Bible Project and assigned leadership podcasts

This internship is a fit if... You want to spend your week with students, you are willing to be consistent long before you are impressive, and you understand that presence is the ministry.

Please note: *Background check and clearance required before serving with minors.*

NEXT GENERATION

YOUNG ADULTS

Department Director: Pastor Cassy Topping & Mattie Sawyer
Internship Supervisor: Young Adults Director

The Ministry

Young Adults Ministry exists to disciple people through the most transitional decade of their lives. The years between high school and settled adulthood are when the biggest decisions get made — school, career, relationships, marriage, where to live, and above all whether faith is genuinely their own or something they inherited. This department exists so that when a young adult wrestles with doubt, loneliness, ambition, heartbreak, or calling, they do it inside a community that knows their name rather than outside the church altogether.

What You Will Do

- The weekly gathering — worship, teaching, programming, and hospitality
- Small groups, the discipleship engine of the department
- Leadership team development — the volunteer core who lead, host, and carry the culture
- Guest follow-up and assimilation into groups and serving roles
- Events and community — socials, retreats, and outings that build relational depth
- Communication and social media, and care and referral for young adults in crisis

Skills You Will Develop

- Teaching and public speaking — preparation, delivery, and receiving feedback
- Small group facilitation, including managing dominant and silent members
- Door Holder recruitment, onboarding, training, and retention
- Service programming — run-of-show, worship flow, announcements, and transitions
- Event planning and guest follow-up systems
- Pastoral conversation, referral, and appropriate relational boundaries

Signature Assignments

- Shadow the Director through a full ministry cycle — planning, gathering, follow-up, and leadership meetings
- Co-lead, then lead, a small group for the duration of the internship
- Teach or preach at least once at the gathering, with preparation review and post-message feedback
- Host or emcee a gathering, including announcements and transitions
- Own guest follow-up for a designated period — contact, connect, and track every first-time young adult
- Plan and execute one social event, outreach, or retreat element from start to finish
- Lead a leadership team huddle and build or improve one department system

Reading & Resources

- Required reading: Growing Young by Kara Powell, Jake Mulder, and Brad Griffin
- Required podcast: Church Pulse Weekly with Carey Nieuwhof and David Kinnaman
- Recommended: Faith for Exiles; Practicing the Way; Emotionally Healthy Spirituality

This internship is a fit if... You are close in age to the people you are leading and willing to learn the boundaries that make that sustainable, and you want to build community rather than just attend it. **Please note:** *Disclosures of self-harm, abuse, or any matter involving immediate safety are always escalated to the Director and pastoral staff.*

CONNECTION & CARE

GUEST EXPERIENCE

Department Director: Mattie Sawyer
Internship Director: Mattie Sawyer

The Ministry

The Guest Experience Department creates excellent environments that exceed our guests' expectations of hospitality and helps every person who walks onto our campus see that God is far more than they believe. Before a single word is preached, our team has already communicated something about the heart of God through a smile, an open door, a cup of coffee, and a genuine welcome.

What You Will Do

- Welcome Team — the first people guests meet on campus, from car door to connect card to tour
- Greeter Team — the doors, the questions, The Guides, and watching for first-time guests
- Access Host — seating, offering, accommodations, and a distraction-free worship environment
- Café Team — guest service, community, and a clean and inviting café
- Parking Team — traffic flow, guest and accessible parking, fire lanes, and the first wave a guest sees
- Safety Team — situational awareness, de-escalation, incident response, and check-in security
- Hospitality Team — caring for the Door Holders who care for our guests

Skills You Will Develop

- Team leadership on the weekend and in team huddles
- Volunteer recruiting, onboarding, coaching, and retention
- Guest services standards — greeting, wayfinding, de-escalation, and guest recovery
- Communication and administration — volunteer emails, CCB requests, scheduling, rosters, and follow-up tracking
- Critical thinking and environment evaluation — developing an eye for detail
- Public speaking, conflict resolution, and volunteer discipleship

Signature Assignments

- Shadow the Director through a full weekend cycle, from setup to follow-up
- Serve at least two weekends on each serve team to learn every position from the inside
- Lead a pre-service Rally, including devotion, vision, and assignments
- Complete a weekly weekend walk-through and submit written observations and recommendations
- Own the Café for a designated season — supplies, scheduling, cleanliness, and team culture
- Plan and lead one training night or volunteer appreciation event, and manage first-time guest follow-up for a designated period

