



UNIVERSITY

UNITED METHODIST CHURCH

Internship Application

*God has given each of us the ability to do certain things well.
So if God has given you the ability to prophesy,
speak out when you have faith that God is speaking through you.
If your gift is that of serving others, serve them well.
If you are a teacher, do a good job of teaching.
If your gift is to encourage others, do it!
If you have money, share it generously.
If God has given you leadership ability, take the responsibility seriously.
And if you have a gift for showing kindness to others, do it gladly.*

-Romans 12:6-8



Mission Statement

We make disciples of Jesus Christ for the transformation of the world by building bridges to Christ, compassion and community.

Faith Statement

We adhere to the historic creeds and faith statements of our Christian heritage and United Methodist tradition. In brief form, we believe in:

- The one, true, omnipotent God, Creator of all things, who exists eternally in three persons: Father, Son, and Holy Spirit.
- The Bible, the divinely inspired writings which reveal the true Word of God: the supreme, authoritative standard for faith and practice, to be received through the Holy Spirit as sure guide to a personal, saving relationship with the Lord.
- The value and dignity of all people who, though created in God's image to live in joy and holiness, are separated from God and each other by sin and brokenness.
- The powerful, undeserved, loving activity of God's grace as God pursues us, seeking to have all persons everywhere join in a right relationship with Him.
- Jesus Christ, fully human and fully divine, who lived without sin as a perfect example, assumed the judgment due sinners by dying in our place, was raised from the dead, ascended to the heavenly Father, and offers salvation to all who repent and put their faith in Him as Lord of their lives.
- The indwelling presence and transforming power of the Holy Spirit, who gives to all believers a new life, abundant and eternal, and our true calling to obedient discipleship and holy living.
- The unity of all who honor Jesus as Lord in the Body of Christ: the Church manifesting the faith passed down from the first Apostles through worship, prayer, teaching of the Word, observance of the sacraments, fellowship, service within the Body, and witness and outreach to others throughout the world.
- The ultimate victorious reign and future return of Jesus Christ, who will judge all people with justice and mercy and honor the choices we have made, either for hell or for heaven and eternal communion in joy with God.

This application is to be completed for any internship position at University United Methodist Church. It is used to help the church provide a safe and secure environment for all employees and church members including children, students, and adults with special needs.

Summer Internship Positions – Summer 2023

Summer internships at University United Methodist Church are intended to help college-aged students who are discerning a call to vocational ministry or who are looking to serve in a ministry setting during the summer while also growing in their own sense of vocation. Each internship will include a retreat and weekly classes, provided by our college ministry, that are intended to encourage peer relationships and spiritual development. Housing arrangements can be discussed with those who do not live in the area.

See the following for descriptions of each program internship. Unless otherwise noted, the summer interns are full time from the middle of May to the middle of August. Candidates may send questions and/or completed job application to SReiter@UniversitySATX.org or turn applications into the church office, attention Sarah Reiter. Please specify which internship(s) [Communications/AV, Hospitality, Kids, Outreach, and/or Student Ministries] you would like to be considered for in the email and application.

Communications/AV Intern: – (Full Time, 40 hours- Non- Exempt)

Communications/AV Ministry has an opening for one summer intern. The applicants should have graduated high school and be at least 18 years old by the time of internship, must be Christ-centered, and have a desire to serve all parts of the church from the creative and technical side of ministry.

The intern will experience the various areas of the department week to week including audio-visual production in worship & summer events, graphic design, video production, IT and technology management. No experience in Communications or AV needed.

Hospitality Ministry Intern – (Full Time, 40 hours- Non-Exempt)

Hospitality has an opening for one summer intern. Applicants should be at least 1 year post high school graduation or in graduate school, have a heart for hospitality and have a love and passion for the Lord. Additionally, applicants should be able to be flexible and creative to adapt to a dynamic community and a schedule that is not constant.

The intern will lead the planning effort for hospitality events, and assist the hospitality and support other church ministries, outside organization using church facilities and overnight groups. Expect a work schedule changing to support specific events (including Sunday mornings and Wednesday evenings, and some overnights to host outside groups).

Kids Ministry Intern – (Full Time, 40 hours- Non-Exempt)

Kids Ministry currently has an opening for one summer intern. The applicants should have graduated high school and have a love and passion for the Lord, children, and families.

The Kids Ministry summer intern will assist with the planning and leading of several summer events including Vacation Bible School. They will gain experience working with a large age range of children from infancy through 5th grade. There will be large and small group teaching opportunities weekly and a variety of responsibilities that practice effective communication with volunteers and families.

Outreach Ministry Summer Intern – (Full Time, 40 hours- Non-Exempt)

Outreach Ministry has an opening for one summer intern. Applicants should have graduated high school and be at least 18 years old by the time of internship. They should be able to be flexible and creative to adapt to the needs of a dynamic community and a schedule that is not constant.

