

Life Development Internship CANDIDATE PROFILE & APPLICATION INSTRUCTIONS

Camano Chapel is seeking candidates for our Life Development Internship. This Intern will be a person who is seeking to gain a well-rounded ministry and teaching experience. Each applicant will be prayerfully considered. We are committed to an applicant that fits best in the areas listed below.

Completed application packages **must be submitted to Pastor Matt Lee by Friday, May 25, 2018.** Any questions should be directed to Pastor Matt by calling 360-387-7202 or emailing mattlee@camanochapel.org.

Education

- Must be a high school graduate

Experience

- Prior children or youth ministry experience (preferred)
- An interest in ministry or education (preferred)

Doctrine, Character, Gifting/Ability and Personality/Philosophical Match

- Interview, reference, spiritual gift and personality assessment(s) will determine:
 - Doctrinal match (*agreement with core beliefs*),
 - Character match (*a testimony of integrity*),
 - Gift/Ability match (*alignment of God's equipping and the desired role or position*)
 - Personality/Philosophical Match (*a fit for the culture of Camano Chapel*).

Process

- Application and references due May 25th to Pastor Matt Lee
- Interviews May 28th – June 1st
- Background Check (*If you are a candidate finalist*)
- LEAD Personality Test (*If you are a candidate finalist*)
- Internship begins September 1st

Each applicant will be prayerfully considered to determine a "Best Match" for ministry.

CAMANO CHAPEL

Life Development Internship

“It was he who gave some to be apostles, some to be prophets, some to be evangelists, and some to be pastors and teachers, to prepare God’s people for works of service, so that the body of Christ may be built up...” Ephesians 4:11-12

Hello! Camano Chapel seeks to provide internship opportunities as practical experience that supports your academic work. We are glad you are thinking about applying for a student internship at Camano Chapel. The intern(s) would serve one quarter of each year with each of the following ministry areas: Birth-5th Grade, 6-8th Grade, and the 9-12th Grade. If there is anything we can do to answer any questions or concerns you may have prior to submitting the application do not hesitate to contact Pastor Matt Lee at 360-387-7202 or mattlee@camanochapel.org. **Note:** *Camano Chapel may or may not be working in cooperation with your Bible College or University; however this is not a condition of internship acceptance.*

General Internship Requirements and Expectations

- ✓ Completion of Camano Chapel Internship Application
- ✓ Accepted Christ and has been baptized
- ✓ Signed acceptance of Camano Chapel statement of Beliefs.
- ✓ Internship duration typically 1 year (other time periods may be considered as approved by elders)
- ✓ One year of Bible School preferred but not required. (One year of equivalent ministry experience)
- ✓ Estimated time requirement = 20 hours. Outside employment encouraged.
- ✓ Opportunities for music, drama, technology, host pastor, and other opportunities to “experience” ministry (i.e. Hospital visits, care calls, sympathy cards, etc).
- ✓ Read “Disciple Making Church” by Bill Hull
- ✓ Help understand and administrate home/cell groups. (*excludes Birth—5th Grade*)
- ✓ Attend students’ extracurricular activities and/or campus visitation (i.e. sports, dramas, music, etc.)
- ✓ Attendance at weekly Sunday Worship Service.
- ✓ Spends time in daily prayer and studying God’s Word.
- ✓ *Optional*—Mission trip (funds to be raised by intern).
- ✓ The intern(s) would serve one quarter each with Children’s, Junior High and High School ministry.
- ✓ Help to put on VBS, Survivor Camp, and Summer Breeze
- ✓ Attend at least 3 staff meetings
- ✓ College Visitation

Internship Requirements and Expectations

9th-12th Grade Youth Intern

- ✓ Must be a high school graduate with an interest in ministry or education. (Preferred but not required.)
- ✓ Weekly “discipleship” with Luke
- ✓ Participate and help organize Capstone, Spring Breakout (odd years only), Sunday School, and Summer Breeze.
- ✓ Help organize Firework Stand and ongoing Chapel Café ministry.
- ✓ Participate in one to one discipleship.
- ✓ Attend after school activities
- ✓ Attend and periodically teach a lesson at Sunday School.

