



Summer Internship Program Application Summer 2019

*** Applications Due February 28, 2019***



Saint Michael Youth Ministry Internship Application for Admission

Thank you for your interest in the Saint Michael Youth Ministry Internship Program! Our internship program is designed to be one of the most exciting, intense and unique ministry environments in the country. We're searching for 2-3 of the most passionate and gifted people to join in our intern experience. If all you're looking for is a great paying job with benefits, this isn't the place for you (although our interns are paid based upon their experience and number of hours worked weekly). But if you're interested in being a part of an incredible movement of God, if you want to see Him use you in ways you never imagined, working here is one of the highest privileges you'll ever experience. When most people think of an internship, they have visions of busy work-fetching coffee, picking up dry cleaning, making copies. But at Saint Michael, we're looking for contributing members for our team. Oh don't worry, you'll work hard! After all, changing the world is hard work, but you'll also get to see the Kingdom of God advanced because of your efforts. It's a calling. It's a privilege. And above all, it's a chance to be empowered. We have no desire to raise up a generation of great coffee makers. We want to raise up a generation of world changers and leaders. People who are awakened to the God-given potential inside of them to make an impact for the glory of God using whatever gifts God has placed inside of them.

Internship Program Overview

Saint Michael is a rapidly growing and evolving parish in the Archdiocese of Louisville. We are lucky enough to provide internship experiences within youth ministry to help develop our interns in their personal and spiritual lives as well as impact and walk alongside our youth in their faith journeys. The Saint Michael Internship Program is designed to give participants ministry experience, as well as a glimpse into the life of someone in ministry. Participants will gain valuable experience while working alongside Saint Michael staff members. Internship positions are available during the summer only.

Qualifications

- You must have completed your high school degree
- Have a background check on file
- Have completed the Archdiocese of Louisville's Safe Environment Program

Commitment and Schedule

There are two or three Summer Internships that will be offered and begin mid-May and go through late July and range from 10-20 hours a week for 8 weeks internship without vacations. Should vacations be taken, the intern will still need to work a total of 8 weeks. We will have a required weekly staff meeting in the Youth Ministry Office. Hours will take place both during the week and on

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weekends depending on responsibilities for the week. The weekly routine will vary depending on the intern's responsibilities.

Sample of Summer Responsibilities

The youth ministry interns are responsible for assisting with either the high school or junior high program or the service program for the summer. Each week, the intern could be responsible for doing the following:

- ensuring that there are enough chaperones for the next week's activities
- getting equipment ready for the week's activities (coolers, etc.)
- helping to put together a shopping list and shopping for food on needed activity weeks
- keep a running total of the actual cost of their corresponding program for the summer
- writing thank you notes to each of the adults who helped with their program for the week
- making sure that the bus/drivers have been reserved for the needed dates for the program

The Programs the High School Intern could be Responsible for Assisting:

- Monthly High School Social Trips (Arranging adults, tickets, transportation, etc.)
- Coordinating the High School Small Groups (Contacting Service Agencies, Adults, etc.)

The Programs the Jr. High Intern could be Responsible for Assisting:

- Monthly Jr. High Social Trips (Arranging adults, tickets, transportation, etc.)
- Coordinating the Jr. High Small groups (Contacting Service Agencies, Adults, etc.)

Possible Shared Programs:

- Family Movie Nights

Service Intern:

- Contacting participants and adult chaperones to serve at Franciscan Soup Kitchen each week
- Implementing the weekly soup kitchen visit

Note: Interns maybe asked to help on programs that are outside of their assigned area on an as needed basis.

Overarching Projects:

Each intern will be given an overarching project based upon their own personal skills such as creating a video to promote youth ministry, helping to put together programming for the upcoming fall semester, helping with upkeep on the database, etc. These projects will be given to each intern by the Coordinator of Youth Ministry.

- Updating the Youth Assistant Data Base
- Helping to Maintain the Youth Center (take trash out, clean, wash rags, etc.)

Frequently Asked Questions

Will I hear from someone immediately?

You will receive a confirmation email upon submitting your application. Due to the number of applications received we will only contact applicants we choose to interview.

Do I need to have a car?

Most likely. The majority of responsibilities of our interns require them to have a reliable form of transportation. This ranges from daily job responsibilities, being able to get to and from work and serving on the weekends. Only those 21 years of age or older will be allowed to drive youth to events if needed.

Will I be working nights and weekends?

Yes, but not every night or weekend. It will depend on your area of responsibility for the summer as to which nights or weekends you will be working.

What can I, as an intern, expect of Saint Michael Church?

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

What are the benefits of becoming an intern?

- Hands on experience in the realities of serving on a proactive and successful church staff.
- Condensed experience should assist in life planning.
- In-depth leadership training by the pastoral staff.
- Accountability and mentorship with a Saint Michael staff member
- Character Development
- Growth and development in personal relationship with Jesus Christ

Is this a paid internship?

Yes, our summer internships are paid positions on the youth ministry staff. Payment is based upon experience and number of hours worked each week.

Expectations for Interns

- › Commitment of eight weeks
- › Personal devotions.
- › Attendance to and active participation in all events, meetings, classes, appointments and services.
- › Participation in Weekly Liturgy in their parish community.
- › Employment: The internship needs appropriate commitment in order to be completed successfully. It is recommended to plan ahead and budget your money for the duration of the internship. If you must keep a job you are still required to attend and participate in all Internship activities. Your work schedule should be worked around your internship duties not the other way around.
- › Facebook and other social media: Refrain from using Facebook or other social media for the following: slander, gossip, venting, crude or sexual jokes, and the like. Interns should also avoid petty arguments, disputes and quarreling as they are unbiblical and are counter-productive for what this internship is all about. (Titus 3:9, 2 Timothy 2:22-26) Interns are also not allowed to accept youth as friends on their personal account and should only contact youth via social media from the official church accounts for facebook or twitter.
- › Personal appearance: Interns are expected to uphold a clean, modest, and non-distracting appearance in their dress for all meetings, services, and gatherings.
- › Complete adherence to the Intern Code of Conduct.

Youth Ministry Intern Code Of Conduct

I, _____, as a Saint Michael Youth Ministry Intern, 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 staff, pastors, and Saint Michael 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 develop my body with sound health habits by participating in wholesome physical activities.
6. 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 if I am under 21 years of age or if I am going to be interacting with the youth at any point on that day if I am of age. I will not engage in any other behavior that is contrary to Catholic conduct.
7. 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.
8. I PLEDGE to abide by all of the guidelines and standards of conduct as outlined in the Saint Michael Internship Program and other guidelines issued in oral or written form by the Saint Michael Church Internship Program Director.
9. I PLEDGE to attend Mass weekly and work to become a positive role model for our young people through my actions while I am serving in the Youth Ministry Office.

Applicant's Signature _____

Date _____



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PERSONAL INFORMATION

Date of application _____

Last name _____ First name _____

Address _____

City _____ State _____ Zip/postal code _____

Mobile phone _____ Email _____

Date of birth (MM/DD/YY) _____ Age _____

ACADEMIC BACKGROUND

Name of High School attended _____

Graduation Date or GED _____

Name of College Attended or Attending? _____ Major _____

Which age group would you prefer to work with during your internship? (circle one)

Jr. High

Sr. High

Service Ministry

What would you be most looking forward to working on during the internship?

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What has been your most impactful experience in your faith life?

What are two strengths that you feel like you would bring with you to the internship?

What is one weakness that you would like to work on developing better during your internship and how would you work on developing it?

What three words would you use to describe yourself?

How would your last boss describe you?

If you were a type of pizza, what would you be and why?
