

# HOW WILL YOU SPEND YOUR SUMMER?



1/13/21

Dear Potential Summer Intern,

The East Cobb Presbyterian Church Student Ministries Summer Intern program is designed to give extra attention to the spiritual growth of our youth while school is out. Summer interns have the opportunity to gain valuable experience and training in the practical “hands on” field of Youth Ministry. It will be a time where they can use and further discover their abilities and spiritual gifts.

The Summer Staff is made up of college-aged adults who are committed to serving God by ministering to the youth of East Cobb Presbyterian Church in Marietta, GA. Summer Interns applicants must have completed their freshman year of college (or be the equivalent age) to qualify.

The position of a Summer Intern is not an elevated position, but a servant position. As you prayerfully consider a ministry position at ECPC, understand that expectations are high. This is a job and you will be held accountable. Being a Summer Intern is a full-time commitment, and our schedule is taken seriously. With that being said, we will *consider* days off if you ask in advance, while turning in your application. Summer Interns will arrive on Sunday, May 16<sup>th</sup> to move into their host home. The first day to report to work is on Monday, May 17<sup>th</sup>, and we leave for the intern retreat on May 18<sup>th</sup>. This internship ends on Tuesday, July 27<sup>th</sup>. As a full-time position, you will not have time for other part-time jobs or the ability to take summer classes. You will receive every other week paychecks totaling **\$2500** for the summer, plus free housing from a family or couple in the church if you do not live in the area, and several hundred dollars for contact expenses and your involvement in all trips, activities and events is paid for. Decisions on applicants are based upon this completed application (including two references) and an interview. We reserve the right to terminate your position at any time for any unbiblical conduct, safety reasons, or leadership detrimental to the body of Christ. We are also aware that Covid and other cultural considerations may require our schedule to be flexible and any changes to deadlines, schedule and otherwise will be communicated to applicants. We operated last summer with reasonable protocols and seek to do the same this summer.

We are looking for individuals who already demonstrate a lifestyle of growth and commitment as a disciple of Jesus Christ by:

1. Loving God
2. Loving the Body of Christ/Others
3. Loving the Lost

Please **type** out your application and email to Jordan Ross at [jordan@eastcobbpres.org](mailto:jordan@eastcobbpres.org). Please also have reference forms emailed as well. We are looking for a male middle school intern, a male high school intern, a female middle school intern, and a female high school intern.

If you have not already, please visit the youth webpage at: [www.eastcobbpres.org/students](http://www.eastcobbpres.org/students), and click on the intern button to download the referral forms, job description, and intern application.

Yours in Christ,

Jordan Ross- Director of Student Ministries  
Meredith Dixon- Assistant Director of Student Ministries

East Cobb Presbyterian Church  
4616 Roswell Road  
Marietta, GA 30062

# Job Description

## Student Ministry Summer Staff

East Cobb Presbyterian Church  
4616 Roswell Rd.  
Marietta, GA 30062

[www.eastcobbpres.org/students](http://www.eastcobbpres.org/students)

Office: (770) 973-4114 / Cell: Jordan- (678) 457-7692 or email: [jordan@eastcobbpres.org](mailto:jordan@eastcobbpres.org) & Meredith- (912) 596-0111 or email: [meredith@eastcobbpres.org](mailto:meredith@eastcobbpres.org)

**JOB TITLE:** Summer Youth Intern

**DATES FOR POSITION:** May 16, 2021 – July 27, 2021  
(Mandatory Training/Planning Retreat scheduled for May 18-20)

**SALARY:** \$2500 for the summer, paid every other week. (Also include: *Free housing if not from Marietta – we also cover your ministry costs for trips, events, and give you \$200 to use for contact expenses with students. etc.*)

### STATEMENT OF PURPOSE:

A Summer Intern will assist with the full-time youth ministry in spiritual leadership and development of outreach for junior high and senior high youth. Summer Interns will be actively involved in the lives of middle and high school students, with the goal of encouraging them closer to Christ. The primary objective is evangelism with the goals of bringing students to the following:

1. A growing commitment to Jesus Christ
2. A growing commitment to the Body of Christ
3. A growing commitment to the work of Christ in the world

### SPECIFIC DUTIES:

The duties of the summer staff will include the following:

#### A. Relationships

To build relationships with students (**primary role**) through:

1. Planned activities and programs.
2. Visitations (home, meals, etc.- we aim to get four to five of these a week).
3. Other thoughtful means of outreach, like texts and note writing.

