

# **The Presbyterian Church of Jackson Hole**

## **10-MONTH INTERNSHIP INFORMATIONAL PACKET & APPLICATION 2012-2013**

**Applications Due: February 29<sup>th</sup>, 2012**

# Children, Youth and Family Ministries 10-Month Internship 2012-2013

The Children, Youth and Family Ministries (CYF) Internship Program is designed around four main tenets. Interns will have the opportunity to:

- 1) Explore Gifts for Ministry
- 2) Develop a Healthy Work Ethic
- 3) Learn the Art of Empowering Others
- 4) Strengthen their Spiritual Life

The intern ministers to the Jackson Hole community and seeks to fulfill the purpose of The Presbyterian Church of Jackson Hole as outlined in the Mission Statement.

**The Presbyterian Church of Jackson Hole is committed to being an instrument through which God transforms our world one person at a time. To advance this calling and to pass on the faith, we will:**

**GATHER to love God;  
GROW to know and follow Jesus; and  
GO and make a difference.**

**As we live out this mission, PCJH is committed to being a Christ-centered, Biblically-based, healthy congregation that welcomes all, does its ministry and mission with excellence, and is present in our community and world as salt and light. Our beliefs are reflective of the Reformed tradition from which our denomination, The Presbyterian Church (USA) has grown.**

## **About our Church and Community**

The Presbyterian Church of Jackson Hole is a community-based, Christian church. At PCJH you will find people from many denominational backgrounds... and none; some younger and those a bit older; the politically conservative and others who are liberal; richer folks and poorer folks; those from "born-again" experiences and others from an "actions speak louder than words" belief; some with a deep knowledge of the Bible and some with just a preliminary understanding of the Scriptures. What holds us together is a heart of gratitude to God for the reality of God's grace in our lives (*this is why we Gather*); a desire to become more like Jesus, God's son and our Lord (this is the focus or why we Grow); and an active caring for our neighbor (this is our commitment to Go to make a Christ-like difference in our community and world).

As a church, we gather weekly on Sundays and Wednesdays. There are also many other programs, special events and small groups that meet throughout the rest of the week. Our Sunday morning worship attendance averages 250 people. We have middle school and high school worship on Sunday nights that averages 25 students. On Wednesday night we provide classes, a community dinner and a young adult worship service. Our community dinner draws an average of 150 people each week for food, conversation and fellowship.

Being a church in one of the most popular resort towns in the world requires a unique model of ministry. We have many people who come and go as seasonal residents, as well as people who come and go due to the fact that Jackson Hole is often a place of transition as people move onto whatever is next in their lives. Many people who live in Jackson Hole are people who love the outdoors (skiing, river rafting, fly fishing, hiking, climbing, paragliding, mountain biking, etc.). Many come here as young adults wanting to play; families who want to raise their children with an outdoor lifestyle; or people who are fortunate enough to retire here. We have another large segment of our population who are immigrants from Latin America and Eastern Europe who work in many of the service industries. Jackson is a small town with many urban amenities, restaurants and services. It is a strong community of people who are committed to one another.

The beauty of Jackson Hole is beyond comparison. Jackson is the gateway to Grand Teton and Yellowstone National Parks. It is a place that captures the hearts of many from all over the world. It is truly a blessing to have the opportunity to live, work and play in Jackson Hole. It is an even greater blessing to be able to proclaim the gospel and do ministry in a town like Jackson, Wyoming... the last of the Old West.

### **Basic Requirements:**

**Commitment:** August 27<sup>th</sup>, 2012 to June 30<sup>th</sup>, 2013. There is also the possibility of extending the internship to the end of August 2013 if an intern is interested in working for our summer camp ministry.

**Education:** College degree prior to start date

**Training:** While the internship begins on August 27<sup>th</sup>, 2012, training and preparation for the position begins immediately after the intern team is selected, including:

- Support Team—One part of the intern experience involves creating your own team to support you in prayer as well as financially (interns need to each raise \$2,250 during the course of their internship to help make various CYF programs and missions possible. All donations will be tax-deductable, non-refundable, and deposited at PCJH).
- Study—Once selected, interns will have required reading assignments and material to study prior to the start date.
- Personal growth—Prior to, during, and after the experience, interns are expected to maintain a continued faithfulness in their spiritual life, including elements such as prayer, scripture, worship, accountability, and mentor relationships.

