**Internship Job Description**

Each Matrix Campus Ministry Intern will agree to the following:

* Will attend weekly worship service each Sunday with the assigned congregation, with exceptions for illness, mid-term and final semester weeks and other Sundays as discussed with supervisor.
* Will participate in weekly one-hour supervisory sessions with assigned supervisor (3x per month).
* Will contribute approximately 4-5 hours per week on a specified internship project.
* Will meet with an assigned mentor monthly.
* Will meet once or twice a month with peers from Matrix Campus Ministry.
* Will provide a brief written report monthly to the church council.

The duties are defined below:

* Weekly Worship Participation – each Sunday per month
	+ Goal is to build relationships within the congregation and be a partner in weekly worship ministry.
	+ Expectation is to attend one worship service each Sunday as a regular member of the assembly gathered that day. Additional participation (choir, worship leadership, etc.) is encouraged, but not required.
* Supervisory Sessions – 1 hour per week, 3 weeks in each month
	+ Goal is to build a relationship with the clergy supervisor from assigned congregation.
	+ Examples of activities may include, but are not limited to: faith journey discussions, reading a book together and discussing, and working on a project together.
* Internship Project – 4-5 hours per week
	+ Goal is to build relationships with the various groups within the congregation and to learn the inner workings of the church.
	+ These projects will be coordinated in partnership with the supervisor and the assigned church’s council and will be determined in joint consideration with the intern.
* Mentor Sessions – 1 meeting per month
	+ Goal is to build a relationship with a mentor who has previously or currently worked in the intern’s field of study.
	+ This relationship will provide the intern with insights on their future aspirations as well as “life lessons” from experienced professionals.
* Peer Sessions – 1-2 meeting(s) per month
	+ Goal is to build relationships with other members of the group by joining in fellowship both on and off campus and sharing experiences of internship with each other.
	+ These relationships will provide cohesion within the group and foster a better sense of community among peers.
* Written Report – 1 brief report each month
	+ Goal is to provide updates on internship project status as well as to engage the assigned church’s council with the work the intern is doing on their behalf.
	+ These reports are meant to be brief (50-100 words) with just the basic information on the progress of the internship project.

|  |  |
| --- | --- |
|  |  |

# Internship Application

## Student Information

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Full Name |  |  |  | Date |  |
|  | Last | First | M.I. |  |  |

|  |  |  |
| --- | --- | --- |
| Campus Address |  |  |
|  | Street Address | Apartment/Unit # |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
|  | City | State | ZIP Code |

|  |  |  |  |
| --- | --- | --- | --- |
| Phone |  | Email |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Emergency Contact |  | Emergency Contact # |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Social Security No. |  | Semester Start Date |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Major/Area of Study |  | Other interests |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Are you a citizen of the United States? | YES⬜ | NO⬜ | If no, are you authorized to work in the U.S.? | YES⬜ | NO⬜ |

|  |  |  |  |
| --- | --- | --- | --- |
| Have you ever been convicted of a felony? | YES⬜ | NO⬜ |  |

|  |  |
| --- | --- |
| If yes, explain: |  |

## Internship Area(s) of Interest

Internship opportunities are available in the following areas. Hours may vary depending on the assignment and student schedule. (Please rank in preference with “1” being most interested and “8” being least interested.)

⬜ Youth and Families ⬜ Intergenerational Ministry

⬜ Social Justice ⬜ Poverty/Homeless Ministry

⬜ Communications (Website, social media, other communications)

⬜ Worship and Music ⬜ Administrative (office support, mailings, data input)

⬜ Other (please describe)

## Weekly Availability

Please indicate when you will be available for internship project work during a regular week. Expected work hours per week are 4-5 hours. Accommodations will be made during mid-term and final semester weeks. Other schedule arrangements can be made individually as needed.

DAYTIME HOURS (between 9AM-4PM)

⬜ Monday ⬜ Tuesday ⬜ Wednesday ⬜ Thursday ⬜ Friday ⬜ Saturday

EVENING HOURS (between 4PM-10PM)

⬜ Monday ⬜ Tuesday ⬜ Wednesday ⬜ Thursday ⬜ Friday ⬜ Saturday

## Internship Goals

**Describe the ministry setting(s) that would energize you and make the best use of your gifts, skills and passions.**

**Describe what you hope to learn and what experience you hope to gain from this internship encounter.**

## Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | Date: |  |