

## **College Intern Staff Position (multiple Intern positions available)**

### **CPC Vision**

To boldly extend the invitation Jesus makes to us, to everyone.

### **Overview**

The College Intern position provides the opportunity to deepen personal relationship with God, develop leadership skills, and gain valuable job experience. The summer experience at CPC provides tangible opportunities to be a part of the local church in a new and exciting way. Summer interns work with either the Kid's Ministry or Student Ministries teams to plan and implement summer activities, including summer camps and events. Interns will learn valuable skills including running programming, facilitating logistics, planning details of camp, and recruiting participants. Interns also spend a great deal of time every day developing and deepening their own spiritual lives through large group discussions, personality assessments, experiencing different elements of the city, and through Bible study.

### **PRIMARY RESPONSIBILITIES**

- Involvement in the planning and implementation of summer camps and events including programming, administrating and leading.
- Meet with the staff members of assigned team.
- Attend weekly staff meetings.
- Attend daily spiritual development time.
- Build and maintain relationships with kids or students and engage in contact work weekly.
- Attend all Wednesday night Chillin' & Grillin' events (College Ministry).
- Occasionally teach at camps or at events.
- Work and serve on a team with other college interns.
- Mentor and disciple students
- Engage in relational ministry throughout the summer
- Work six Sundays throughout the summer (for kids ministry interns)

### **MINIMUM REQUIREMENTS**

- Actively pursuing a relationship with Christ.
- Ability to engage kids and students in authentic, relational ways.
- Ability to work well on a team
- Experience working with and leading kids, middle school or high school students.
- Learning posture with a desire to grow in leadership.
- Self-starter with a strong work ethic.
- Ability to adapt to unexpected changes as they occur.
- Working knowledge of Microsoft Office (Outlook, Excel, Word).
- One year post high school graduation.

### **PREFERRED REQUIREMENTS**

- Leadership skills and abilities.
- Relational gifts.
- Basic understanding of vocational ministry with a desire to learn more.
- Strong organization, detail-orientation and multi-tasking skills.

### **PHYSICAL REQUIREMENTS**

- Ability to sit, walk and/or stand for extended times.

**POSITION REPORTING:** College Interns report dually to the Director of the College Intern Program and lead staff on assigned team. Interns will also report to relevant staff for camp planning.

**HOURS:** This is a seasonal and temporary position. May 28 - August 7. 40+ hours per week. Summer interns will not have time to hold a 2<sup>nd</sup> job or attend summer school due to travel schedule. Summer interns will also not be able to take vacation days.

**COMPENSATION:** stipend, paid out over the course of May 28 - August 7.

**TRAVEL:** This position requires travel on the following dates (dates based on assigned team and travel is only for overnights):

Kids Ministry:

- Intern Retreat - May 28-29 (overnight)
- Hope Shores - June 16-21 (overnight)
- VBS - July 15-18 (day event)
- Chillin' & Grillin'- Wednesday night (weekly)
- Sunday School - Sunday mornings (weekly, six throughout the summer)

Student Ministries:

- interns are assigned specific camps to attend, student ministry interns will be split between two focus teams.

Team A

- Intern Retreat - May 28-29 (overnight)
- Camp 6:8 - June 11-13 (day camp)
- Rockslide - June 24-28 (overnight)
- Summit - July 31 - August 5 (overnight)
- Chillin' & Grillin'- Wednesday night (weekly)

Team B

- Intern Retreat - May 28-29 (overnight)
- Quest - July 8-12 (overnight)
- Summit - July 31 - August 5 (overnight)
- Chillin' & Grillin'- Wednesday night (weekly)

This job description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform any other job-related duties as requested.

For further information, email:

Matt Ferris  
Leadership & College Director  
mattf@cpconline.org

A Letter from Matt Ferris:

Thanks for your interest in our College Internship Program. We are currently accepting applications for the 2019 summer through December 9th. If you're new to CPC, our entire family ministry staff is excited to meet you and get to know you. If you've been around CPC for a while now, we are excited to catch up with you.

