



**COMPASSION  
CHRISTIAN CHURCH**

# HUMAN RESOURCES DEPARTMENT

## INTERNSHIP PROGRAM

### INTERNSHIP PROGRAM APPLICATION PROCESS

#### STEP ONE

Request an application packet by contacting:  
Human Resource Department  
912-629-7470 OR complete online at:  
[www.compassionchristian.com](http://www.compassionchristian.com)

#### STEP TWO

Complete and submit the application by the following deadlines:

- Year-Long Internship (August 1 – July 31)  
- Application deadline: June 7
- Summer Internship (May 20 – August 1)  
- Application Deadline: April 5
- Fall Academic internship (August 1 – December 22)  
- Application Deadline: June 7
- Spring Academic Internship (January 9 – May 7)  
- Applications Deadline: November 1

Submit the completed forms to:  
Compassion Christian Church  
Department of Human Resources  
55 Al Henderson Blvd  
Savannah, GA 31419

#### STEP THREE

Send a blank Reference Form to each of the individuals identified in your application which include a Spiritual, Academic/Professional and Personal reference. These forms will be provided in the application packet. Please include a stamped envelope with the address above so the completed Reference form can be returned to the Department of Human Resources directly.

#### STEP FOUR

After receiving your application and completed Reference Forms, Human Resource will forward the completed documents to the appropriate ministry screening team.

#### STEP FIVE

We are very deliberate, and intentionally move slowly, in our hiring process. The next contact will be the scheduling of an interview or a decline letter.

#### STEP SIX

The next step in the application process is an in-depth interview. A representative from the Human Resource Department will schedule an interview. This interview will be conducted by Human Resources along with the Ministry Supervisor in your specific area of ministry.

#### STEP SEVEN

Selection of interns will be prayerfully and carefully made. Notification will occur via telephone or letter. If at any time during the application process questions or concerns arise, please feel free to contact the Human Resources Department: 912-629-7470.