



College Ministry at
NEWMAN *
— PARISH —

*Due: Thursday,
February 26th by noon
to the supervisor(s) of
the internship*

Parish Internships 2026-2027 Application

Interviews will be held the weeks of March 2, and March 9, 2026.
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 2026-2027 academic year in the following areas (in this order on the application). Total hours available for the year are listed next to each intern:

Communications Intern (320)

Edge (grades 6-8) Intern (320)

K-5 Religious Education Intern (280)

Life Teen Intern (320)

Service & Justice Intern (320)

Technology Intern (240)

Worship Intern - Liturgy (290)

Worship Intern - Music (320)

***There is a possibility of 1-2 additional internships that could become available upon Finance Council approval.**

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.
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Stipend: Newman Interns will be paid minimum wage per hour for hours worked, not to exceed a total hours available. Hour totals are listed above.

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

Newman offers 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 7-10 hours of work per week during the regular semester* (not including breaks).

* Exceptions

- Music: Optional year-round position (July-June).
- Life Teen: Required to plan and participate in Fall Retreat and Luke 18 Retreat (spring).

Expectations for all Interns

All interns are expected to

- Complete Onboarding Paperwork, including Virtus training.
- Attend Orientation.
- Utilize Newman's database system(s).
- Input student registration information into our Newman database Breeze in the beginning of the school year.
- Meet with supervisor on a weekly basis.
- Maintain weekly office hours.
- 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

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).
- 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-6 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. (6 hrs/week, Classes Wednesdays 5:30-7:45pm & Sundays 8-11:45am for CEP & Children's Liturgy of the Word--see below)
 - Children's Liturgy: Select activities for Sunday Children's Liturgy program, communicate them to volunteers and prepare needed supplies.
- Sacraments: help coordinate special activities for 1st Reconciliation and 1st Eucharist including family stations, special blessings, short retreat and sacramental celebrations. (15-20 hours/semester)
- Special Events: help organize special events 1-2 items per year. Assist in planning and executing special lessons for CEP. (10 hours/semester)
- **OPTIONAL** Summer Events: We will have a short Vacation Bible School and Totus Tuus 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

*Supervisors: Youth Minister & Dir Religious Ed
(Anne Lim, anne@comonewman.org
Emily Shull, emily.shull@comonewman.org)*

- EDGE Nights:
 - Location: Wednesdays at Our Lady of Lourdes, 5:30-8 pm
 - Assist with set-up of EDGE nights, core team run-down, lead small group discussions. Assist in execution of plans for each night. (2.5 hrs/week)
- Confirmation Events:
 - Assist with Middle School Confirmation sessions two Sundays per month (3 hours each, 2-5pm)
 - 1-2 Confirmation events during the year such as a Saturday retreat (TBD).
- Special Events:
 - Direct Fall, Spring & Summer Kick-Off Lock-In (10-15 hours/semester)
 - Thursday Youth Events (1st Thursday XLT, 3rd Thursday Service Night)
 - (Optional) Assist with Summer EDGE activities. Up to 40 hours available in June & July either at the beginning or end of the internship.

Life Teen Intern

Supervisor: Director of Youth Ministry
(Anne Lim, anne@comonewman.org)

- Attend and assist in weekly Core Team meetings and Life Nights, including set-up and clean-up. Take on some leadership roles during Life Night. (5 hours weekly)
- Assist in semester planning.
- Attend and assist with retreats and special events.
- Participate in relational ministry with teens, e.g. weekly mass at Tolton, Life Teen band performances. (1-2 hours weekly)
- Send the weekly newsletter and maintain social media accounts (1-2 hours weekly).
- Assist with administrative duties.
- Attend and assist with other Life Teen events (Bible Study, Thursday Youth Night, etc.) as needed.

Service & Justice Intern

Supervisor: Director of Service & Justice
(Chelle Smith-Vandergriff, chelle@comonewman.org)

The Service & Justice Intern is responsible for supporting the mission of the Service & Justice at Newman by assisting the Director with coordinating projects/ministries and promoting parish participation in various service and justice initiatives. Programs include but are not limited to Newman Cares, Loaves & Fishes, Newman Night at the Food Bank, Interfaith Garden, Refugee Ministry (St. Frances Cabrini Club), Mizzou Catholic or other student-led projects/groups, and tri-parish, Diocesan, and community efforts.

