

# SUMMER INTERNSHIP APPLICATION

Orangewood Church, PCA  
1300 West Maitland Boulevard Maitland, FL. 32751  
[www.orangewood.org](http://www.orangewood.org)

The Summer Staff is made up of college-age adults who are committed to serving God by ministering to Orangewood Church, PCA in Maitland, FL. Summer Staff applicants must have completed their freshman year of college (or be age equivalent) to qualify.

The internship program at Orangewood will give you a broad view of ministry. You will be working with children, youth, worship, summer camps, missions teams...etc. This is a job and you will be held accountable. Being on Summer Staff is a full-time commitment starting **Monday, May 23, 2016, at 9:00 am. and ending Tuesday, August 9, 2015, at 9:00 p.m.** You will be granted a mid-summer break from noon July 3- July 9. Room and Board will be provided if you are not from Orlando. Decisions on applicants are based upon this completed application (including three references) and a skype interview. We reserve the right to terminate your position at any time for any unbiblical conduct, safety reasons, or leadership detrimental to the body of Christ.

We are looking for individuals who demonstrate a lifestyle of growth and commitment as a disciple of Jesus Christ and desire to examine ministry as a possible call.

Please type or print clearly.  
References to be filled out at [www.orangewood.org/interns](http://www.orangewood.org/interns).  
Fully completed applications should be in by **January 15, 2016**. You may mail the application or send it by email to Sarah Jane Creech at, [sarahjane@orangewood.org](mailto:sarahjane@orangewood.org).

Any questions may be directed to Sarah Jane Creech:  
Phone: 407-539-1500 ext. 502  
We will contact you upon receipt of fully completed application.

**Decisions will be made by February 15, 2016.**

## BASIC INFORMATION

Please type or print neatly and legibly! Only fully completed applications will be considered.

Name: \_\_\_\_\_ Birth date: \_\_\_\_\_

Social Security #: \_\_\_\_\_ School: \_\_\_\_\_

Major: \_\_\_\_\_ Grad Year: \_\_\_\_\_

**School Address:** \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_ Zip Code: \_\_\_\_\_

**Permanent Address:** \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Parents' Names: \_\_\_\_\_

Do you have your own transportation: \_\_\_\_\_ Within the past three years, how many car accidents have you had? \_\_\_\_\_ How many moving violations? \_\_\_\_\_

List any extra-curricular activities you participate in:

\_\_\_\_\_

How is your general health? \_\_\_\_\_

Are there any dates this summer that you will need to be away from Orlando? When?

\_\_\_\_\_

Do you have a place to live in Orlando this summer? (We will provide you with one if you do not.) \_\_\_\_\_

## MINISTRY INTEREST

At Orangewood Presbyterian Church, we recognize that although we all have an interest in a specific ministry field, we often find ourselves working in areas that do not pertain to our specific ministry. Our hope is to provide you with an internship that gives you a broad base of how ministry works. In order to give you the experience you feel is important, please indicate which areas of ministry you are interested in. Place a check mark by any ministry that you are interested in learning more about. We do not promise that you will get in-depth experience in all of these fields but we hope to stretch and grow you and give you a lot of "hands on" ministry time, in many aspects of our church.

\_\_\_ Children's Ministry

\_\_\_ Student Ministry

\_\_\_ Worship Ministry

\_\_\_ Pre-Teen Ministry

For all questions, please respond clearly and concisely. (Use a separate page if necessary.)

## CHURCH HISTORY

Please provide us with accurate information concerning the church(es) you have been a part of.

**Church you attend while in school:** \_\_\_\_\_

Senior Pastor's Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone: \_\_\_\_\_

**Home Church:** \_\_\_\_\_

Senior Pastor's Name: \_\_\_\_\_

Youth Pastor's Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone: \_\_\_\_\_

Are you a member of this church? \_\_\_\_\_ If not, at what church do you hold a church membership?