#### B. Outreach and Growth

To assist in formulating, maintaining and administering programs that will nourish in the faith those who profess Christ as Savior and Lord including:

1. Planning and Implementing Various Outreach and Fellowship Events each week
2. Summer Youth Group/Bible Study – Teaching
3. Sr. High Mission trip to Yakama Indian Reservation (July 2<sup>nd</sup> – 11<sup>th</sup>)
4. Jr. High Mission Fuge, North Carolina – June 19<sup>th</sup> – 23<sup>rd</sup>

### C. Support Ministries

To assist in non-personnel areas of ministry as necessary including:

1. Church Announcements (for bulletin, email, website, etc.)
2. Flyers/Advertisement
3. Misc. office duties

### D. Personal Growth

To grow spiritually by doing the following:

1. Building Godly relationships with the other interns
2. Maintaining a personal time with the Lord through prayer and reading Scripture
3. Attending and preparing for Summer Intern Study

### **ORGANIZATIONAL RELATIONSHIPS:**

A Summer Intern will function within the following organizational parameters:

- A. Directly responsible to the Director of Student Ministries & under supervision of Assistant Director of Student Ministries
- B. Will work with and through the Session of ECPC.

### **PERSONAL CONDUCT:**

- A. A Summer Intern is expected to grow in his/her spiritual walk with Christ, his/her commitment to the Body of Believers, and in his/her burden for those who are lost through the following means:
  1. Daily devotional time.
  2. Maintenance of character consistent with Biblical standards for those in leadership.
  3. Attendance at all church-wide functions.
- B. A Summer Intern, as a role model for youth and others in the church, will maintain the following standards of ethical and moral conduct:
  1. Abstaining from the use of **all** tobacco, alcoholic beverages and non-prescription, illegal drugs; part of this may require some editing of your personal Instagram and Facebook accounts of any inappropriate pictures or material that could be detrimental to your ministry to students.
  2. Maintaining an attitude of respect for and obedience to those in authority.

Email Completed form to Jordan Ross  
Please type and email to [jordan@eastcobbpres.org](mailto:jordan@eastcobbpres.org)

## BASIC INFORMATION

*Only fully completed applications will be considered.*

Name: \_\_\_\_\_ Age: \_\_\_\_\_

School: \_\_\_\_\_

Major: \_\_\_\_\_ Grad Year: \_\_\_\_\_

If not in school, Current Job: \_\_\_\_\_

**School address:** \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ E-mail: \_\_\_\_\_

**Permanent address:** \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ E-mail: \_\_\_\_\_

When will you return to school/work in the fall? \_\_\_\_\_

Do you own or will you have a vehicle to use during the summer? \_\_\_\_\_

Driver's License Number: \_\_\_\_\_

State: \_\_\_\_\_ Expiration Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Within the last 3 years, has your license been suspended? \_\_\_\_\_

How many accidents? \_\_\_\_\_ How many moving violations? \_\_\_\_\_

Birthday: \_\_\_\_/\_\_\_\_/\_\_\_\_

If you play a musical instrument, list it here: \_\_\_\_\_

If you play a team sport, list it here: \_\_\_\_\_

Parents' Names: \_\_\_\_\_

Parents' address and phone number (if different from permanent):

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ E-mail: \_\_\_\_\_

## MINISTRY INTEREST

Please indicate your ministry preference ("1" being first choice). We will make every effort to match you with your preference, but cannot guarantee the position of your choice.

\_\_ Junior High    \_\_ Senior High

## CHURCH HISTORY

Please provide us with accurate information concerning the church(es) you have been a part of.

