

# ..... **Parish Internships** ..... **2019-2020 Application**

*Application Deadline:  
Friday, February 15th by 4 pm*

The supervisor of the internship(s) will contact you for an interview time.  
Interviews will be held the weeks of February 18 and February 25.  
Positions will be offered once all interviews have been completed.

*“Newman interns today;  
Leaders of the Church tomorrow.”*

## **Purpose**

These parish internships are designed to specifically target students interested in ministry roles and encourage experiential learning as a complimentary approach to their educational endeavors at the collegiate level. This program focuses on student leadership growth through an internship experience which will lead to greater and stronger participation in the students' chosen fields as well as the future Church.

Eight positions are available for the 2019-2020 academic year in the following areas (in this order on the application):

*Communications Intern*

*Development Intern*

*Liturgy Intern*

*K-5 Religious Education Intern*

*Edge (grades 6-8) Intern*

*Newman Volunteer Corps Student Director (Service & Justice Intern)*

*Technology Intern*

*Life Teen Intern (separate application)*

## **Benefits**

***Spiritual Growth:*** Ministry consists of ministry to others as well as formation for one's own spirituality. Interns will learn to balance both the needs of the program with their own faith development.

***Leadership Growth:*** Interns will be mentored by the staff member supervising their internship area. They will be taught professional ministry skills and create a shared vision of the program.

***Stipend:*** Newman Interns will be paid \$9.45 per hour for hours worked, not to exceed a total of 320 hours (10 hours a week for 16 weeks of the fall and spring semesters).

# Internship Qualifications

All interns must meet the following qualifications:

- Practicing Catholic
- Minimum (overall and last semester) GPA of 2.5, to be maintained throughout the year.
- Any additional requirements specific to each internship (ex: K-5 Religious Education Intern must be available to work Wednesday evenings).

## Internship Descriptions

The Newman Center is offering seven internships serving all areas in the parish. You may apply for more than one internship, but can only accept one position, if hired. Each internship is designed for 10 hours of work per week during the regular semester (not including breaks).

### Communications Intern

Supervised by: Communications Director (Theresa Nguyen)

This position is ideal for a student currently studying journalism, business, graphic design, or is interested in a career in non-profit management. Responsibilities include:

- Generating content for Newman's social media outlets (currently Facebook, Twitter, Instagram, YouTube, and GroupMe), and assessing the ways we use social media to spread the Gospel message. This includes both parish and Catholic Campus Ministry accounts and the website.
- Collaborating with Catholic Campus Ministry on special projects and promoting Campus Ministry events.
- Creating content for the bi-annual alumni newsletter and quarterly parish newsletter.
- Designing graphics and/or flyers for events (knowledge of Adobe Creative Suite preferred, but not required).
- Entering data from registration forms and learning database system.
- Planning parish events such as Trivia Night, Fat Saturday Dance, and Parish Picnic.
- Scheduling weekly emails to students using our email client, Mailchimp.
- Taking photos and video at Newman Center events, such as Welcome Week, Mass on the Quad, Candlelight Mass, Parish Picnic, etc. Knowledge of video and photo editing is preferred, but not required.
- Creating graphics or photos for Sunday Masses (attendance at Mass planning meetings on Monday nights preferred but not required)
- Depending on the skills and interests of the intern, other communications projects may be assigned.

### Development Intern

Supervised by: Development Director (JoAnn Shull)

This position is ideal for a student interested in a career in non-profit management and/or fundraising. Responsibilities include:

- Thank donors – handwritten thank you notes, occasional phone calls, etc.
- Plan events - assist with Development events which will include Family Weekend Luncheon, Homecoming Alumni Tailgate, Legacy reception, and other events.

- Coordinate Thank-A-Thon to all donors.  
*(continued on next page)*
- Enter data from registration forms, alumni update forms, etc. and learning database system.
- Manage donor research by cleaning database system and reconnecting with alumni/donors we have lost touch with.
- Help create content for monthly development emails to supporters.
- Depending on the skills and interests of the intern, other fundraising projects may be assigned, such as grant writing, donor visits, and event planning.

### **Music & Liturgy Intern**

Supervised by: Director of Music and Liturgy (Kelley Burns)

- **Primary Responsibilities:**
  - Coordinate ministries for the 8pm mass, to include greeters, collection, sound board and check on mass coordinators, lectors and Eucharistic Ministers. Serve in liturgical ministry roles as needed. (2 hours/week)
  - Contact and recruit new liturgical ministers (mostly early in the semesters)
  - Mass Planning: Attend mass planning meetings weekly on Mondays at 6pm. (1 hr/week)
  - Assemble binders for priests/lectors to include Mass Introductions, Responsorial Psalm, Penitential Act, and General Intercessions. (1-2 hours/week)
  - Copyright reporting (1/2-1 hr/week)
  - **Option A:**
    - Liturgical Ministry Scheduling (2-3 hours/week)
      - Run the schedule (bi-monthly) & post in sacristy (weekly)
      - Monitor “essential ministries” (Mass Coordinators, Lectors) and recruit substitutes as needed; Email “no shows.”
  - **Option B:**
    - Compile PowerPoint slides for weekend liturgies (2-3 hours/week)
      - Compile slideshows from song files, load into church computer
      - Do printouts for priests and sound board operators
- **Secondary Responsibilities:** (dependent upon the time available, skills, and interest of the intern)
  - Creating song files for new songs
    - uses music notation software (Sibelius)
    - adding music notation to older song files which are text only
  - Assist with ministry formation programs (lectors, Eucharistic ministers, greeters, mass coordinators)
  - Assist in planning of special concerts and events including publicity & program development
  - Music direction and rehearsal.
  - Creation of Mass slideshow graphics.

