

SPIRITUAL FORMATION OPPORTUNITY: The Spiritual Life Grad Interns have the opportunity to create space for relationships and formation. Interns cultivate the spiritual life of the George Fox student community as well as develop the professional experience of working in higher education. Campus ministry Grad Interns will report to a different director of the Spiritual life team where they will meet bi-monthly both for supervision and encouragement. Each position is 5-8hrs a week and unpaid from August 22nd, 2011 to May 4th 2012.

Preference given to George Fox Evangelical Seminary students.

JOB DESCRIPTION: Contemplative Worship Experience Coordinator

- Develop opportunities for students to experience contemplative worship experiences with the University Pastor.
- Oversee and lead a monthly labyrinth walk on campus.
- Organize a Saturday and a Sunday half-day prayer retreats each semester at an abbey or other location.
- Facilitate the contemplative worship once a month on Fridays a 10:40 a.m. (Optional)
- Organize and assist in facilitating a group retreat for a small group (8-10) overnight once a semester.
- Co-Lead Creo program (creative art, space and tactile worship experience) with our art/space student leader per semester.
- Meet regularly with a member of the Spiritual Life team for supervision.

JOB DESCRIPTION: Spiritual Formation Mentorship Program Coordinator

- Administrate mentoring program between students and members of the Fox community (faculty, staff, retiree and spouses).
- Recruit mentors and mentees, connect students/mentors by way of application/discernment process.
- Resource mentors with curriculum and other recourses throughout the year.
- Mentor one student and assist with spiritual direction as assigned.
- Host a kick-off and end of the year simple event for mentors/mentees.
- Develop an evaluation/reflection for mentors/mentees and provide a report of responses.
- Meet regularly with a member of the Spiritual Life Team for supervision.
- Assist with other tasks in regard to the spiritual life program as assigned.

JOB DESCRIPTION: International Students Chaplain

- Implement a weekly worship opportunity for International Students (specifically Chinese) on Fridays at 10:40 a.m. This worship opportunity will be small group oriented with a simple curriculum (perhaps Alpha).
- Prepare for the worship service-organize small group opportunities, schedule teachers and students to give testimonies.
- Serve as welcome/host for the worship service.
- Teach/lead occasionally.
- Complete administrative tasks such a room reservation, equipment requests.
- Serve as pastoral presence for students during and immediately after worship service.
- Meet regularly with the International Students Office.
- Meet regularly with a member of the Spiritual Life Team for supervision.

JOB DESCRIPTION: Calling and Vocation Chaplain

- Assist the Spiritual Life team in mentoring students in the area of calling and vocation.
- Organize and lead 2 workshops/launch events on calling and vocation discernment each semester. Lead a small group book discussion on *Let Your Life Speak* for juniors/seniors each semester.
- Assist in logistics and facilitation of every chapel event connected with vocation and callings
- Meet with students one/one as mentoring relationships develop.
- Facilitate a worship on calling and vocation at the Fall All-Campus Retreat
- Meet regularly with a member of the Spiritual Life Team for supervision.



**GEORGE FOX
UNIVERSITY**

GENERAL APPLICATION FOR GRAD INTERNSHIP

In order to be considered for this internship, please submit the following:

1. Completed Application
2. 3 Reference Forms (academic/pastoral, peer and mentoree)
3. Resume

Internship Position Applying For (check your preference):

Contemplative Worship Experience Coordinator ____ Spiritual Mentoring Program Coordinator ____

International Students Chaplain ____ Calling and Vocation Chaplain ____

Name _____ Date _____ Box # _____

Address _____ E-mail _____

Phone _____ Birth date _____ Male _____ Female _____

Degree Program and Emphasis (it's not required that you are currently in a Grad program) _____

Undergraduate Major _____ Cumulative GPA _____

Current Employment _____

If necessary you may use a separate sheet of paper to answer any of the following questions, but please keep the entire response to less than two pages.

1. Why would you like to be an intern in a professional ministry setting?

2. What are your areas of giftedness and strength as they apply to this position? What are your areas of growth and challenge? Please give a brief comment with each:

Strengths:

Challenges:

3. What leadership qualities/characteristics would you bring to the program as an intern? If you know your Enneagram, Meyer's Briggs or Strength Finder please include those in your response.

4. Briefly describe your current spiritual journey.

5. Briefly describe a worship time in your church or other community that influenced and ministered to you. Why?

6. Number of academic hours you plan to enroll in next fall/spring? _____

7. What experiences have you had to help equip you for this position?

8. What other major commitments will you have this for the 2011-2012 school year?

Applicant's Signature _____ Date _____

Return to the Office of Spiritual Life by [June 15, 2011 AT 5pm.](#)

You may fax application to 503-554-3906 or send to our address:

414 N. Meridian Street #6264

Newberg, OR 97132

GRAD INTERNSHIP
ACADEMIC OR PASTORAL REFERENCE FORM
Office of Spiritual Life

Please return this form to the Office of Spiritual Life 414 N Meridian St, Newberg OR 97132 in a sealed envelope by **June 15th, 2011**. You may also fax it to 503-554-3906.

Applicant should complete this section:

I _____(waive) or _____(do not waive) my right to see this completed reference form.

Applicant's name (please print): _____ Position applying for: _____

Applicant's signature: _____

NB - No Basis 1 - Unsatisfactory 2 - Needs Improvement 3 - Satisfactory
4 - More than Satisfactory 5 - Excellent

	NB	1	2	3	4	5
1. Maturity	NB	1	2	3	4	5
2. Awareness of personal limitations as well as strengths	NB	1	2	3	4	5
3. Ability to weigh all factors in decision making	NB	1	2	3	4	5
4. Openness to constructive criticism	NB	1	2	3	4	5
5. Prompt response to requests	NB	1	2	3	4	5
6. Trustworthiness	NB	1	2	3	4	5
7. Approachability	NB	1	2	3	4	5
8. Respect from fellow students	NB	1	2	3	4	5
9. Performance under stress and in problem situations	NB	1	2	3	4	5
10. Ability to integrate faith and life	NB	1	2	3	4	5
11. Ability to communicate ideas	NB	1	2	3	4	5
12. Ability to complete tasks on time	NB	1	2	3	4	5
13. Ability to organize self	NB	1	2	3	4	5
14. Ability to organize projects	NB	1	2	3	4	5
15. Respect towards authority	NB	1	2	3	4	5
16. Ability to deal with the unexpected	NB	1	2	3	4	5

(over)

Please type or print your answers to these questions.

Please comment on the student's strengths in regard to the position they are applying:

Please comment on the student's weaknesses in regard to the position they are applying:

I would strongly recommend this candidate: _____

I would recommend this candidate: _____

I would recommend this candidate with some reservations: _____

I would not recommend this candidate: _____

Submitted by:

Signature of evaluator: _____ Date: _____

Printed name of evaluator: _____

GEORGE FOX UNIVERSITY
 GRAD INTERNSHIP
 PEER REFERENCE FORM
 Office of Spiritual Life

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I would recommend this candidate with some reservations: _____

I would not recommend this candidate: _____

Submitted by:

Signature of evaluator: _____ Date: _____

Printed name of evaluator: _____

GEORGE FOX UNIVERSITY
 GRAD INTERNSHIP
 MENTOREE REFERENCE FORM
 Office of Spiritual Life

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Applicant's name (please print): _____ Position applying for: _____

Applicant's signature: _____

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