This position is ideal for a student currently studying social work, nonprofit management, or public policy, or who is interested in a career in service, justice, or ministry (public or private sector). Experience as a consistent volunteer in an area of service and justice is strongly preferred.

Responsibilities include:

- Promote service and justice opportunities through personal invitations, weekly bulletin content, Service & Justice biweekly emails, bulletin board(s), Parish and/or Campus Ministry Communications requests, and other available channels (digital and print materials, social media, tabling, etc.)
- Manage day-to-day communications by monitoring the Service & Justice email account, creating the Service & Justice Biweekly Email (alternating weeks), maintaining bulletin boards, and ensuring timely follow-up (2-3 hours/week)
- Monitor Safe Environment/Virtus training compliance by communicating training requirements to new Service and Justice volunteers and tracking volunteer lists/registrations and training status (1 hour/weekly)
- Recruit, support, and communicate with project coordinators and ministry leaders by responding to routine requests and escalating larger questions or needs to the Director or other staff

- Coordinate logistics for service and justice projects, events, and collection drives, including planning, support, advertising, donation oversight (monitoring food, personal care items, etc.), and preparation of supplies, food, and materials
- Serve on the Social Justice Education Committee, if schedule allows (1 hour/monthly)
- Participate in formation opportunities that foster growth in understanding of Catholic Social Teaching
- Other projects and duties will be assigned based on the needs of the parish and the interest of the intern
- **OPTIONAL:** Following approval, interns may extend hours through the summer either at the beginning or end of the internship

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
- 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)

Turn in Application to Fr. Andrew

*Supervisor: Fr. Andrew Auer, Associate Pastor
(frandrew@comonewman.org),
Andrea Spolti (andrea@comonewman.org)*

- **Primary Responsibilities:**
 - o 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)

- o Contact and recruit new liturgical ministers (mostly early in the semesters)
- o Assemble binders for priests/lectors to include Mass Introductions, Responsorial Psalm, Penitential Act, and General Intercessions. (1-2 hr/week)
- o Send lectors the link for readings and petitions weekly.
- o Being present at the weekly worship meetings (determined with supervisor)
- Liturgical Ministry Scheduling (2-3 hours/week)
 - o Run the schedule (bi-monthly) & post in sacristy (weekly)
 - o Monitor “essential ministries” (Mass Coordinators, Lectors) and recruit substitutes as needed; Email “no shows.”
- **Secondary Responsibilities:**
 - o Assist with ministry formation programs (lectors, Eucharistic ministers, greeters, mass coordinators)
 - o Assist in planning of special concerts and events including publicity & program development

Worship Intern (Music)

(option for year-round)

Supervisor: Andrea Spolti, Director of Music

(andrea@comonewman.org)

- **Primary Responsibilities:**
 - o 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**
 - o Attendance at weekly rehearsals for Masses served
 - Current rehearsal times are Wednesday 7-8:30pm
 - o Substitute at other Masses as needed
 - o Copyright reporting (½-1 hr/week)
 - o Attendance at Worship Collective meetings (Once a month)
 - o Assist in contacting and recruiting new liturgical ministers (mostly early in the semesters)
- **Secondary Responsibilities:**
 - o Music direction and rehearsal
 - o Organizing music and maintaining of the church music space, rehearsal space and music closet (1-2 hours per week)
 - o Creating song files for new songs (1-2 hours per week)
 - uses music notation software (Dorico), as needed
 - Assisting in the creation of Mass PowerPoints, as needed
 - 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. What ideas do you have for this internship?
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?

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7. Youth Ministry additional questions: What is the purpose of youth ministry? Do you speak Spanish? Fluently?

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(s) of the internship you are applying for no later than noon on Thursday, February 26, 2026.** The supervisor of the internship will contact you shortly after for a half hour interview time during the weeks of March 2nd and March 9th.

Positions will be announced no later than March 31st.

Thank you for your interest in serving the Newman community!