

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

Summary

The 2026 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.

- Children's Ministry interns will serve our children through 6th grade
- Student Ministry interns will serve our students from 7th to 12th grades

Children's Interns

We are looking for people who are passionate lovers of Jesus who desire to help children (birth through 6th grade) know and experience God's love in engaging, age-appropriate ways. This summer, our Children's Interns will:

- Assist in the planning and execution of major summer programs including **Vacation Bible School, Camp KidJam, and Base Camp.**
- Support weekly Sunday morning programming through set-up, teaching, small group leadership, and relational connection with children and families.
- Participate in the creative design and preparation of curriculum, supplies, and environments for children's ministry.
- Build relationships with children and their families, modeling faith and encouraging discipleship.
- Lead activities such as games, crafts, worship elements, and storytelling, depending on gifts and assignments.
- Provide behind-the-scenes support (organization, supply management, tech, communication prep, etc.) that ensures ministry excellence.
- Participate in weekly Bible studies, Chapel service, and learning opportunities across the church.
- Attend meetings as requested.
- Help in various capacities as needed.

Qualifications for Children's Interns

- Our Children's interns will need a passion for children's ministry and a willingness to learn and grow in leadership.
- Prior experience working with children (church, school, or camp setting) preferred.
- Ability to work on a team, take initiative, and adapt quickly in a fast-paced ministry environment.
- Strong communication skills and a commitment to modeling Christ-like behavior.
- Children's interns will need to be at least one year post-high school or have completed one year of college.

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.
- Help in various capacities as needed.

Qualifications for Student Interns

- Our Students interns will need to EITHER be three years post-high school OR be two years post-high school as well as having held a previous church or parachurch internship.

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

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 11 and ending Sunday, August 2. If an applicant is not finished with school in time to begin with the cohort on May 11 or if they need to return to school prior to August 2, 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.

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| • May 11 | Internship begins |
| • May 17 | The Cliff, End of Year Party (Children's) |
| • May 31 | Promotion Sunday (Children's) |
| • June 2-4 | Camp St Andrew Week 1 (Children's) |
| • June 7 – 13 | High School Mission Trip (Students) |
| • June 14/15 – 18 | VBS and Middle School Mission Trip (Children's, Students) |
| • July 13-16 | Camp St Andrew Week 2 (Children's) |

- July 21 – 25 Camp Impact (Students, Children's)
- July 27-30 Camp Kid Jam (Children's)
- August 2 Final Sunday of internship

Typical Work Week Hours for Children's

- Sunday 8:30 a.m. - 12:30 p.m.
- Monday 9:00 a.m. - 3:00 p.m.
- Tuesday 9:00 a.m. - 3:00 p.m.
- Wednesday 9:00 a.m. - 3:00 p.m.
- Thursday 9:00 a.m. - 3:00 p.m.

Typical Work Week Hours for Students

- Sunday 8:30 a.m. - 12:30 p.m.
- Monday 12:00 p.m. - 7:00 p.m.
- Tuesday 10:00 a.m. - 4:00 p.m.
- Wednesday 12:00 a.m. - 7:00 p.m.
- Thursday 10:00 a.m. - 4:00 p.m.

*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 your Statement of Faith 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

Statement of Faith Instructions: A statement of faith is simply a written description of what you personally believe- your core beliefs, your relationship with God, and what your faith means to you. You can make it as brief or as detailed as you'd like. Some people choose to include aspects of their personal faith journey or experiences that have shaped their beliefs, but that's completely optional.

Interviews will be given on a rolling basis.

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)

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