

Mission Statement: Calling the Christian-ish to Become Passionate Servants of Jesus Christ

Summary

The 2025 Summer Interns will spend twelve weeks serving St. Andrew Methodist Church. Each intern will serve primarily in one department while also having the opportunity to learn from all departments of the church. The four internship opportunities are:

- Children’s Ministry where two interns will serve our children through 6th grade
- Student Ministry where four interns will serve our students from 7th to 12th grades
- Marketing Department where one intern will serve with our Marketing, Communication, and Creative Dept.
- Facilities Department where one intern will serve our Facility

Students Interns

We are looking for people who are passionate lovers of Jesus who will help all students who enter our doors know that they belong. This summer, our Students interns will:

- Assist in the planning and executing of summer programming, from open gym to Mission Trips to camps and more. This includes care for our spaces during both setup and clean up.
- Build relationships with students.
- Teach on Sunday morning at least once throughout the summer.
- Participate in weekly Bible studies, Chapel service, and learning opportunities across the church.
- Attend meetings as requested.

Children’s Interns

We are looking for people who are passionate lovers of Jesus who will help all children who enter our doors know that God loves them. This summer, our Children’s interns will:

- Assist in the planning and executing of summer programming, from partner camps to Camp Kid Jam to VBS and more. This includes care for our spaces (and places we visit) both setup and clean up.
- Build relationships with children.
- Be present every Sunday morning. Over the course of the summer, each intern will give the Sunday Large Group message at least once.
- Participate in weekly Bible studies, Chapel service, and learning opportunities across the church.
- Attend meetings as requested.

Marketing Intern

The Marketing Intern will spend twelve weeks serving the Marketing, Communication, and Creative Departments of St. Andrew Methodist Church. The intern will also have the chance to learn from other church departments.

- Assist in developing a social media strategic plan to increase the church's online presence.
- Capture high-quality photos and videos during church services and events, such as Camp Impact.
- Assist with editing and organizing visual content for use on social media and website.
- Help schedule routine posts on St. Andrew social media platforms.
- Assist with the website (WordPress) and help with small routine changes.
- Regularly review and assist in updating content on the church website, including text, images, etc.
- Participate in weekly Bible studies, Chapel service, and learning opportunities across the church.
- Attend meetings as requested.

Facilities Intern

- Conduct preventive maintenance across the campus (light bulbs, ballasts, air filters, HVAC, etc.)
- Perform other facilities maintenance in accordance to the ticket system
- Assist with summer building update projects as needed
- Complete at least one special summer project designated by the Sr. Manager of Building Operations
- Participate in weekly Bible studies, Chapel service, and learning opportunities across the church.
- Attend meetings as requested.

Expectations for All Interns

- Interns are expected to work diligently and maintain a strong work ethic throughout the summer.
- As employees of St. Andrew, interns will follow all policies and standards for St. Andrew employees.
- Interns will be required to sign and adhere to the Intern Code of Conduct.
- Complete CPR and First Aid training and certification, which will be provided by St. Andrew.
- Complete background check and Ministry Safe training, which will be provided by St. Andrew.
- Interns are expected to have an elevated level of maturity in their interactions with children and students. They are expected to behave as role models not peers in all circumstances.
- As interns are staff of St. Andrew, it is important to maintain boundaries such as (though not limited to)
 - Never being one-on-one with children and students, including in cars
 - Never engaging in one-on-one text conversations with children and students

Qualifications

- Our Children's interns will need to have graduated High School.
- Our Students interns will need to EITHER have completed at least three years of college OR have completed two years of college as well as a previous church internship (either at St. Andrew or elsewhere).
- Our Marketing intern will need some knowledge of Social Media Applications.
- Our Facilities intern will need to be enrolled in a trade/technical/mechanical school or degree program of some kind

All of our teams are happy to work with Interns who have specific internship requirements from their college, seminary, or certification program. Please bring these requirements to your interview so that we can ensure that we address them.