6th - 8th Grade and Thirst Intern

- ✓ Must be a high school graduate with an interest in ministry or education. (Preferred but not required.)
- ✓ Participate and help organize EYP (Tuesday nights) and Survivor Camp (August)
- ✓ Help organize fireworks stand fundraiser.
- ✓ Participate and help organize “Once-a-Month activities”.
- ✓ Weekly “discipleship” with Matt.
- ✓ Attend and periodically teach a lesson at Sunday School, Thirst and E.Y.P.
- ✓ Participate in one to one discipleship.
- ✓ Participate in Middle School visitation.
- ✓ Potentially assist in a funeral and wedding
- ✓ Attend and potentially teach at Thirst ministry

Birth –5TH Grade Youth Intern

- ✓ Must be a high school graduate with an interest in ministry or education. (Preferred but not required.)
- ✓ Learn delegation/leadership of Tuesday night/Sunday Morning programs, which includes, but is not limited to: Nurseries, Kids Cove, Sunday School, Kaboom and Centershot
- ✓ Gain experience in running a Vacation Bible School: preparation, set up, teaching, clean up
- ✓ Have set office hours during the week for discipleship with Teresa
- ✓ Participate in curriculum/lesson planning
- ✓ Periodically teach a lesson

Compensation

- ✓ A list of host homes may be available for room and board gifted by the family providing lodging (determined by need).
- ✓ Transportation and insurance must be provided by the student
- ✓ Two weeks vacation
- ✓ Computer and office equipment will be provided.
- ✓ Expense reimbursement up to \$75 per month will be provided for outreach (i.e. lunches or fuel).
- ✓ \$1,000 college scholarship per student
- ✓ Stanwood Sports Pass (\$100?)

Who to contact for application, questions, or concerns:

ATTN:

Matt Lee, Pastor (6-8th grade and Young Adults)

Camano Chapel

867 S. West Camano Dr.

Camano Island, WA 98282

(360) 387-7202

E-mail: info@camanochapel.org

APPLICATION FOR LIFE DEVELOPMENT INTERNSHIP
CAMANO CHAPEL
867 S. West Camano Drive
Camano Island, WA 98282
(360) 387-7202

Position Desired: Life Development Intern

Date _____

PERSONAL

Last Name _____ First _____ Middle _____ Maiden Name _____

Home Address _____ City _____ State _____ Zip Code _____

School Address _____ City _____ State _____ Zip Code _____

D.O.B. _____ Home Phone (____) _____ School or Work Phone (____) _____

Have you previously applied for employment at Camano Chapel? YES NO If yes, when? _____

Please attach a recent photograph of yourself to your application.

EDUCATION

High School _____ Graduate? YES NO

Trade or College _____ Major _____ Minor _____ Graduate? YES NO

Bible College _____ Major _____ Minor _____ Graduate? YES NO

Educational Goal(s) _____

SKILLS AND INTERESTS

My hobbies are _____

I can use the following musical instruments in ministry _____

I can direct the following recreational activities in ministry _____

- I can share my faith; one-to-one or in a small group setting YES NO
- I can lead a Bible Study YES NO
- I can lead a worship service YES NO
- I can plan a service project outside the church YES NO

Describe experiences in any area which enhance your contribution to the effectiveness of a youth residency _____

EMPLOYMENT

Do not substitute a resume for this section:

Present Employer _____ Phone (_____) _____

Address _____ City _____ State _____ Zip Code _____

Employment Date _____ to _____ Starting Pay Rate _____ Current Pay Rate _____

Supervisor's Name _____ May we contact this person as a reference? YES NO

Position and Job Description: _____

Reason for leaving: _____

Previous Employer _____ Phone (_____) _____

Address _____ City _____ State _____ Zip Code _____

Employment Date _____ to _____ Starting Pay Rate _____ Ending Pay Rate _____

Supervisor's Name _____ May we contact this person as a reference? YES NO

Position and Job Description: _____

Reason for leaving: _____

GENERAL INFORMATION

Briefly describe what your faith means to you.

Briefly describe your involvement in the life of your church.

Briefly describe your previous experiences working with youth/children.

Briefly describe any other training and / or experience, which you think, would be helpful for this ministry opportunity.

What books and periodicals have you read during the last year that has impressed you? Why?

What do you feel is/are your spiritual gift(s)?

Briefly describe one thing that has had the greatest influence in your life in the last two years.

Why do you desire this position, and what are your expectations of it?

On a scale of 1 – 5, rate your proficiency in using a computer. (i.e., preparing letters, brochures, newsletters, calendars)

(Circle your response) Low 1-----2-----3-----4-----5 High

Will you have a car? YES NO

Will you need room and board provided by a church family? YES NO

CHARACTER REFERENCES

Three references are needed. *(If you are not a participant of a Camano Chapel ministry, small group ministry or if you do not use a Camano Chapel staff member as a reference, please supply three other references.)*

Ministry Leader / Small Group Leader _____ Length of time known _____

Home Phone (____) _____ Work Phone (____) _____

Family Member _____ Relationship _____

Home Phone (____) _____ Work Phone (____) _____

Professor _____ Relationship _____

Home Phone (____) _____ Work Phone (____) _____

Please provide each of your references a copy of the attached reference questionnaire and a self-addressed stamped envelope addressed to Camano Chapel, 867 S. West Camano Drive, Camano Island, WA 98282, ATTENTION: Pastor Matt Lee

APPLICATION ATTACHMENT - - SKILLS CHECKLIST

In the box provided, please rate the degree of your skill in the following areas. Make comments or note details especially about particularly skilled areas. Describe any special abilities not previously listed.

