



Open Positions: Summer Interns

Every summer, First Baptist hosts **Summer Interns ages 15-21** during the months of July—August, who will help in a variety of different tasks and activities. Summer interns will gain an inside look into church operations and ministry, as well as gain valuable office experience and spiritual growth opportunities, including, but not limited to:

- Assistance in day to day office operations
- Answering church phone and keep record of calls
- Assistance with formatting weekly church bulletin
- Special summer projects as needed and assigned
- Spiritual growth opportunities, such as devotional reading
- Supervision by the Church Secretary and Pastoral staff
- Filing, administrative, mailings, and desktop publishing
- Assistance with summer programs, such as VBS and Youth In Action
- Providing office presence in the absence of the Church Secretary and Pastoral Staff

Suggested Skills for Summer Intern:

- A team player with great attitude and smile
- Excellent written and verbal communication skills
- Highly motivated
- Critical thinking
- Organized and detail oriented

What the Summer Intern can expect to learn and earn:

- Building practice in office procedures and protocols
- Getting 'Customer Relations' skills, such as answering phones and receptionist skills
- Gaining an inside look into church operations and ministry
- Enhancing personal spiritual growth and development
- Receiving a generous stipend, based upon projects completed and hours worked.
- Building excellent professional experience for future résumé and college applications

It should be understood that this is an *internship*, not a summer job. The purpose of this opportunity is to build one's experience, character, and résumé. The stipend is intended to reward, not to directly compensate. The compensation is viewed as being the experiences and growth that the interns gain from the opportunity.

Preference in selection will first be granted to current, active members of the Youth Group of First Baptist. Additional individuals are also encouraged to apply.

Applications for the Summer Intern positions are due by **Sunday, June 15, 2008**. Interviews will be conducted the following week and **start date will be negotiable**, based upon availability.

APPLICATION FORM

The First Baptist Church of Westfield
Summer Intern Position for Youth, Ages 15-21



Due by Sunday, June 15, 2008

Name of Applicant _____

Address _____

Phone numbers _____

Email address _____

Age _____ Grade completed _____ Birthdate: _____

Parent's Names _____

Address and Phone numbers if different from above, including business phone/cell phone:

Emergency Information: If parent cannot be reached at the numbers listed above, please contact:

Name _____ Relationship _____

Day Phone number _____ Night number _____

What is your availability? What is your preferred state date? _____

If you were to describe yourself using *only* three words, what would they be?

Why do you wish to be considered for this position? *(use additional paper if you need)*

What do you wish to learn by the end of the summer? *(use additional paper if you need)*
