

URC 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)

Timeline:

Ex Comm Approval:	November
Post Job:	December 15
Application Deadline:	January 20
Hire Date:	February 15
Support Raising Training:	by February 28
Start Date:	August 1

Purpose

URC's intended purpose for the internship program is to train qualified candidates and send them out to serve the greater church. Additionally, each track has specific goals:

Pastoral — 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 for the good of the Church and the glory of God.

Campus — To train, equip, prepare, and engage individuals to be effective, responsible, and godly ministers to students on college campuses through study, practice, counsel, mentoring, evangelism, and discipleship for the good of the Church and the glory of God.

International — To train, equip, and prepare individuals, international students or prospective missionaries for effective, responsible, and godly cross-cultural ministry among international students.

Counseling — To train, equip, and prepare individuals for effective, responsible, and godly counseling ministry through study, practice, counsel, mentoring, evangelism, and discipleship for the good of the Church and the glory of God.

All Interns

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
- A vibrant personal holiness
- General agreement with URC's confession of faith and the Reformed confessions to which it holds

- A bachelor's degree or above

Expectations / Commitments:

- Full adherence to the URC Staff Handbook
- Most internships are full time, working 40+ hours per week.
- Become a member of URC
- Participate in a Growth Group
- Regularly attend the following:
 - URC's morning and evening services
 - Weekly staff prayer
 - Staff book discussions
 - The Leadership Training Classes

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
 - 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.
- 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

Specific Ministry Tracks

Pastoral:

- 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 Session, Leader's, and Presbytery 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

Counseling:

- Counseling interns are overseen by the Counseling Director of URC and meet weekly with him
- Reading, papers, and memory work assigned by Counseling Director
- Attend Theology and Practice Class weekly
- Attend Issues and Observation Class weekly
- Will observe Counseling Director in counseling situations
- Counsel individuals with the supervision of the Counseling Director
- Assist Counseling Director with research
- Disciple college students and do supervised volunteer work
- Attendance at weekly staff meetings
- Commitment: 20 hours / week

Campus:

- Campus interns are overseen by the Campus Director of URC
- Areas of concentration will include: Evangelism, Personal and Group Study of the Bible, Discipleship, Praying, Event Planning, Counseling, Leadership
- Attendance at all prayer meetings
- Weekly meeting with Campus Director
- Attend weekly URC and SCF staff meetings
- Provide leadership for a Spring Break service trip
- Reading, papers, and memory work assigned by Campus Director
- Maintain discipleship relationships with at least two students
- Attend SCF large group meetings on Tuesday evenings and other big events throughout the year
- Aid in the development and implementation of summer programming for college age students

International:

- International interns are overseen by the Director of International Ministries of URC
- Attend all church functions, intern meetings, and URC staff meetings
- Attend, help organize, and engage in English Outreach, Christianity Explored, and the Int'l Fellowship Class on Sunday mornings.
- Engage in weekly evangelism and follow-up on campus with internationals
- Recruit and lead an international Bible study
- Plan and execute new outreach initiatives (with focus on particular people groups or nationalities)
- Attend cultural events on campus with the aim to meet and follow-up with students
- Gain exposure to church leadership where applicable by attending elder & deacon meetings
- Help integrate international students into URC to serve and edify the congregation
- Meet with URC missionaries for cross-cultural mentoring
- Read and write papers regarding other cultures, religions, apologetics, international ministry, evangelism, and discipleship

Application & Hiring Process

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 ccogan@urcstaff.org

Hiring Process:

- The Director of Ministries, one woman from the congregation, and at least one other staff member will serve as the search committee
- 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

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:

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

Compensation Package Options

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

Single Package

Salary:	\$20,000
FICA:	\$ 1,530
Insurance:	\$ 3,250*
Medical Reimbursement:	\$ 2,500
Administrative Costs:	\$ 500
Professional Expense:	\$ 800
Books/Parking Pass/M Meal Plan:	<u>\$ 800</u>
	\$29,380 (\$26,130 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 Package

Salary:	\$25,000
FICA:	\$ 1,913
Insurance:	\$ 6,500*
Medical Reimbursement:	\$ 2,500
Administrative Costs:	\$ 500
Professional Expense:	\$ 800
Books/Parking Pass/M Meal Plan:	<u>\$ 800</u>
	\$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:	<u>\$ 765</u>
	\$10,765