**Church you attend while in school:** \_\_\_\_\_

Senior Pastor's Name: \_\_\_\_\_

Church Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: (    ) \_\_\_\_\_

**Home Church:** \_\_\_\_\_

Senior Pastor's Name: \_\_\_\_\_

Church Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: (    ) \_\_\_\_\_

### Any others?

*Please do not handwrite these answers, instead type them up on a separate page or into this document. For all questions, please respond clearly and concisely.*

## SPIRITUAL HISTORY

1. Define the Gospel:

2. In 2–3 paragraphs, briefly share your testimony.

3. What role does Scripture play in your life?

4. How do you continue to grow in your relationship with Christ?

## PERSONAL HISTORY

5. Why do you want to work at East Cobb Presbyterian Church this summer?

6. How did you become interested in this opportunity? (or if this is your application to work a second summer: Why do you want to be a Summer Intern at ECPC again?)

7. What gifts, skills, or background do you believe will assist you in your Summer Intern position? (List any training or personal experiences that would help you in ministering to youth)

8. Describe your family background. How will your family feel about your being a Summer Intern? May we contact them?

9. Complete the following sentences:

If I don't do this job, I'll...

I desire to serve at ECPC because...

God taught me recently....

10. List 3 personal strengths and 3 personal weaknesses. Please complete **EACH** space.

### STRENGTHS

1.

2.

3.

### WEAKNESSES

1.

2.

3.

11. Rate yourself on a scale of 1 to 10 (10 for excellent, 1 for poor) in the following areas:

\_\_\_ TIME MANAGEMENT

\_\_\_ CLEANLINESS

\_\_\_ DRIVING

\_\_\_ BIBLE KNOWLEDGE

\_\_\_ WORKING WITH A TEAM

\_\_\_ PLANNING EVENTS

\_\_\_ FULFILLING RESPONSIBILITIES

\_\_\_ ADMITTING MISTAKES

\_\_\_ RESPECT FOR AUTHORITY FIGURES

\_\_\_ LEADERSHIP

\_\_\_ WORKING BY ONESELF

\_\_\_ BEING DISCIPLINED

## WORK HISTORY

12. Please list your prior work experience including supervisor(s) and phone numbers.
  
13. Who has been a spiritual influence in your life? May we contact this person? (Include phone number)
  
14. Are you willing to accept supervision and accountability in your ministry? Why or why not?
  
15. What is your understanding of leadership & authority? How do you do under someone else's supervision?
  
16. Do you have any health concerns of which we should be aware?
  
17. Is there anything else we need to know in considering you as a Summer Intern? Any date conflicts?

## SIGNATURE OF AGREEMENT

*If accepted as a Summer Intern, I agree to the following:*

1. I will be available for the entire summer commitment – Sunday, May 16, 2021 until Tuesday, July 27, 2021 [Please include any weddings or school commitments that could cause you to miss work in question number 17 above. These will be taken into consideration during the interview and decision process.]
2. I have contacted 2 referents to fill out my reference forms (one peer and one ministry related). Their names are: \_\_\_\_\_ and \_\_\_\_\_
3. I subscribe to the "What We Believe" section on the church website (<https://www.eastcobbpres.org/believe>) and do not have a problem with the standards of the Westminster Confessions of Faith. (Your position on infant baptism is not a disqualifier and you may talk to Jordan for any other questions or concerns.)
4. My vacation time will be before and/or after my Summer Internship commitment, or discussed thoroughly with the Youth Ministry staff to determine my eligibility.
5. As a Summer Intern, I will not participate in any illegal activities and will discourage others from participating in them. I also will abstain from any other activities that may reflect negatively so that there will be no conflict of interest with the youth ministry, college ministry, and church.
6. I authorize you to perform a criminal and/or driving investigation/check.

My signature indicates that I have completed this application to the best of my ability, answering honestly and truthfully, and have read and agreed to the commitment outlined above. If any information changes, I will contact you immediately.

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_/\_\_\_\_/\_\_\_\_

*If you have any questions, please call Jordan Ross at 678-457-7692*



