



Dear Intern Applicant,

We are happy you are considering a ministry opportunity with Great Commission Ministries. We consider it a privilege to serve the Lord and eagerly desire to have many men and women involved in His work.

Please read the enclosed [GCM application](#) carefully and answer all the questions to the best of your ability. Fill out the top section on each of your four reference forms and sign them or complete the electronic version before emailing. Give a reference form and envelope to the four people you have selected to be references, according to the categories listed on page four of the application or you may email the form to them. Ask them to return the completed reference form to you in a sealed envelope, or they may email an electronic version of the reference form to hr@gcmweb.org.

Give the [Verification Letter Information](#) to the GCM pastor or staff member who knows you best. Have them write a verification letter on your behalf and return it to you in a sealed envelope or e-mail it directly to hr@gcmweb.org. Finally, you will need to complete two release forms regarding a mandatory background check. The "Release Authorization Form" and the "FCRA Disclosure Statement" will be sent to you once your application is received. There is a \$35 application fee. This fee covers administrative costs including the background check. Checks may be made payable to "GCM."

Once you have completed your application and have received your verification letter and all of your references (those not emailed) please send to **GCM, Attention: Human Resources Department**. Please note that an application is not complete until we receive all reference forms, two release forms and \$35 application fee. Please check www.gcmweb.org for specific deadline information. Applications may not be accepted after the deadline.

When all of your application material is received it will be carefully and prayerfully reviewed and you will be notified of GCM's decision regarding your application. If you are accepted to a ministry internship, you will need to complete GCM's weekend MTD Training. Due to the amount of time needed for raising support prior to beginning an internship, this training is offered early in the year in mid-late January or early February. Please check our website for specific training dates. The MTD training for interns is only offered one time each year.

Thank you for your interest in the Lord's work. We appreciate your desire to serve the Lord and look forward to seeing how God leads throughout this process.

Sincerely,

Angie Marlow
Human Resources Manager

Great Commission Ministries Verification Letter Information

Dear GCM Pastor or Staff Member,

This memo is intended to give guidance on writing a Verification Letter for an Intern who is applying for a ministry position. The purpose of the Verification Letter is to vouch for the qualifications and ministry fit of the applicant. Since GCM desires to make the screening process for Interns as simple as possible, we are not requiring a lengthy interview between the applicant and the Missionary Resources Department. Instead, we are placing the primary responsibility for making the decision about accepting the Intern Staff in the hands of GCM pastors and staff members.

Who should write the verification letter?

GCM needs only one verification letter for each Intern. This letter should be written by the GCM pastor or staff member who knows the applicant best and who also will be supervising them during their internship. If the proposed supervisor is not the person who knows the applicant best, then we want the pastor or staff member who does know them best to write the verification letter.

What should the verification letter contain?

The letter should first state whether the pastor or staff member is recommending that the Intern be accepted or not. It should then go on to explain the reasons behind such a decision. Included with this explanation should be the following:

- * A summary of the ministry skills, character, and maturity that either qualify or disqualify the applicant for the position.
- * A description of the job duties for the Intern and whether they are a good fit for the ministry position.

What areas should I look at in assessing an applicant's qualifications?

The following categories are some of the areas that GCM uses to evaluate applicants for field ministry. Some or all of these categories may be useful in determining the qualifications for Interns. However, you may want to add areas which are not listed below.

- * Experience and level of effectiveness with sharing the Gospel.
- * Experience and level of effectiveness with follow-up and discipleship.
- * Experience and level of effectiveness with leading small groups.
- * Consistency and depth of devotional life.
- * Record on sexually improper behavior and moral purity.
- * Level of self-organization.
- * Level of communication and people skills.
- * Level of confidence, emotional stability, and strength of self-image.

When is the verification letter due?

The verification letter must be sent to the GCM Missionary Resources Department with the application of the Intern by the application deadline. The application deadline for Intern applications is November 16. Please write the verification letter and give it to the applicant in a sealed envelope to be included with their application.