

## **PURPOSE**

The purpose of this internship is to provide learning opportunities in a practical working environment for students in professional ministry to gain insights on denominational youth ministry, and to improve and understand administrative concepts in ministry.

## **PREMISE OF THE INTERNSHIP**

This internship is structured to allow the intern to learn “while on the job”. Dr. Howard Gardner’s theory of multiple intelligences suggests 8 different intelligences in which people learn.<sup>1</sup> This internship seeks to use “everyday, ordinary” administrative tasks (which utilize almost all 8 of Dr. Gardner’s intelligences) in the context of youth ministry to help the student understand the processes which help ministry operate effectively. As such, while the internship includes a variety of administrative tasks, the key to this internship is processing and evaluating the effectiveness of such logistical models in a ministry context, and to learn how best to utilize administrative mechanisms in one’s own context. Concurrently, the intern will also be critically evaluating youth ministry (a key ministry in the CBOQ family) both at a macro level and its influences on a micro level.

## **WHO CAN APPLY?**

Candidates must either be attending a post-secondary program with a focus in youth (e.g. Child Youth Worker program, teacher’s college), a Christian-based post-secondary program (e.g. Master of Divinity) or currently serving in a ministry profession (e.g. camp ministries). This person must be able to work in a fast-paced environment with others, and demonstrate a competent level of administrative abilities (including use of Microsoft software, Lotus Notes and operation of office machines). The candidate must also have a valid criminal record check either completed at his/her home church or professional association (if not, one will be completed at the expense of the CBOQ to determine whether the candidate is suitable for the position).

## **HOW TO APPLY FOR THIS INTERNSHIP**

The internship posting is available two months prior to the next opening, and is usually announcements through the CBOQ Youth E-update (email newsletter), on the website ([www.cboqyouth.ca/internship](http://www.cboqyouth.ca/internship)) and/or through Twitter (@cboqyouth). Candidates can send in their resume, 3 references (1 current/recent employer, 1 former employer and 1 non-family friend) including their contact information, and a list of personal learning objectives they wish to achieve in this internship. Suitable candidates will be contacted for an in-person interview with the Manager of Youth Ministries (MYM).

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<sup>1</sup> [http://www.thomasarmstrong.com/multiple\\_intelligences.htm](http://www.thomasarmstrong.com/multiple_intelligences.htm)

Deadline for applications is Friday, July 30, 2010 with interviews for selected candidates occurring August 9-13, 2010.

## LEARNING OBJECTIVES

The following are standard learning objectives specific to this internship opportunity and in addition to the personal learning objectives by the candidate.

1. To identify and understand different administrative structures and their purpose in ministry.
2. To understand the philosophy and strategy of youth ministry on a macro level i.e. primarily ministers to youth leaders rather than students directly.
3. To efficiently use office equipment (e.g. photocopier, fax machine, laptop/computer, LCD projector, sound system, etc.).
4. To effectively complete administrative tasks (see job description)
5. To understand how the CBOQ staff contributes to the overall mission of the CBOQ.

## READINGS AND ASSIGNMENTS

Readings and assignments will be determined based on the candidate's previous educational background and personal learning objectives. Typically 2 books will be assigned with a 1-page reflection paper to follow. Any interview assignments will also be completed with a 1-page reflection paper. Each monthly evaluation meeting and exit interview will result in a synopsis of the evaluations to be "signed off" by the candidate and the MYM. Also, the candidate will complete a 2-page/double-spaced reflection paper on the internship as a whole, particularly comparing their skill set when starting and then completing.

## TIMELINES

The following are suggested weekly schedules. Please note that projects/events can change without notice. Also not included are the day-to-day operational tasks.

FALL TIMELINE (Please note the fall timeline is 2 weeks shorter than winter or spring/summer timelines.)

