



**University Place Presbyterian
INTERNSHIP APPLICATION
2020-2021**

University Place Presbyterian Church
8101 27th St. W
University Place, WA 98466

Office Use Only:
app. rec'd: _____
Int. date: _____

College and Student Ministries

INTERN APPLICATION (Part I)
(please attach a resume)

University Place Presbyterian Church endeavors to comply with all federal, state, and local laws concerning employment discrimination. All qualified applicants receive consideration for employment without regard to race, color, sex, age, national origin, disability, or veteran status. We believe that an applicant's ability to do a job and his/her attitude toward the job and University Place Presbyterian Church are most important. Please complete this application with pertinent information that will allow authorized personnel to select the person most qualified to fill the vacancy.

Name _____ Today's Date _____

Address _____
street city state zip

Phone _____

Email address _____

Birthdate _____

Education _____
school degree year of graduation

Education _____
school degree year of graduation

Are you legally authorized or permitted to work in the United States? Yes No

If no, please explain _____

Have you been convicted of a felony within the past 7 years? (A conviction will not necessarily disqualify you from employment.)

Yes No If yes, please list convictions that are a matter of public record.

EMPLOYMENT HISTORY

Most Recent Employer _____ Address _____

Telephone _____ Name & title of Immediate Supervisor _____

Dates Employed: From _____ To _____ Job(s) Held _____

Reason for Leaving _____

May we contact this Employer? _____

Previous Employer _____ Address _____

Telephone _____ Name & title of Immediate Supervisor _____

Dates Employed: From _____ To _____ Job(s) Held _____

Reason for Leaving _____

May we contact this Employer? _____

Previous Employer _____ Address _____

Telephone _____ Name & title of Immediate Supervisor _____

Dates Employed: From _____ To _____ Job(s) Held _____

Reason for Leaving _____

May we contact this Employer? _____

Please list two non-family references:

Name _____ Relationship _____

Address _____ Day-time telephone _____

Name _____ Relationship _____

Address _____ Day-time telephone _____

APPLICANT AGREEMENT

I certify that the information given by me to University Place Presbyterian Church is true and complete to the best of my knowledge. I understand that, if I am employed, discovery that I gave false information may result in immediate dismissal.

I authorize University Place Presbyterian Church, its employees and agents to solicit information regarding my character, general reputation, credit, previous employment, and similar background information, and to contact any and all references and previous employers I have given on this application and in other forms. I hereby release all parties and persons connected with any such request for information from all claims, liabilities, and damages for any reason arising out of the furnishing of such information. If employed, I release University Place Presbyterian Church from any liability for future references it may provide regarding my work history at University Place Presbyterian Church. I understand that an investigative consumer report may be obtained through personal interviews with my neighbors, friends or associates. I understand that reference information is considered to be confidential and will not be disclosed to me by University Place Presbyterian Church.

I understand that if I am offered employment by University Place Presbyterian Church I will be required to furnish evidence that I am legally eligible to be employed in the United States pursuant to regulations of the U. S. Immigration and Naturalization Service and I may be required periodically to show evidence of continued eligibility.

I understand that if I am employed by University Place Presbyterian Church the terms and conditions of my employment including pay, benefits and policies (including those described in the Employees' Handbook) are subject to change by University Place Presbyterian Church consistent with applicable laws and regulations. No contract, whether written or unwritten, regarding my employment or conditions thereof exists between me and University Place Presbyterian Church.

In consideration of my employment, I agree that my employment and compensation can be terminated with or without cause, and with or without notice at any time, at the option of University Place Presbyterian Church or me. I understand that no representative of University Place Presbyterian Church, other than the Executive Pastor, has authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing.

If employed, I further agree that if University Place Presbyterian Church advances any paid leave before it has been accrued, or advances, or loans me any money during the course of my employment, or if I lose, damage, or fail to return any church property University Place Presbyterian Church is authorized to deduct from my wages sufficient funds to repay such loans or advances or to replace its property.

I HEREBY CERTIFY THAT I HAVE READ, UNDERSTAND, AND AGREE WITH THE FOREGOING STATEMENTS.

Signature _____ Date _____

Office use only:
Ref called by: _____

University Place Presbyterian INTERNSHIP INFORMATION AND APPLICATION 2020-2021 (PART 2)

The Intern Program is built around four main facets. Interns will have the opportunity to:

- 1) Explore gifts for ministry
- 2) Develop a healthy work ethic
- 3) Learn the art of empowering others
- 4) Strengthen their spiritual life

The intern ministers to two communities as a part of the internship. The first is to the teen students at UPPC. The second is to the Tacoma Community College and University of Puget Sound Communities

The Basics:

Education: College degree preferred prior to start date.

Training: While the internship begins on August 17th, 2020 and extends to June 17th, 2021, training and preparation for the position begins immediately after the intern team is selected, including:

- Support Team—One part of the intern experience involves creating your own prayer team to support you
- Study—Once selected, interns will have required reading assignments and material to study prior to the start date.
- Personal growth—Prior to, during, and after the experience, interns are expected to maintain a continued faithfulness in a spiritual life, including elements such as prayer, scripture, worship, small group accountability, and mentor relationships.