Using the following ratings, complete the following:

- 1 - Experienced
- 2 - Some experience
- 3 - Interested but inexperienced
- 4 - No particular interest

LEADERSHIP SKILLS

- _____ Teaching
- _____ Leading large groups
- _____ Public speaking
- _____ Leading small groups
- _____ Leading Bible studies
- _____ Goal setting and planning
- _____ Planning worship
- _____ Other _____

MINISTRY SKILLS

- _____ Nursery/Preschool
- _____ Primary ages
- _____ Junior ages
- _____ Junior High ages
- _____ Senior High ages
- _____ College ages
- _____ One-to-one sharing of faith
- _____ Sunday School
- _____ Vacation Bible School
- _____ Camping / Conferences
- _____ Other _____

ATHLETIC AND TECHNICAL SKILLS

- _____ Team sports _____
- _____ Children's games
- _____ Individual sports _____
- _____ Life Saving
- _____ First Aid _____
- _____ Carpentry / Construction
- _____ Mechanics
- _____ Electronics
- _____ Computers
- _____ Other _____

MUSIC, ARTS & COMMUNICATION SKILLS

- _____ Instruments _____
- _____ Vocal
- _____ Drama
- _____ Graphics
- _____ Journalism
- _____ Photography
- _____ Film making
- _____ Art _____
- _____ Typing
- _____ Other _____

All information contained in this application is considered true and accurate.
I understand that prerequisites for all candidate finalists may include completion of the "L.E.A.D Personality Inventory", (or similar human resource tool), a standard Washington State Department of Motor Vehicle evaluation.

Applicant's signature _____ Date _____

APPLICATION ATTACHMENT - - REFERENCE QUESTIONNAIRE

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APPLICANT _____

1. How long, under what circumstances, and how well have you known the applicant?
2. In each category check the characteristic(s) which to your knowledge best describes the applicant. Add brief comments if you like.

PHYSICAL HEALTH

- Somewhat below par
- Fairly healthy
- Good health

PERSONALITY

- Avoided by others
- Tolerated by others
- Accepted by others
- Liked by others
- Sought after by others

ACHIEVEMENT

- Does only what is assigned
- Starts but does not finish
- Meets average expectations
- Resourceful and effective
- Superior creative ability

TEAMWORK

- Frequently causes friction
- Prefers to work alone
- Knows how to follow
- Works well with others
- Most effective in teamwork

KNOWLEDGE OF BIBLE

- Quite limited
- Sketchy
- Basic, but improving
- Well established
- Superior grasp

SPIRITUAL MATURITY

- Has made basic commitment
- Somewhat rigid beliefs
- Active and growing faith
- Exceptional insight and discipline

INTELLIGENCE

- Learns and thinks slowly
- Average mental ability
- Alert, has good mind
- Intelligent, makes thoughtful analysis
- Brilliant, exceptional capacity

RESPONSIVENESS

- Slow to sense how others feel
- Reasonably responsive
- Understanding and thoughtful
- Accurately aware of other people
- Responds with unusual insight, sensitivity

LEADERSHIP

- Makes no attempt to lead
- Tries but lacks ability
- Has some leadership skills
- Above average leadership skills
- Unusual, exceptional leadership

EMOTIONAL STABILITY

- Somewhat over emotional
- Inclined to be apathetic
- Has rapidly shifting moods
- Usually well balanced
- Good control in difficult situations

APPLICATION ATTACHMENT - - REFERENCE (continued)

APPLICANT _____

3. The columns below have a series of positive and negative characteristics. The purpose of this section is to analyze the balance of the applicant's personality and the relative quality of positive and negative factors. For each word in both columns place one of the following numbers that indicates your dominant impression of the applicant in that particular area.

- 1 – almost always
- 2 – usually
- 3 – often
- 4 – occasionally
- 5 – seldom
- 6 – never

- _____ calm
- _____ confident
- _____ faithful
- _____ open-minded
- _____ attractive
- _____ clear thinking
- _____ optimistic
- _____ impatient
- _____ worried
- _____ anxious
- _____ domineering
- _____ offensive
- _____ irritated
- _____ discouraged

- _____ cheerful
- _____ accepting
- _____ self-content
- _____ serene
- _____ understanding
- _____ relaxed
- _____ happy
- _____ depressed
- _____ prejudiced
- _____ cocky
- _____ nervous
- _____ intolerant
- _____ tense
- _____ sullen

4. Give any information you can in regard to the home background of the applicant which may be pertinent to this application.

5. Are there any special circumstances that might relate to this application?

Signed _____ Date _____

Address _____

Phone (_____) _____

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