### **Intern Expectations:**

The internship will require a significant commitment to CYF Ministries. It is a time-intensive, demanding experience including a 40+ hour work week in addition to 5 hours of study each week. Interns are expected to have no other employment commitments during the course of the internship. The expectations of an intern involve the four main tenets of the CYF internship program:

#### **1) Exploring Gifts for Ministry**

- Attend weekly staff meetings, worship, programs and youth group
- Take part in leading weekly worship, bible studies, and other special events
- Participate in a number of different aspects of ministry within CYF

- 2) **Developing a Healthy Work Ethic**
  - Office/administrative work, communication, email, phone calls, web updates
  - Organize and/or participate in one national or international mission project
  - Substantial “after hour” activities—late nights, early mornings, weekends, retreats
  - Learning to balance hard work, play, self-care, spirituality and study
  
- 3) **Learning the Art of Empowering Others**
  - Meet one-on-one with students, young adults and volunteers for discipleship and to build ministry relationships
  - Lead/teach groups in various settings: Bible studies, Ministry Teams, Missions Teams, Retreats, Classes, Special Events
  - Invite students and volunteers to work alongside you for ministry planning
  
- 4) **Strengthening One’s Spiritual Life**
  - 5 hours/week (minimum) of personal study
  - Monthly discipleship/mentoring/spiritual direction meetings with Associate Pastor
  - Attend the weekly 8:00am PCJH worship service
  - Regular staff spiritual development exercises and devotionals
  - Monthly mentor meetings with a member of the congregation

**A typical week could look like the following (*this is only an example*):**

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8am	Worship	Study	Bible Study Breakfast		Study		
9	Teach Class	Office/Admin	Office/Admin		Office/Admin		S
10	Worship/Sunday School	Office/Admin	Sermon Prep	Study	Office/Admin		A
11	Sunday School	Bible Study Prep	Sermon Prep	Office/Admin	Mission Prep		B
12 pm	Volunteer Meeting	Lunch w/ Volunteer	Lunch with Students	Lunch w/ Co-worker	Lunch w/ Young Adult		B
1		Meet w/ Mentor	CYF Staff Meeting	Set-Up for Worship	Meet w/ Supervisor		A
2		Event Planning	PCJH Staff Meeting	Pick-up Students at Schools	Retreat Planning		T
3		Event Planning	Meet w/ Student	Open Gym w/ Students	Retreat Planning		H
4	Set-Up/Music Practice	Office/Admin	Office/Admin	Field Trip with Students	Office/Admin		
5	Youth Group/Worship			Bible Study w/ Students			Retreats
6	Youth Group/Worship			Community Dinner		Special Events	Lock-ins
7	Clean-Up		Student's Sporting or Theater Event	Young Adult Worship		Special Events	Upward Basketball
8			Student's Sporting or Theater Event	Young Adult Worship			
9				Brew Pub Fellowship			

**Specific Intern Roles:**

Interns empower various volunteer and student teams that make CYF Ministries happen. Interns also assist the Associate Pastor, CYF Administrator, Program Director(s), Little Lambs Preschool Director and Upward Basketball Director in their area of ministry. Here are the five areas of ministry that are the central focus of CYF and a short description of each. Interns have involvement in some capacity in all of these areas, based on their gifts and passions.

1. **Children’s Ministry** – We have about 40 children who attend Sunday School and Wednesday after-school programs. We also host Upward Basketball each Fall for 200 children in our community. Interns will play an active role in teaching children, coaching and leading Upward Basketball and other children’s activities.

2. **Little Lambs Preschool** – We have a state-certified preschool that ministers to 50 children Monday through Friday throughout the school year. Interns will be involved in chapel time, crafts and various activities as needed by the Preschool Director.
3. **Youth Ministry** - Interns will assist the Program Director in ministering to middle and high school students. Developing student disciples and student leaders through mentoring will be a prime focus for interns, along with planning and participating in youth group meetings, small groups, retreats, mission trips and special events.
4. **Young Adult Ministry** – Interns will participate and help lead the Wednesday Night Contemporary Worship Service, including giving talks. Interns will organize outreach events on the ski slopes, the rivers and the hiking trails in order to connect and build relationships with young adults. Interns will develop accountable peer discipleship relationships and participate in a small group bible study.
5. **Worship, Music and the Arts** – There will be many opportunities for interns who are called and gifted in leading worship, music and the arts. An intern could lead and develop the worship band for the Wednesday Night Young Adult Worship Service. An intern could also lead music for Sunday School and our Youth Worship.

Interns will also be eligible to apply to work for our J.O.Y. (Jesus Oriented Youth) Summer Camp Ministry. The application process will take place during the Spring of 2013. Our summer day camp reaches over 70 kids in the Jackson community. Only 30% of campers come from PCJH, so it is truly an outreach ministry. We focus on getting our campers out into the national park and the surrounding wilderness areas to explore God's magnificent Creation, including a week long backpacking trip into the Wind River Mountains. Campers also go on field trips in town in addition to all the regular camp experiences such as games, singing songs, bible study and chapel. The summer camp runs from mid-June to the end of August. It is a great opportunity to serve the greater Jackson community while also extending your time in Jackson Hole during the beautiful and fun-filled summer months.