Reading & Resources

- Recommended reading selected with the Director from: Unreasonable Hospitality; Setting the Table; Fusion; The Come Back Effect; The Volunteer Project
- Guest Experience Ministry Guide (Door Holder booklet) and department SOPs
- Serve team position descriptions and weekend checklists; Belong course and Serving Covenant

This internship is a fit if... You notice the things other people walk past, you would rather solve a problem before a guest ever meets it, and you want to learn how to build and lead volunteer teams at scale. **Please note:** *Interns serve the full weekend service schedule, arriving before volunteers and staying through tear-down.*

CONNECTION & CARE

DISCIPLESHIP

Department Director: Pastor Kim White
Internship Director: Pastor Kim White

The Ministry

The Discipleship Department exists to create clear and intentional pathways that help people take their next step in following Jesus. Through assimilation, Inside Access, baptism, groups, and ongoing connection opportunities, we guide people from their first visit into authentic community, spiritual growth, and active participation in the life of the church. Our goal is not simply to connect people to programs, but to create opportunities for life transformation that result in lifelong disciples who make lifelong disciples.

What You Will Do

- Assimilation and guest follow-up — calls, profiles, and next steps
- Inside Access — teaching and hosting the church's discipleship class
- Baptism ministry — classes, logistics, and supporting candidates before, during, and after
- Groups — supporting group leaders and helping people find authentic community
- Connect Tent — welcoming first-time guests and returning attendees
- Ministry administration and churchwide event support

Skills You Will Develop

- Guest assimilation and follow-up systems
- Teaching and public speaking in a class environment
- Group ministry and leader development
- Pastoral care and follow-up conversations
- Volunteer recruiting, equipping, and support
- Meeting facilitation, project management, and CCB administration

Signature Assignments

- Maintain a consistent personal discipleship rhythm through Bible reading, prayer, and assigned spiritual growth activities
- Assist with guest assimilation, follow-up, and next steps throughout the week
- Serve at every Inside Access class during the internship
- Serve at every baptism class and baptism service during the internship
- Participate in the monthly Group Leader Meeting
- Participate in a monthly fast as part of personal spiritual formation
- Take ownership of a ministry project or initiative under staff supervision

Reading & Resources

- Required reading: Practicing the Way by John Mark Comer
- Recommended: The Scandal of the Kingdom by Dallas Willard
- Podcasts: The Disciple Makers Podcast; The Practicing the Way Podcast; The Rule of Life Podcast; Fight Hustle, End Hurry

This internship is a fit if... You care more about the person who came once and never returned than about the size of the room, and you want to learn how a church builds a pathway rather than a program.

CONNECTION & CARE

CONGREGATIONAL CARE

Department Director: Congregational Care Director
Internship Director: Congregational Care Director

The Ministry

Congregational Care is the ministry of walking with people through the hardest and holiest moments of their lives. When someone in our church family receives a diagnosis, loses a spouse, has a baby, enters the hospital, buries a parent, or simply cannot get out of bed, Congregational Care is the arm of the church that shows up. At its simplest: Congregational Care makes sure no one in our church walks through something hard alone.

What You Will Do

- Visitation — hospital, home, and homebound visits, including communion when requested
- Prayer ministry — weekend prayer, altar response, and ongoing intercession
- Meals and practical help during illness, surgery, birth, or loss
- Grief and bereavement care before, during, and after a funeral or memorial
- Crisis response — first response when a death, hospitalization, or family crisis is reported
- Benevolence, and the care follow-up calls and check-ins that make sure people are not forgotten after the first week

Skills You Will Develop

- Visitation etiquette — timing, length, and what to say and not say
- Compassionate listening and praying with people in crisis without clichés or empty reassurance
- Confidentiality, boundaries, and documentation practices
- Mandatory reporting and escalation — recognizing abuse, neglect, self-harm, and danger
- Referral literacy — knowing local resources and making a warm handoff
- Care team leadership, volunteer development, and sustainable soul care

Signature Assignments

- Shadow the Director and pastoral staff on hospital, home, and homebound visits
- Conduct supervised visits, then independent visits, with written reflection afterward
- Serve on the weekend prayer team and participate in altar and response moments
- Take responsibility for care request intake and follow-up for a designated period
- Coordinate meals and practical help for a family walking through illness, birth, or loss
- Assist with a funeral or memorial service, including family support and logistics
- Sit in on the benevolence review process, and compile or update the local referral resource list

Reading & Resources

- Required reading: Side by Side by Edward T. Welch
- Required podcast: The Emotionally Healthy Leader Podcast with Peter Scazzero
- Recommended: Gentle and Lowly; Suffering by Paul David Tripp; A Grief Observed; Boundaries

This internship is a fit if... You can sit with someone in pain without rushing to fix it, you keep confidences without exception, and you want to learn the difference between pastoral care and professional counseling.

