



First English Lutheran Church Summer Intern Application

326 E. North St. Appleton, WI 54911

Voice: 920.733.2303 ext 312

Email: amoscinski@felc.com www.felc.com

Thank you for your interest in the First English Lutheran Church Summer Intern Ministry for the summer of 2010. The following is an application for this unique ministry. Please take a moment to read through this letter and application before completing it.

Is God tugging at you to do something worthwhile this summer... something that will make a huge impact on the lives of youth and adult? Serving in ministry at First English is a fantastic blend of wholesome fun, hard work and the chance to make a difference in the lives of young people. Summer intern staff lead worship services, provide valuable outreach, enhance learning opportunities, and act as positive role models. Intern staff leave their summer call enriched by their experience and changed by serving in community with other Christians.

Applying at First English Lutheran Church

We invite you to prayerfully consider your call to serve at First English. It will be a blessed experience full of personal growth and lifelong memories. Please complete the following steps.

1. **Application**—Complete the application and send it to the Family and Youth office ASAP.
2. **Reference Forms**—Send copies of the reference form to persons who know you and your abilities well (employers, your pastor, teachers, etc.). It's a good idea to give each reference a self addressed envelope so they can send the form directly to us in a timely manner. If you are a returning candidate (meaning you served in the immediate previous summer) you do not need reference forms.
3. **Interview**—When we receive your application and reference forms, we will arrange a personal interview with you.
4. **Background Check**—If First English offers you a position, we will conduct a background check. You'll receive a form with your contract.

Return your application by April 4, 2010.

All applicants should be at least 18 years of age on or by June 1, 2010 and removed from high school by at least one year.

New this year, we will ask for you to apply as a candidate for an intern position (i.e. high intern, outreach intern, etc.). You are welcome to apply for more than one position and if offered an interview, our interview team will consider you for multiple positions only if you have marked your application as so. Candidates for positions will be contacted to arrange interviews after your full application has been received. If you would like a job description for any position these are available by request. Please contact Summer Intern Ministry coordinator, Andy Moscinski, and these descriptions can be emailed to you.

At any point if you have questions, please feel free to contact Andy Moscinski at 920-733-2303 ext 312 or email at amoscinski@felc.com with your questions. We look forward to reviewing your application and meeting you soon.



First English Lutheran Church Summer Intern Application

326 E. North St. Appleton, WI 54911

Voice: 920.733.2303 ext 312

Email: amoscinski@felc.com www.felc.com

It is the policy of First English Lutheran Church to consider all applicants for employment without regard to age, race, color, handicap, sex, national origin, ancestry, military reserve status, sexual orientation, or any other unlawful basis.

Today's Date _____

Name _____

Please circle one: New Applicant Returning Applicant

Will you be 18 years old by June 1, 2010? Yes No

Permanent Address: _____

City _____ State _____ Zip _____

Phone _____ Cell Phone _____

E-mail _____

Your Social Security Number _____ - _____ - _____ Gender Male Female

Do you have a personal web page or other social networking site? Yes No

If "Yes" was checked, what type of site do you have/or what is the URL?

Employment may be denied based on inappropriate personal web sites or other social sites.

Positions that you are applying for

If you are interested in multiple positions, check all that apply. Job descriptions available upon request.

___ Grade 9-12 Intern ___ Grade 5-8 Intern ___ Outreach Intern ___ Worship/Music Intern

* ___ Arthur Krempin School of Music and Art Intern

*Focus on Art

Education

Name of school you are currently attending _____

Current major or academic interest _____

Present school/college/university class level _____

List academic institutions you have attended

Name of School / City / State

Years Attended

Degree

Skills, Interests, Gifts

For each of the following please indicate:

1 = Strong interest, experience and leadership skills

2 = Interest, some experience, could provide assistance in leadership

3 = Minimal experience, interested in learning

4 = Not comfortable with this activity/no interest or experience

For definitions of terms listed below or for explanation, please visit <http://www2.elca.org/evangelizingchurch/print/spiritgifts>

