

## **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 Tuesday, April 2, 2019**. 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 April 1, 2019 to Pastor Matt Lee
- Interviews April 2 – 15, 2019
- Background Check (*If you are a candidate finalist*)
- LEAD Personality Test (*If you are a candidate finalist*)
- Internship begins September 1, 2019

***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 year with each of the following ministry areas: Birth-5<sup>th</sup> Grade, 6-8<sup>th</sup> Grade, and the 9-12<sup>th</sup> 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 considered as approved by the Life Development Team)
- ✓ 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 “God’s Missionary People” by Charles E. Van Engen
- ✓ Help understand and administrate home/cell groups. (*excludes Birth—5<sup>th</sup> 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 year 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**

#### **High School**

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

#### **Junior High**

- ✓ 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, Young Adult Ministry and E.Y.P.
- ✓ Participate in one to one discipleship.
- ✓ Participate in Middle School visitation.
- ✓ Potentially assist in a funeral and wedding
- ✓ Attend Young Adult Ministry

## **Birth –5<sup>TH</sup> 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 (Youth Ministries Pastor)**

**Camano Chapel**

**867 S. West Camano Dr.**

**Camano Island, WA 98282**

**(360) 387-7202**

**E-mail: [info@camanochapel.org](mailto: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 (Please attach answers typed on a separate piece of paper.)**

Briefly describe what your faith means to you.

Briefly describe your involvement in the life of the 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?

**APPLICATION FOR EMPLOYMENT**

**Page 3**

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  
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\_\_\_\_\_ faithful  
\_\_\_\_\_ open-minded  
\_\_\_\_\_ understanding  
\_\_\_\_\_ clear thinking  
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\_\_\_\_\_ 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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\_\_\_\_\_ nervous  
\_\_\_\_\_ intolerant  
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Signed \_\_\_\_\_ Date \_\_\_\_\_

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\_\_\_\_\_

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