

First English Lutheran Church Summer Intern Job Description



Mission of the Congregation

We are People of God who Gather to Worship, Grow in Faith and Give to Others.

Vision and Mission for the Summer Intern Ministry

Walking together with Christ – Going together into the World.
*Strengthen the congregation, the family, and the
individual as to nurture faith, pass on faith, and live well in Christ.*

Purpose

To aid in the spiritual development of youth as disciples of Jesus Christ

- By equipping people for relationships
- With peers, family, congregational members, community members, people in varied cultural settings, and in creation
- That include caring conversations, devotions, ritual and traditions, and acts of service, taking them deeper into faith in Jesus Christ
- In the midst of homes, the congregation, community and all of life

Through

A balance of relational opportunities for youth, youth and their families, and cross-generational groups such as...

1. Training and learning opportunities
2. Utilizing gifts, interests, and talents
3. Developing purposeful leadership
4. Strengthening the home as the primary place for faith formation
5. Faith mentoring for youth
6. Sharing and practicing with faith resources
7. Group building activities and gatherings
8. Small group discussions about faith and life
9. Camps and retreats
10. Service experiences
11. Visits in home and community events
12. Ideas and assistance that enhance worship experience
13. Opportunities for celebrating milestones in homes and congregation
14. Ways for youth to participate throughout the congregation

Relationships with FELC Staff and Congregation

Develop and work from a common family and youth congregational vision
Intentionally affirm, encourage, pray for, and bless one another and the ministries each represents

Appreciate and affirm each other's gifts

Be open to new ways of seeing and doing things

Arrive on time for meetings, being well prepared to address the issues at hand

Speak well of each other, to build up the body of Christ

Commit to ongoing personal and professional growth

Honor each other's individual pace and working style

Qualities Desired

Growing faith in Jesus Christ
Growing understanding of the theology of the cross
Living well in Christ, with God at the center of all aspects of life
Works harmoniously with staff and congregation's theology, vision, and mission
Relational skills and comfortable with youth, parents, staff and community
Basic counseling, decision making skills
Advocate for youth, families, and their needs in the congregation and community

Expectations of Summer Interns

Be an AAA Adult and representative of FELC
Pray for, connect with, and develop relationships with small group members
Arrive to all meetings, events, activities or other assignments on time.
Stay at meetings, events, activities or other assignments until excused by supervising staff.
As an example to our youth, regular attendance in worship is expected (Sunday/Wednesday)
Spend time daily in personal faith development
Prepare lessons, activities, and other interests in advance, provide lesson plans when asked.

Time Commitment	1) 30 hours a week for 10 weeks 2) Hours may be day or evening, with some weekend hours 3) Lead worship on Wednesday evenings and participate in worship on Sunday mornings.
------------------------	--

Congregation Provides for Benefits for Wellness of Person in this Position

Support, Networking

Such as...

- Understanding of the church and the various responsibilities that are required to have ministry happen
- Understanding of the team work and partnerships
- Understanding of adolescent development
- Understanding of faith development and youth and family ministry model methods
- Understanding of youth culture and trends
- Understanding of family systems

First English Lutheran Church Summer Intern Application



326 E. North St. Appleton, WI 54911
Voice: 920.733.2303 ext 312
Email: amoscinski@felc.com www.felc.com

Today's Date _____

It is the policy of First English Lutheran Church to consider all applicants for employment without regard to age, race, color, handicap, sex, national origin, ancestry, military reserve status, sexual orientation, or any other unlawful basis.

Name _____

Please circle one: New Applicant Returning Applicant

Permanent Address: _____

City _____ State _____ Zip _____

Phone _____ Cell Phone _____

E-mail _____

Your Social Security Number _____ - _____ - _____ Gender Male Female

Do you have a personal web page or other social networking site? Yes No

If "Yes" was checked, what type of site do you have/or what is the URL?

Employment may be denied based on inappropriate personal web sites or other social sites.

Will you be 18 years old by June 1, 2009? Yes No

Education

Name of school you are currently attending _____

Your personal mailing address at school _____

City _____ State _____ Zip _____

Current major or academic interest _____

Present school/college/university class level _____

List academic institutions you have attended

Name of School / City / State	Years Attended	Degree
_____	_____	_____
_____	_____	_____
_____	_____	_____

Skills, Interests, Gifts

For each of the following please indicate:

1 = Strong interest, experience and leadership skills

2 = Interest, some experience, could provide assistance in leadership

3 = Minimal experience, interested in learning

4 = Not comfortable with this activity/no interest or experience

Advocacy____ Artistry____ Discernment____ Encouragement____ Evangelism____

Faith____ Giving____ Hospitality____ Intergenerational Relationships____

Knowledge____ Leadership____ Listening____ Mercy____ Music (vocal or instrument)____

Networking____ Prayer____ Service____ Shepherding____ Skilled Craft____

Teaching____ Technology____ Wisdom____ Writing____

Please describe responses of 1 and 2 in greater detail. (I.e. play guitar, build websites, etc)

Certifications: Please list expiration dates in front of the certifications that you hold.