Please note: *Congregational Care is not professional counseling or therapy. Crisis situations, suspected abuse, and any safety concern are always escalated — interns never respond to an emergency alone.*

WORSHIP & PRODUCTION

WORSHIP & TECH

Department Leader: Worship Director — Sarai Ferrer | Tech Director — Jacob White
Internship Supervisor: Assigned by department leadership

The Ministry

The Worship & Tech Department creatively declares the greatness of God while cultivating environments where His presence is welcomed and lives are transformed. Whether someone is leading from a microphone, mixing audio, programming lights, or serving behind a computer, every role removes distractions so people can encounter Jesus. Our aim is to develop worshipers first, servant leaders second, and skilled musicians and production leaders third. The internship is offered in two tracks — Worship and Tech Production — with a primary track selected at onboarding.

What You Will Do

- Worship track — song selection, musical arrangements, keys and transitions, rehearsal leadership, and stage presence
- Tech track — audio, lighting, ProPresenter, stage setup, cable management, and equipment maintenance
- Thursday rehearsals and Sunday morning soundchecks
- Service planning, set building, and building service flows
- Door Holder scheduling and team development, plus worship nights, First Wednesday services, conferences, and Next Gen gatherings

Skills You Will Develop

- Building complete worship plans and creating transitions
- Running Front of House audio and ProPresenter
- Programming lighting and troubleshooting technical issues
- Leading rehearsals and directing production teams
- Scheduling teams, conducting evaluations, and coordinating volunteers
- Recruiting, training, discipling, and releasing volunteers into leadership

Signature Assignments

- Worship track: lead three rehearsals and three Sunday worship sets, build complete worship plans, and develop one new worship team member
- Tech track: run Front of House audio, run ProPresenter, program lighting, coordinate production volunteers, and complete one production improvement project
- Attend production meetings, Thursday rehearsals, and Sunday soundchecks weekly
- Lead one rehearsal devotional each month, shadow another department leader, and review the Sunday livestream
- Capstone: design, organize, and lead an entire worship or production experience, with a written reflection

Reading & Resources

- The Heart of the Artist by Rory Noland; The Reset by Jeremy Riddle; Leading Like It Matters by Craig Groeschel; Developing the Leader Within You 2.0 by John Maxwell
- Podcasts: The Worship Initiative Podcast; Worship Ministry Training Podcast
- ProPresenter Training, MultiTracks Academy, MXU University, Allen & Heath Academy, Pushpay University

This internship is a fit if... You want to grow as a musician or technician without becoming a performer, and you understand that the platform exists to serve the room, not the other way around.

WORSHIP & PRODUCTION

LIVESTREAM PRODUCTION

Department Leader: Jorge Dueñas
Internship Director: Jorge Dueñas

The Ministry

The Livestream Team exists to remove distractions and create an online worship experience that allows people to encounter Jesus wherever they are. Through excellence in production, technology, and teamwork, we support every ministry by faithfully broadcasting weekend services and special events so that people can experience what God is doing whether they are in the room or joining online. Our role is to make the message clear — not ourselves known.

What You Will Do

- Camera operation during weekend services and special events
- Video switching and following the director's cues
- Livestream quality monitoring and broadcast execution
- Setup, teardown, and equipment care
- Production scheduling and volunteer coordination in Planning Center
- Service reviews and post-weekend evaluation

Skills You Will Develop

- Camera operation, framing, movement, and composition
- Video switching and livestream production
- Production systems and signal flow
- Production communication and service flow awareness
- Troubleshooting common technical issues under pressure
- Team leadership, decision making, and conflict resolution

Signature Assignments

- Attend weekly production meetings and arrive on time for weekend services
- Assist with setup, serve assigned production positions, and assist with teardown
- Participate in service reviews and maintain equipment
- Shadow another production position each month
- Lead portions of a rehearsal under supervision
- Progress from operating cameras to switching services to directing production assignments

Reading & Resources

- No required books — training is hands-on
- Online: Brady Shearer (Pro Church Tools), Churchfront, Blackmagic Design tutorials, Sony camera tutorials
- Internal: Access Church Livestream SOPs, Livestream Team training sessions, and weekend shadowing

This internship is a fit if... You want hands-on production reps, you can stay calm when something breaks two minutes before the countdown ends, and you like serving where nobody sees you.

