

# **2012 Summer Intern Program**

## **First Presbyterian Church**

### **Allentown, Pennsylvania**

#### **Purpose**

The purpose of the Summer Intern Program at First Presbyterian Church is to offer the opportunity for individuals who are interested in exploring a call to ordained or non-ordained ministry to experience professional ministry in the Presbyterian Church (USA) with an emphasis on youth ministry. This program will seek to develop and refine skills that are necessary for effective ministry and which will also benefit the effectiveness of First Presbyterian Church's summer ministries through practical experience and professional instruction. This will be accomplished through hands-on responsibilities in youth ministry. Four interns will be hired for 2012. Ideally there will be two with some graduate level theological education and two college students. One of each educational level will serve primarily in Middle School Ministry and one of each educational level will serve primarily in High School Ministry.

#### **Job Description**

The intern will:

1. minister with First Presbyterian Church youth (completed 6<sup>th</sup> through 8<sup>th</sup> graders or completed 9<sup>th</sup> through 12<sup>th</sup> graders) in various settings including programmed events, informal gatherings, and intentional small group activities. This responsibility will include welcoming each youth and helping them to become integrated into the life and fellowship of our youth and youth ministries.
2. promote youth attendance at First Presbyterian Church youth activities and personally attend those assigned. These include: Sunday worship, Church School, Middle School and High School Fellowships, Middle School or High School Mission Mornings, and other special summer events (i.e.: Middle School and High School Workcamps, End of Summer Celebration, etc.).
3. actively participate in team planning and leadership of the Summer Youth Ministry program. Direct assignments and special ministry projects will be designed around the interests and skills of the intern.
4. occasionally have the opportunity, at the invitation of the Pastor, to assist in Sunday morning worship services as liturgist and/or leader of Children's Time.
5. participate in the weekly meetings of the church staff, unless unavailable due to Youth Ministry Program conflicts.
6. serve on the Spiritual Formation staff team working with and learning from our Director of Younger Family and Children's Ministry, Director of Tween and Middle School Ministry, Director of High School, College and Young Adult Ministry, our Theologian in Residence and our Associate Pastor for Spiritual Formation. Supervision will take place at weekly planning meetings and in less formal settings as needed. The Associate Pastor for Spiritual Formation or his designee will provide an

- evaluation of the intern's performance midway through the summer and at the conclusion of the program.
7. serve as a temporary employee of First Presbyterian Church and as such will be accountable first to the Associate Pastor for Spiritual Formation, but ultimately to the Session, which is represented by its Staff Committee.
  8. prepare by the last week of employment a summary report of the Summer Intern Program complete with an evaluation of the Summer Intern Program, First Presbyterian Church's Summer Youth Ministry Program, and any recommendations that might improve both.

### **Requirements**

1. Commitment to Jesus Christ as Lord and Savior and to his Church. During the term of employment, particular commitment to First Presbyterian Church as a part of the Body of Christ.
2. For the seminarian/post graduate positions:  
at least one year of post graduate theological education.  
For the college student positions:  
at least two years of college education and an interest in exploring a call to ministry.
3. An exhibited ability to relate well with adolescents and an eagerness to share faith with them.
4. Skills and a sense of appropriateness of the levels of physical, mental, emotional, and spiritual needs of teenagers.
5. A willingness to join a team of adults who together are seeking to:
  - \* Reach out and receive youth just as they are
  - \* Relate the youth to God, and to one another
  - \* Develop and equip the youth to be disciples of Jesus Christ
  - \* Send forth the youth to help make their community and the world more loving and just, in the name of Christ Jesus.
6. A state inspected and otherwise safe automobile, valid driver's license, and sufficient liability insurance (current Pennsylvania minimum is \$15,000 per person/ \$30,000 per accident for bodily injury, \$5,000 for property damage, and \$5,000 medical).

### **Terms of Service and Compensation**

1. The intern will serve for a period of ten and a half weeks from May 30 - August 11, 2012.
2. The intern will be a 40 hour a week temporary employee of First Presbyterian Church, recognizing that the demands of ministry necessitate a flexible schedule. Daily hours will vary to meet program and informal group gathering needs.

3. Stipend is negotiable based on education level and experience and will be paid to the intern every other Friday.
4. All job-related mileage (not commuting) will be compensated at \$0.555 per mile, not to exceed a predetermined amount during the time of employment. Additionally, if the intern's permanent residence is located outside the Lehigh Valley, he/she will be reimbursed mileage for one round trip from home or school to the jobsite, not to exceed \$350.
5. Personal expenses incurred to carry out programmed events, informal gatherings, and intentional small group activities (recreation admissions, soft drinks, pizza, ice cream, etc.) will be reimbursed at cost, but will not exceed a budgeted amount.
6. All costs incurred to participate as an advisor at youth events will be paid by the church.
7. If the intern is from outside the Lehigh Valley, room will be provided with a member(s) of the congregation at no cost to the intern. The intern will, however, be responsible for the cost of their food during the time of employment. Specific arrangements will be negotiated between the intern and their host.

**For More Information And/Or An Application, Contact:**

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Application Deadline: April 1, 2012

1-8-12