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student life ministry • central peninsula church • 1005 shell blvd • foster city • ca • 94404 • 650•349•1132 • www.cpcf.org

Dear Potential Intern,

Thank you for your interest in the 2012 Summer Internship Ministry at Central Peninsula Church. The internships starts in mid-May and ends in late August. The application deadline is April 15. Please return the completed application to:

Sandy Hughes
Central Peninsula Church
1005 Shell Blvd
Foster City, CA 94404.

Once your application, resume, background check, Statement of Faith and picture are received, your references will be checked and we will set up an interview. After all the applicants have been interviewed and we feel you are a fit for our ministry we will extend an offer letter to the applicant.

Our desire is to offer an encouraging environment that enhances and develops the skills necessary to be a part of a ministry team. We desire for interns to explore their interests and discover their gifts while working with their ministry team. Currently we offer internships in our Jr. High and High School Ministries.

Enclosed you will find an application, references, a background check, and a brochure explaining the Summer Intern Ministry. Please feel free to contact me at 650.349.1132 if you have any questions. Thanks again for your interest and I will be praying for you as you follow God's leading for your next two years.

Living In The Grip Of His Grace,

Sandy Hughes
Pastor of Student Ministries



SUMMER INTERN APPLICATION

CURRENT ADDRESS

Name _____

Address _____

City _____ State _____ Zip _____

Home Phone # _____ Cell Phone # _____

Email _____ Date of Birth _____
month day year

REFERENCES

Due to the fact that this leadership position is in close contact with minors we are in need of 3 non-family personal references. Please list 3 people that you have known for more than 2 years. One reference should be from a teacher/employer, one from a pastor/ministry group leader and one from a friend.

Name _____ Primary Phone # _____

E-mail address _____ Relationship _____

How long have you known this person? _____

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E-mail address _____ Relationship _____

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EDUCATION

High School

Year Graduated

Address

City

State

Zip

College/Trade School

Year Graduated

Degree

Minor

Address

City

State

Zip

Other Education

Year Graduated

PERSONAL AND SPIRITUAL HISTORY

Write a brief testimony about how you became a Christian (include date).

What has caused the most growth in your life in the last two years?

How would you describe your spiritual journey right now?

What accountability do you currently have in your Christian journey?

Why do you want to be involved in leadership with the Student Ministry?

What was one significant experience you had in your teenage years?

What are two areas you would like to grow in as a leader?

What are your three greatest strengths and weaknesses? What are your spiritual gifts?

Passions are what you cannot get enough of, what you want to do forever. Some examples of passions are designing, creating, composing, preaching or teaching. What are your passions?

What makes a day or experience more complete to you?

What would you most like to do, change or try?

What general skills, natural talents, or special abilities do you possess?

How would you describe your personality?

What kind of leadership experiences have you had?

OVER

In caring for students, we believe it is our responsibility to seek an adult staff that is able to provide healthy, safe, and nurturing relationships. Your answers to the following questions may not disqualify you from ministry, but rather even assist you in your ministry, so please answer honestly. You may choose to leave them blank and discuss them in person during your staff interview.

Are you using illegal drugs? _____ Yes _____ No

Have you ever gone through treatment for alcohol or drug abuse?
If yes, please describe. _____ Yes _____ No

Have you ever struggled with eating disorders? _____ Yes _____ No

Have you ever struggled with self-mutilation? _____ Yes _____ No

Have you ever been arrested and/or convicted of a crime? If
yes, please describe. _____ Yes _____ No

Have you ever been accused or convicted of child abuse of any kind?
If yes, please describe. _____ Yes _____ No

Have you ever been molested or sexually abused? If yes, would you
like to speak to a pastor or counselor? _____ Yes _____ No

Do you currently struggle with pornography? _____ Yes _____ No

If single, are you pursuing a relationship that is honoring to God? _____ Yes _____ No

Are you willing to undergo a background check? _____ Yes _____ No

Are you currently maintaining a personal blog, website, or myspace
account? If yes, please provide addresses. _____ Yes _____ No

URL: _____

URL: _____

Do you have anything posted on your personal site that would create a
negative perception of CPC's Student Ministry? _____ Yes _____ No

The information contained in this application is correct to the best of my knowledge. I, the undersigned, give my authorization to Central Peninsula Church or its representatives to release any and all records or information relating to working with minors. Central Peninsula Church may contact my references and appropriate government agencies as deemed necessary in order to verify my suitability as a Student Ministry Leader. I understand that the personal information in the application will be held confidential by the professional church staff.

Signature _____

Today's Date _____



SUMMER INTERN REFERENCE

_____ is applying to become a summer intern for our Student Ministry at Central Peninsula Church and has given your name as a reference. The person in this staff position will be in close contact with students, and we want to ensure that these relationships will be healthy ones. Please complete the form below and use the enclosed envelope to send us your evaluation of this person's character and integrity. Your response will remain confidential.

Describe your relationship with this person:

How long have you known this person and in what capacity?