Advocacy____ Artistry____ Discernment____ Encouragement____ Evangelism____

Faith____ Giving____ Hospitality____ Intergenerational Relationships____

Knowledge____ Leadership____ Listening____ Mercy____ Music (vocal or instrument*)____

Networking____ Prayer____ Service____ Shepherding____ Skilled Craft____

Teaching____ Technology____ Wisdom____ Writing____

Please describe responses of 1 and 2 in greater detail. (I.e. play guitar, build websites, etc)

*list musical instruments

Certifications: Please list expiration dates in front of the certifications that you hold.

____ Standard First Aid ____ Advanced First Aid/Life Saving ____ CPR ____ Lifeguard

Employment History: Please list past positions, both paid and/or volunteer

1) _____
Position or title

Employer / Supervisor

Dates of Employment

Phone / Email

2) _____
Position or title

Employer / Supervisor

Dates of Employment

Phone / Email

3) _____
Position or title

Employer / Supervisor

Dates of Employment

Phone / Email

Essay Questions: Take time to faithfully consider your response to each of the following questions. **New applicant, answer the NA questions. Returning applicant, answer the RA questions.** Please answer questions on a separate piece of paper.

- 1) NA What is it about summer intern ministry at First English that interests you?
RA Why do you want to return for another summer of intern ministry at First English?
- 2) NA Describe your past and/or current experiences serving in ministry related settings.
RA In what ways have you grown since last summer and how will that make you a better servant of Christ this summer?
- 3) NA & RA Please write a brief personal statement of faith.

Church Membership

First English Lutheran is associated with the Evangelical Lutheran Church in America. However, our ministry and programs may serve children, youth, and families from many denominations. It is not necessary for summer interns to be Lutheran or ELCA, however, all must be Christian and should be comfortable in a Christian ministry environment. Regardless of denomination, we expect our staff to affirm the Lutheran tradition.

Home Congregation

- 1) ___ First English Lutheran, Appleton 2) Primarily attended ___ Downtown Site ___ North Site
___ Other _____

Denomination _____ Pastor(s) _____

Criminal Background

Have you ever been convicted of a felony? (please circle one)
YES NO

Explain: _____

If 21 years or older, do you have any tickets or moving violations in the past three years?
YES NO

Explain: _____

Your signature is required in response to the above questions:

Name Date

A note on working at First English Lutheran Church.

Our ministry and programs are committed to providing worship, outreach, learning, and fellowship in an affirming and authentic context of a wholesome Christian community.

All staff is expected to participate in a staff training for which staff will be paid. All staff must report on **Wednesday, June 2, 2010**. Summer ministry and programs begin on **June 14, 2010** and end on **August 14, 2010**. Some positions may begin earlier/later or end earlier/later, as contracted.

All staff members who are hired must attend training sessions scheduled from **June 2 – June 11, 2010**.

Our salary compares favorably with summer camps and other retail jobs. We expect loyal service and have set high standards for employees. We will provide a positive and safe environment for all participants. We expect our summer staff to make our ministry and programs drug and alcohol free. We also expect summer staff to display high standards of conduct in the church, local community, and on the World Wide Web during your time of summer employment. Your signature on the staff agreement indicates that you are willing to work according to this policy. If you wish to view the full summer staff personnel policy before applying, please contact the First English Lutheran Church office.

Your signature indicates that you have read this statement and that your application reflects your background and ability fairly. You are also agreeing that First English has the right to conduct your previous employers for verification or employment and your references as needed.

PLEASE READ CAREFULLY AND ACKNOWLEDGE WITH YOUR WRITTEN SIGNATURE.

