

Saxe Gotha Presbyterian Church

Children's Ministry Summer Intern-2019

5503 Sunset Boulevard - Lexington, SC 29072

(803) 359.7770 ext. 28 llowman@saxegotha.org

Qualifications

Saxe Gotha Presbyterian Church's summer children's program attempts to provide a balance of opportunities for preschool and elementary students to experience fun, fellowship, study, outreach and service to help them grow in their knowledge and love of Jesus Christ. To help facilitate the program, SGPC Children's Ministry will hire two summer interns.

Applicants for these positions should demonstrate a sincere faith in Jesus Christ, be an active member of a church congregation, be enthusiastic about working with children and be:

- At least 18 years old or have completed their senior year of high school
- Seeking to grow personally and spiritually
- Willing to serve and be used by God
- Open to learning and possess a teachable spirit
- Seeking to sharpen their leadership skills
- Able to work effectively as a team member
- Able to manage responsibilities with minimal supervision
- Able to develop and lead Bible studies, fellowship activities and service projects

Job Expectations:

- Summer Interns may only serve 2 years in the children's area.
- Receive ministry training from the staff at SGPC and be involved in teaching/leading/planning Sunday school, small group Bible studies, VBS, Children's Worship, Children's Sermons, fellowship activities, Service projects and one on one discipleship, etc.
- Be supervised by the Director or Assistant Director of Children's Ministry.
- Be expected to attend staff meetings weekly.
- Work on average 30-32 hours a week for a 9-week period from June 3 to August 1. Interns must be available during the weeks of June 17-23 and June 24-28.
- You may take one week (30 hours) unpaid leave for personal vacation but the dates must be approved by leadership.
- Supervise children on outings and other off-campus events
- Attend regular Sunday morning worship at SGPC.
- Secure proper and adequate volunteer leadership for various summer activities planned for children.

Salary: The salary will be paid hourly at \$7.25/hour. A time sheet will be filled out by intern and signed by Assistant Director.

SAXE GOTHA PRESBYTERIAN CHURCH CHILDREN'S MINISTRY INTERNS

APPLICATION INSTRUCTIONS

This application has several parts, so please read and follow these directions carefully.

STEP 1: Fill out both parts of the application completely.

PART I: Fill in the blanks with the requested information.

PART II: Answer the questions concisely, but feel free to attach additional paper if necessary.

STEP 2: Please attach a recent photograph of yourself and return all of the above by **April 22, 2019** to the address listed at the top of Part I. (Photographs will not be returned.)

STEP 3: Give the reference forms to two people (outside of your family) who know you well. They must return these directly to Lori Lowman by **April 22, 2019**.

All applicants will receive written notification upon receipt of application. Semi-finalists in the selection process will be interviewed by members of the selection committee.

If you have any questions regarding the SGPC Children's Ministry Summer Intern positions or the application process, please contact Lori Lowman, SGPC's Assistant Director of Children's Ministry, at (803) 359-7770 x 28 or llowman@saxegotha.org

**Application for Children's Ministry Summer Internships
(Part I)**

Name _____ Date of Birth _____

School or University Name _____

Address _____

Phone _____

Permanent Address (if different) _____

Cell Phone _____

Parents' Names _____ (Mother) Phone _____

(Father) Phone _____

	List Schools Attended	Dates	Major	Graduation Date
High School				
College				

List Work Experience (include part-time work)

<u>Position</u>	<u>Place</u>	<u>Dates</u>	<u>Duties</u>

Do you have medical/health insurance coverage? _____
(This position does not include medical/health insurance coverage.)

Will you have a car available for your use this summer? _____

Application for Children's Ministry Summer Internships **(Part II)**

Please answer the following questions: (You may attach a separate answer sheet if you prefer)

1. Why are you interested in this position?
2. What experience do you have working with children? (Include volunteer work)
3. What are your educational and/or vocational goals?
4. Indicate other interests and activities (beyond your studies).
5. Please describe any special abilities that you have in areas such as music, drama, art, etc.

6. Explain what being a Christian means to you.

7. How is your relationship with Christ being nurtured presently?

8. What has been your involvement in church during the past two years?

9. What do you hope to receive from the summer intern experience?

10. What do you hope to give to the summer intern experience?

11. Are there any special circumstances or factors which the selection committee should be aware of in considering your application? If so, please describe them.

APPLICANT REFERENCE FORM

CONFIDENTIAL INFORMATION CONCERNING:

Name _____

Address _____

Telephone _____

REFERENCE COMPLETED BY:

Name _____

Address _____

Telephone _____

Please return this form by **April 22, 2019**.

The above named applicant is applying for a Children's Ministry Summer Internship at Saxe Gotha Presbyterian Church in Lexington, SC. The applicant has been instructed to give you this form. Please complete it to the best of your knowledge. It will become a part of the applicant's application and will be used to help determine his/her suitability for the desired ministry. No single reference alone will determine acceptance or refusal, so frank appraisal will be appreciated by both the candidate and the selection committee. All information is confidential.

Please send the completed form directly to: Saxe Gotha Presbyterian Church, Attn: Lori Lowman, 5503 Sunset Blvd., Lexington, SC 29072. Or, if you prefer, you may email a PDF of the document back to llowman@saxegotha.org.

1. How long have you known the applicant and in what capacity?

2. Please give your frank evaluation of the applicant's:

A. Christian faith and maturity:

B. Skills, competencies, and experience related to church work:

C. Outstanding strengths:

D. Weaknesses:

E. Emotional Stability:

3. Please rate the candidate with respect to each of the characteristics listed below by checking that place that represents your honest evaluation. Check N/A for items which you feel have had no opportunity to observe. Please feel free to add any appropriate modifying comment.

A. INITIATIVE

- Self-starter
- Works independently
- Needs supervision
- Needs constant supervision

B. RESPONSIVENESS to needs and concerns for others

- Very empathetic
- Empathetic
- Somewhat concerned
- Callous

E. INTERPERSONAL SKILLS

- Dynamic
- Relates well to other people
- Tolerated by others
- Turns others away
- N/A

F. PHYSICAL HEALTH

- Excellent
- Good
- Fair

N/A

Poor

C. TEAMWORK cooperative spirit

Great team person

Restrictions

Good

N/A

Fair

G. LEADERSHIP ABILITIES

Loner

Others follow willingly

N/A

Others follow if coerced

D. SENSE OF HUMOR

Delightful

Others refuse to follow

Good

No attempt to lead

Acceptable

N/A

Caustic

H. CREATIVITY

Humorless

Superior creative ability

N/A

Resourceful & effective

4. Are there any special circumstances we might need to know concerning this applicant?