

UNIVERSITY REFORMEDCHURCH

The Following are Expectations/Commitments for all Interns at URC:

- Full adherence to the URC Staff Handbook.
- All internships are full time (except the part-time Counseling internship). An intern should expect to work 40+ hours per week.
- An intern will also be expected to become a member of URC.
- Attendance at URC's morning and evening services.
- Participation in a Growth Group.
- The internship term will last for one twelve month period.
- A second year internship may be offered by the intern's advisor with the approval of ExComm (Executive Committee).
- URC's intended purpose for the internship program is to train qualified candidates and send them out to serve the greater church.
- There will be a general intern meeting weekly. This training and discussion will be led by one of the staff members of URC with a focus upon practical ministry. Sample Topics may include: Children, Student Ministry, Cross-Cultural Ministry, Counseling, Administration, Prayer, Writing, Evangelism, Hospitality, etc.
- Attend weekly staff prayer
- Attend ministry staff book discussions
- Attend the leadership training classes

How the Program Works:

- Each intern will be assigned a track at the discretion of the church staff and ExComm, based upon the intern's experience, gifting, and future ministry vision
- 10-15 hours per week will consist of general Internship training and will be consistent across the ministry tracks
- 25-30+ hours per week will be devoted to the intern's specific personal ministry track

Qualifications:

- An evident love for Christ
- An evident love for His Word
- An evident love for His people and an ability to work well with others
- A desire to pursue full-time pastoral, counseling, or campus ministry
- Evidences personal holiness
- In general agreement with URC's confession of faith and the Reformed confessions to which it holds
- A bachelor's degree or above

Fundraising:

- This internship program is a position that is funded by support raising.
- All monies raised are for the general internship program, though individual donors and churches may be contributing to that program for a specific intern.
- All excess monies in the program at the end of the year will be applied to future intern training at URC.
- URC will train the approved candidates in fundraising after the hire date and before Feb 28, 2016.
- An intern must demonstrate the ability to raise support by having 50% of the support raising goal pledged before June 30.
- If the potential intern does not reach this goal by June 30, they will be asked to withdraw from the program.
- The monies contributed to the internship program for this candidate will remain in the internship program even though a particular candidate may not be able to continue into the program due to a lack of fundraising (URC is not allowed to refund charitable contributions).
- All interns must have 100% of their support raised by August 15.
- All interns must have \$10,000 of their support in their account before starting on August 15.
- If an intern has not reached a 100% by August 15th, ExComm may allow for additional time.
- Support raising funds must include donations from at least five different supporters.
- If at any point with the year internship an intern's support falls below 90% or their support account balance drops below \$1,500, the intern will be suspended from attending intern meetings and will be required to use this additional time to raise more support.
- Any monies raised above the fundraising goal or not expended during the internship will remain with the internship program.

Compensation Packages:

Single Pastoral, Campus, and Full-time Counseling

Salary: \$20,000
FICA: \$1,530
Insurance: \$ 3,360*
Medical Reimbursement: \$1,250
Administrative Costs: \$500
Professional Expense: \$800
Books/Parking Pass/Meal Plan: \$800

TOTAL: \$28,240 (\$24,880 w/out insurance)

*approximate based upon a single 21-24 yrs old. An intern may opt out and would not need to raise this amount.

Married Pastoral, International, Campus, and Full-time Counseling

Salary: \$25,000
FICA: \$1,913
Insurance: \$6,500*
Medical Reimbursement: \$2,500
Administrative Costs: \$500
Professional Expense: \$800
Books/Parking Pass/Meal Plan: \$800

TOTAL: \$38,013 (\$31,513 w/out insurance)

*approximate based upon a married couple 21-24 yrs old. An intern may opt out and would not need to raise this amount.

Part-time Counseling

Salary: \$10,000
FICA: \$765

TOTAL: \$10,765

Application Process:

- Submit a resume and a completed application form.
- Three references are required for every application.
- Pastoral reference: Should be written by a pastor or elder of the church the applicant is currently attending. This reference should include information related to the applicant's gifting for the track of ministry they are pursuing in the internship program, comment upon the applicant's maturity and character, and describe the applicant's participation in the local church.
- Personal reference: Should be written by a personal friend, who can attest to the applicant's character, gifts, and abilities.
- Co-laborer reference: Should be written by a co-laborer in a ministry which the applicant has served in. This reference should comment on what they have observed to be the strengths and weaknesses of the applicant in ministry.
- The three references should be emailed directly from the reference to urc@urcstaff.org.

Hiring Process:

- The Counseling Director, Campus Director, International Ministries Director, Assistant/Associate Pastor, and one woman from the congregation will serve as the search committee.
- All applications will be received by January 31. [Download an application here.](#)
- The search committee will review applications and determine potential candidates for interviews.
- Interviews will be conducted.
- The search committee will make a recommendation to ExComm on how many interns should be hired for the upcoming year and who those candidates should be.
- ExComm will then review and approve who should be offered an internship.
- The search committee will contact the potential candidates approved by ExComm by February 15.

Timeline:

- Application Deadline: January 31
- Hire Date: February 15
- Support Raising Training: February 28
- Start Date: August 15