

Parish Internships 2024-2025 Application

*Due: Tuesday, March
5th by noon to the
supervisor(s) of the
internship*

Interviews will be held the weeks of March 4th and March 11th. The supervisor of the internship will contact you for an interview time.

Positions will be offered as the individual positions are filled.

Purpose

These parish internships are designed to specifically target students interested in ministry roles and encourage experiential learning as a complementary 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 2024-2025 academic year in the following areas (in this order on the application):

Communications Intern

Edge (grades 6-8) Intern

K-5 Religious Education Intern

Life Teen Intern (separate application)

Service & Justice Intern

Technology Intern

Worship Intern (Liturgy)

Worship Intern (Music)

Benefits

Spiritual Growth: Interns will receive formation for one's own spiritual growth as well as opportunities to grow through ministry. 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 \$12.60 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 eight 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).

*The only exception to this is the Music Internship which has the option to be a year-round position (July-June).

Communications Intern

Supervisor: Communications Director
(James Benson, james@comonewman.org)

This position is ideal for a student currently studying journalism, communications, strategic communications, graphic design, or is interested in a career in nonprofit management.

Responsibilities include:

- Generating content for Newman's social media outlets (currently Facebook, Instagram, YouTube, and GroupMe), and assessing the ways we use social media to spread the Gospel message. This includes both parish and Campus Ministry platforms and the website.
- Collaborating with Campus Ministry on special projects and promoting Campus Ministry events.
- 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.
- Scheduling weekly emails to students using our email client, Mailchimp.
- Taking photos and video at Newman Parish 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 special Masses and various Newman events
- Depending on the skills and interests of the intern, other communications projects may be assigned.

K-5 Religious Education Intern

Supervisor: Director of Religious Education
(Emily Shull, emily.shull@comonewman.org)

- 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. (3 hrs/week)
- 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 special events including an Advent/Christmas event for families. Assist in planning and executing special lessons for CEP such as 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)
- **OPTIONAL** Summer Events: We will have a short Vacation Bible School in June and a full-week event in July. 20-30 hours available in June and 40 available in July either at the beginning or end of the internship.

EDGE Middle School Intern

Supervisor: Youth Minister & Dir Religious Ed
(Emily Shull, emily.shull@comonewman.org)

- EDGE Nights/Events:
 - Location: Wednesdays at Our Lady of Lourdes, 6-8:30 pm
 - Direct set-up of EDGE nights, core team run-down. Assist in execution of plans for each night. (3.5 hrs/week)
 - Assist with Sunday Bible Study and service projects on the Sunday afternoons when there isn't Confirmation.
- Confirmation Events:
 - Assist with Middle School Confirmation sessions two Sundays per month (2.5 hours each)
 - 1-2 Confirmation events during the year such as a Saturday retreat (TBD).
- Special Events:
 - Assist with Lock-In in, service events, or other special events (10-15 hours/semester)
 - (Optional) Assist with Summer EDGE activities. Up to 40 hours available in June & July either at the beginning or end of the internship.
- Meet with supervisor weekly to check-in about plans for upcoming programs. (2 hrs/week)

Service & Justice Intern

Supervisor: Director of Campus Ministry
(Angelle Hall, angelle.hall@comonewman.org)

- ***Experience as a consistent volunteer in an area of service and justice strongly preferred.*** These programs include but are not limited to Loaves and Fishes, MARK (Mentors and Refugee Kids), Room at the Inn Winter Shelter, Refugee Committee, El Salvador Sister Parish work, pro-life programs, parish efforts.
- Share the mission of Service & Justice with the Newman community (students and residents) involved at the Newman Center, and the campus and community at-large through various means, including
 - Service & Justice Biweekly Email (2 hours/alternating weeks)
 - Advertising for Bulletin (weekly)
 - Communicate information to Campus Ministry email.
 - Social Media
 - Personal invitations

- Other avenues as available
- Serve on the Social Justice Education Committee, if schedule allows.
- Monitor Virtus training of Service and Justice volunteers (1 hour/weekly)
 - Send emails with information about training to new volunteers
 - Monitor volunteer lists to make sure all volunteers are trained
- Meet with supervisor on a weekly basis and with ministry coordinators as needed to facilitate Service & Justice ministries (1 hour/weekly + as needed)
- Recruit coordinators for projects and oversee communication among coordinators to ensure progress toward goals.
- Maintain weekly office hours.
- Monitor NVC email, NVC mailbox, collection drives (food, personal items, etc.), bulletin boards, various requests sent to NVC, and other areas as needed. (2 hours/weekly)
- Shop for food and supplies for various Service & Justice programs.
- Submit check requests as needed for Service and Justice areas of the ministry.
- 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
(James Benson, james@comonewman.org)

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 Parish events, as necessary.
- Serving as a soundboard operator during the 8 p.m. student Mass at least monthly.
- Maintaining Google TVs, Smartboards, projectors, the server, the network, the wifi, etc. and troubleshooting when problems occur.
- Creating/updating easy to understand “how to” guides for technology setups
- Entering data from registration forms and learning database system.
- Assisting with livestreaming Masses and/or events.
- Setting up new computers for staff members.
- Maintain the tech closet and MPR closet, updating the inventory list as needed
- 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, making livestreaming more efficient, sifting through old computers to either reuse or recycle.

Worship Intern (Liturgy)

Supervisor: Fr. Andrew Auer, Associate Pastor
(frandrew@comonewman.org)

- **Primary Responsibilities:**
 - Being present to 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)
 - Assemble binders for priests/lectors to include Mass Introductions, Responsorial Psalm, Penitential Act, and General Intercessions. (1-2 hr/week)
 - Being present at the weekly worship meetings (determined with supervisor)
- Monthly Intern Formation (supervised by Angelle Hall, Director of Campus Ministry)
 - One Monday per month from 5-6pm
 - Fulfillment of assignments assigned in Intern Formation
- 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.”
 - Printouts for sound board operators
- **Secondary Responsibilities:**
 - 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

Worship Intern (Music)

(option for year-round)

Supervisor: Fr. Andrew Auer, Associate Pastor
(frandrew@comonewman.org)

- **Primary Responsibilities:**
 - Vocal and/or instrumental support at the Student Mass (8pm Sunday) (3 hrs)
 - Required skills:
 - Ability to read music
 - Some competency at sight reading
 - Keyboard or Guitar skills are not required, but **heavily encouraged**
 - Attendance at weekly rehearsals for Masses served
 - Current rehearsal times are TBD
 - Monthly Intern Formation (supervised by Angelle Hall, Director of Campus Ministry)
 - One Monday per month from 5-6pm
 - Fulfillment of assignments assigned in Intern Formation
 - Substitute at other Masses as needed
 - Copyright reporting (½-1 hr/week)
 - Attendance at Worship Collective meetings (Once a month)

- Assist in contacting and recruiting new liturgical ministers (mostly early in the semesters)
- Weekly faith formation with supervisor (30mins - 1hr)
- **Secondary Responsibilities:**
 - Music direction and rehearsal
 - Organizing music and maintaining of the church music space, rehearsal space and music closet (1-2 hours per week)
 - Creating song files for new songs (1-2 hours per week)
 - uses music notation software (Finale)
 - creating Mass PowerPoints
 - adding music notation to older song files which are text only

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 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 Newman, 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 Office or by email to the supervisor of the internship you are applying for no later than noon on Tuesday, March 5th**. The supervisor of the internship will contact you shortly after for a half hour interview time during the weeks of March 4th and March 11th.

Positions will be announced no later than March 31st.

Thank you for your interest in serving the Newman community!