Important Dates

The internship lasts for twelve weeks, beginning Monday, May 12 and ending Sunday, August 3. If an applicant is not finished with school in time to begin with the cohort on May 12 or if they need to return to school prior to August 3, please note this information in the cover letter.

Compensation for the summer is based on 12 weeks of work at approximately 30 hours per week (with heavier hour loads on weeks such as VBS and Camp Impact). If more than one week is missed during the summer, pay will be prorated accordingly.

It is important for interns to attend all programming for their primary ministry. Any time off that needs to be requested for the summer should be included in the cover letter.

- May 12 Internship begins with orientation at St. Andrew Methodist Church
- May 21 – 22 Intern Retreat (Students)
- June 1 Promotion Sunday (Children’s)
- June 3 – 5 Camp St Andrew Fruit of the Spirit (Children’s)
- June 8 – 14 High School Mission Trip (Students, Marketing)
- June 16 – 19 VBS and Middle School Mission Trip (Children’s, Students, Marketing)
- July 22 – 25 Camp Kid Jam (Children’s)
- July 16 – 20 Camp Impact (Students, Children’s, Marketing)
- July 28 - 31 Base Camp (Children’s)
- August 4 Final Sunday of internship

Typical Work Week Hours

- Sunday 8:30 a.m. - 12:00 p.m.
- Monday 10:00 a.m. - 4:00 p.m. (9:00 a.m. – 3:00 p.m. Children’s)
- Tuesday 10:00 a.m. - 4:00 p.m. (9:00 a.m. – 3:00 p.m. Children’s)
- Wednesday 10:00 a.m. - 4:00 p.m. (9:00 a.m. – 3:00 p.m. Children’s)
- Thursday 12:00 p.m. - 3:00 p.m. (9:00 a.m. – 3:00 p.m. Children’s)

*Weeks of camps and events will have alternate schedules. Additionally, particularly for Students interns, there will often be evening events throughout the summer (such as summer sports league). When these commitments are particularly long or late, daily schedules will be adjusted accordingly.

Application

To apply, please submit a cover letter, resume, and signed code of conduct to resume@standrewmethodist.org.

In the cover letter, please include the following items:

- Which internship(s) interest(s) you
- How this internship aligns with your ministry or career goals
- The gifts and strengths you bring
- Any experience in your internship area
- Any date conflicts for the summer

Interviews will be given on a rolling basis beginning in January 2025.

If you have questions prior to applying, please reach out to:

- Children's Ministry: Brandi Graham (bgraham@standrewmethodist.org)
- Student Ministry: Emily Focht (efocht@standrewmethodist.org)
- Marketing Department Winston Barber (wbarber@standrewmethodist.org)
- Facilities Department: Mike Algermissen (malgermissen@standrewmethodist.org)

Code of Conduct for Interns

During your internship with St. Andrew Methodist Church (SAMC), you are expected to adhere to the church's employment policies, practices, procedures, dress code, and/or standards of conduct. All student interns are expected to conduct themselves in a professional manner at all times. This includes but is not limited to:

1. Representing SAMC with professionalism and courtesy
2. Demonstrating respect towards others at all times
3. Abiding by the rules, policies, and procedures of SAMC
4. Abiding by the rules, policies, and procedures of SAMC regarding a Drug-Free Workplace and Tobacco-Free Workplace
5. Directing concerns, problems, and suggestions to a supervisor
6. Observing all safety rules

Fraternization Policy

This policy outlines relationships between interns. We understand that workplace relationships do occur, and we do not prohibit relationships between adult (18yrs+) interns at the same level. We ask that the parties involved notify HR. All interns should behave professionally at all times and refrain from public displays of affection and discussing personal matters in the workplace. Interns should not engage in any behavior that is distracting, disruptive, or counter to our church's values and culture.

We expressly prohibit any form of discrimination and harassment in the workplace, and any employee engaging in such behavior will be terminated.

By participating as a SAMC Intern, you understand and agree with the professional standards expected of our interns as listed in the preceding general and specific statements. If any facet of the code of conduct is not adhered to, you risk being terminated.

Printed Name

Date

Signature