\_\_\_\_\_

## Spiritual Questions

1. Define the gospel:

2. Please attach your testimony to your application. We would love to hear your story!

3. What role does Scripture play in your life?

4. Describe your personal, day to day relationship with Jesus Christ.

5. Who has been a spiritual influence in your life? What role have they played? May we contact this person? (list contact information, this can be counted as one of your references if you so choose- if so, please indicate that)

## Personal and Ministry Questions

6. Why would you like to be a part of our Summer Staff at Orangewood Church, PCA this summer?

7. How did you become interested in this opportunity?

8. What gifts, skills, or background do you believe will assist you in your Summer Staff position? (List any training or personal experiences that would help you in this internship.)

9. Describe your family background. How will your family feel about your being on Summer Staff? May we contact them?

10. Complete the following sentences:

“If I don’t intern at Orangewood next summer, I’ll...

“This week, God taught me...

“ I really desire to...with my life.”

“ I consider ... very important in dealing with Children or Youth.”

“Worship is...

11. List 3 personal strengths and 3 personal weaknesses. Please complete EACH space.

### STRENGTHS

1.

2.

3.

### WEAKNESSES

1.

2.

3.

12. Rate yourself on a scale of 1 to 10 (10 for excellent, 1 for poor) in the following areas:

\_\_\_ TIME MANAGEMENT

\_\_\_ CLEANLINESS

\_\_\_ TEACHING

\_\_\_ BIBLE KNOWLEDGE

\_\_\_ WORKING WITH A TEAM

\_\_\_ FULFILLING RESPONSIBILITIES

\_\_\_ ADMITTING MISTAKES

\_\_\_ RESPECT FOR AUTHORITY FIGURES

\_\_\_ LEADERSHIP

\_\_\_ WORKING ON MY OWN

13. How do you envision interacting with students of the opposite gender in our youth group?

14. What gets you excited when thinking about serving at a church this summer? What are you nervous about?

15. What is your understanding of leadership and authority? How do you do under someone else's supervision?

16. Please describe your philosophy of ministry. (not a specific ministry, but ministry overall...this can also be on separate sheet of paper)

17. Is there anything else we need to know in considering you as a Summer Staff member?

## Previous Employment Questions

### Previous Work Experience (starting with most recent)

|    | EMPLOYER | TYPE OF WORK | DATES |
|----|----------|--------------|-------|
| 1. | _____    |              |       |
| 2. | _____    |              |       |
| 3. | _____    |              |       |

### **REFERENCE INSTRUCTIONS-** *references to be filled out at [www.orangewood.org/interns](http://www.orangewood.org/interns)*

- **You are responsible for giving the reference forms to at least three people.**
- **We require one reference from a pastor, one from a peer, and one from an adult who is not related to you.**
- **All reference forms and applications will be kept in confidence. Our intern committee will review them only for the purpose of selection and placement in a ministry area.**

## Covenant to Teach and Nurture

The Session of Orangewood Church, PCA asks each applicant to sign the following document as an indication of scriptural beliefs. "God has promised to preserve to eternity only two things: His people and His perfect word. In confirmation of my acceptance of these principles of faith I do:

1. Believe the scripture of the Old and New Testament as originally given to be the inerrant Word of God, the only infallible rule of faith and practice.
2. Sincerely receive and adopt the Westminster Shorter Catechism as containing the system of doctrine taught in the Holy Scripture, and do further promise if that at any time I find myself out of accord with any of the fundamentals of this system of doctrine, I will, on my own initiative, make known to my director the change which has taken place in my views (my signature below also indicates that I have read the Westminster Shorter Catechism).
3. Approve of the form of government and discipline of the Presbyterian Church in America to conformity with the general principles of biblical polity.
4. Promise to submit to the Session and to submit to my fellow believers in the Lord.
5. Believe that Jesus Christ is my personal Lord and Savior.

