**Knox Student Internship 2020-21 Knox Presbyterian Church 120 Lisgar Street, Ottawa**

The KNOX STUDENT INTERNSHIP PROGRAM will be available for University students (or other interested applicants) who are looking to discern ministry gifts while:

* serving in an urban church setting
* exploring spiritual gifts for ministry
* developing leadership skills
* receiving mentoring about ministry
* earning a modest wage for their time of service

**A. POTENTIAL MINISTRY AREAS:** 1. **Young Adult Ministry**: potential opportunities include helping to give leadership for Sacred Space, our worship/fellowship partnership with CRC Campus Ministry

2. **Children’s Ministry**: potential opportunities include working with the Knox Sunday School, Children’s Time in Worship or development of a Children’s Choir.

3. **Social Justice:** potential opportunities include working with our OUT OF THE COLD program and our partnership with Ottawa Innercity Ministries’ TUESDAY DROP-IN)

4**. Worship**: potential opportunities include coordinating Jazz Vespers, development of a Children’s Choir, and other participation & leadership in Sunday Worship

5**. Education:** Potential opportunities include assisting with coordination of Weeknight Adult Education opportunities at Knox or Daytime Bible Study.

6. **Youth Ministry:** Potential opportunities include development of Knox youth ministry program and making connections with local high school groups.

7. **Technology & Social Media:** Potential opportunities include enhancing Knox publicity efforts through our website, Facebook, Twitter and more.

8. **Administration:** Potential opportunities include offering assistance and expertise to help coordinate and upgrade administrative functions at Knox.

**B. EXPECTATION FOR INTERNS:** The Knox Student Internship program will include the following components and expectations:

**1. Serving:** Interns will work in a specific area of ministry where there is a mutual match of giftedness between a student and an established need at Knox or one of our partners. See Potential Ministry Areas above. Specific roles and expectations will be mutually agreed upon between Knox and successful applicants. Interns will commit an average of 3-4 hours work per week toward their Internship. Depending on the area of ministry, there will be some weeks where the time commitment will be more or less. Flexibility and time-away will be encouraged for Reading Weeks, Long Weekends, Christmas Break.

**2. Leadership:** Interns will attend one Leadership Meeting per semester (either Session (our Elders), Temporal Board (our Finance/Facilities Board), or other, dependant on area of the Student’s Internship) in order to help develop understanding, awareness, appreciation, and skills for navigating leadership issues in a church setting.

**3. Worship/Community:** Interns will be encouraged to become a visible presence at Knox throughout their Internship by attending Sunday worship or other events related to their area of responsibility as reasonably possible.

**4. Mentoring:** Interns will be supervised and mentored by the Minister of Knox Church, Pastor Jim Pot, and dependant upon roles, may also receive support from other ministry leaders at Knox.

**C. APPLICATION/INTERVIEW PROCESS:**

1. Applications will be received until June 15th, 2020, followed by Interviews and final selections. Interviews will in all likelihood be done this year via web-conferencing. The interview will include questions regarding the applicant’s faith background and spiritual journey as well as discussion about the student’s area of interest for the Internship.

2. Selection and Appointment: Successful applicants will be selected and informed no later than June 30th.

**D. OTHER DETAILS:**

**1. Length of Internships:** Internships will normally be for two semesters of a given academic year, though exceptions will be allowed for students able to serve for only one semester.

**2. Accountability and Supervision:** Interns will be directly accountable on a week-to-week basis to Pastor Jim. Interns will also be expected to offer either a written report or in-person summary to Session (Knox Elders) on their joys and challenges at the end of each Internship. Indirect accountability and advisory relationship will be determined based upon areas of ministry for each Intern.

**3. Repeat Interns:** Upon favourable reviews, Interns wishing to serve additional years will be given the potential to do so, applications and interviews will be required each year.

**5. Start and Completion Date:** Internships will begin in September and be completed in April. An orientation will be held in early September on a date to be announced.

**6. Compensation:** Interns will be compensated $750 per semester ($1500/yr), with cheques issued for each semester in September and in January.

**7. Facility Privileges:** Interns will have dedicated space available at Knox if required. Interns will also receive passwords for WiFi use at Knox as well as key-entry codes and access keys to the Knox facility and rooms spaces.

**8. Safety:** All successful applicants will be required to provide Knox Church with a current Vulnerable Sector Police Check.

**KNOX STUDENT INTERNSHIP APPLICATION, 2020-21**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Age: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

University: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Program: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PERSONAL BIO:** On a separate page, tell us in 300-500 words about yourself, including your family background, faith/spiritual formation, interests/hobbies.

**POTENTIAL MINISTRY AREAS:** On a separate page, list the top three choices from the POTENTIAL MINISTRY AREAS that you are most interested in working as an Intern at Knox, and share in a few sentences for each area, what you could contribute to Knox in this area and/or how you would like to develop your gifts for ministry in this area.

**REFERENCES:** List two people as references we could contact to verify your character, spiritual maturity, and/or gifts for ministry.

1. **Name:** 
   1. Relationship to you:
   2. How long this person has known you:
   3. Phone #:
   4. Email:
2. **Name :** 
   1. Relationship to you:
   2. How long this person has known you:
   3. Phone #:
   4. Email:

**POLICE CHECK:** If you have a current and valid Police Check, please attach a copy. If not, please state your agreement to obtain a Police Check should you be a successful candidate, circling the appropriate response below:

YES, I have an up-to-date valid police check and will attach. NO, I don’t have a police check, though I agree to obtain one should I be offered an Internship

**SEND THIS PAGE WITH COMPLETED INFORMATION, YOUR PERSONAL BIO AND POTENTIAL MINISTRY AREA PREFERENCES, plus POLICE RECORD CHECK (if available) TO:** *Pastor Jim Pot, Minister, Knox Church, 120 Lisgar Street, Ottawa, K2P 0C2 pastor.jim.pot@rogers.com 613-266-7712*