



BE A PART OF THE STORY

Welcome to Christ Church of Oak Brook

Thank you for your interest in our Early Childhood, Children, and Student Ministry Summer Internships! Christ Church of Oak Brook is looking for individuals who are ready for an adventure. We need people who are passionate about serving kids and students and ultimately, Jesus Christ.

A summer internship at Christ Church of Oak Brook is life-changing and rewarding, but also intense and tiring. Interns must be committed to God and the church. Each individual must be teachable and eager to grow. They must be willing to build relationships and have a love for children and adolescents. Interns must be ready to serve without recognition, be intentional about communication, and step into servant leadership roles over peers and adults. Interns must be good stewards of church resources. Flexibility and resourcefulness are key as interns encounter many unplanned and unexpected situations.

We desire interns who are willing to do what it takes to get the job done and who will honor God by giving their best. Most of all, we want our interns to live out our mission: Be like Jesus.

Thank you for your interest in joining us. Please do not hesitate to contact us with any questions you have. We look forward to hearing from you.

Faithfully,

Sherri Adams
Human Resources Director

Sally Balla
Eric Camfield
Dave Mahar
Pete Stearns
Sandy Towers
Colleen Yates
CCOB Faith@Home Team Members

APPLICATION CHECKLIST

- Pray and ask God about His desire for you to come and serve at Christ Church.
- Complete this application. If you need more space to respond, you may attach up to 2 typed pages.
- Enclose in an letter size manila envelope: a copy of your current résumé, completed application, (2) completed Reference Forms **[signed and sealed by each reference]** and any academic internship requirements to:
**Christ Church of Oak Brook
Attn: Sherri Adams,
Human Resources Director
501 Oak Brook Rd
Oak Brook, IL 60523**
- Request two references to complete and mail reference forms on your behalf to the address listed above.
- Once we have received all your application materials, we will contact you about next steps.
- **Apply:** 12.02.11 to 01.20.12
- **Interviews:** 02.01 to 11.2012
- **Notify:** 02.27 to 29.2012
- **Intern:** 06.01 to 08.08.2012



INTERNSHIP DESCRIPTION

Summary of Position:

This intern shall assist in the leadership alongside the ministry team professional staff, 'to go into all the world as witnesses of the life-changing love of Jesus Christ; making communities of disciples who worship, grow and serve.' Interns will join the ministry team that they are serving and contribute to the worship, programming, and administrative needs. The job will include helping to carry out the vision for Early Childhood, Children's, Middle School, and High School Ministries. Interns will plan schedules, perform administrative duties of the ministries, and interact with volunteers, parents, children, and students. Interns must be willing to learn and grow into the ministry God has called them. This position requires interns to be flexible, administratively-minded, ministry-focused, organized, and have great interpersonal skills. Furthermore, interns need to be able to work well on a team of people.

Qualifications:

- Be a follower of Jesus Christ.
- Be a believer in the ministry of the local church.
- Be a high school graduate
- Be willing to dedicate their summer (generally end of May to the beginning of August) to the internship
- Love for Christ and kids
- Be exploring a call to ministry

Schedule Expectations:

Full employment will generally begin on or around June 1, 2011 and will conclude early to mid August, unless other arrangements are made. A "typical" workweek is Sunday–Thursday (40 hours per week). If there are conflicts in your summer schedule, please inform us of specific dates when you apply. A "calendar covenant" will be agreed upon by intern and supervisor at the time of employment.

Compensation:

Each intern will receive \$3,000 for the summer (before taxes).

Supervisory Relationships:

This intern reports to their assigned ministry professional staff.

Responsibilities:

Responsibilities may include, but are not limited to:

- Plan and implement weekly programs.
- Plan and implement special events (mission projects, camps, outreach experiences).
- Attend and participate in ministry training and team-building events.
- Teaching and creative writing duties - as assigned by direct supervisor.
- Creative hanging-out with students (this could include some evenings and weekends).
- Administrative office duties (calling, e-mailing, copying, folding, envelope-stuffing)
- Shop for trips, retreats, and special events.
- Equip, encourage, and empower volunteer staff when the opportunity arises.



APPLICATION

Full Name
Preferred Name
Birthday (optional)
Have you ever applied here before? <input type="radio"/> Yes <input type="radio"/> No (check one) If so, when?

PERMANENT CONTACT INFORMATION

Permanent Address
City State Zip
Home Phone Number
Mobile Phone Number
Email Address
Dates that you will be at this address

TEMPORARY OR CURRENT CONTACT INFORMATION

Your Mailing Address
City State Zip
Dates that you will be at this address

CURRENT SCHOOL INFORMATION (if applicable)

School Name Year
Major Minor

GENERAL INFORMATION

Are you legally eligible to work in the United States? <input type="radio"/> Yes <input type="radio"/> No
Drivers License Number & State:
Have you had any moving violations and/or vehicle accidents within the last 3 years (i.e. speeding, running a red light, etc.)? <input type="radio"/> Yes <input type="radio"/> No If yes, please list all, including month and year:
Have you been convicted of a criminal offense? <input type="radio"/> Yes <input type="radio"/> No If yes, please explain:

My preference is for an internship in:
[number 1-4 / 1 = best]

Early Childhood
 Children
 Middle School
 High School

Are you available for employment June 1 – August 8, 2012?