Because of these convictions and because I have been led by the Holy Spirit in my desire to teach my fellow Christians I do therefore Covenant with God:

1. To teach the basic textbook for the Church, the Bible, or materials that are in accordance with this primary source.
2. To be diligent in the study of the Scriptures and in fulfilling my responsibilities.
3. To maintain a teachable Spirit and to adhere to Orangewood's Child Abuse Prevention Policy.

\_\_\_\_\_

Signed

\_\_\_\_\_

Date

## Child Abuse Prevention Policy

I have read the Child Abuse Prevention Policy enclosed with this application and I understand in applying to this position that I am agreeing to comply with the Child Abuse Prevention Policy of Orangewood Church, PCA, which may include an interview containing some personal questions.

\_\_\_\_\_

Signed

\_\_\_\_\_

Date

## SIGNATURE OF AGREEMENT

If accepted as a Summer Staff member, I agree to the following:

1. I will be available for the entire summer commitment (Monday May 23, 2016 at 9:00 a.m. until Tuesday August 9, 2016) (Please include any weddings or other obligations on the first page.)
2. My vacation time will be before and/or after my Summer Staff commitment.
3. As a staff member, I will not participate in any illegal activities and will discourage others from participating in them. I am also willing to abstain from any other activities that may reflect negatively so that there will be no conflict of interest with the ministries that I will be involved in at Orangewood Church, PCA.
4. I authorize you to perform a criminal and/or driving investigation/check.

My signature indicates that I have completed this application to the best of my ability, answering honestly and truthfully, and have read and agreed to the commitment outlined above. If any information changes, I will contact you immediately.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_/\_\_\_/\_\_\_

*Decisions will be made by February 15, 2016, at which time you will be contacted. If you have any questions, please call Sarah Jane Creech at 407-539-1500 ext. 502.*

Child Protection Policy  
Orangewood Presbyterian Church

1. Purpose of Policy. This policy is intended to protect children from child abuse and child sexual abuse in church sponsored events. This policy applies to all regular teachers and workers who work in church programs which involve minor children. This policy does not constitute a contract between the church and its workers or the church and any other party. All regular teachers and workers serve at the pleasure of OPC, and may be terminated or discharged at will. It is merely a statement of policy and general guideline which Orangewood Presbyterian Church will seek to follow. Orangewood Presbyterian Church makes no guarantees to any party that all aspects of this policy will be followed in any given situation. Orangewood Presbyterian Church is not responsible for the individual acts of any worker committed outside the course and scope of their employment or in furtherance of their own individual interests. .

2. Definition of terms.

Child abuse is the intentional wrongful treatment of a child which results in injury to the child. Some examples of evidence or physical injury may include scars, bruises, wounds, etc.

“Child sexual abuse involves the intentional touching of, penetration of, or intrusion upon a child’s genitals or other intimate parts; the exposure of the perpetrator’s genitals, or other sexual acts for the purpose of sexual gratification of the adult; the sexual exploitation of a child. ‘Child’ means someone under the age of eighteen”. See addendum, “Highlights of Florida Child Sexual Abuse Law”.

OPC refers to Orangewood Presbyterian Church.

Minor Children are all children under 18 years old.

Pre-school children are children under 6 years old.

Regular Teachers and Workers for this policy shall be both paid and volunteer workers who serve in a OPC ministry to children three or more times in a year. Occasional workers are those who serve in an area of ministry less than three times a year. All regular teachers and workers, including occasional workers, agree to submit to the leadership and government of OPC.

3. Policy.
  - a. OPC is subject to Florida state laws regarding the protection of children.
  - b. OPC will seek to prevent the abuse of children when those children are participating in church sponsored events and programs. Preventive measures include screening, training and supervision of regular teachers and workers, to include occasional workers, who are involved with minor children in church sponsored events and programs.
  - c. All volunteers, who will be involved in the custody or supervision of pre-school children must have been participants in church activities for at least six months which will be determined from their written applications.
  - d. The director of any program involving children must approve any person or persons who would act in a supervisory capacity over children in said program.
  - e. Screening. All regular teachers and workers with minor children will be asked to complete a confidential written application which will include questions regarding criminal history child abuse. The application will be submitted to the OPC staff person responsible for the program. The staff person will check references and follow up as appropriate. Screening includes, but is not necessary limited to state and

federal fingerprint review. A record of contact form will be completed for each reference contacted. Files of applications will remain in the main office for all departments receiving the application.

