



COVENANT **YOUTH** COLLISION

Collaborative Youth Ministry. We are Better Together.

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2015/2016 Internship Descriptions

About Covenant Youth Collision

CYC exists to enrich local student ministries in developing disciples of Christ. We do this by bringing churches together, which creates a larger platform for students to encounter and thrive in Christ. The ministry's weekly programming operates in three main capacities, all of which have available paid internships. We are also hiring a manager for the entire organization's Marketing and Design.

WEEKLY MINISTRIES



SERVE

Students live out their faith and build relationships at different city sites.



LEAD

Students plan and carry out monthly events for Junior Highers.



DISCIPLESHIP

Small groups focus on mentorship, spiritual formation, and community.

HIRING POSITIONS

- SERVE Coordinator
- SERVE Assistant Coordinator
- Discipleship Assistant Coordinator
- LEAD Coordinator
- LEAD Assistant Coordinator
- Design & Marketing Manager

THIS SPRING WE WILL BE HIRING FOR THE ABOVE POSITIONS

INTERNSHIPS DATES: MID-AUGUST 2015 — MID-JUNE 2016

THE FOLLOWING ARE JOB DESCRIPTIONS FOR EACH OF THESE OPEN POSITIONS

SERVE

About Program:

Over the course of a school year, the SERVE team (4-12 high school students, 2-4 adults) will build a relationship with three urban humanitarian sites. Every Thursday evening the team will gather at North Park University, fellowship over dinner, and drive to a site to learn, support, and serve according to the needs of the organization. This service will be rooted in a mutual partnership— focused on the idea that we are merely coming alongside the work that God is *already* doing at these sites. Each week they will also debrief as a group what it means to be Christ's hands and feet.

Coordinator of SERVE (12 hours/week, \$1000 Stipend per Semester)

Time Commitment: 3.5 hrs/week - Thursday Evenings 6.5 hrs/week - Office Hours: Logistics and Planning

Description: The Coordinator of SERVE will oversee this entire branch of Covenant Youth Collision under supervision of the Executive Director and Programs Coordinator. They will facilitate communication with all our ministry partners (North Park University, University Ministries, and the urban sites). They will plan and lead the programming each week for the students. They will work together with the Assistant Coordinator to ensure that the team is cohesive as they partner with organizations in Chicago.

Responsibilities:

- Facilitate communication with the partnering organizations
- Plan out the year for site visits, projects, and teaching
- Collaborate with Assistant Coordinator in programming
- Weekly update with Programs Coordinator
- Attend bi-weekly staff meeting
- Pour into students, teaching them about Christ's instruction on justice, mission, and love for neighbor

Qualifications:

- Understanding of and commitment to the Christian faith
- Experience with leadership of high school youth ministry
- Experience with missions/service, especially with urban organizations
- Ability to communicate effectively and professionally
- Self-motivated, task-oriented, well organized

Assistant Coordinator of SERVE (4 hours/week, \$250 Stipend per Semester)

Time Commitment: 4 hrs/week - Thursday Evenings

Description: The Assistant Coordinator of SERVE will focus on facilitating the experience of the students as they learn what it means to humbly and faithfully partner with existing organizations in the city. While the Coordinator does the behind the scenes logistical work, the main role of the Assistant Coordinator is walking with the students every Thursday as they encounter (many for the first time) the realities of homelessness, injustice, and reconciliation.

Responsibilities:

- Assist in communication with the partnering organizations during site visits
- Support Coordinator with the practicalities of site visits, projects, and teaching
- Collaborate with Coordinator in maintaining cohesiveness within the team
- Communicate with Programs Coordinator
- Pour into students, teaching them about Christ's instruction on justice, mission, and love for neighbor

Qualifications:

- Understanding of and commitment to the Christian faith
- Experience with missions, especially with urban organizations
- Experience with leadership of high school youth ministry
- Ability to communicate effectively and professionally
- Strong social skills and ability to lead a team

LEAD

About Program:

This team (6-12 students, 2-5 adults) will envision, plan, and lead 8 monthly junior high Youth Collision events. These events will range from Worship nights to Dodgeball Tournaments. Every Thursday evening they will gather for food, fellowship, and practical ministry training. The students will be responsible for every aspect of these events, such as music in worship, preaching, teaching, leading games, skits, and all activities. The team will also debrief these events, learn from strengths and weaknesses, and grow in their individual gifts.

Coordinator of LEAD (12 hours/week, \$1000 Stipend per Semester)

Time Commitment: 4 hrs/week - Thursday Evenings ; 6 hrs/week - Office Hours: Logistics and Planning Help with monthly events (4 per semester)

Description: The Coordinator of the Ministry Team will oversee this entire branch of Covenant Youth Collision under supervision of the Executive Director and Programs Coordinator.. They will do the planning and programming for the year, as well as lead the group on Thursday evenings. While empowering the students to be the true leaders of the events, the coordinator will guide and support them logistically ensuring that they are equipped with the knowledge and resources needed to run a successful junior high ministry.

