

# **FPC YOUTH MINISTRIES SUMMER INTERNSHIP**

## ***Heather Davis Memorial Internship***

The Youth Ministries Intern Program is designed around four main tenets. Interns will have the opportunity to:

- 1) Explore gifts for ministry
- 2) Develop a healthy work ethic
- 3) Learn the art of empowering others
- 4) Strengthen their spiritual life

The intern ministers to the Middle School and High School communities and seeks to fulfill the purpose of FPC Youth ministries in its efforts to fulfill the vision as we are “called to make fully-devoted followers of Jesus Christ who are Inwardly Strong and Outwardly Focused”

### **The Basics:**

Education: Some College/University credit (preferably 2+ years)

### **Intern Expectations:**

The 3 month internship will require a significant commitment to reach your goals/objectives. At times it may be time and labor-intensive (sometimes only 1 day off in a 7 day week). The expectations of an intern involve the four main tenets of the internship program:

- 1) **Exploring gifts for ministry**
  - Participate in and/or lead large group/small group activities, e.g. leading and participating in small group bible studies, book studies, discussion groups, games, helping with the high school internship program (Ignite), etc.
  - Self-discovery of gifts, skills, and growing-edges for ministry
  - Attend weekly staff meeting
  - Meet weekly with senior staff supervisor
  - Assist in worship as needed
- 2) **Developing a healthy work ethic**
  - Office/administrative work
  - Arrive on-time, demonstrate consistent attendance and effort
  - Organize and/or participate in local mission projects
  - Substantial “after hour” activities—some late nights, early mornings, weekends, retreats, etc.
- 3) **Learning the art of empowering and leading/mentoring others**
  - Work with the high school summer interns (Ignite) for service, discipleship, planning and leading various programs and events
  - Lead/teach groups in various settings: Bible studies, small groups, ministry teams
  - Participate in staff/committee meetings.
- 4) **Strengthening one’s spiritual life, life-skills, and disciplines**
  - Personal study, including reading list
  - Mentor meetings with FPC Associate Pastor(s) and Staff
  - Attend FPC worship service(s)

A typical week could look like the following (this is only an example):

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8:00am							
9:00		Morning Devotions	Staff Chapel	Morning Devotions	Morning Devotions		
10:00	Teach Sunday school	Helping Hand	Staff Meeting	Day Center for the Homeless	Meet w/ Assoc Pastor		
11:00	Worship at FPC	Helping Hand	Exodus Night Prep	Day Center for the Homeless	Study/Planning		
12:00 pm							
1:00		Study/Planning	Exodus Night Prep	Study/Planning	Study/Planning		
2:00		Exodus Night mtg w/ High school Dir	TINA mtg w/ Middle school Dir	TINA Prep	Weekly Debrief		
3:00		Study/Planning	Study/Planning	TINA Prep	Prep Time		
4:00		Prayer time	Prayer time	Prayer time	Prayer time		
5:00							
6:00			Exodus Night (High school event)	TINA (Middle school event)			
7:00			Exodus Night (High school event)	TINA (Middle school event)			
8:00			Exodus Night (High school event)	TINA (Middle school event)			
9:00pm			Exodus Night (High school event)	TINA (Middle school event)			

**Specific Special Events and dates, as of December 2023:**

Vacation Bible School (June 10-14)

High school Mission Trip (June 16-22)

Middle school Mission Trip (June 23- 29)

**General Information:**

Start Date – Sunday, May 26

End Date – Sunday, August 4

This full-time internship offers a stipend of \$290 per week for the term of the internship (11 weeks). This is the gross pay before taxes.

Fridays and Saturdays will be the typical days off with exceptions for trips, retreats, etc.

Mail Applications to:  
First Presbyterian Church  
Attention/Steve Wilson  
709 S. Boston Ave  
Tulsa, OK 74119

First Presbyterian Church  
709 S. Boston Ave.  
Tulsa, OK 74119

Office Use Only:

app. rec'd: \_\_\_\_\_  
Int. date: \_\_\_\_\_

### Heather Davis Internship Application

First Presbyterian Church endeavors to comply with all federal, state and local laws concerning employment discrimination. All qualified applicants receive consideration for employment without regard to race, color, sex, age, national origin, disability, or veteran status. We believe that an applicant's ability to do a job and his/her attitude toward the job and First Presbyterian Church are most important. Please complete this application with pertinent information that will allow authorized personnel to select the person most qualified to fill the vacancy.