Intern Expectations:

The 10 months of the internship will require a significant commitment to UPPC and the University Communities. It is a time-intensive, demanding experience including a 45-hour work week (often, 1 day off in a 7 day week). The expectations (and 45 weekly hours) of an intern involve the four main areas of the internship program listed at the top of this page. What that looks like on a week-to-week basis will also be determined by the intern's personal strengths, gifts, and passions, but they will be based around the specific roles listed below.

Specific Intern Roles:

The internship consists of a combination of 3 areas.

- Personal Spiritual Formation and Ministry Training (10hrs/week)
- College Ministry (15-20 hrs/week)
- High School or Junior High Ministry (15-20 hrs/week)

Some of the specifics of what those hours will involve are listed below, but there is a lot of flexibility based around intern’s specific gifts. (i.e. Musical Talent, Specific Sport Obsession, Passion for Homeless Ministry)

1. Personal Spiritual Formation and Ministry Training

- Personal Bible Study and Devotions
- Small Group/Mentor/Accountability
- Scripture Memory
- Leadership Training

2. Direct Ministry with College Ministry (called “Spark”)

- Help plan, set-up, and lead the gatherings
- Meet one on one with college students for discipleship
- Recruit students and build program
- Lead a ministry team in event planning, outreach, service, or small groups
- Lead leadership team retreats

3. Student Ministry at UPPC

- Help lead church on Sunday mornings, specifically the contemporary service
- Contact work with students in the church
- Lead a small group
- Weekly Staff Meetings
- Attend and help facilitate Wednesday night youth group

A typical week could look like the following (this is only an **example**):

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9 am	Church	Office Work	Church Staff Meeting	Personal Devotion	Training	Meet with volunteer	
10	Church	Office Work	Church Staff Meeting	Personal Devotion	Training	Meet with volunteer	S
11	Church	Youth Staff Meeting	Study	Meet w/student	Discipleship Training	Fundraising	A
12 pm	Lunch	Lunch w/ College Student	Study	Meet w/ student	Discipleship Training	Fundraising	B
1	Rainiers Baseball Game	Mission Trip Prep	Meet w/ student	Study	Lunch with Supervisor	Meet w/ student	B
2		Meet w/ Spark team leads	Meet w/ student	Meet w/ supervisor	Reading	Prep for Sunday	A
3		Meet w/ student	Office/admin	Meet w/ student	Meet w/ student	Prep for Sunday	T
4		Retreat planning	Prep for Spark	Prep for youth group	Meet w/ student	Relax	H
5		Retreat planning	Prep for Spark	Prep for youth group	Bible Study	Dinner with volunteer	
6	Fishing the Puget Sound		Spark	Youth Group	Bible Study	Friday Night Football Game	Occasional Retreats
7			Spark	Youth Group			
8			Spark	Youth Group			
9			Spark	Youth Group			

General Information:

The Intern will...

1. Receive a stipend of \$10,000 for the term of the internship (August 17th, 2018 - June 17th, 2019). This is the gross pay before taxes.
2. Have an expense account to spend on relational ministry outings with students and leaders.
3. Receive free room and board through a host family. .
5. Work closest with the staff team of **Rob Clark** (UPPC Youth and Children's Minister) and **Mike Moffitt** (Associate Pastor of Discipleship)

APPLICATIONS DUE: Monday, March 18, 2018

- Please **TYPE** your application, and **EDIT** it! Be sure your application is **COMPLETE** before turning it in. Thank you.
- Because we have so many applicants unfamiliar to us, please send a **PICTURE** with your application.

Email Application THREE people:

Rob Clark
rclark@uppc.org

Mike Moffitt
mmoffitt@uppc.org

Lexi Barnett
lbarnett@uppc.org

**University Place Presbyterian Church
In association with Young Life College Tacoma
Intern Application**

Please respond briefly (1/2 page maximum per question) to the following questions:

1. Please describe your faith journey. Include how God got your attention and some significant experiences throughout your journey. How has this journey prepared you for this internship position?
2. What voices have been important to you in your faith journey, and how have they been valuable? Please include any mentors, pastors, authors, and Scripture.
3. How does this internship position fit into your short and long-term goals? What do you hope to gain from the internship experience?
4. What are some of the gifts and talents that you would bring to the internship? What elements of the internship would be the most challenging for you, i.e. your growing edges?
5. Describe an event or project that you enjoyed being involved with and contributing to. What about it was most enjoyable and what were the less enjoyable and frustrating aspects for you?
6. What is your denominational background (if any)?
7. Do you have any musical gifts?
8. Are you applying for internships with any other campus ministries or Christian organizations? If so, which ones?

Please type responses and attach a résumé with two references (listed below). Also, please provide a letter of recommendation from both references. Letters can be mailed directly to UPPC or included with your application packet.

1. One who can reference your faith journey (pastor, mentor)
2. One who can reference you on an employment and/or academic level (employer, professor, etc.)