



EVANGELICAL PRESBYTERIAN CHURCH
OF ANNAPOLIS

2016 Application for Summer Youth Ministry Interns

“Therefore go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you. And surely I will be with you always, to the very end of the age.” Matthew 28:19, 20



Dear Intern Candidate,

Thank you for your interest in joining the Annapolis EP Summer Intern Team. We are praying that God will bring us young men and women who are committed to reaching students for Jesus Christ with the goal and purpose of glorifying God in all areas of life.

The application process is as follows:

Prayerfully complete the enclosed application to the best of your ability and provide references.

Please return the application to the attention of: John Cavallaro, Evangelical Presbyterian Church by **April 1st**.

Please call me at 410-266-8091 (ext. 123) if you have any questions concerning the information in this packet or for any other details concerning our intern program.

After receiving your application, I may contact you to schedule an interview. We hope to contact selected applicants with job offers by the end of April 2015.

Again, thank you for taking the time to consider a rewarding summer ministry of personal growth and outreach to the students at Evangelical Presbyterian Church.

In His Grace,

A handwritten signature in black ink that reads "John Cavallaro". The signature is written in a cursive, flowing style.

John Cavallaro
Youth Minister

Annapolis Evangelical Presbyterian Church
710 Ridgely Avenue, Annapolis, MD 21401
(410) 266-8091 x 110

NAME: _____ BIRTHDATE: _____
MAILING ADDRESS: _____ PHONE: _____ Gender _____
E -mail Address: _____ Social Security Number: _____ Age: _____
Current Year in College: _____
Permanent Address: _____
Permanent Phone: _____
CHURCH MEMBERSHIP: _____ PASTOR: _____ CHURCH PHONE: _____
YOUTH PASTOR: _____ CHURCH ADDRESS: _____
Are there any dates this summer you will have to be away? When? _____
Do you have your own transportation? _____
When are you available for an interview with the Youth Ministry staff and parent committee?

REFERENCE INSTRUCTIONS:

- 1. Give or send reference forms to three people other than family members or peers, who know you well. Reference forms must be submitted by your references directly to EPC of Annapolis. It is suggested that you provide your references with a stamped return envelope for a quick response, or have them fax to (410) 266-6736.**
- 2. Please provide a letter of reference from your Pastor at your home church.**
- 3. All reference forms and applications will be kept in confidence. Our intern committee will review them only for the purpose of selection and placement in a ministry area.**

GENERAL

Have you ever been arrested? If yes, when and for what? _____

Have you ever been convicted of a crime? _____

Is there anything in your history that would affect your ability to work with children?

Evangelical Presbyterian Church of Annapolis is committed to the spiritual, physical and emotional well being of all students involved in any program or event. Do you have any reason to believe you would/ could not act in a way that adheres to this policy?

PREVIOUS WORK EXPERIENCE (beginning with most recent)

Employer	Type of Work	Dates
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

APPLICANT'S RELEASE STATEMENT

The information contained in this application is correct to the best of my knowledge. I authorize any references or churches listed in this application to give you any information which they may have regarding my character and fitness for work with minors. I release all such references from liability for any damage that may result from furnishing such evaluations to you and I waive any right that I may have to inspect information from references provided on my behalf. I also authorize the release of any information, which pertains to any records of convictions contained in any police department, or law enforcement files maintained on me. I hereby release all such law enforcement agencies from any and all liability resulting from such disclosure.

Should my application be accepted, I agree to be bound by the policies of EPC of Annapolis on behalf of the church. I acknowledge that these policies and applications do not constitute a contract between the church and myself, and that EPC is not responsible for the individual acts of any worker.

_____ Applicant's Signature	_____ Date
_____ Witness Signature	_____ Date

GOAL: TO TEACH & NURTURE

“God has promised to preserve to eternity only two things: His people and His perfect word. In confirmation of my acceptance of these principles of faith I do:

Believe the scripture of the Old and New Testament as originally given to be the inerrant Word of God, the only infallible rule of faith and practice.

Approve of the form of government and discipline of the Presbyterian Church in America to conformity with the general principles of biblical polity.

Promise to submit to the Session and to submit to my fellow believers in the Lord.

Believe that Jesus Christ is my personal Lord and Savior.

