



**University Presbyterian Church
Children and Family Ministries
Summer Intern - Application**

University Presbyterian Church believes that every member of the church is a minister. We chose to share hope in Jesus Christ daily.

UPC's Mission: Alive in Christ, Alive together, Living for the world

About our internship:

- UPC is a large, urban church based in the University District of Seattle, Washington.
- Your ministry here would be primarily focused around 300 of our Kindergarten – 6th graders.
- You will serve alongside the Children & Family staff who will guide and support you.
- On your days off, partake of the outdoor lifestyle we enjoy in Seattle – hiking, paddleboarding, geocaching or take an urban hike through downtown Seattle!

What we expect from applicants:

- Ability to communicate easily with children and their parents.
- Past experience working with or serving on a team.
- Be willing to maintain a flexible schedule based on ministry needs and team planning.
- All applicants should actively be applying their faith. Ex: In a small group, volunteering in ministry, be in a mentoring relationship, etc.

What you can expect from UPC:

- Networking opportunities
 - o Peers (other interns, UPC's summer college group meeting, etc)
 - o Congregation (parents of children, congregants you meet while serving)
 - o UPC staff (In addition to CFM staff, you will interact weekly with different UPC ministry partners)
- Be equipped for ministry with children
 - o Plan and organize weekly events for 20-150 children
 - o Become comfortable with age-appropriate ways of communication
 - Public speaking
 - Music leading
 - Skit writing and execution
 - o Guided intern Bible study
 - o Space for personal reflection
 - o Time for self care

This is a paid internship. Each intern will receive a \$2500 stipend for the 11 week term of the internship (June 15 – August 31, 2015). Room and board is provided with host families as needed.

The application is enclosed and due **March 1st**.

In Christ,

Charlie Scoma, Director of Sunday Teams

Summer Intern Job Description

Need: A diverse group of college-aged men and women who are excited to share their time and faith in Jesus Christ with children. A desire to learn and grow in leadership is essential.

Supervision: All summer interns are under the supervision of the Director of Sunday Teams, CFM. Interns also work closely with Children and Family Ministries staff and key lay leaders.

Contact: Charlie Scoma – Director of Sunday Teams, Children and Family Ministries
(206) 524-7301 ext. 146; charlies@upc.org

Internship: Full Time (approx. 40-50 hours per week). The stipend is \$2500 stipend for the term of the internship which is the gross pay before taxes. Room and board are provided as needed.

Term of Internship: Monday, June 15 through August 31, 2015.

Responsibilities:

Expand your spiritual, personal and professional growth.

Actively participate in Sunday worship.

Explore leadership skills:

- Leading children in worship on Sundays
- Leading a small group
- Leading off-site field trips
- Leading large group activities

Develop team planning skills:

- Plan and implement Sunday programs
- Plan and implement weekly age appropriate small group Bible study
- Plan and implement weekly off-site field trips
- Coordinate themes and fun activities during the week

Active in the community

- Attend occasional evening dinners and fellowship times with staff, lay leaders and their families.
- Be a camp counselor during a 6 day summer camp for Side-by-Side Ministries. This is a camp for families of children that are facing serious illness.
- Engage in the summer college ministries called the INN at UPC.

APPLICATION FOR SUMMER INTERNSHIP 2015

Type or print with black or blue ink.

Applications must be received by March 1.

For Office Use Only

____ Rec'd applica.
____ Interview Date
____ Rec'd ref(s)
____ Housing

Name _____ Age _____ Birthdate __/__/__

Soc. Sec. # _____ Driver's License # _____ State _____

Present Address: _____ City _____ State __ Zip _____

Day Phone # () _____ Eve. Phone #() _____

Email Address: _____

Permanent Address: _____ City _____ State ____ Zip _____

Day Phone # () _____ Eve. Phone #() _____

College Attending (ed) _____ Year __ Major _____

Church Home _____ Pastor's Name _____

Phone () _____

Internship period: June 15 through August 31, 2015

Please list potential conflicts for you within this time frame : _____

Transportation: I have a car: Yes___ No___

Housing: I would be interested in housing. I understand housing would be with one of the families from the church.
Yes___ No___

Have you ever been arrested, charged or convicted of any offenses involving child abuse? Yes___ No___

Is there any physical condition which would limit your ability to work as an intern? Yes ___ No___

If so, please explain _____

Are you certified in First Aid or C.P.R.? Yes___ No___ If yes, circle which one(s).