Responsibilities:

- Create the weekly programming for Ministry Team
- Facilitate the teaching, event planning sessions, and team building (fellowship, prayer, etc.)
- Communication with CYC staff, youth, parents, leaders, and local churches
- Purchase supplies, work with budget, and record spending
- Recruit and collaborate with volunteer team

Qualifications:

- Understanding of and commitment to the Christian faith
- Ability to read the group dynamic, identify areas of growth, and adapt on the fly
- Well-organized and task oriented
- Experience with high school ministry and gifting in event planning
- Skills/Experience in practical ministry areas such as music in worship, audio/video, food prep, graphic design, social media
- Ability to communicate effectively and professionally

Assistant Coordinator of LEAD (4 hours/week, \$250 Stipend per Semester)

Time Commitment: 4 hrs/week - Thursday Evenings; Help with monthly events (4 Friday nights per semester)

Description: The Assistant Coordinator of the Ministry Team will help to facilitate Thursday night gatherings as well as monthly events. While the Coordinator will do the preparatory and logistical work, the Assistant will be responsible for the hands-on support— walking alongside the students, helping them grow as leaders.

Responsibilities:

- Assist in programming on Thursday evenings and monthly events
- Support Coordinator with practicalities of planning sessions, teaching, and other activities
- Collaborate with Coordinator in maintaining cohesiveness within the team
- Mentor and guide individual students in their leadership development
- Pour into students, teaching them about Christ's love and call for his disciples

Qualifications:

- Understanding of and commitment to the Christian faith
- Experience with leadership of high school youth ministry
- Strong social skills and ability to lead a team
- Skills/Experience in practical ministry areas such as music in worship, Audio/Video, Food prep, decorating, graphic design, social media

Discipleship

About Program:

CYC Discipleship was created to supplement the work of youth ministry in the city. Students from different churches, backgrounds, and areas in Chicago come together with a common goal — to deepen their relationship with Christ and further explore His calling on their lives. We meet on Thursday nights for dinner, fellowship, and small group formation. We devote some time to gathering as a big group (8-16 students, 3-6 leaders), worshipping and praying together, but the heart of this ministry is the small group discipleship, generally 2-5 students led by an adult leader, using adapted material from Jerry Reed's "Discipleship Encounters."

Assistant Coordinator of Discipleship (4 hours/week, \$250 Stipend per Semester)

Time Commitment: 4 hrs/week - Thursday Evenings

Description:

The Assistant Coordinator of the Discipleship Team will help to facilitate Thursday night gatherings. While the Coordinator will do the preparatory and logistical work, the Assistant will be responsible for the hands-on support— walking alongside the students, helping them grow as leaders. They will lead one of the 3-4 small groups and be responsible for the occasional big group teaching.

Responsibilities:

- Assist in programming on Thursday evenings and monthly events
- Support Coordinator with practicalities of teaching, big group formation, and activities
- Collaborate with Coordinator in maintaining cohesiveness within the team
- Mentor and guide individual students in their leadership development
- Pour into a discipleship group of 2-5 students, using scripture, curriculum, as well as personal testimony to make disciples of Christ

Qualifications:

- Understanding of and commitment to the Christian faith
- Experience with leadership of high school youth
- Strong social skills and ability to lead a team
- Experience with University Ministries' Discipleship model strongly preferred

Design and Marketing Manager (16 hours/week, \$1000 Stipend per Semester)

Time Commitment: 14 Office hours/week ; Photography/Video Work at Events (2 per month)

Description:

Be a part of both the creative and business side of a non-profit. Use your skills to develop and execute engaging content for students in the Covenant Youth Collision program as well as for shareholders.

Responsibilities:

- Manage all social media accounts regularly (Facebook, Instagram, Twitter)
- Update and maintain the website with new content.
- Create and design event posters as well as other promotional projects.
- Attend all CYC events and document the event with pictures and videos.
- Edit photos for social media and the website.
- Create highlight video of each event.

Qualifications:

- Know how to build an audience and engage people on social media.
- Be efficient on design software – preferably Photoshop or Illustrator.
- Be efficient in editing photos.
- Have a working knowledge of video editing software such as Adobe Premiere Pro or Final Cut Express.
- Be able to work independently and keep busy.
- Be able to show up to work on time.



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First Name

Middle Name

Last Name

2015/2016 Internship Application

Return Completed Application To Address or Email Above.
If you have any questions, feel free to contact us.