The CPC College Summer Internship has been a staple of the family ministry summer since the mid-1990's and has given college students the opportunity to experience vocational ministry in the local church, engage in relational ministry with elementary through high school aged students, and experience personal growth through intentional spiritual development. Our interns work in tightly-knit teams to create camp and relational ministry experiences that give kids and students the space to meet Jesus and experience Christian community. If all this sounds like a good fit for you, we would love for you to apply.

A few notes about our application process:

- The process begins with you reading this letter and the job description below. (Whoo! You've already started!)
- After you read this and decide that you'd like to apply, you can head to our online application (link below) and fill it out. I have included the application questions that you'll answer so you can think about and write out your responses prior to filling out our app. We will also require you to attach a resume and cover letter.
- Once you get the app all filled out, it will be reviewed and you will be contacted for an interview.
- Finally, once we get all our interviews conducted we will meet as a family ministry team to make our selections. We will contact you by February 1st regarding our decision.
- New this year for returning applicants: If you interned with CPC last summer, please fill out the returner's application rather than the regular application.

Application Process Calendar

**Now:** Application is posted.

**Dec 9:** Applications are due. Any applications that are received after the deadline are not guaranteed review or an interview.

**Dec 10-21, Jan 7-11:** Interviews with Matt & family ministry team members

**Feb 1:** Internship offers are released

Thanks again for your interest in CPC's Summer Internship Program. We look forward to reading your applications and meeting you. If you have any questions please don't hesitate to email or call.

God Bless,

**Matt Ferris**

mattf@cpconline.org | 952-920-8515 x 207

Leadership & College Director

Christ Presbyterian Church

## **Application Questions:**

### For new applicants:

- Describe your relationship with Jesus. What has it looked like this past semester?
- What strengths do you bring to a team while working on a project?
- How will our intern community benefit from having you on the team?
- What is an area in which you would like to grow this summer?
- What are some questions, doubts, or thoughts that you have recently been wrestling with about God or spiritual life? How do you process these things?
- Imagine you're on your way to a camp and your bus breaks down. What do you do?
- Imagine that you are at camp and you have just finished a large group on night three where the camp speaker was talking about the "good news of Jesus." On your way back to your cabin for small group, one of your kids grabs you and asks you to explain what the good news of Jesus is. How would you explain the gospel to your student?
- Tell us a little bit about your story.
- What possible conflicts may you have this upcoming summer?

### For returning applicants:

- Why do you want to be an intern for a second (or third) summer?
- Describe your relationship with Jesus. What has it looked like this past semester?
- How have you grown since the internship ended in August?
- How will our intern community benefit from having you on the team?
- How will first-year interns benefit from having you on their team this summer?
- What are some questions, doubts, or thoughts that you have recently been wrestling with about God or spiritual life? How do you process these things?
- What is something that you contributed to last summer that went really well? What did you learn from that experience?
- What is a mistake you made last summer and how would you change it this next summer?
- Imagine that you are in the early stages of planning a camp with your team of interns, what role would you take in your team?
- What possible conflicts may you have this upcoming summer?

### Resume:

We require a resume and cover letter, but do not have a specific format that we require, so use whatever format you think would clearly allow us to learn more about you and your experience. We ask that, at minimum, it would include sections on (1) education, (2) work experience, (3) relevant volunteer experience, and (4) any special skills relevant to the internship (e.g. graphic design experience, acting or public speaking experience, etc.) We would also appreciate any information that lets us know more about your personality and working style, (Myers Briggs, Enneagram, Strengths Finders, etc.) but this is not required.

Ready to apply? Follow this link to our application.

**First Time Application: <http://bit.ly/cpcinternapp19>**  
**Returning Application: <http://bit.ly/cpcreturningapp19>**