

North Carolina Yearly Meeting Intern Program

Purpose

The primary purpose of the Intern Program is to develop leadership within North Carolina Yearly Meeting by providing training in ministry, opportunities for service, aid in the process of discernment, encouragement and evaluation. By encouraging the development of stronger, healthier leaders, we seek to support the growth of a stronger, healthier Yearly Meeting that will have a greater impact for God's Kingdom. Our secondary purpose is to support our Monthly Meetings by providing interns to meet short-term ministry needs or plant the ideas for ministry expansion.

Structure

I. Oversight

Oversight for the Intern Program is given by the NCYM Program Ministries Department. The Director of Youth and Young Adult Program Ministries is responsible for connecting with potential interns and matching them with a Meeting or other service site and will serve as mentors for the individual interns. Each appointment is considered on an individual basis, relevant to the needs of the service site and the gifts of the intern. Efforts are made to work with individual interns to place them in their own unique ministry. Regular meetings with the interns will focus on evaluation, review and guidance.

II. Interns

The opportunity to serve as an intern is extended to any graduating, high school senior or older. Opportunities to serve in all avenues of ministry can be explored or extended: children, youth, seniors, pastoral care, Christian education, music, church growth, church planting, missions, etc.

III. Service Sites

Any Monthly Meeting in North Carolina Yearly Meeting may request an intern in any ministry capacity. Service sites for ministries beyond the local church setting will be sought out as needed.

Process

I. Steps to Becoming an Intern

- 1) Contact the Program Ministries Department and fill out an Intern Application citing areas of interest in ministry.
- 2) Complete the Intern training process.
- 3) Receive information on placement at a Monthly Meeting or other service site where the internship will be carried out.
- 4) Serve faithfully as an intern for at least 8 weeks and 160 hours (Level 1) or as indicated in the job description (Level 2).
- 5) Complete the evaluation process with the service site as well as the Program Ministries Department.

II. Steps to Requesting an Intern

- 1) Review the outline of the Intern Program and approve the request of an intern in both Ministry and Counsel and Monthly Meeting.
- 2) Complete an Intern Service Site Application and the accompanying Job Description form and send both to the Program Ministries Department.
- 3) You will be contacted once an intern has been matched with your request.
- 4) Send your financial support to the Yearly Meeting Office upon notification that you will receive an intern.
- 5) Work with your intern to provide the best and most effective ministry environment during their internship.
- 6) Complete the evaluation form and identify potential, future interns within your Meeting.

III. Intern Training

- A. Training Workbook – exploratory work in areas such as spiritual gifts, biblical history, Quaker history and beliefs, Yearly Meeting structure and procedure, creative teaching ideas, etc.
- B. Training Retreat – time away from normal settings to give space for concentrated learning and worship in preparation for the ministry experience
- C. Individual planning and training meetings with the Program Ministries Department.

IV. Responsibilities

A. All Interns

- Minister hands-on at the service site for at least an 8 week term (Level 1) or other specified term (Level 2).
- Attend regularly scheduled meetings for worship, Bible study, and/or gatherings of specific groups of their work (children, youth, seniors, etc.).
- Provide the service site with the proper promotional information and a calendar of events in relation to their internship.
- Offer full dedication to the responsibilities of the ministry experience.
- Provide the Program Ministries Department with copies of all paperwork (lesson plans, time sheets, promotional materials, etc.) in connection with the internship.

B. Level 1 Interns

- Minister hands-on at the service site for a total of 160 hours, usually at least an 8 week term.

C. Level 2 Interns

- Minister hands-on at the service site for an extended length of time as outlined in the job description. Level 2 interns typically have some experience and expertise.

D. Service Sites

- Positively support this ministry effort of training future leaders. Each service site is asked to identify one person to act as a mentor and contact person.
- Provide additional assistance (chaperones, workers, nursery, etc.) to be present at any gathering in which they would be needed.
- Help to arrange any transportation for special events requiring travel.
- Purchase any materials (literature, music, etc.) necessary to carry out the ministry.
- Provide housing arrangements for the intern if necessary.
- Financially support the Intern Program upon notification that the site will receive an intern. (See the Funding section below.)

Program Funding and Expenses

I. Estimated Cost

The estimated cost of a Level 1 internship is \$1600. The estimated cost of a Level 2 Internship is \$1000 per month.

II. Funding

The Intern Program is now included in the Yearly Meeting budget. Additional funding is provided by Yearly Meeting committees and the contributions of the Meetings and sites served. Meetings receiving an intern are expected to financially support the program and should evaluate their ability to fund the entire \$1600 or \$1000 per month, if possible. The following chart is a suggestion of payment, based on a Meeting's attendance for worship:

Level 1

Meeting Attendance	Suggested Contribution
50 or less	\$400
51 to 150	\$800
151 and above	\$1,600

Level 2

Meeting Attendance	Suggested Contribution
50 or less	\$250 per month
51 to 150	\$500 per month
151 and above	\$1,000 per month

- Level 1 Internship money is due within the first month of the internship. Level 2 monthly payments should begin before the end of the first month of service.
- No Meeting will be denied an intern due to financial limitations.

III. Intern Salaries

Each Level 1 Intern will receive a minimum of \$1,100. Repeat interns will receive an additional \$100 for each year served. Level 2 Interns will receive a Base Monthly Salary with additional increases based upon education and professional experience. Individuals serving as Level 1 or 2 Interns are considered part-time, temporary employees and therefore do not qualify for full-time employee benefits offered by NCYM (i.e. health insurance, retirement, etc.).

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