## **K-5 Religious Education Intern**

Supervised by: Director of Religious Education (Emily Shull)

- CEP: Prepare CEP classrooms for catechists, assist teachers in setting up, assist with classroom technology & serve as a substitute for CEP, as needed. (4 hrs/week)  
Children's Liturgy: Select activities for Sunday Children's Liturgy program, communicate them to volunteers and prepare needed supplies. (2 hrs/week) (*continued on next page*)
- Sacraments: help coordinate special activities for 1st Reconciliation and 1st Eucharist including family stations, special blessings and sacramental celebrations. (10-15 hours/semester)
- Special Events: help organize family fun events twice per semester including Christmas pageant. Assist in planning and executing special lessons for CEP including family lessons and Sister parish lessons. (10-15 hours/semester)
- Meet with supervisor weekly to check-in about plans for upcoming programs. (1 hr/week)

## **EDGE Middle School Ministry Intern**

Supervised by: Director of Religious Education (Emily Shull)

- EDGE Nights/Regular Events:
  - Direct set-up of EDGE nights and core team run-down, assist in execution of plans for each night and ministries at 5 p.m. Sunday Mass. (3.5 hrs/week)
  - Plan and Lead Wednesday EDGE Bible Study (2-3 hrs/week)
  - Assist with organizing and leading EDGE core planning meetings. Finalize plan with EDGE core for each EDGE night. Delegate jobs to EDGE core for preparation of EDGE Night. (1 hr/week)
- Special Events:
  - Assist with Summer EDGE activities (roughly 40 hours in summer)
  - Assist with Lock-In in spring semester (10-15 hours/semester)
  - Assist with any other special events as needed. (10-15 hours/semester)
- Meet with supervisor weekly to check-in about plans for upcoming programs. (1 hr/week)

## **Newman Volunteer Corps Student Director (Social Justice Intern)**

Supervised by: Director of Campus Ministry (Angelle Hall)

- ***Experience as a consistent volunteer in an NVC program strongly preferred.*** These programs include but are not limited to Loaves and Fishes, Elderly Ministry, MARK (Mentoring At-Risk Kids), Day of Service, El Salvador Sister Parish work, pro-life programs.
- Serve as Co-Director of all projects and programs sponsored by NVC.
- Share the mission of NVC with the Newman community (students and residents) involved at the Newman Center, and the campus and community at-large through various means, especially personal invitations.
- Meet with Resident Director, supervisor, Newman staff, and with board (monthly) on a regular basis to facilitate NVC programs.
- Recruit sponsors to the board and coordinators for projects.
- Oversee communication among sponsors and coordinators to ensure progress toward goals.
- Facilitate advertising to ensure that the message and goals of NVC are reaching resident and student parishioners through weekly emails, bulletin, social media, etc.

- Maintain weekly office hours.
- Monitor NVC email, NVC mailbox, NVC collections (food, personal items, etc.), bulletin boards, various requests sent to NVC, and other areas as needed.
- Shop for food and supplies for various NVC programs.
- Facilitate ordering, submitting revenue and payments, and set up of coffee and chocolate sales.
- Other projects and duties will be assigned based on the needs of the parish and the interest of the intern.

## **Technology Intern**

Supervised by: Communications Director (Theresa Nguyen)

This position is geared toward a person who is working towards a career in IT, or a computer science related field. This person will work with electronic media used at Newman. Responsibilities include:

- Setting up sound for Mass on the Quad and other Newman Center events, as necessary.
- Serving as a soundboard operator during the 8 p.m. student Mass at least monthly.
- Maintaining Google TVs, Smartboards, the server, the network, the wifi, etc. and troubleshooting when problems occur.
- Entering data from registration forms and learning database system.
- Uploading homilies and podcasts each week to the Newman website.
- Setting up new computers for staff members.
- Assisting Newman employees with a wide range of computer-related problems (in a patient manner!)
- Depending on the skill set of the intern, they may also work with Newman hardware, software, and server projects (i.e. improving wireless at Newman, backing up the server, virus protection, etc.).
- The intern will monitor and evaluate our use of technology to determine how we might best utilize our resources to spread the Gospel Message.

Previous large projects that interns have worked on include: Redesigning the Newman website, overhauling the wireless network, setting up a new server, and installing/assembling new SmartBoards and other technology.

## Application Process:

You may apply for more than one internship, but can only accept one position, if hired. Since different staff members will be interviewing for each position, you must turn in **full copies of each application for each position** for which you are interested. Your resume can be identical, but you should consider tailoring your responses to the short answer questions based on the particular position.

**Please compile your professional resume on a separate sheet(s) of paper. Make sure to include:**

1. Your name
2. Cell phone number and email address
3. Year in school (this year – by year, not by credit)
4. Birthdate and age
5. Educational background
6. Ministry experience and any other related work experience

**Also, please answer the following questions:**

1. What position are you applying for?
2. What interests you about the internship position? Why do you feel called to this position?
3. University parishes are defined as those communities of faith which have a student population (from a college or university) and a resident population (made up of families and individuals from the community). What do you see as the purpose of university parishes, such as the St. Thomas More Newman Center, as well as the interaction between resident parishioners, student parishioners, and alumni?
4. What new and unique qualities would you bring to this position—in other words, what sets you apart from other candidates?
5. What is an area where you will need to grow to fill the needs of this position?
6. What time commitments do you have for the summer and next school year? How many credit hours will you be taking? What other extracurriculars will you be involved with?

**Please submit your application(s), which should include your resume AND answers to the questions above to the Newman Center Office no later than 4pm on Friday, February 15.**

The supervisor of the internship will contact you shortly after for a half hour interview time during the weeks of February 18 and February 25. Positions will be announced no later than March 8.

***Thank you for your interest in serving the Newman community!***