Through whom or how did you become acquainted with this ministry position? _____

UPC is an Equal Opportunity Employer. We do not discriminate on the basis of race, color, sex, age, national origin or disability.

Instructions

Submitting an application indicates your willingness to be interviewed and, if selected, to accept the responsibilities of the ministry to which you are feeling called. Please TYPE your answers to all the questions and keep your answers to a total of 3-4 pages. Please include the question and question number for each response.

Send the required reference forms to two people (other than family) who know you well. The forms must be mailed by your references directly to UPC in care of Charlie Scoma. When you mail the forms to your references, please include a self-addressed and stamped return envelope.

All applications must be submitted to the CFM office by March 1. We are planning to have all final decisions for our summer interns made no later than the second week of April. Interview priority will be given to early, completed applications that meet all requirements.

Questions that Help Us Know You:

1. What interest you in being a summer intern at UPC? How did you hear about our program?
2. Please share how you came to faith in Christ and what other significant relationships and events have shaped your faith.
3. We understand that college is a time of questioning and discernment. Where do you see yourself in 5 years?
4. Describe two experience(s) in which you have served on a team. Include your role on the team and the lessons you learned serving on the team.
5. If hired, you will most likely experience some sort of relational challenge this summer. What is a relational challenge you experienced in the last year?
6. Are there any special circumstances that the Interview Committee should be aware of when considering your application? (Family commitments, School commitments, Weddings, etc.)

Further Application Requirements

Please include a recent photo of yourself. (If accepted, the photo will be used in a special intern bulletin and introduction poster).

You must include a resume with past work experience.

Please fill out the enclosed Washington State Patrol Form and enclose it with your application.

If given an interview, please prepare to answer these two questions:

1. What does integrity mean to you?
2. How would you describe your faith to a child?

References

Send the enclosed reference forms to two people:

- a. One reference must be a current or former employer, professor, or a mature adult who is acquainted with your personal and/or spiritual qualities and work with children.
- b. The other reference must be a pastor or another adult working in Christian Ministry.

Please include a stamped envelope for them to return the references to the Children and Family Ministries office no later than March 1. They can send the references by e-mail to charlies@upc.org.

List your references below and include this with your application.

1. Current or former employer, professor or a mature adult:

Name _____ Phone () _____

Address _____ State ____ Zip _____

2. Pastor or another adult working in Christian Ministry:

Name _____ Phone () _____

Address _____ State ____ Zip _____

Recommendation for a Summer Intern Position with Children & Family Ministries
University Presbyterian Church

_____ has applied for a summer internship with Children & Family Ministries at University Presbyterian Church. The recommendation requested below supplements the information given by the applicant through an application and personal interview process.

The job description for this position includes the following responsibilities: working on a team with other interns, teaching and building friendships with preschool and elementary children in both large and small group settings, and writing/adapting curriculum for children. The internship also includes planning and implementing summer field trips, being a camp leader for several summer camps, instructing summer volunteers who work with kids, and leading small group Bible studies.

If you prefer, you may write a letter rather than complete this form. Please return this form or letter no later than March 1, in order that we may expedite the processing of this candidate's application. If you have any questions, please call Charlie Scoma at 206 524-7301 ext.146.

Please address your reference to:

Children & Family Ministries, Attn Charlie Scoma
University Presbyterian Church
4540 15th Ave NE Seattle, WA 98105

Email: charlies@upc.org

1. How long have you known this person? _____ In what capacity?

2. Have you seen evidence of this applicant's interest in and/or work with preschool or elementary age children? Please describe.

3. Have you witnessed the applicant serving in Christian ministry opportunities? Please describe.

4. How would you rate this applicant in the following areas:

Characteristic	Most of the time	Some of the time	Not Often	Hardly Ever	Do Not Know
Dependable					
Ability to lead others					
Teachable and able to follow instructions					
Consistent in Christian witness					
Enthusiastic and energetic					
Takes initiative in carrying out tasks					
Able to organize and prioritize					
Good communication skills					
Able to get along with others					
Able to work in a team situation					
Outgoing					
Has a positive attitude					
Reaches sound judgments					
Self-confident					
Sense of Humor					

5. If needed, do you have any additional comments to explain your ratings?

6. Is there anything else we should know as we consider this applicant?

Print your full name

Signature

Date

Position/Organization name

Day phone #

Evening phone #