Name \_\_\_\_\_ Today's Date \_\_\_\_\_

Preferred Address \_\_\_\_\_  
street city state zip

Alternative Address \_\_\_\_\_  
street city state zip

Preferred Phone \_\_\_\_\_ Alternative Phone \_\_\_\_\_

Email address \_\_\_\_\_

Social Security Number \_\_\_\_\_ Birthdate \_\_\_\_\_

Are you a member of First Presbyterian Church? Yes ☐ No ☐

Would you require housing during your internship? Yes ☐ No ☐

Have you previously been employed by First Presbyterian Church? Yes ☐ No ☐

If yes, when? \_\_\_\_\_ In what position? \_\_\_\_\_

Education \_\_\_\_\_  
school degree year of graduation

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Are you legally authorized or permitted to work in the United States? Yes ☐ No ☐

If no, please explain \_\_\_\_\_

Have you been convicted of a felony within the past 7 years? (A conviction will not necessarily disqualify you from employment.)

☐ Yes ☐ No If yes, please list convictions that are a matter of public record.

\_\_\_\_\_

## EMPLOYMENT HISTORY

Most Recent Employer \_\_\_\_\_ Address \_\_\_\_\_

Telephone \_\_\_\_\_ Name & title of Immediate Supervisor \_\_\_\_\_

Dates Employed: From \_\_\_\_\_ To \_\_\_\_\_ Job(s) Held \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

May we contact this Employer? \_\_\_\_\_

Previous Employer \_\_\_\_\_ Address \_\_\_\_\_

Telephone \_\_\_\_\_ Name & title of Immediate Supervisor \_\_\_\_\_

Dates Employed: From \_\_\_\_\_ To \_\_\_\_\_ Job(s) Held \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

May we contact this Employer? \_\_\_\_\_

Previous Employer \_\_\_\_\_ Address \_\_\_\_\_

Telephone \_\_\_\_\_ Name & title of Immediate Supervisor \_\_\_\_\_

Dates Employed: From \_\_\_\_\_ To \_\_\_\_\_ Job(s) Held \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

May we contact this Employer? \_\_\_\_\_

### **Please list two non-family references:**

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_ Day-time telephone \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_ Day-time telephone \_\_\_\_\_

**In 3 page or less, typed and double spaced, please answer the following questions and include them with your application.**

- 1. Please describe your relationship with Jesus Christ and who he is to you.**
- 2. What authority do you give the Bible in the life of a believer?**
- 3. Suppose a 13-year-old student, with whom you have a relationship, asked you to explain your faith to him or her. How would you explain it?**
- 4. Why are you interested in this position and how would it benefit you?**

## APPLICANT AGREEMENT

I certify that the information given by me to First Presbyterian Church is true and complete to the best of my knowledge. I understand that, if I am employed, discovery that I gave false information may result in immediate dismissal.

I authorize First Presbyterian Church, its employees and agents to solicit information regarding my character, general reputation, credit, previous employment, and similar background information, and to contact any and all references and previous employers I have given on this application and in other forms. I hereby release all parties and persons connected with any such request for information from all claims, liabilities, and damages for any reason arising out of the furnishing of such information. If employed, I release First Presbyterian Church from any liability for future references it may provide regarding my work history at First Presbyterian Church. I understand that an investigative consumer report may be obtained through personal interviews with my neighbors, friends or associates. I understand that reference information is considered to be confidential and will not be disclosed to me by First Presbyterian Church.

I understand that if I am offered employment by First Presbyterian Church I will be required to furnish evidence that I am legally eligible to be employed in the United States pursuant to regulations of the U. S. Immigration and Naturalization Service and I may be required periodically to show evidence of continued eligibility.

I understand that if I am employed by First Presbyterian Church the terms and conditions of my employment including pay, benefits and policies (including those described in the Employees' Handbook) are subject to change by First Presbyterian Church consistent with applicable laws and regulations. No contract, whether written or unwritten, regarding my employment or conditions thereof exists between me and First Presbyterian Church.

In consideration of my employment, I agree that my employment and compensation can be terminated with or without cause, and with or without notice at any time, at the option of First Presbyterian Church or me. I understand that no representative of First Presbyterian Church, other than the Director of Operations, has authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing.

If employed, I further agree that if First Presbyterian Church advances any paid leave before it has been accrued, or advances, or loans me any money during the course of my employment, or if I lose, damage, or fail to return any church property First Presbyterian Church is authorized to deduct from my wages sufficient funds to repay such loans or advances or to replace its property.

**I HEREBY CERTIFY THAT I HAVE READ, UNDERSTAND AND AGREE WITH THE FOREGOING STATEMENTS.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Office use only:

Ref called by: \_\_\_\_\_