I release from any and all ability all representatives of First English Lutheran Church, for their acts performed in good faith and without malice in connection with evaluating my applications, credentials and qualifications. I understand any false statements on this application shall be sufficient cause for denial of employment or summary dismissal. I understand that my employment in any of the ministry or programs of First English Lutheran Church is contingent upon the satisfactory investigation of my work record and references. I understand that if I am employed by First English Lutheran Church, my employment can be terminated by either the church or me at will, with or without cause, and with or without notice, at any time. I understand that no one at First English Lutheran Church, other than the Director of Intern Ministries or the Youth Ministry Team, has the authority to alter, orally or in writing, this terminable-at-will status of employment.

Positions which involve driving or transporting children or youth under 18 year of age will require a review of your personal driving record, and your position may be withdrawn if you do not meet certain requirements for driving. Proof of auto insurance will be needed to drive youth and staff must be 21 years or older.

You will be subject to a background check. On the line below, please list all states you have lived in, including college, since age 16:

States

Print Your Name

Signature

Date

For office use only:

Position _____

Hire: Yes No

Salary _____

Start Date: _____ End Date: _____



First English Lutheran Church Summer Intern Reference Form

326 E. North St. Appleton, WI 54911

Voice: 920.733.2303 ext 312

Email: amoscinski@felc.com www.felc.com

Today's Date _____

Thank you for agreeing to serve as a reference for:

Please Print

Please give thoughtful consideration in rating qualities of the applicant. Your opinion will be helpful in providing information on the applicant's character and qualifications and will be kept in strict confidence.

Please rate the applicant on the following qualities:

U Unable to Evaluate 1 Poor 2 Average 3 Above Average 4 Exceptional

Please mark an X on the rating you choose.

1. Self motivation	U	1	2	3	4
2. Consideration of others needs	U	1	2	3	4
3. Responsibility and follow-through	U	1	2	3	4
4. Energy	U	1	2	3	4
5. Enthusiasm	U	1	2	3	4
6. Maturity	U	1	2	3	4
7. Creativity	U	1	2	3	4
8. Helpfulness	U	1	2	3	4
9. Compliance with directions/policies	U	1	2	3	4
10. Ability to work with children/youth	U	1	2	3	4
11. Ability to work/relate with peers	U	1	2	3	4
12. Ability to work with those older than self	U	1	2	3	4
13. Relates well to supervisors	U	1	2	3	4
14. Demonstrates Christian Faith	U	1	2	3	4

Do you know of any reason why this person should not be hired? Yes / No (circle one)

Any additional comments regarding this candidate you would like to make?

Your Name (please print)

Relationship to applicant

Address

City

State

Zip

Signature

Date



First English Lutheran Church Summer Intern Reference Form

326 E. North St. Appleton, WI 54911

Voice: 920.733.2303 ext 312

Email: amoscinski@felc.com www.felc.com

Today's Date _____

Thank you for agreeing to serve as a reference for:

Please Print

Please give thoughtful consideration in rating qualities of the applicant. Your opinion will be helpful in providing information on the applicant's character and qualifications and will be kept in strict confidence.

Please rate the applicant on the following qualities:

U Unable to Evaluate 1 Poor 2 Average 3 Above Average 4 Exceptional

Please mark an X on the rating you choose.

1. Self motivation	U	1	2	3	4
2. Consideration of others needs	U	1	2	3	4
3. Responsibility and follow-through	U	1	2	3	4
4. Energy	U	1	2	3	4
5. Enthusiasm	U	1	2	3	4
6. Maturity	U	1	2	3	4
7. Creativity	U	1	2	3	4
8. Helpfulness	U	1	2	3	4
9. Compliance with directions/policies	U	1	2	3	4
10. Ability to work with children/youth	U	1	2	3	4
11. Ability to work/relate with peers	U	1	2	3	4
12. Ability to work with those older than self	U	1	2	3	4
13. Relates well to supervisors	U	1	2	3	4
14. Demonstrates Christian Faith	U	1	2	3	4

Do you know of any reason why this person should not be hired? Yes / No (circle one)

Any additional comments regarding this candidate you would like to make?

Your Name (please print)

Relationship to applicant

Address

City

State

Zip

Signature

Date