

# Internship Program



*To train, equip, and prepare individuals to be effective, responsible, and godly ministers through study and practice for the good of the Church and the glory of God*

## Timeline

Application Deadline	January 20
Hire Date	February 15
Support Raising Training	by March 5
Start Date	August 1

## How the Program will Work:

- Each intern will be assigned a track at the discretion of the church staff and the Executive Committee (ExComm), based upon the intern's experience, gifting, and future ministry vision.
- Full-time internships will consist of 10-15 hours per week of general intern training and 25-30+ hours per week will be devoted to the intern's specific personal ministry track.
- 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.

## Application & Hiring Process

### Application Process:

- Submit a resume and a completed application form to URC's Executive Director
- 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 the Executive Director (ccogan@urcstaff.org)

### Hiring Process:

- The Executive Director, one woman from the congregation, and at least one other staff member will serve as the interview team.
- The interview team will review applications, determine potential candidates for interviews, and conduct the interviews.
- The interview team will recommend to ExComm 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 interview team will contact the candidates approved by ExComm by February 15.

# Internship Program



	<b>All Internship Tracks</b>
<i>Qualifications</i>	<p>An evident love for Christ, for His Word, and for His people</p> <p>An ability to work well with others</p> <p>A desire to pursue full-time pastoral, counseling, or campus ministry</p> <p>A vibrant personal holiness</p> <p>General agreement with URC's confession of faith and the Reformed confessions to which it holds</p> <p>A bachelor's degree or above</p>
<i>Attendance commitments</i>	<p>Morning and evening worship at URC</p> <p>URC staff/prayer meetings</p> <p>Staff book discussions</p> <p>Equip classes (Biblical &amp; Theological Foundations; Practical Ministry Training)</p> <p>Tuesday morning prayer (7:00-7:30am at URC)</p> <p>Internship seminar<sup>1</sup></p>
<i>Other commitments</i>	<p>Adherence to the URC Staff Handbook</p> <p>Membership at URC</p> <p>Participation in a Growth Group</p> <p>Reading, papers, and memorization work, assigned at overseer's discretion</p>

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<sup>1</sup> This weekly 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 ministries, student ministry, cross-cultural ministry, counseling, administration, prayer, writing, evangelism, hospitality, etc.

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<b>Internship Track</b>	<b>Pastoral</b>	<b>Campus</b>	<b>International</b>	<b>Counseling</b>
<i>Time commitment</i>	Full-time	Full-time or part-time		
<i>Areas of concentration</i>	theology, teaching and preaching, praying, pastoral visits, sacraments, weddings, funerals, session meetings, counseling, evangelism, administration, leadership	evangelism, Bible study (group and personal), discipleship, praying, event planning, counseling, leadership	evangelism and outreach, leading Bible studies, event planning, networking and communication with church leadership, campus ministry	observation of ongoing counseling, hands-on practice in counseling, research
<i>Oversight (includes weekly meeting)</i>	Pastoral staff	Campus Director	Director of International Ministries	Counseling Director
<i>Attendance commitments (track-specific)</i>	Session meetings Presbytery meetings Leaders' meetings	SCF staff meetings SCF large group meetings Other big events throughout the year	English Outreach (ESL) Christianity Explored International Fellowship Class on Sunday mornings Session or diaconate meetings (occasional)	Attend all counseling classes offered at URC
<i>Other commitments/opportunities (track-specific)</i>	Preach at least two evening sermons at URC Regular preaching opportunities at area nursing homes and the City Rescue Mission of Lansing Maintenance of a weekly Intern Report Teaching rotations in children's ministry, and in Adult Ed or Growth Groups	Provide leadership for a Spring Break service trip Maintain discipleship relationships with at least two students Aid in the development and implementation of summer programming for college age students	Attend cultural events on campus with the aim to meet and follow-up with students Help integrate international students into URC to serve and edify the congregation Meet with URC missionaries for cross-cultural mentoring	Discipleship of younger believers Supervised volunteer work

# Internship Program



## Fundraising Guidelines

- This internship program is a position that is funded by support raising
- 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 or leftover monies at the end of the year will be applied to future intern training at URC regardless of which candidate the monies were given for (URC is not allowed to refund charitable contributions)
- URC will train the approved candidates in fundraising after the hire date and before Feb 28
- Support requirements by **June 30**:
  - An intern must demonstrate the ability to raise support by having 50% of the support raising goal pledged
  - If the potential intern does not reach this goal by this date, they will be asked to withdraw from the program
- Support requirements by **August 1**:
  - All interns must have 100% of their support raised
  - All interns must have \$10,000 of their support in their account before starting
  - If an intern has not reached 100% by this date, 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
- All fundraising communication to actual or potential supporters must include this language:

*All contributions made to support University Reformed Church (URC) are tax deductible. To comply with IRS regulations, all donations go toward the overall financial support of URC, not an individual person. Donations made to URC on behalf of specific individuals cannot be returned if the individuals lose their financial connection to URC, and any gift amounts remaining will be used to further the ministry of URC. URC endeavors to use all gifts where intended, but has complete discretion and control over the use of all donated funds. The donor has not received any tangible goods or services for this contribution.*

# Internship Program



## Compensation Package Options

All compensation is funded by support raising (must comply with the URC Staff Handbook):

### A. Single Package

Salary:	\$20,000
FICA:	\$ 1,530
Insurance:	\$ 3,464 <sup>1</sup> → medical = \$250.94 x 12 mos., dental = \$37.69 x 12 mos.
HSA Allowance:	\$ 1,500*
Administrative Costs:	\$ 500
Professional Expense:	\$ 800
Books/Parking Pass/M Meal Plan:	\$ 800
	\$28,594 (\$23,630 w/out insurance & HSA Allowance)

<sup>1</sup>approximate, based upon a single 21-24 yrs old. An intern may opt out and would not need to raise this amount.

### B. Married Package

Salary:	\$25,000
FICA:	\$ 1,913
Insurance:	\$ 7,585 <sup>2</sup> → medical = \$501.88 x 12 mos., dental = \$130.21 x 12 mos.
HSA Allowance :	\$ 3,000*
Administrative Costs:	\$ 500
Professional Expense:	\$ 800
Books/Parking Pass/M Meal Plan:	\$ 800
	\$39,598 (\$29,013 w/out insurance & HSA Allowance)

<sup>2</sup>approximate, based upon a married couple 21-24 yrs old. An intern may opt out and would not need to raise this amount.

### C. Part-time Counseling

Salary:	\$10,000
FICA:	\$ 765
	\$10,765

\*Available upon request and in conjunction with our health plan. Any unused portion of HSA Allowance at the end training program year will be forfeit.

I am electing to raise support for option:  A

B

C

I, \_\_\_\_\_, understand and consent to this fundraising policy.

(Printed Name)

\_\_\_\_\_

(Signature)

\_\_\_\_\_

(Date)