The applications and reference notes of persons whose offer to serve is withdrawn or declined before service will be destroyed.

Occasional workers who have not been screened will serve in the presence of an adult supervisor who has been screened and approved.

- f. Training. All regular teachers and workers will be given a written copy of this policy. They will be asked to read this policy when applying for service and every September while continuing to serve. Instruction will be offered at least annually at normal training sessions for regular teachers and workers on the nature of child abuse and evidence of child abuse.
- g. Supervision
  1. Whenever reasonably possible, activities with children will include at least two staff workers who have been screened and who have read this policy.
  2. Whenever possible, activities away from church property will require a signed permission statement from parents or guardians of the children participating. Parents or guardians may be required to sign release forms releasing and discharging OPC from liability for their children's participation in designated activities.
  3. Parents and legal custodians/guardians are welcome to observe any activity with their children.
  4. OPC workers will be instructed not to search children.
  5. OPC workers will be instructed not to practice corporal punishment.
  6. Workers will be instructed not to use physical force except in self defense. Workers will normally work in teams in all discipline problems. Supervisors will be encouraged to be present and otherwise involved in discipline problems.
- h. Reporting
  1. All known or reasonably suspected incidents of child abuse on church property or at church activities are to be reported to the supervisor responsible for the program and the Church Administrator. The report will then be made by one of these, normally the person witnessing or suspecting the abuse, to the Department of Human Services. The agencies of the State determine whether child abuse has occurred and the guilt or innocence of persons involved. The church reserves the right to re-assign or relieve workers for various reasons, or for no reason at all. Such information, especially the names of persons involved, will be held in strict confidence on a need to know basis.
  2. "Any person who knows or has reasonable cause to suspect that a child has been sexually abused shall report such knowledge or suspicion to the Florida DHS." (Highlights of FL Child Sexual Abuse Law)
- i. The following addenda are part of this policy:
  1. Highlights of Florida Child Sexual Abuse Law (DHS, July 1991)
  2. OPC Screening Policy, Children/Youth Workers
  3. Application for Children / Youth Work
  4. Record of OPC Contact with a Reference or Church Identified by an Applicant for Youth or Children's Work

Orangewood Church, PCA  
Summer Internship Program  
Job Description

- I. Title: Summer Staff Intern
- II. Accountability:
  - a. Accountable ultimately to Christ, but performance and time commitment to Intern Director and Committee.
- III. Responsibilities: (all responsibilities are listed, subject to change according to individuals interests)
  - a. This job requires at least 40 hours each week with one guaranteed day off per week.
  - b. Regular teaching responsibilities (Sunday School, Bible studies, youth group) including taking the appropriate amount of preparation time to teach well.
  - c. Assist the planning and implementation of weekly and monthly meetings and events, i.e., youth groups, children's programs, worship planning, worship practice, service projects, special events, and retreats.
  - d. Participate in weekly Summer Staff meetings, including a retreat in early June and possibly early August.
  - e. Turn in weekly staff reports which records your relationship/contact work with students as well as your walk with Jesus.
- IV. Benefits
  - a. Housing will be provided by church, stipend amount will be determined before interviews are complete.
  - b. Out-of-pocket expenses will be reimbursed if approved and within budget.
  - c. You will be granted one week off, July 3 at noon-July 9 at 9:00am.
- V. Evaluation
  - a. Evaluation of performance will occur weekly during staff meetings.
  - b. At the end of summer, the Intern Committee will meet with you to do an overall evaluation of your performance, attitude, successes and failures.