



CHRIST CHURCH OAK BROOK

Application for Summer Internship

PLEASE READ THE INSTRUCTIONS ON THIS PAGE BEFORE COMPLETING THE APPLICATION.

As you go through the application, please answer all questions and fill in all blanks. Be sure to use the tab key to move from one field to the next. After completing the application, please save it and e-mail a copy of your current résumé, completed application, and any academic internship requirements to RRichel@ChristChurch.us.

Applications will be accepted from February 15, 2021 through March 7, 2021. Late applications will not be considered.



BE A PART OF THE STORY

Welcome to Christ Church of Oak Brook

Thank you for your interest in our Family Ministry Summer Internships! Christ Church 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 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,

Larry Lutey
Executive Director of Human Resources

Pete Stearns
Aaron Foster
Steve Noble
Shari Knutson
Julie Johnson
Jennie Amidei

APPLICATION CHECKLIST

- Pray and ask God about His desire for you to come and serve at Christ Church.
- You may complete the application electronically or print it out and complete it. If you need more space to respond, you may attach up to 2 typed pages.
- Email a copy of your current résumé, completed application, and any academic internship requirements to RRichel@ChristChurch.us or mail to:

Christ Church Oak Brook
Attn: Renee Richel, Human Resources
501 Oak Brook Rd
Oak Brook, IL 60523
- Once we have received all your application materials, we will contact you about next steps.
- **Apply:** February 15 – March 7, 2021
- **Phone Interviews:** March 8 -12, 2021
- **Notify:** After March 12, 2021
- **Internship Dates:** Approximately June 1 - August 13, 2021



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.' The Interns will have an opportunity to participate in the worship, programming and implementation of summer activities for our Early Childhood-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 to which God has called them. This position requires interns to be flexible, administratively-minded and 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
- Must have completed two years of college for Middle School and High School positions;
- Must have completed one year of college for Early Childhood and Children's positions
- 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, 2021 and will conclude early to mid August, unless other arrangements are made. A "typical" workweek is Tuesday-Friday + Sunday (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 a \$3,500 stipend for the summer, pro-rated for the length of the internship.

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		

Are you available for employment June 1 – August 13, 2021

☐ Yes ☐ No

Do you have any scheduling conflicts?

☐ Yes ☐ No

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

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:

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

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

TEAM LEADING SKILLS

☐ A ☐ B ☐ C ☐ D

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

INTERPERSONAL SKILLS

☐ A ☐ B ☐ C ☐ D



Please share experience in general communication skills and conflict management:

UP-FRONT LEADERSHIP AND TEACHING SKILLS

☐ A ☐ B ☐ C ☐ D

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