WEEK	PROJECTS/EVENTS	DETAILS
1	orientation	<ul style="list-style-type: none"> <li>• identify/customize learning objectives and create strategy to accomplish them (including learning styles)</li> <li>• office orientation (facilities (office supplies, printers, etc.), computer (Lotus, server), workstation (phones, files), emergency exits, washrooms, storage room), boardroom set-up</li> <li>• review HR policies (workplace safety, lifestyle)</li> </ul>

		<ul style="list-style-type: none"> <li>• establish timesheet for coming term</li> </ul>
2	staff orientation	<ul style="list-style-type: none"> <li>• complete interviews of min. 3 in-office staff (one from finance, one from support staff, one from executive staff aside from youth ministry)</li> <li>• starts fall event registration</li> </ul>
3		
4		
5		
6		
7	fall pre-evangelistic event	<ul style="list-style-type: none"> <li>• work on logistics of fall event</li> <li>• arrange for retreat team meetings</li> <li>• arrange Avalanche team meeting</li> </ul>
8	Re-ignite conference	<ul style="list-style-type: none"> <li>• arrange Blizzard team meeting</li> <li>• assist in conference logistics</li> </ul>
9		
10	scholarship care packages	<ul style="list-style-type: none"> <li>• mail out care packages to scholarship applicants</li> <li>• start Avalanche/Blizzard registrations</li> </ul>
11		<ul style="list-style-type: none"> <li>• arrange Avalanche team meeting</li> </ul>
12		<ul style="list-style-type: none"> <li>• arrange Blizzard team meeting</li> </ul>
13	CYWC Youth Pastor Forum	<ul style="list-style-type: none"> <li>• participate/assist in CYWC</li> <li>• participate/assist in Youth Pastors Forum</li> </ul>
14	CBYouth meetings	<ul style="list-style-type: none"> <li>• arrange March Break mission group leader's meeting</li> <li>• participate/assist in CBYouth meetings</li> </ul>
15	exit interview	

**CANADIAN BAPTISTS OF ONTARIO AND QUEBEC**  
**JOB DESCRIPTION**  
**Intern – CBOQ Youth**

**PURPOSE**

This position is focused on the successful administration of the youth ministry offices at CBOQ, and professional growth of the incumbent. The incumbent will provide support to the Manager of Youth Ministries (MYM).

**SCOPE**

Reporting to the Manager of Youth Ministries, the incumbent will complete a variety of tasks as assigned by the MYM . The individual, in conjunction with the MYM, will produce and complete an internship objectives strategy. This is a contract position requiring an average of fifteen hours per week (specific hours will be determined by the individual and MYM) for a term of four months to one year. This position can be amended to coincide with an accredited internship program.

**JOB FUNCTIONS**

Youth Ministry

1. Provides administrative support to the MYM, including preparation of correspondence, filing, mass mailings, etc.
2. Provides administrative support of CBOQ Youth events and retreats.
3. Provides administrative support to the various event teams of CBOQ Youth as assigned by the MYM (including but not limited to taking minutes, ordering meals, room arrangements, etc.).
4. Creates (in conjunction with MYM) and completes personal learning objectives.
5. Complete any school-related requirements. (Note: While personal learning objective and/or school-related assignments can be done during work time, some assignments may need to be completed outside of scheduled office hours.)

Other duties

1. Other duties or special projects as assigned by the MYM.

**QUALIFICATIONS**

1. A mature faith in Jesus Christ which is reflected in attitudes, action and lifestyle.
2. A teachable spirit.
3. Spiritual giftedness in administration.
4. The ability to act independently.
5. Strong organizational, decision-making, problem-solving and communication (interpersonal as well as the ability to speak to groups) skills required.
6. Able to work well on a team (as leader, or as a team member).
7. Currently in post-secondary or graduate studies preferably in youth ministry or youth-related fields.
8. A passion for youth ministry and young people is essential.
9. Stamina, energy and enthusiasm to sustain a fast paced ministry schedule and to juggle the multiple events and schedules of CBOQ Youth ministries.

10. Valid criminal record check that has been completed with the candidate's local church and/or professional association. If not, one will be completed at the expense of the CBOQ to determine whether the candidate is suitable for the position.
11. Working knowledge of Microsoft software (Word, Excel, and PowerPoint), Lotus Notes, and operation of office machines.
12. Sympathetic with the purpose and mission of the Christian Church, and in particular with the Canadian Baptists of Ontario and Quebec. A basic knowledge of the CBOQ is desirable.

All candidates whose training, experience, aptitudes and adaptability meet the requirements for the position to be filled will be considered, subject to the requirement that such candidate's lifestyle must not evidence unethical or immoral conduct or behaviour that, in the opinion of the Convention through its Board, is unbecoming of a Christian and contrary to biblical principles.