Because of these convictions and because I have been led by the Holy Spirit in my desire to teach my fellow Christians I do therefore covenant with God:

1. To teach the Bible, or materials that are in accordance with this primary source.
2. To be diligent in the study of the Scriptures and in fulfilling my responsibilities.
3. To maintain a teachable spirit and adhere to the policies of EPC of Annapolis.

_____ Signed	_____ Date
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PLEASE GIVE BRIEF AND CONCISE ANSWERS TO THE FOLLOWING QUESTIONS:

1. Write a brief statement below of how you came to know Jesus Christ as your personal Savior. Please include your age and the circumstances that led to your decision.

2. What has God been doing in your life this past year?

3. I would consider my greatest strength to be:

4. I would consider my greatest weakness to be:

5. Have you personally discipled or counseled anyone? Please describe the situation.

6. Describe your relationship with your parents and siblings.

7. Please list the gifts you feel you have that will make you effective in youth ministry.

8. Which books of the Bible have you been reading in the past six months? What has God been teaching you through this reading?

9. Please list two or three books, other than the Bible, that you have read this past year, which have had a positive impact on your life.

10. Please list any extra-curricular activities, talents you have, or hobbies in which you are involved.

11. Why do you want this job? Why do you enjoy working with students?

Applicant: Please give one of these to each of your references to be mailed back to the church in the envelope provided. Thank You

CONFIDENTIAL REFERENCE QUESTIONNAIRE
Evangelical Presbyterian Church of Annapolis

Candidate: _____

1. How long have you known the applicant? _____ In what capacity? (i.e. your relationship)
2. How would you characterize this person's walk with Christ?
3. How do you feel about his/her emotional and physical ability to handle the responsibilities involved in providing care to adolescents?
4. Have you observed him/her with adolescents? _____ If so, in what situations?
5. What particular skills does he/she have in dealing with adolescents?
6. In your opinion, does this person anticipate tasks to be done and then do them or are they in need of constant direction for tasks?
7. Have you had an occasion to observe this person's response to correction? How did he/she handle it?
8. How does this person respond to authority?
9. Please respond to the following statements by marking at the appropriate place on the sliding scale.

This person follows through with assigned tasks.

Almost Always _____ Sometimes _____ Never _____ Don't Know _____

This person focuses on tasks they enjoy and puts off tasks they are less enthusiastic about.

Almost Always _____ Sometimes _____ Never _____ Don't Know _____

This person communicates well with adults.

Almost Always _____ Sometimes _____ Never _____ Don't Know _____

This person communicates well with adolescents.

Almost Always _____ Sometimes _____ Never _____ Don't Know _____

This person is prone to procrastinate.

Almost Always _____ Sometimes _____ Never _____ Don't Know _____

This person is dependable. (i.e. Will they do what they say they are going to do?)

Almost Always _____ Sometimes _____ Never _____ Don't Know _____

This person has healthy relationships with the opposite sex.

_____ Healthy _____ Unhealthy _____ Don't Know _____

Please use the back of the sheet for any additional comments you may have. THANK YOU!

Signature

Position

Date

Address, City, State, Zip

Phone Number

E mail address

Mail to: Evangelical Presbyterian Church of Annapolis, 710 Ridgely Ave, Annapolis, MD 21401 Attn: Youth Minister

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Signature Position Date

Address, City, State, Zip

Phone Number E mail address

Mail to: Evangelical Presbyterian Church of Annapolis, 710 Ridgely Ave, Annapolis, MD 21401 Attn: Youth Minister

Summer Intern Job Description

Purpose

Interns must be committed to Christ, committed to the church, and committed to the development of spiritual habits/disciplines that lead to maturity in Christ. They must demonstrate a love for youth, a sufficient knowledge of the Bible, discernment, and some administrative and organizational skills. They must possess a willingness to work as a team with the youth staff in the ministry. Each intern is directly accountable to the Youth Minister, Youth Committee, and the Session.

The intern's general responsibilities will be to support EP's youth ministry by working to fulfill the youth ministry vision.

Areas of Responsibility

Contacting: To contact assigned students with the purpose of building relationships to encourage a walk with Christ. The goal is for each intern to contact each of his or her assigned youth at least 3-6 times (face to face, phone calls, or notes). Interns are to encourage active students to help contact fringe youth. Interns will also be encouraged to meet with smaller groups of youth for social activities, with an emphasis on building relationships and fostering communication.

