



# 2024 Children's and Youth Ministry Summer Internship Program

**Children's Ministry Intern**  
**Middle School Ministry Intern**  
**High School Ministry Intern**  
**Media & Communications Intern**

## Program Overview

St. Andrew's will select three interns to participate in an amazing, life-changing leadership experience this summer. Alongside St. Andrew's year-round program staff, Children's and Youth Ministry Summer Interns design and implement creative programs that provide opportunities for young people to engage with their faith and grow in community.

## About St. Andrew's Lutheran Church

St. Andrew's Lutheran Church is a vibrant, growing congregation of roughly 10,000 members located in Mahtomedi, Minnesota, a suburban community northeast of St. Paul. The church is guided by its mission statement to "Proclaim Jesus Christ, Live in Christ, and Serve" and is regarded for its active worship life, community outreach, and robust children, youth, and family ministry program.

## Schedule and Timing

Internships begin **Monday, May 20**, and conclude **Monday, August 12**

Approximately 40-50 work hours are expected each week, generally flexible depending on the demands of the week's programs or off-site trips. Interns can expect to work a variety of long and short days, early mornings and late evenings, weekdays and weekends – again, depending on the demands of scheduled programs. It is expected that interns will not have any other regular work, volunteer, or school commitments more than five hours per week during the internship.

During weeks without off-site obligations, interns will have one full day off, generally Fridays, as well as many Saturdays. Interns are also off Memorial Day and July 4<sup>th</sup>, and provided an additional three weekdays off through the summer, to be determined in advance and approved by the supervisor. Days off cannot be in conflict with essential programming.

## Key Program Dates

- June 10-14: Confirmation Camp (Gr. 6-8, with Gr. 9-12 leaders)
- June 14-16: Confirmation Camp Leader Weekend (Gr. 9-12)
- June 24-28: Vacation Bible School (Gr. PreK-5) and God Squad (Gr. 6-8 leaders)
- July 22-25: Kid's Adventure Camp (Gr. 1-5)
- July 10, 17, 24, 31: Wednesday Evening "bonfires" at church
- July 9, 16, 23, 30: Summer Stretch
- TBA: High School Hikes & Devos (Assorted days throughout summer)
- TBA: Boundary Waters Canoe Adventure (Gr. 9-12)
- August 4-9: Middle School Service Learning Trip (Gr. 6-8)
- August 10-11: Summer Celebration Worship

## Compensation

Interns receive a \$4,300 stipend for the 12-week commitment, payable every other Friday, less tax withholdings.

## Essential Duties and Responsibilities

**Each intern will have large projects they are most responsible for:**

All interns will help with weekly programming and specialty programming (such as Confirmation Camp and VBS). Interns will be given areas of focus based on their strengths and interests.

**Children's, Youth, and High School Interns:** VBS, Adventure Camp, Music Camp, Confirmation Camp, Summer Stretch, Weekly Bonfires, Boundary Waters, etc.

**Social Media/Communication Intern:** Attend weekly and specialty programming to create content, start a CYF TikTok Account, Weekly video posts, Podcast, Instagram strategy, make recap and promo videos, etc.

## Qualifications

- At least one full year out of high school
- Must be able to work weekends, evenings, and extended periods of time
- Possess a valid driver's license
- Able to take directions, assume responsibility, and complete tasks with minimal supervision
- Willingness to work as part of a team

## Supervision and Mentoring

Interns are supervised by the director of the program area they are employed to serve. We will hire three interns, each specializing in Children's Ministry, Middle School Ministry, High School Ministry, or Media & Communications.

Pastor Amy Mihelich Smith will supervise all interns as they work with the Children, Youth, and Family team this summer. The supervisor will assign overall responsibilities, coordinate trainings, conduct evaluations and reflection opportunities, and manage organizational issues (such as

scheduling) for all interns. Tracy Lysne (Director of Children, Youth, and Family Ministry) and the CYF Staff will work with interns to assign project and program leadership throughout the summer.

## **Application and Selection Process**

To apply for this leadership opportunity, submit an application packet that includes the following three items:

1. **Internship Application Information Page** (attached), including contact information for two references.
2. **Cover Letter:** A one-page written description of the extent to which you meet the qualifications of the internship program, what strengths you would bring, and what you are hoping to take away from the program.
3. **Resume:** A detailed resume (no more than two pages) that outlines your education, experience, and leadership involvement.

Send application materials via email to [amihelich@saintandrews.org](mailto:amihelich@saintandrews.org)

Selected candidates will be invited to participate in an interview, conducted in-person or over Zoom.

The preferred application deadline is Wednesday, February 28<sup>th</sup>, 2024. Applications will be accepted on a rolling basis, and positions will remain open until filled. All applicants will be notified regarding the status of their application.

If you have any questions about the application and selection process, please contact Pastor Amy Mihelich Smith: [amihelich@saintandrews.org](mailto:amihelich@saintandrews.org).

# St. Andrew's Lutheran Church

## Children's and Youth Ministry Summer Intern Application

Name: \_\_\_\_\_

Current address: \_\_\_\_\_

\_\_\_\_\_

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

Permanent address (if different from above): \_\_\_\_\_

\_\_\_\_\_

Age groups most interested in working with: *(check all that apply)*

Preschool-Grade 2    Grades 3-5    Middle school    High school

**References:** Provide information for two individuals we can contact for a recommendation in support of your application for this internship experience.

Reference #1 - Name: \_\_\_\_\_

Relationship to you: \_\_\_\_\_

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

Reference #2 - Name: \_\_\_\_\_

Relationship to you: \_\_\_\_\_

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

Email this Application Informational Page with your Resume and Cover Letter by Wednesday, February 28<sup>th</sup>, 2024 to [amihelich@saintandrews.org](mailto:amihelich@saintandrews.org).

If you have any questions about the application and selection process, please contact Pastor Amy Mihelich Smith: [amihelich@saintandrews.org](mailto:amihelich@saintandrews.org).