**General Information:**

Each intern will receive a \$1,000 monthly stipend for the term of the internship (August 27th, 2012 – June 30, 2013). If interns are hired for the summer camp they can stay through the end of August 2013. Interns are reimbursed for approved ministry expenses up to \$50/month. In addition, they receive free room and board through a host family. Married applicants, however, do not receive room and board.

**10-MONTH INTERNSHIP APPLICATION**  
(Please also include your resume)

**APPLICATIONS DUE: Wednesday, February 29<sup>th</sup>, 2012**

Please **TYPE** your application, and **EDIT** it! Be sure to **PROOFREAD** and have someone else read it as well. Also, be sure your application is **COMPLETE** before turning it in. Thank you.

Return to The Presbyterian Church of Jackson Hole office or mail to:

Rev. Ben Pascal  
The Presbyterian Church of Jackson Hole  
P.O. Box 7530  
Jackson, WY 83001

Phone: 307-734-0388 (x103)  
Fax: 307-734-0220  
Email: bpascal@pcjh.org

The Presbyterian Church of Jackson Hole (PCJH) endeavors to comply with all federal, state and local laws concerning employment discrimination. All qualified applicants receive consideration for employment without regard to race, color, sex, age, national origin, disability, or veteran status. We believe that an applicant's ability to do a job and his/her attitude toward the job and the Presbyterian Church of Jackson Hole are most important. Please complete this application with pertinent information that will allow authorized personnel to select the person most qualified to fill the vacancy.

**GENERAL INFORMATION:**

Name \_\_\_\_\_ Today's Date \_\_\_\_\_

Preferred Mailing Address \_\_\_\_\_  
street city state zip

Alternative Mailing Address \_\_\_\_\_  
street city state zip

Preferred Phone \_\_\_\_\_ Alternative Phone \_\_\_\_\_

Email address \_\_\_\_\_ Birthdate \_\_\_\_\_

Education \_\_\_\_\_  
school degree year of graduation

Education \_\_\_\_\_  
school degree year of graduation

Name of church or ministry with which you are affiliated: \_\_\_\_\_

Denomination: \_\_\_\_\_ Phone: \_\_\_\_\_ Pastor's Name: \_\_\_\_\_

Church Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

List activities in which you are presently involved (or have been) in your history with ministry:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**EMPLOYMENT HISTORY:**

**Most Recent Employer** \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

Name & Title of Immediate Supervisor \_\_\_\_\_

Dates Employed: From \_\_\_\_\_ To \_\_\_\_\_ Job(s) Held \_\_\_\_\_

Reason for Leaving \_\_\_\_\_ May we contact this Employer? \_\_\_\_\_

**Previous Employer** \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

Name & Title of Immediate Supervisor \_\_\_\_\_

Dates Employed: From \_\_\_\_\_ To \_\_\_\_\_ Job(s) Held \_\_\_\_\_

Reason for Leaving \_\_\_\_\_ May we contact this Employer? \_\_\_\_\_

**Previous Employer** \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

Name & Title of Immediate Supervisor \_\_\_\_\_

Dates Employed: From \_\_\_\_\_ To \_\_\_\_\_ Job(s) Held \_\_\_\_\_

Reason for Leaving \_\_\_\_\_ May we contact this Employer? \_\_\_\_\_

**Skills Inventory**

List all skills that you have that would benefit our ministry (ie: performing arts, media, technology, outdoor skills, musician, vocalist, art, recreation, teaching, sports, creativity, leadership, etc.).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List all experience you have had in the past working with children, youth and/or young adults.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

With what age do you feel most comfortable working? \_\_\_\_\_

**SHORT ANSWER QUESTIONS:** (limit answers to one paragraph)

Tell us why you would want to work with children, youth and families at PCJH.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How would your closest friends describe your personality? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

What are three personal strengths you would bring to the Presbyterian Church of Jackson Hole's CY&F ministry programs?

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What is an area of personal and professional growth you hope to enhance while working here?

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Have you personally accepted Jesus Christ as your Lord and Savior, and are you committed to having the character of Jesus live through you? \_\_\_\_\_

Describe your relationship with Jesus Christ and/or what your faith means to you.

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If you have a favorite scripture verse, what is it? \_\_\_\_\_ Why? \_\_\_\_\_

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**OTHER INFORMATION**

Are you legally authorized or permitted to work in the United States? \_\_ Yes \_\_ No

If no, please explain \_\_\_\_\_

Have you ever been convicted of a felony or misdemeanor? If yes, please explain.

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Have you ever been convicted of driving under the influence? If yes, please explain.

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Are you a registered sex offender? \_\_\_\_\_

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We require staff and volunteers to complete a national criminal background check. Is there any reason this would be a problem for you? If yes, please explain.

