



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

At St. Andrew, we are a community of people seeking to live more like Jesus every day and to learn in deeper ways what it means to follow his teachings, live in community, and serve the world.

Summary

Under the direct supervision of the Marketing Manager, the 2026 Summer Intern will spend nine 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.

Essential Functions

- Research, compile and organize content for a comprehensive printed guide
- Assist in planning and executing initiatives for the organization's 40th Anniversary campaign
- Gather and synthesize information to draft and distribute engaging weekly email communications
- Develop and edit content for monthly email newsletters, ensuring alignment with brand voice and messaging
- Assist with editing and organizing visual content for use on the website
- 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.
- Attend camps and mission trips as necessary to collect content

Expectations

- 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.
- Complete background check and Ministry Safe training, which will be provided by St. Andrew.

Important Dates

The internship lasts for ten weeks, beginning Monday, June 1, 2026, and ending Sunday, August 9, 2026. If an applicant is not finished with school in time to begin on June 1, 2026, or if they need to return to school prior to August 9, 2026, please note this information in the cover letter.

Compensation for the summer is based on 10 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.

Please include all dates for time off during the ten weeks requested in the cover letter.

Typical Work Week Hours

- | | |
|-----------|-------------------------------|
| • Sunday | Some Sundays May Be Necessary |
| • Monday | 10:00 a.m. - 4:00 p.m. |
| • Tuesday | 10:00 a.m. - 4:00 p.m. |

- Wednesday 10:00 a.m. - 4:00 p.m.
- Thursday 10:00 p.m. - 4:00 p.m.
- Evenings Some Evenings May Be Required

*Weeks of camps and events will have alternate schedules. 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:

- How this internship aligns with your ministry or career goals
- The gifts and strengths you bring to St. Andrew
- Any date conflicts for the summer

Any questions prior to applying can be directed to Winston Barber (wbarber@standrewmethodist.org).

Interviews will begin in May 2026.

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 must always behave professionally. This includes but is not limited to:

1. Representing SAMC with professionalism and courtesy
2. Always demonstrate respect toward others
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 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 (Human Resources). All interns should always behave professionally 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