Please use the following scale to respond to the following questions:

1-Low 2-Below Average 3-Average 4-Very Good 5-Excellent

How would you rate his/her ability in the following:

Involvement in peer relationships _____

Emotional maturity _____

Resolving conflict _____

Following through with commitments _____

Ability to relate to students _____

What are the applicant's greatest strengths and greatest weaknesses?

Do you have concerns regarding this person working with 5th–12th grade students? If so, please explain.

Thank you for taking the time to fill this out. If you have any questions regarding this reference, please contact the Student Ministry Department at Central Peninsula Church.

Your Name

Date

Phone #



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So what will I be doing this summer?

Weekend Worship Services

- Create and Run Pro-Presentor
- Run the sound board
- Set Up:
 - The stage
 - The room
- Take point on programming
- Participate in planning the weekend
- Be a Sunday Morning Leader
- Spend some time at the Welcome Table
- Take three kids out to lunch on four different occasions
- Write down the names of 30 kids you have met
- Give announcements
- Create and run four games
- Prepare a video
- Teach (after going through the training)

Camps

- Be a camp counselor this summer
- Participate in planning and leading summer camp

Events

- Assist in all aspects of an event
- Run an event
 - recruit volunteers
 - plan and program
 - plan transportation (vans, drivers)
- Do evaluation
- Delegate tasks

Speaking and Teaching

- Go through teacher training
- Speak/teach on 4 different occasions depending on what age group you are serving
 - twice in FC Jr. High
 - once in FC High School
 - twice in The Edge
 - once in Millbrae Jr. High

Leadership

- Handling conflict
- How to make change
- How to fall under leadership
- Caring for your team
- Relational ministry
- CPC's Core Values
- Creating a vision for your ministry
- Discovering your gift set

Administration

- Create a flyer and take the steps to produce it
- Answer phones
- Email: how to, etc
- Order supplies
- Delegate responsibilities
- Filing for next year
- Database
- Use and master copy maching, large format printer, and cutter.

Team Player

- Connect with everyone on staff
 - know people's names and what departments they work in
- Learn everyone's name on the Student Life Staff Team within our first week of kick-off (this includes paid staff and volunteers)
- Understand everyone's role on the Student Ministry Team within one month
- Make an effort to connect with people on your team

Logistics

- Have Social Security card available
- Go through orientations
- Attend weekly intern meetings



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CPC Summer Intern Job Description

Reports to: Pastor of Student Ministries

Classification: Full-time Summer Intern

Purpose: The purpose of the Summer Intern position is to provide training and discipleship in ministry.

Ministry Responsibilities:

- Develop relationships with students in the age group you have been hired for.
- Attend student's extra-curricular events.
- Help plan, administrate and lead Student Ministry events.
- Attend Summer Camp.
- Co-lead a small group.
- Attend youth staff meetings.
- Attend some weekly office staff meetings
- Teaching students as required by the Pastor of Student Ministries
- Other tasks that the Pastor of Student Ministries deems necessary

Educational Responsibilities:

- Study with the Student Ministry Pastor on different Student Ministry subjects.
- Attend Wednesday evening intern class
- Attend weekly book study with Student Ministry Pastor
- Read and report on several student ministry books.
- Write an end of summer paper about what you learned about ministry, God, and yourself.

Discipleship Responsibilities:

- Meet with the Student Ministry Pastor on a weekly basis.
- Meet with the director/pastor that oversees you on weekly basis.
- Be in regular prayer and study of God's Word.
- Participate in Sunday Worship at CPC.

EMPLOYEE Authorization to Release Records

I understand and agree that: The information supplied was submitted by myself and all information is true and correct, to the best of my knowledge. I understand that false or misleading information given in my application and/or interview(s) will be considered as cause for possible dismissal and/or discharge. I also understand that I am to abide by all rules and regulations of the company. The company has my authorization to thoroughly investigate my work and personal history. I understand that the information supplied by me, regarding my: Employment History, Education (including an authorization to release transcripts), Criminal History, Professional Licensing, Motor Vehicle Record(s), Residence History, and References, may be utilized as part of the processing procedures. A background check will be conducted to verify the veracity of the information submitted and will be utilized to develop information concerning my character, general reputation, personal characteristics, and mode of living. I will hold no person liable for giving or receiving information in this investigation. I hereby authorize SentryLink LLC, an agent of Central Peninsula Church to make a thorough check of my past Employment, Education, and activities.

I release from liability all persons, companies, and corporations supplying that information.

I release and indemnify Central Peninsula Church and SentryLink LLC against any liability that might result from making such background checks. A copy of this form is as valid as the original.

Name *(please print clearly)* _____
First Last Maiden (required)

Street Address _____
(no P.O. Boxes)

City, State, Zip _____

Home Phone # _____ Email _____
(Land line only. If you don't have a land line, please put down your cell phone #)

Sex: M F _____
Social Security Number _____ Date of Birth _____

Have you ever been arrested and/or convicted of a crime? Yes No

If yes, please explain *(will not necessarily exclude you from consideration)*: _____

Signature _____ Date _____

FOR OFFICE USE ONLY

Date checked: _____

Clear Concern

EMPLOYMENT