____ Standard First Aid ____ Advanced First Aid/Life Saving ____ CPR ____ Lifeguard

Employment History: Please list past positions, both paid and/or volunteer

1) _____
Position or title

Employer / Supervisor

Dates of Employment

Phone / Email

2) _____
Position or title

Employer / Supervisor

Dates of Employment

Phone / Email

3) _____
Position or title

Employer / Supervisor

Dates of Employment

Phone / Email

A note on working at First English Lutheran Church.

Our ministry and programs are committed to providing worship, outreach, learning, and fellowship in an affirming and authentic context of a wholesome Christian community.

All staff is expected to participate in a staff training for which staff will be paid. All staff must report on **Monday, June 1, 2009**. Summer ministry and programs on **June 14, 2009** and end on **August 14, 2009**. Some positions may begin earlier/later or end earlier/later, as contracted.

All staff members who are hired must attend training sessions.
All staff members are required to assist with leadership of Wednesday evening worship and Sunday morning worship services. Staff may not miss more than two services.

Our salary compares favorably with summer camps and other retail jobs. We expect loyal service and have set high standards for employees. We will provide a positive and safe environment for all participants. We expect our summer staff to make our ministry and programs drug and alcohol free. We also expect summer staff to display high standards of conduct in the church, local community, and on the World Wide Web during your time of summer employment. Your signature on the staff agreement indicates that you are willing to work according to this policy. If you wish to view the full summer staff personnel policy before applying, please contact the First English Lutheran Church office.

Your signature indicates that you have read this statement and that your application reflects your background and ability fairly. You are also agreeing that First English has the right to conduct your previous employers for verification or employment and your references as needed.

PLEASE READ CAREFULLY AND ACKNOWLEDGE WITH YOUR WRITTEN SIGNATURE.

I release from any and all ability all representatives of First English Lutheran Church, for their acts performed in good faith and without malice in connection with evaluating my applications, credentials and qualifications. I understand any false statements on this application shall be sufficient cause for denial of employment or summary dismissal. I understand that my employment in any of the ministry or programs of First English Lutheran Church is contingent upon the satisfactory investigation of my work record and references. I understand that if I am employed by First English Lutheran Church, my employment can be terminated by either the church or me at will, with or without cause, and with or without notice, at any time. I understand that no one at First English Lutheran Church, other than the Director of Intern Ministries or the Youth Ministry Team, has the authority to alter, orally or in writing, this terminable-at-will status of employment.

Positions which involve driving or transporting children or youth under 18 year of age will require a review of your personal driving record, and your position may be withdrawn if you do not meet certain requirements for driving. Proof of auto insurance will be needed to drive youth and staff must be 21 years or older.

You will be subject to a background check. On the line below, please list all states you have lived in, including college, since age 16:

States

Print Your Name

Signature

Date

For office use only:

Position _____

Hire: Yes No

Salary _____

Start Date: _____ End Date: _____

First English Lutheran Church Summer Intern Reference Form

326 E. North St. Appleton, WI 54911
 Voice: 920.733.2303 ext 312
 Email: amoscinski@felc.com www.felc.com



Today's date _____

Thank you for agreeing to serve as a reference for:

Please Print

Please give thoughtful consideration in rating qualities of the applicant. Your opinion will be helpful in providing information on the applicant's character and qualifications and will be kept in strict confidence.

Please rate the applicant on the following qualities:

U Unable to Evaluate 1 Poor 2 Average 3 Above Average 4 Exceptional

Please mark an X on the rating you choose.

1. Self motivation	U	1	2	3	4
2. Consideration of others needs	U	1	2	3	4
3. Responsibility and follow-through	U	1	2	3	4
4. Energy	U	1	2	3	4
5. Enthusiasm	U	1	2	3	4
6. Maturity	U	1	2	3	4
7. Creativity	U	1	2	3	4
8. Helpfulness	U	1	2	3	4
9. Compliance with directions/policies	U	1	2	3	4
10. Ability to work with children/youth	U	1	2	3	4
11. Ability to work/relate with peers	U	1	2	3	4
12. Ability to work with those older than self	U	1	2	3	4
13. Relates well to supervisors	U	1	2	3	4
14. Demonstrates Christian faith	U	1	2	3	4

Do you know of any reason why this person should not be hired? Yes / No (circle one)

Any additional comments regarding this candidate you would like to make?

Your Name (please print)

Relationship to applicant

Address

City

State

Zip

Signature

Date