The Youth Ministries Intern 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 Middle School and High School communities and seeks to fulfill the purpose of FPC Youth ministries in its efforts to fulfill the vision as we are “called to make fully-devoted followers of Jesus Christ who are Inwardly Strong and Outwardly Focused”

The Basics:
Education: Some College/University credit (preferably 2+ years)

Intern Expectations:
The 3 month internship will require a significant commitment to reach your goals/objectives. At times it may be time and labor-intensive (sometimes only 1 day off in a 7 day week). The expectations of an intern involve the four main tenets of the internship program:

1) Exploring gifts for ministry
   - Participate in and/or lead large group/small group activities, e.g. leading and participating in small group bible studies, book studies, discussion groups, games, helping with the high school internship program (Ignite), etc.
   - Self-discovery of gifts, skills, and growing-edges for ministry
   - Attend weekly staff meeting
   - Meet weekly with senior staff supervisor
   - Assist in worship as needed

2) Developing a healthy work ethic
   - Office/administrative work
   - Arrive on-time, demonstrate consistent attendance and effort
   - Organize and/or participate in local mission projects
   - Substantial “after hour” activities—some late nights, early mornings, weekends, retreats, etc.

3) Learning the art of empowering and leading/mentoring others
   - Work with the high school summer interns (Ignite) for service, discipleship, planning and leading various programs and events
   - Lead/teach groups in various settings: Bible studies, small groups, ministry teams
   - Participate in staff/committee meetings.

4) Strengthening one’s spiritual life, life-skills, and disciplines
   - Personal study, including reading list
   - Mentor meetings with FPC Associate Pastor(s) and Staff
   - Attend FPC worship service(s)
A typical week could look like the following (this is only an example):

<table>
<thead>
<tr>
<th>Time</th>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
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<tr>
<td>8:00am</td>
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<td>9:00</td>
<td>Morning Devotions</td>
<td>Staff Chapel</td>
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<tr>
<td>10:00</td>
<td>Teach children’s SS</td>
<td>Meals on Wheels</td>
<td>Staff Meeting</td>
<td>Meet w/ Assoc Pastor</td>
<td>Study/Planning</td>
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<tr>
<td>11:00</td>
<td>Worship at FPC</td>
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<td>12:00 pm</td>
<td>Study/Planning</td>
<td>Meet w/ Assoc Pastor</td>
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<tr>
<td>2:00</td>
<td>TINA mtg w/ Mid high Dir</td>
<td>Study/Planning</td>
<td>TINA Prep</td>
<td>Weekly Debrief</td>
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<td>3:00</td>
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<td>TINA Prep</td>
<td>Prep Time</td>
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<td>High school Activity</td>
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<td>TINA (Middle school event)</td>
<td>TINA (Middle school event)</td>
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<tr>
<td>9:00 pm</td>
<td>High school Activity</td>
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<td>TINA (Middle school event)</td>
<td>TINA (Middle school event)</td>
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**Specific Special Events and dates, as of January 2020:**
Vacation Bible School (June 1-5)
High school Mission Trip (June 14-20)
Middle school Mission Trip (June 21-27)

**General Information:**
Start Date – Sunday, May 17
End Date – Saturday, August 1

This full-time internship offers a stipend of $290 per week for the term of the internship (11 weeks). This is the gross pay before taxes.

Fridays and Saturdays will be the typical days off with exceptions for trips, retreat, etc.

Mail Applications to:
First Presbyterian Church
Attention/Steve Wilson
709 S. Boston Ave
Tulsa, OK 74119

Or

Fax to (918)584-5233
Heather Davis Internship Application

First Presbyterian Church 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 First Presbyterian Church 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.

Name ________________________________ Today's Date_____________________

Preferred Address _______________________________________________________
street city state zip

Alternative Address _______________________________________________________
street city state zip

Preferred Phone __________________________ Alternative Phone_____________________

Email address ___________________________________________________________

Social Security Number ___________________________ Birthdate ___________________

Are you a member of First Presbyterian Church? Yes ☐ No ☐

Would you require housing during your internship? Yes ☐ No ☐

Have you previously been employed by First Presbyterian Church? Yes ☐ No ☐
If yes, when? ______________ In what position? _________________________________

Education ______________________________________________________________
school degree year of graduation

Education ______________________________________________________________
school degree year of graduation

Are you legally authorized or permitted to work in the United States? Yes ☐ No ☐
If no, please explain _____________________________________________________

Have you been convicted of a felony within the past 7 years? (A conviction will not necessarily disqualify you from employment.)
☐ Yes ☐ No If yes, please list convictions that are a matter of public record.
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? __________________________________________________________

Please list two non-family references:

Name ___________________________ Relationship ___________________________
Address ___________________________ Day-time telephone ___________________________

Name ___________________________ Relationship ___________________________
Address ___________________________ Day-time telephone ___________________________


In one double-spaced page or less, please tell us why you are interested in this position and how it would benefit you:
APPLICANT AGREEMENT

I certify that the information given by me to First Presbyterian Church 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 First Presbyterian Church, 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 First Presbyterian Church from any liability for future references it may provide regarding my work history at First Presbyterian Church. 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 First Presbyterian Church.

I understand that if I am offered employment by First Presbyterian Church 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 First Presbyterian Church the terms and conditions of my employment including pay, benefits and policies (including those described in the Employees’ Handbook) are subject to change by First Presbyterian Church consistent with applicable laws and regulations. No contract, whether written or unwritten, regarding my employment or conditions thereof exists between me and First Presbyterian Church.

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 First Presbyterian Church or me. I understand that no representative of First Presbyterian Church, other than the Director of Operations, 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 First Presbyterian Church advances any paid leave before it has been accrued, or advances, or loans me any money during the course of my employment, or if I lose, damage, or fail to return any church property First Presbyterian Church 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 ______________________

Office use only:

Ref called by: ____________________