Position of Interest: *Please number only the desired position(s) in order of preference.*

Coordinator of SERVE _____	Coordinator of LEAD _____
Assistant Coordinator of SERVE _____	Assistant Coordinator of LEAD _____
Assistant Coordinator of Discipleship _____	Design and Marketing Manager _____

Current Address: _____
Street City State Zip

Permanent Address: _____
Street City State Zip

Birthday: Mo: _____ Day: _____ Year: _____ Age : _____ Gender: Male ____ Female ____

Cell Phone: () _____ E-mail _____

Emergency contact: Name _____ Relation to you: _____

Address: _____
Street City State Zip

Cell Phone: () _____ Other Phone: () _____

Have you ever been convicted of a crime? Yes ____ No ____ If yes, Please explain _____

EDUCATION

List year of school completed by June: High School _____ College _____ Post Graduate _____

College _____

Major: _____ Minor: _____ Dates attended: _____

High School _____ Dates attended: _____

Extra-curricular activities: _____

EMPLOYMENT (List below your last three jobs, beginning with the most recent. CYC may contact them for a reference.)

Current/Latest Employer Name _____ Phone () _____
Date employed: Start _____ End _____ Immediate Supervisor _____
Describe your duties/job _____

Former Company/Employer Name _____ Phone () _____
Date employed: Start _____ End _____ Immediate Supervisor _____
Describe your duties/job _____

Former Company/Employer Name _____ Phone () _____
Date employed: Start _____ End _____ Immediate Supervisor _____
Describe your duties/job _____

MEDICAL

Do you have accident and hospital insurance? Yes _____ No _____ If yes, list name of company and policy number: _____

Explain any serious illnesses or injuries you have had in the past five years:

Are you allergic to any medication? Yes _____ No _____ If yes, what?

List any activities which you are physically unable to participate:

AVAILABILITY

- Applicants must be available on ALL Thursday Evenings 5:30-8:30pm. (May only miss 1 per semester)
- All staff and interns will meet 1-2 times per semester for planning, feedback, and mutual encouragement.
- *LEAD Applicants will attend all monthly Junior High CYC Events (4 Friday Nights per semester).

Are you aware of this time commitments and able to fulfill them? Yes _____ No _____

QUESTIONS Please use a separate sheet of paper to answer the following questions. Please only use up to three paragraphs to answer any given question. Make sure you put the corresponding number to the answer.

1. Please tell us about your personal faith in Christ and what you are currently doing to grow in that journey.
2. Why do you want to serve at Covenant Youth Collision?
3. What position(s) are you applying for? What visions or goals do you have for the position(s)?
4. List out any leadership experiences you have had and how they will help you succeed as a CYC staff.

5. Please list and elaborate on three character strengths and two character weaknesses you possess.
6. One of our primary goals is to supplement youth ministry in the city. What is your personal experience/ outlook on youth ministry in general? Why is it important and how could it be improved? (Feel free to be specific to the area(s) you are applying: SERVE, LEAD, Discipleship, or Design & Marketing)

REFERENCES

Please list THREE references: 1) Pastor or Christian Worker 1) Teacher or Employer and 1) Reference of Choice (no relatives). Your references should be able to speak to your character. We may contact this person. You must include the full name, address and phone number of your reference.

Pastor or Christian Worker

Pastor _____ Church _____

Email: _____ Phone () _____

Teacher or Employer

Name _____ Phone () _____

Title _____ Email _____

Reference of Your Choice

Name _____ Phone () _____

Title _____ Email _____

The Evangelical Covenant Church beliefs can be found (<http://www.covchurch.org/who-we-are/beliefs/>) in the forms of Affirmations, Resolutions and Resource Papers. The Affirmations of the Evangelical Covenant Church form the spiritual foundation of the church: (the centrality of the word of God; the necessity of the new birth; a commitment to the whole mission of the church; the church as a fellowship of believers, a conscious dependence on the Holy Spirit; and, the reality of freedom in Christ)

By signing and submitting this application, if hired, I will agree to support the mission and beliefs of the Evangelical Covenant Church while on staff with Covenant Youth Collision.

I hereby certify that all of the information that I have provided to Covenant Youth Collision in this application or otherwise is true. I give permission to Covenant Youth Collision to attempt to verify the information that I have provided by questioning my references, employers, schools, friends, family members, and anyone else who is contacted by Covenant Youth Collision to release all information that they possess about me to Covenant Youth Collision. I understand that if, in the sole opinion of Covenant Youth Collision I have provided false, misleading, or incomplete information, my application will be rejected or if it has already been accepted, I will be terminated. Note: by signing below you are consenting to a background check.

Applicant's Signature _____ Date _____

If applicant is under 18 years of age, a parent or custodial guardian must sign below.

Parent or Guardian Signature _____ Relationship to Applicant _____