Yes No

Do you have any scheduling conflicts?

Yes No

If yes, please list the details of your conflict. (event, dates, etc.)

How did you hear about Christ Church of Oak Brook internships?



CHURCH ACTIVITY

Church Name	
City	State
Are you a member? <input type="radio"/> Yes <input type="radio"/> No	
List any ministries in which you have served:	

EDUCATION HISTORY (Fill in all the boxes that apply)

TYPE	NAME OF SCHOOL	STATE	# OF YRS	DEGREE
High School				
College				
Grad School				

EMPLOYMENT INFORMATION (List your two most recent employment experiences.)

Company Name	
City	State
Supervisor	Phone Number
Dates of Employment	May we call this employer <input type="radio"/> Yes <input type="radio"/> No
Your Position/Title	Reason for Leaving
Your Duties	

Company Name	
City	State
Supervisor	Phone Number
Dates of Employment	May we call this employer <input type="radio"/> Yes <input type="radio"/> No
Your Position/Title	Reason for Leaving
Your Duties	

REFERENCES (Please list the two people who will serve as your references)

Reference Form #1: Pastor, Bible Study Leader, Professor	
Name:	Relationship:
Reference Form #2: Friend or Mentor	
Name:	Relationship:



GETTING TO KNOW YOU – PART 1

What are five words you would use to **DESCRIBE YOURSELF**? _____

How do you seek to live a life of **WORSHIP** as a follower of Jesus Christ? _____

How are you currently seeking to **GROW** as a follower of Jesus Christ? _____

Briefly describe how you **SERVE**: _____

Please briefly share your **STORY** and why you would like to **SERVE** with us: _____



GETTING TO KNOW YOU – PART 2

Please answer with as much detail as possible about your specific experience and training. Please indicate level of experience.

- A: No experience: have never done it before
- B: Minimal experience: have had a few experiences (ex. mission trip or school project)
- C: Moderate experience: have multiple experiences (ex. training in this area)
- D: Extensive experience: can perform well in this area and can train others

ADMINISTRATIVE SKILLS:

A B C D (check one)

Please share experience in managing details, multi-tasking, and coordinating projects:

TEAM LEADING SKILLS:

A B C D (check one)

Please share experience in leading teams of your peers and or students:

INTERPERSONAL SKILLS:

A B C D (check one)

Please share experience in general communication skills and conflict management:

UP-FRONT LEADERSHIP AND TEACHING SKILLS:

A B C D (check one)

Please share experience in giving instructions or teaching to a large group:



SUMMER INTERNSHIP

REFERENCE FORM

Thank you for your willingness to be a reference for a prospective intern. We appreciate your effort in helping us understand and become familiar with the applicant. Please answer the questions below to the best of your ability based on your knowledge of the applicant. Thank you for your time. If you have any questions, please contact Sherri Adams, Human Resources Director by e-mail sadams@cc-ob.org or by phone 630.321.3924.

**** Please return this completed form, in a signed / sealed envelope to the applicant ****

Applicant's Name: _____ Phone: _____

Your relationship to the applicant: _____ How long have you known him/her? ____

Your Name: _____ Your Phone: _____

1. What would you say are this applicant's areas of strength?

2. What would you say are this applicant's areas for growth?

3. What areas of potential would you encourage this applicant to pursue?

4. List five words you would use to describe the applicant. No explanations, please.

5. Is there anything else you feel we should know about the applicant that might help us in our decision making process? Praises? Concerns?

6. Do you recommend him/her to work with children and adolescents in a church setting?
 - with enthusiasm
 - with few reservations
 - with reservations
 - not sure they are ready for this type of challenge this year

Thank you for your time and consideration.



SUMMER INTERNSHIP

REFERENCE FORM

Thank you for your willingness to be a reference for a prospective intern. We appreciate your effort in helping us understand and become familiar with the applicant. Please answer the questions below to the best of your ability based on your knowledge of the applicant. Thank you for your time. If you have any questions, please contact Sherri Adams, Human Resources Director by e-mail sadams@cc-ob.org or by phone 630.321.3924.

**** Please return this completed form, in a signed / sealed envelope to the applicant ****

Applicant's Name: _____ Phone: _____

Your relationship to the applicant: _____ How long have you known him/her? ____

Your Name: _____ Your Phone: _____

4. What would you say are this applicant's areas of strength?

5. What would you say are this applicant's areas for growth?

6. What areas of potential would you encourage this applicant to pursue?

4. List five words you would use to describe the applicant. No explanations, please.

5. Is there anything else you feel we should know about the applicant that might help us in our decision making process? Praises? Concerns?

6. Do you recommend him/her to work with children and adolescents in a church setting?
 - with enthusiasm
 - with few reservations
 - with reservations
 - not sure they are ready for this type of challenge this year

Thank you for your time and consideration.