**Internship Program**

Overview:

One Internship Program with Four Tracks

* Pastoral Ministry Track (full-time)
* Campus Ministry Track (full-time)
* International Ministry Track (full-time)
* Counseling Ministry Track (full or part-time)

Purpose:

* Pastoral Ministry Track (full-time): To train, equip, and prepare men for effective, responsible, and godly pastoral ministry in the local church through study, practice, counsel, mentoring, evangelism, and discipleship.
* Campus Ministry Track (full-time): To train, equip, prepare, and engage individuals for effective, responsible, and godly ministry to students on college campuses through study, practice, counsel, mentoring, evangelism, and discipleship.
* International Ministry Track (full-time): To train, equip, and prepare individuals, international students or prospective missionaries for effective, responsible, and godly cross-cultural ministry among international students.
* Counseling Ministry Track (full or part-time): To train, equip, and prepare individuals for effective, responsible, and godly counseling ministry through study, practice, counsel, mentoring, evangelism, and discipleship.

The Following are Expectations/Commitments for all Interns at URC:

* Full adherence to the URC Staff Handbook
* All internships are full-time (except the part-time Counseling internship). An intern should expect to work 40+ hours per week.
* An intern will also be expected to become a member of URC
* Attendance at URC's morning and evening services
* Participation in a Growth Group
* The internship term will last for one twelve month period.
* A second year internship may be offered by the intern's advisor with the approval of ExComm
* URC's intended purpose for the internship program is to train qualified candidates and send them out to serve the greater church.

How the Program will Work:

* Each intern will be assigned a track at the discretion of the church staff and ExComm, based upon the intern's experience, gifting, and future ministry vision
* 10-15 hours per week will consist of general Internship training and will be consistent across the ministry tracks
* 25-30+ hours per week will be devoted to the intern's specific personal ministry track

All Interns:

1. There will be a general intern meeting weekly. This training and discussion will be led by one of the staff members of URC with a focus upon practical ministry. Sample Topics may include:

 Children, Student Ministry, Cross-Cultural Ministry, Counseling, Administration, Prayer, Writing, Evangelism, Hospitality, etc.

2. Attend weekly staff prayer

3. Attend ministry staff book discussions

4. Attend the leadership training classes

Specific Personal Ministry Tracks:

 Pastoral Interns:

* + Pastoral Interns are overseen by the Pastoral Staff of URC
	+ Areas of concentration will include: Theology, Character, Teaching, Preaching, Praying, Hospital Visitations, Sacraments, Weddings, Funerals, Elder Meetings, Consistory Meetings, Elder Visits, Counseling, Evangelism
	+ Regular preaching opportunities at area Nursing Homes and the Rescue Mission
	+ Preach at least two evening sermons at URC
	+ Attendance at all prayer meetings
	+ Attendance at all Elder, Consistory, and Classis meetings
	+ Weekly meeting with the Pastors of URC
	+ Maintenance of a weekly Intern Report
	+ A teaching rotation in the children's ministry
	+ A teaching rotation in Adult Ed. or Growth Groups
	+ Attendance at weekly staff meetings
	+ Reading, papers, and memory work assigned by Pastors
	+ Memorization of the Westminster Shorter Catechism
	+ Practical ministry training in the administration of the Sacraments, Preaching, Administration, Leading Meetings, and conducting Funerals/Weddings.
	+ Personal holiness and character

 Campus Interns:

* + Campus interns are overseen by the Campus Director of URC
	+ Attend all Spartan Christian Fellowship large group functions during the week, including campus staff meetings and URC staff meetings
	+ Develop a personal ministry to non-Christians
	+ Be committed to evangelism on a weekly basis
	+ Disciple a small group of believers
	+ Exposure to church leadership where applicable (elder, deacon and consistory meetings)
	+ Plan one major event
	+ Male interns shall teach at SCF large group and possibly at URC Sunday evening services
	+ Use of spiritual gifts for the building up of the body (music, administration, etc.)
	+ Learn and practice contact evangelism
	+ Maintain a schedule that fits the lifestyle of campus ministry and ministry to students

International Campus Interns:

* International interns are overseen by the Director of International Ministries of URC
* Attend all Spartan International Christian Fellowship large group functions, intern meetings, and URC staff meetings
	+ Develop a personal ministry to non-Christian international students
	+ Be committed to evangelism on a weekly basis
	+ Disciple a small group of international believers
* Exposure to church leadership where applicable (elder & deacon meetings)
* Lead an international Bible study
* Attend, help organize, and engage in the ESL and Christianity Explored ministries of URC
* Plan and execute new outreach initiatives (with focus on particular people groups or nationalities)
* Meet new international students on campus, attend cultural events, and follow-up with students
* Meet with URC missionaries for cross-cultural mentoring
* Integrate international students into URC to serve and edify the congregation
* Read and write papers regarding other cultures, religions, apologetics, international ministry, evangelism, and discipleship