Small Groups: The intern will lead a weekly Bible study. Female intern will lead girls' study and male intern will lead guys' study, both with volunteer and/or staff assistance.

Organization: The intern will assist youth staff in promoting and organizing summer events and activities (see weekly schedule for details).

Large Group

Meetings & Activities: The intern will attend, and in many cases lead or facilitate, large group meetings and events (i.e. weekly High School Thing, Crossroads, outreach, activities, camp)

Accountability & Mentorship: To meet weekly with staff member for personal, spiritual and job related accountability and personal growth.

Other Qualifications

Males and females may apply.

Must have completed at least two years of college to work with Senior High students.

Must provide 3 references.

Must have access to a vehicle.

Must be able to work approximately from June 1-August 10, 2016.

Must not be working any other jobs during internship.

Interns agree to the following: Interns will be paid a salary of \$3,000 over the 10 week period.

They must take one day per week off.

Must be willing to attend at least one week long summer camp with students.

Housing will be provided only to those not from the Annapolis area.

Daily Responsibilities

Daily devotions & Prayer
Contacting youth
Assist youth staff in administrative duties

Weekly Responsibilities

Plan & lead Bible Studies/discipleship groups
Help organize, plan & lead Breakaway and Crossroads meetings)
Help teach a Sunday School class
Turn in weekly reports
Attend team planning meetings
Meet with Youth Minister for accountability
and discipleship
Complete all assigned reading
Enjoy Fridays (your day off)

Other Responsibilities

Help plan and run special fellowship events such as
King's Dominion, water skiing, etc....

Approximate Weekly Time Breakdowns

Contacting	15 hours
Phone	
Face to face	
Notes/emails	
Small Groups/Sundays	5 hours
Bible Study	
Sunday School	
Staff Time	10 hours
Weekly meetings	
Organizing events & activities	
Prayer & personal devotions	
Administration	
Special Youth Events	7 hours
Weekly Large Group	
Fellowship activities such as Six Flags	
Lesson Preparation/Study	3 hours

Summer Staff Standards

“Therefore, as God’s chosen people, holy and dearly loved, clothe yourselves with compassion, kindness, humility, gentleness and patience. Bear with each other and forgive whatever grievances you may have against one another. Forgive as the Lord forgave you. And over all these virtues put on love, which binds them all together in perfect unity. Let the peace of Christ rule in your hearts, since as members of one body you were called to peace. And be thankful. Let the word of Christ dwell in you richly as you teach and admonish one another with all wisdom, and as you sing psalms, hymns and spiritual songs with gratitude in your hearts to God. And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through him.” Colossians 3:12-17

Practical Application

Discipline your mouth, speak in a manner reflecting the heart of Christ, and encourage each other.

Respect youth leaders, co-workers, and teens with the same measure of respect you expect.

Anticipate problems, problem solving is welcomed, complaining is not!

Work diligently, keeping your eyes on the goal.

Work as a cohesive team, consistently demonstrating integrity and humility.

Common sense, but must be said

Dress

Wear appropriate dress; no short shorts or short skirts, tee shirts with inappropriate messages, low necklines, and tight tops. As role models and teachers, personal dress carries a responsibility to be acceptable, not questionable. This subject is of particular concern to a number of parents (especially mothers of teen boys.)

General Behavior

Use of alcohol or tobacco is prohibited on or off church time.

Coarse joking or language is inappropriate and inexcusable.

Greet and be polite to parents. Remember they are an important part of our ministry and will be here all year round. Introduce yourself as an intern, and interact with them. Parents appreciate learning about our ministry and you, the young adult who is affecting their children’s lives.

Be polite to the secretaries when you enter the office and show them, as well as other staff members, the utmost respect.

Be respectful of church property and handle all equipment carefully and responsibly.

Contact Time With Teens

In order to avoid conflict with varying parental standards and to promote active relationship building, we do not encourage interns to attend or rent movies with students on church time. Do not be alone with a student of the opposite sex in the car. Always wear seatbelts! Observe speed limits! Seek to participate in activities that will promote communication and the advancement of God’s work.