



# St. Matthew

LUTHERAN CHURCH

## Internship

### Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*  
\_\_\_\_\_  
*City State ZIP Code*

Phone: \_\_\_\_\_ Email \_\_\_\_\_

Date Available: \_\_\_\_\_ Until (date): \_\_\_\_\_

Any requested vacation time off: \_\_\_\_\_

Position Applied for: **Summer Intern**

Have you ever been convicted of a crime? YES NO

If yes, explain: \_\_\_\_\_

### Education

High School: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_

Other: \_\_\_\_\_ Area of study: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_

How have you been involved at St Matthew and what does this involvement mean to you?

What interests you about this opportunity?

What qualities do you have that would make you a effective intern?

**References**

*Please list two personal (unrelated) references.*

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

**Disclaimer and Signature**

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

*If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.*

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

# Saint Matthew Lutheran Church

## Hanover, PA

<b>Job Title</b>	<i>Summer Intern</i>
<b>Parameters</b>	<i>A total of 9 weeks an average of 25 hours per week</i>
<b>Employment Status</b>	<i>Salaried, part-time \$3,500 for the summer</i>

### General Description

The Purpose to offer a paid summer internship for college age students so that the interns:

- Gain leadership skills in a variety of ministries
- Enhance the ministries of St. Matthew
- Increase our Community Outreach with children, youth and young adults
- Grow in Faith and Service

### Accountability

The Intern shall be responsible to the Youth Ministry and Community Outreach Leader in collaboration with the Lead Pastor. A work plan with expectations will be created the first week of internship.

### Responsibilities and Opportunities

**The summer intern will:**

- Actively participate in ministerial staff meetings.
- Regularly help with aspects of worship leadership for at least 4 Sundays.
  - Usher, Greeter, Lector, Communion Assistant, Assisting Minister, Live Stream, Altar Guild
  - Hospitality Desk and Welcome Place Servers
  - On occasion help with Children's Church
- Together with Youth Ministry Leader provide oversight with the following:
  - Day Camp—June 19-23, 2023
  - VBS—June 26-29
  - One Day Sports and Arts Camp for pre-school and elementary children

- Partner with various ministries of St. Matthew to participate with Community Outreach
  - Neighborhood Dinners with Social Ministry
  - Hanover events (Pride, Snacktown etc.) with Evangelism
- Help with administrative and hospitality tasks in the office at least 1 half day a week
- Help with communications by writing articles, posting on social media
- Attend Committee meetings and council meetings
- Help plan, organize, and attend children and youth activities.
- Go on homebound and hospital visits with one of the pastors
- Other duties as assigned.

**Opportunities for Intern based on time and interest**

- Plan and implement a service project for the congregation
- Preach a sermon
- Go on the High School Youth Lutheran Hands Mission Trip, July 16-24, 2023
- Participate in the Music Ministry
- Volunteer at a local ministry organization
- Help with the Discovery Place Preschool summer camps
- Give devotions at an all committee night or council meeting

**Qualifications**

- High school graduate
- At least one year of college or work
- Has current background checks
- Willing to share your faith with others
- Self-starter
- Familiar with Lutheran Theology
- An active member of St. Matthew
- Team player

	Signature	Date
Intern		
Youth and Community Outreach Leader		