

# Church/Organization Application for Intern

## **Part I:**

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

Address Line 1: \_\_\_\_\_

Address Line 2: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

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 training.

Name of the mentor: \_\_\_\_\_

Address Line 1: \_\_\_\_\_

Address Line 2: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

Is the mentor willing to attend the 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, then fill out two sheets. If the church is open to more than one kind of intern, then just fill out one sheet but check all that apply).

Check at least one:

- Youth ministry
- Children's ministry
- Tech/Communication/Sound
- Young adult ministry
- Pastoral ministry
- Other (please specify) \_\_\_\_\_

It is required that each intern be provided with a detailed job description/list of expectations. 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 email: \_\_\_\_\_

### **Part IV: Compensation**

The expected compensation for the internship during the summer months would be \$2500 total (\$250 per week) for ten weeks. There are limited funds available to help churches provide internships. If you are interested, please email Dr. Mark McCloy with your request at [mccloy@wvbc.org](mailto:mccloy@wvbc.org)

Note that matching funds are limited. Apply early.

Some interns may possibly be from out of area. Is the church willing to arrange housing for the intern if such is needed?

- Yes
- No

Completed forms can be emailed to Mark McCloy at [mccloy@wvbc.org](mailto:mccloy@wvbc.org),  
or mailed to PO Box 1019, Parkersburg, WV 26102.