Please note: *No prior experience is required.*

CREATIVE & COMMUNICATIONS

Department Director: Pastor Kim White
Internship Director: Pastor Kim White

The Ministry

The Creative & Communications Department exists to communicate the mission, vision, and life of Access Church in ways that inspire people to take their next step with Jesus. We support every ministry through clear, creative, and consistent communication across design, photography, videography, social media, digital content, print, and promotional campaigns. We believe creativity is a ministry, not just a skill — and our role is to make the message clear, not ourselves known.

What You Will Do

- Graphic design and branding across churchwide and ministry projects
- Photography and videography during services and events
- Social media content planning, scheduling, posting, and engagement
- Content writing, copywriting, and promotional campaigns
- Asset management — editing, organizing, and uploading to the department's file system
- Campaign planning from concept through execution and evaluation

Skills You Will Develop

- Graphic design and visual identity
- Photography, videography, and video editing
- Social media content creation and content planning
- Content writing and copywriting
- Creative strategy and campaign planning
- Project management, deadlines, and creative team collaboration

Signature Assignments

- Attend the weekly Creative Team meeting and participate in project planning
- Complete assigned design, photo, video, or communication projects by their deadlines
- Capture photo and video content during Sunday services and assigned events
- Edit, organize, and upload creative assets to the department's file management system
- Assist with social media scheduling, project boards, and creative administration
- Participate in at least one major communication campaign from planning through execution
- Lead one creative project from concept to final delivery under staff supervision

Reading & Resources

- Required reading: From Social Media to Social Ministry by Nona Jones
- Recommended: The Heart of the Artist by Rory Noland; Everybody Writes by Ann Handley
- Podcasts: The Pro Church Tools Show; The Creative Christian Podcast; The Future Church Podcast
- Training: Adobe Creative Cloud tutorials, camera training, Canva Design School

This internship is a fit if... You make things, you meet deadlines, and you are willing to have your work critiqued and made better in a room full of other creatives.

MEN'S MINISTRY

Department Director: Ray Rodriguez Men's Ministry Director | Kyle Sawyer, Men's Ministry Oversight
Internship Director: Ray Rodriguez

The Ministry

Men's Ministry helps men find their people, place, and purpose through authentic relationship building that creates a brotherhood of men. We study God's Word, create a safe environment for accountability, and engage in service of our church and community. Everyday moments add up to a large impact. Our mission is to empower men to live out their God-given calling through authentic brotherhood, spiritual growth, and active service.

What You Will Do

- Weekly men's Bible study – materials, room setup, and table facilitation
- Table leadership and shadowing experienced table leaders
- Monthly men's meeting – guides, setup, reminders, and notes
- Mentoring and discipleship relationships
- Small group leadership
- Men's events – setup, tear down, and relational follow-up

Skills You Will Develop

- Table and small group facilitation
- Teaching and leading a study from prepared curriculum
- Accountability and discipleship conversations
- Event preparation and volunteer coordination
- Meeting facilitation and team communication
- Conflict resolution and volunteer development

Signature Assignments

- Print and prepare Bible study materials and set up the study room each week
- Shadow a table leader, then be prepared to lead a table at any time
- Reach out to the men at your table between gatherings
- Prepare the monthly men's meeting guide, send reminders, and submit meeting notes to oversight
- Set up and tear down at men's events while building genuine relationships

Reading & Resources

- BetterMan Core and BetterMan Defined curriculum
- betterman.com/core and betterman.com/betterman-defined

This internship is a fit if... You want to be discipled by men further down the road than you, and you are ready to carry tables, send the reminder texts, and lead a study when someone doesn't show.

Please note: *Coaching and development meetings are held monthly.*

WOMEN'S MINISTRY

Department Director: Sarah Ault, Women's Ministry Director | Mattie Sawyer, Women's Ministry Oversight
Internship Supervisor: Sarah Ault

The Ministry

Women's Ministry exists to disciple the women of Access Church — to root them in Scripture, connect them to one another, care for them through every season, and release them into the calling God has placed on their lives. This department exists so that the women who pour out are also being filled, taught, and cared for. At its simplest: Women's Ministry makes sure the women of our church know the Word, know each other, and know they are not carrying it alone.

