

West Virginia Baptist Convention

Church/Organization Intern Application

Part I: Contact Information

Church/Org. Name: _____
Address (Line 1): _____
Address (Line 2): _____
City/State/Zip: _____
Phone: _____ E-mail: _____
Primary Contact: _____

Part II: Mentor

Part of this internship program includes a mentor, provided by the church/organization, to work closely with the intern. The mentor will be expected to complete a short period of training.

Mentor Name: _____
Address (Line 1): _____
Address (Line 2): _____
City/State/Zip: _____
Phone: _____ E-mail: _____

Is the mentor willing to attend mentor training?: ___ Yes ___ No

Is the mentor willing to meet with the intern weekly to provide guidance and counsel, and to invest their time in the intern? ___ Yes ___ No

Part III: Type of Intern

What type of intern is the church seeking?

(If the church is desiring more than one intern, please complete two applications.

If the church is open to more than one kind of intern, fill out one sheet, but check all that apply.)

Check one or mark with an X:

___ Youth Ministry
___ Children's Ministry
___ Tech/Communication/Sound
___ Young Adult Ministry
___ Pastoral Ministry:
___ Other (specify) _____

It is required that each intern be provided with a detailed job description/list of expectations. A member of the state staff is available to help in writing this, if desired.

___ Job description/list of expectations exists (Please attach, if possible.)
___ We would like to request help in creating a job description.

If the church already has an individual they would like to request as their intern, please list their name, phone number and e-mail address:

Name: _____

Phone: _____ E-mail: _____

Part IV: Compensation

The expected compensation for the internship during the summer months would be \$2,500 total (\$250 per week) for ten weeks. The church/organization must be able to provide a minimum of \$1,000 toward this total, and are asked to provide all they can. This is based on what a summer worker would make at Camp Cowen. (Please note: Other arrangements can be made for internships occurring at times other than the summer months.)

Is the church able to provide the full \$2,500 for the summer intern: _____ Yes _____ No

If no, is it possible for the church to apply for a grant from the West Virginia Baptist Convention?
_____ Yes _____ No

If you would like to apply for a grant, please indicate the amount needed.

Check one or mark with an X:

- _____ \$500
- _____ \$750
- _____ \$1,000
- _____ \$1,250
- _____ \$1,500

Please note: Matching funds are limited. Apply early.

The convention is willing to take care of payroll and tax issues for the intern if the church/organization desires, in which case the church/organization portion of the money would need to be sent to the office before the end of the summer.

Please indicate how payroll will be handled.

- _____ Church/organization will take care of payroll
- _____ West Virginia Baptist Convention will take care of payroll

Some interns may be located out of the area. Is the church willing to arrange housing for the intern if needed?
_____ Yes _____ No