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Our church is known throughout Jackson as a warm, casual and welcoming community church. Our staff is awesome, hard working and FUN to be with. Our prayer is that you will be well loved and supported by our year round staff and congregation, too. If there is some piece of information that wasn't addressed in the above questions or if there is some really cool info about you that you would love for us to know....here's your chance to brag. Go for it!

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**Please respond briefly (one page maximum per question) to the following questions:**

1. Please describe your faith journey. Include how God got your attention and some significant experiences throughout your journey. How has this journey prepared you for this internship position?
2. What voices have been important to you in your faith journey, and how have they been valuable? Please include any mentors, pastors, authors, and Scripture.
3. How does this internship position fit into your short and long-term goals? What do you hope to gain from the internship experience?
4. Suppose that someone you feel comfortable with and know very well had asked you to explain the Christian faith to him or her. What would you say?
5. Describe an event or project that you enjoyed being involved with and contributing to. What about it was most enjoyable and what were the less enjoyable and frustrating aspects for you?
6. Please describe a leadership experience you have had. What did you learn about leadership from this experience? What is your leadership style?
7. Of the five areas of ministry that are an ongoing part of CYF, we want to know which ones you are most passionate about. Please mark which two ministry areas you would be most excited about. Then, in a few sentences, state why you are most excited about them. Also, state which you would be least excited about and why:  
 Children's Ministry  
 Little Lambs Preschool  
 Youth Ministry  
 Young Adult Ministry  
 Worship, Music and the Arts
8. Are you applying for internships with any other campus ministries or Christian organizations? If so, which ones?

**Please type responses and attach a résumé along with a current photograph of yourself. Also, please provide a letter of recommendation from all three references. We should receive these letters in a sealed envelope that is signed by the reference. Letters can be mailed directly to PCJH or included with your application packet.**

**Reference #1 ~ Character Reference**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Relationship: \_\_\_\_\_ Email: \_\_\_\_\_  
Address: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_

**Reference #2 ~ Someone Who Can Attest to Your Spiritual Journey**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Relationship: \_\_\_\_\_ Email: \_\_\_\_\_  
Address: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_

**Reference #3 ~ Supervisor or Employer**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Relationship: \_\_\_\_\_ Email: \_\_\_\_\_  
Address: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_

**APPLICANT AGREEMENT**

I certify that the information given by me to The Presbyterian Church of Jackson Hole is true and complete to the best of my knowledge. I understand that, if I am employed, discovery that I gave false information may result in immediate dismissal.

I authorize The Presbyterian Church of Jackson Hole, its employees and agents to solicit information regarding my character, general reputation, credit, previous employment, and similar background information, and to contact any and all references and previous employers I have given on this application and in other forms. I hereby release all parties and persons connected with any such request for information from all claims, liabilities, and damages for any reason arising out of the furnishing of such information. If employed, I release The Presbyterian Church of Jackson Hole from any liability for future references it may provide regarding my work history at The Presbyterian Church of Jackson Hole. I understand that a national criminal background check will be administered prior to beginning work. I understand that an investigative consumer report may be obtained through personal interviews with my neighbors, friends or associates. I understand that reference information is considered to be confidential and will not be disclosed to me by The Presbyterian Church of Jackson Hole.

I understand that if I am offered employment by The Presbyterian Church of Jackson Hole I will be required to furnish evidence that I am legally eligible to be employed in the United States pursuant to regulations of the U. S. Immigration and Naturalization Service and I may be required periodically to show evidence of continued eligibility.

I understand that if I am employed by The Presbyterian Church of Jackson Hole the terms and conditions of my employment including pay, room & board by host families and policies (including those described in the Personnel Manual) are subject to change by The Presbyterian Church of Jackson Hole consistent with applicable laws and regulations. No contract, whether written or unwritten, regarding my employment or conditions thereof exists between me and The Presbyterian Church of Jackson Hole.

In consideration of my employment, I agree that my employment and compensation can be terminated with or without cause, and with or without notice at any time, at the option of The Presbyterian Church of Jackson Hole or me. I understand that no representative of The Presbyterian Church of Jackson Hole, other than the Associate Pastor, with the consent of the church's Personnel Committee, has authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing.

If employed, I further agree that if The Presbyterian Church of Jackson Hole advances or loans me any money during the course of my employment, or if I lose, damage, or fail to return any church property The Presbyterian Church of Jackson Hole is authorized to deduct from my wages sufficient funds to repay such loans or advances or to replace its property.

**I HEREBY CERTIFY THAT I HAVE READ, UNDERSTAND AND AGREE WITH THE FOREGOING STATEMENTS.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Please email, fax or send completed application and release form. We will conduct phone, skype, and/or in-person interviews and we'll be back in touch with you soon!

**May God's blessings be upon you,  
Pastor Ben & the PCJH CYF Ministry Team**