What You Will Do

- Gatherings and Bible studies — the primary teaching environments
- Small groups — the discipleship engine of the department
- Care and compassion — visits, meals, cards and calls, and the care pipeline
- Mentoring and discipleship relationships across seasons of life
- Events and retreats — retreats, brunches, conferences, and seasonal gatherings
- Prayer, guest connection and follow-up, and communication and social media

Skills You Will Develop

- Bible study method, lesson preparation, and teaching delivery
- Small group facilitation and handling hard topics
- Mentoring and one-on-one discipleship
- Care and visitation, plus care pipeline administration — intake, assignment, follow-up, and closure
- Event planning — budget, registration, décor, logistics, and risk
- Volunteer leader development, team leadership, confidentiality, and referral

Signature Assignments

- Shadow the Director through a full ministry cycle — planning, gathering, care, follow-up, and leadership meetings
- Co-lead, then lead, a small group or Bible study for the duration of the internship
- Teach or share at least once at a women's gathering, with preparation review and feedback
- Host or emcee a women's gathering, including announcements and transitions
- Shadow, then conduct supervised and independent care visits, and take responsibility for the care pipeline for a designated period
- Meet regularly with one woman for intentional mentoring or discipleship
- Plan and execute one event, retreat element, or gathering from start to finish

Reading & Resources

- Required reading: Women of the Word by Jen Wilkin
- Required podcast: Journeywomen with Hunter Beless
- Recommended: Word-Filled Women's Ministry; God's Women Then and Now; Side by Side; Help Me Teach the Bible podcast

This internship is a fit if... You want to learn to study and teach Scripture well, you will pursue the woman who stopped showing up, and you refuse to participate in gossip.

Please note: *Any disclosure involving abuse, self-harm, or immediate safety is always escalated to the Director and staff. Reliable transportation and a background check are required prior to independent visits.*

MISSION & OUTREACH

LOCAL OUTREACH & MISSIONS

Department Director: Mattie Sawyer
Internship Director: Mattie Sawyer

The Ministry

The Local Outreach & Missions Department exists to take the church beyond its walls. We serve our city in tangible ways, partner with organizations already meeting needs in our community, and support the advance of the gospel around the world. Our aim is not charity for its own sake, but compassion that opens the door to relationship, and relationship that opens the door to Jesus. We do not do ministry to people; we do ministry with and for them.

What You Will Do

- Signature outreach events — including the Back-to-School outreach, registration, check-in, host teams, and line flow
- Community care — snacks, family hygiene kits, shoes, and the clothing closet
- Resource hub — prayer, community resource information, and hosting non-profit partners on site, plus year-round supply and inventory management
- Ongoing community service — recurring projects, school partnerships, and neighborhood care
- Missions — missionary care and support, missions giving, short-term trips, and missions awareness

Skills You Will Develop

- Event planning and logistics — timelines, run-of-show, site layout, registration, and tear-down
- Team leadership at a station and in pre-event huddles
- Partner and community relations with schools, agencies, and non-profits
- Administration — rosters, registration data, supply inventories, budget tracking, and in-kind sourcing
- Missions mobilization — trip preparation, team training, fundraising, and missionary care
- Cross-cultural awareness and handling sensitive situations with dignity

Signature Assignments

- Shadow the Director through a full outreach cycle — planning meetings, set-up nights, event day, and debrief
- Own a station or team for a signature outreach event, including its volunteers and tear-down checklist
- Lead a pre-event volunteer huddle, including devotion, vision, and assignments
- Take responsibility for supply inventory during an outreach season
- Contact and maintain communication with at least one community partner or non-profit
- Design and carry out a follow-up plan for families served at an outreach
- Assist with a missions initiative, and lead a post-event debrief with written recommendations for next year

Reading & Resources

- Recommended reading assigned by the Director from: When Helping Hurts; Toxic Charity; Run to the Brokenness; Let the Nations Be Glad; Radical Together
- Missionary newsletters and prayer updates from partnered missionaries
- Site visits with partner non-profits or agencies serving our city
- Outreach event volunteer booklets, tear-down checklists, and supply inventory sheets

This internship is a fit if... You want the church to be visible outside the building, you don't mind lifting boxes and counting supplies, and you can hold both your neighborhood and the nations at the same time.

Please note: *Outreach ministry is seasonal. During event weeks, hours increase significantly and evenings and weekends should be expected.*

CONTACT INFORMATION

For questions about placement, pathways, or the application process, contact the Access Leadership College Director.

Jada Johnson
Access Leadership College Director
559-291-7729 | jjohnson@accessfresno.org

Department & Specialization Contacts

Department leaders, internship supervisors, and Credential Pathway supervisors are listed on each profile in this catalog. Direct contact information is provided at placement.