Counseling Interns:

* + Counseling interns are overseen by the Counseling Director of URC
	+ Reading, papers, and memory work assigned by Counseling Director
	+ Attend Theology and Practice Class
	+ Attend Issues and Observation Class
	+ Will observe Counseling Director in counseling situations
	+ Counsel individuals with the supervision of the Counseling Director
	+ Assist Counseling Director with research
	+ Volunteer at the Rescue Mission and Shared Pregnancy Resource Center
	+ Disciple college students
	+ Attendance at weekly staff meetings

Qualifications:

* An evident love for Christ
* An evident love for His Word
* An evident love for His people and an ability to work well with others
* A desire to pursue full-time pastoral, counseling, or campus ministry
* Evidences personal holiness
* In general agreement with URC's confession of faith and the Reformed confessions to which it holds
* A bachelor's degree or above

Fundraising:

* This internship program is a position that is funded by support raising
* Because URC already supports this internship in a number of ways, interns are expected to raise their support from outside the URC congregation
* All monies raised are for the general internship program, though individual donors and churches may be contributing to that program for a specific intern
* All excess monies in the program at the end of the year will be applied to future intern training at URC
* URC will train the approved candidates in fundraising after the hire date and before Feb 28
* An intern must demonstrate the ability to raise support by having 50% of the support raising goal pledged before **June 30**.
* If the potential intern does not reach this goal by June 30, they will be asked to withdraw from the program and the monies contributed to the internship program for this candidate will remain in the internship program even though a particular candidate may not be able to continue into the program due to a lack of fundraising (URC is not allowed to refund charitable contributions)
* All interns must have 100% of their support raised by **August 15**
* All interns must have $10,000 of their support in their account before starting on **August 15**
* If an intern has not reached a 100% by August 15th, ExComm may allow for additional time
* Support raising funds must include donations from at least **five** different supporters
* If at any point with the year internship an intern's support falls below 90% or their support account balance drops below $1,500, the intern will be suspended from attending intern meetings and will be required to use this additional time to raise more support.
* Any monies raised above the fundraising goal or not expended during the internship will remain with the internship program

**Compensation Package funded by support raising (as complies with the URC Staff Handbook):**

Single Pastoral, Campus, and Full-time Counseling

Salary: $20,000

FICA: $ 1,530

Insurance: $ 3,360\*

Medical Reimbursement: $ 1,250

Administrative Costs: $ 500

Professional Expense: $ 800

Books/Parking Pass/Meal Plan: $ 800

 $28,240 ($24,880 w/out insurance)

\*approximate based upon a single 21-24 yrs old. An intern may opt out and would not need to raise this amount.

Married Pastoral, International, Campus, and Full-time Counseling

Salary: $25,000

FICA: $ 1,913

Insurance: $ 6,500\*

Medical Reimbursement: $ 2,500

Administrative Costs: $ 500

Professional Expense: $ 800

Books/Parking Pass/Meal Plan: $ 800

 $38,013 ($31,513 w/out insurance)

\*approximate based upon a married couple 21-24 yrs old. An intern may opt out and would not need to raise this amount.

Part-time Counseling

Salary: $10,000

FICA: $ 765

 $10,765

Application Process:

* Submit a resume and a completed application form
* Three references are required for every application.
1. Pastoral reference: Should be written by a pastor or elder of the church the applicant is currently attending. This reference should include information related to the applicant's gifting for the track of ministry they are pursuing in the internship program, comment upon the applicant's maturity and character, and describe the applicant's participation in the local church.
2. Personal reference: Should be written by a personal friend, who can attest to the applicant's character, gifts, and abilities.
3. Co-laborer reference: Should be written by a co-laborer in a ministry which the applicant has served in. This reference should comment on what they have observed to be the strengths and weaknesses of the applicant in ministry.
* The three references should be emailed directly from the reference to urc@urcstaff.org

Timeline:

 Post Job: December 15

 Application Deadline: January 23

 Hire Date: February 15

 Support Raising Training: March 4

 Start Date: August 15

Hiring Process:

* The Counseling Director, Campus Director, International Ministries Director, Assistant/Associate Pastor, and one woman from the congregation will serve as the search committee.
* All applications will be received by January 23.
* The search committee will review applications and determine potential candidates for interviews.
* Interviews will be conducted.
* The search committee will make a recommendation to ExComm on how many interns should be hired for the upcoming year and who those candidates should be
* ExComm will then review and approve who should be offered an internship
* The search committee will contact the potential candidates approved by ExComm by February 15