

REFORMATION LUTHERAN CHURCH, MEDIA, PA

SUMMER INTERN POSITION DESCRIPTION

Position: Summer Intern

Supervision: Pastor Eileen Ruppel-Doan and designated ministry leaders

Qualifications:

- Be a current college student enrolled in a college or university
- Complete all required criminal background checks and clearances as per Pennsylvania state law
- Have access to transportation
- Have the ability to work on some projects remotely
- Have an interest in working in this congregation and a willingness to support its mission
- Have a strong faith commitment and an ability to share faith with others
- Have strong interpersonal skills and the ability to work in a team setting
- Not a member of Reformation Lutheran Church, Media
- Preference will be given to students engaged in religious life, social ministries, education, justice, advocacy, or other related fields

Opportunities:

- Learn about the administrative work of a congregation
- Participate and lead in programs of the congregation – in education, service, and worship
- Work with individuals of different ages and abilities
- Have individual supervision and discernment with congregational leadership
- Work in an area of special interest to the intern

Responsibilities:

- Help to grow summer education, service, and other programs of the congregation (such as Vacation Bible School, Youth Summer Service Days, Art in the Heart of Worship)
- Work to further the congregation's engagement in the local community through connecting to local organizations
- Attend staff, council, and ministry team meetings as needed
- Assist with administrative tasks
- Assist called staff of the congregation with pastoral and programmatic responsibilities
- Provide support for the congregation through technology

Length of Internship and Hours:

- 10 weeks during the summer months
- The internship will begin by the end of May (actual start date to be determined by the intern's availability at the conclusion of the semester)
- 20-25 hours per week, sometimes including Sunday worship

Time Off:

- The intern must complete 10 weeks at Reformation, if a week off is needed during the summer, the intern is responsible for making the request for time off and will need to extend their time by the amount of time off taken.
- Interns may take up to one unpaid week off during the summer

- Pastor Eileen should be notified of time off at the time the internship position is offered

Compensation:

- \$250 per week/\$2500 per summer (no additional reimbursement for travel or housing)

REFORMATION LUTHERAN CHURCH, MEDIA, PA
SUMMER INTERN PROGRAM APPLICATION

APPLICATION DEADLINE: April 1, 2023

Please type or print clearly.

Name:

College/University:

Major:

Expected Graduation:

Home Congregation/Faith Community:

Home Address:

School Address:

Phone:

Email:

QUESTIONS:

Please type your answers to these questions.

1. What skills and abilities do you have that support the position description and the vision for this internship program?
2. How does your faith inform your desire to serve in this position?
3. What do you hope to gain from this experience?
4. What other experiences or interests do you have that you would like to share with us?
5. Do you have scheduling conflicts during the summer that would make you unable to complete 10 weeks at Reformation?

REFERENCES:

Please provide at least 2 letters of recommendation – with at least 1 coming from an academic advisor from the college or university in which you are currently enrolled.

INTERVIEWS:

Potential candidates will be contacted as applications are received to schedule interviews. Interviews will be held through online communication. Applicants will be notified of decisions as soon as possible.

SUBMIT APPLICATION AND DOCUMENTS TO: HR@relcmedia.org