The intern will lead the planning effort for at least one community event. They will assist other church ministries with their outreach events, to include the Middle and High School Mission trips, as well as Vacation Bible School. They will coordinate with our San Antonio non-profit partners to help meet their needs. This could entail work with international refugees, Spanish-speaking residents, DFPS case workers, working with families that have experienced trauma, among other things

Student Ministry Intern (Full Time, 40 hours – Exempt)

Student Ministry is excited to welcome applicants for 2 available summer internships. The applicant should be 2 years post high school graduation and have a love and passion for the Lord, students, and families.

These interns will assist with planning, leading, and attending our mission trips for Middle School June 11-16 and High School July 8-15. They will also rotate through teaching during our weekly worship service, Wednesday Night Live, as well as lead Sunday morning programming for students. The intern team will be responsible for the planning and carrying out of 12-15 intern-led events spread out over the summer. They will be expected to connect with students, communicate with families about our events, be present at all student ministry events, and other duties as assigned.

General Information

Name: _____

Are you 18 or older? Yes No Do you have a valid Driver's License? Yes No

Address: _____

Cell Phone: _____ Email: _____

Please select the position(s) that you are interested in applying for:

Communications/AV Ministry

Hospitality Ministry

Kids Ministry

Outreach Ministry

Student Ministry

References

Please provide four references, other than family members, staff members or former staff members of this church.

Reference #1 Name: _____

Phone: _____ Email: _____

Reference #2 Name: _____

Phone: _____ Email: _____

Reference #3 Name: _____

Phone: _____ Email: _____

Reference #4 Name: _____

Phone: _____ Email: _____

Education

What school do you currently attend? _____

What is your major? _____

What year did you graduate High School? _____

Employment Information:

List all employers over the last five years in order beginning with the most recent or current employer. Include U.S. military service, self-employment, and temporary jobs. Write N/A where appropriate. Please attach another sheet if necessary.

Current or Last Employer: _____

Address: _____

Position: _____

Reason for Leaving: _____

Supervisor's Name: _____

Email: _____ Phone: _____

Permission to Contact: Yes No Starting Date: _____ Ending Date: _____

Describe your responsibilities:

Previous Employer: _____

Address: _____

Position: _____

Reason for Leaving: _____

Supervisor's Name: _____

Email: _____ Phone: _____

Permission to Contact: Yes No Starting Date: _____ Ending Date: _____

Describe your responsibilities:

Previous Employer: _____

Address: _____

Position: _____

Reason for Leaving: _____

Supervisor's Name: _____

Email: _____ Phone: _____

Permission to Contact: Yes No Starting Date: _____ Ending Date: _____

Describe your responsibilities:

Church Experience:

Current Church: _____

Address/Location: _____

Areas where you are involved:

Background Information:

God's amazing grace is alive, well, and functioning at University United Methodist Church, hence answering yes, or leaving any of the following questions unanswered will not automatically disqualify you from employment or volunteering with children and student. Each case will be considered on its own individual merits.

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|-----|----|--|
| Yes | No | Have you ever been arrested for, charged with, under probation for or convicted of sexual abuse, physical abuse, maltreatment, or neglect? |
| Yes | No | Have you ever been arrested for, charged with, under probation for, or convicted of possession, sale or use of controlled substances, or of driving under the influence of alcohol or drugs? |
| Yes | No | Have you been arrested or convicted for any criminal act more serious than a traffic violation? |
| Yes | No | Have you ever been asked to step away from ministry or work with students or children in any setting, paid or volunteer? |
| Yes | No | Have you ever been treated for any period of time for alcohol or drug abuse? |
| Yes | No | Have you ever been victim of any form of abuse, maltreatment, or neglect? |

(If you prefer, you may decline to answer this question or you may opt to discuss your answer in confidence with one of the clergy. These experiences can leave wounds and there are resources available to help in the healing process.)

Please feel free to provide any further information:

Waiver/Release:

I, the undersigned, give my authorization to University United Methodist Church representatives to verify the information on this form. University United Methodist church may contact my references and appropriate agencies as deemed necessary in order to verify my suitability as a church employee.

I also hereby remise, release, and forever discharge and agree to indemnify University United Methodist Church and hold each of their officers, directors, employees and agents harmless from and against any and all claims and causes of actions, and any and all related attorney's fees, court costs, and other expenses resulting from the investigation of my background in connection with my application to become an employee.

Should my application be accepted, I will support the statement of faith and policies of University United Methodist church and pursue personal growth in holy living and obedient discipleship to Jesus Christ. If I violate these guidelines, I understand that my employee status may be terminated. By signing this application, I state that all of the information given about myself is true to the best of my knowledge. I understand that any falsification, misrepresentation, or omission of facts called for herein will result in my disqualification from further consideration or dismissal from employment if I am hired.

Applicant's Printed Name: _____

Applicant's Signature: _____ Date: _____