

SUMMER COLLEGE INTERN APPLICATION

The Youth Ministry Intern helps to share God's love with PCW Youth by building relationships with the youth, serving as a resource and support person for the youth and infusing each program with playfulness, creativity and enthusiasm.

Youth Ministry Team: Youth Pastor, Youth Assistant, Youth Intern, Seminary Intern

Description and Responsibilities:

- The Youth Intern's energy will focus on getting to know the youth and their families throughout the summer, keeping the youth ministry staff apprised of any pastoral concerns
- The Youth Intern will attend worship each Sunday, creating opportunities to connect with youth before and after worship to foster community
- The Youth Intern will work with the Youth Pastor and Youth Assistant to prepare materials for all summer trips, with special attention to supporting the High School Mission Trip
- The Youth Intern will assist the Director of Christian Education with Vacation Bible Camp
- The Youth Intern will attend the Agape Community Kitchen weekly (Wednesdays) and support the leadership team
- The Youth Intern is expected to invest in relationships with PCW Youth that will glorify God and deepen faith. The Youth Intern is encouraged to meet with students one-on-one in a public space, in small groups or to plan large all- youth events over the summer
- The Youth Intern understands their role as a *spiritual role model*, serving as a catalyst for spiritual growth, both in a small group setting and in everyday conversations with youth
- The Youth Intern will adhere to the Policy and Procedures for Sexual Misconduct, which is attached to below. **Attach signed copy to the application.**
- The Youth Intern will spend supervision time with the Youth Pastor investing in their own spiritual health, evaluating trips and events and processing any pastoral concerns that arise

Time Commitment: May 15- August 10, 2016. 30 hours/week + overnights: HSMT, MSMT and Fun Days

Special Talents, Skills Preferred:

- A vibrant and mature Christian faith
- A goal oriented individual who is a mature, organized, self-starter with a warm personality and strong communication skills.
- A minimum of two years in college

Application:

Questions to be answered by the applicant and returned to Rev. Amanda Huels, ahuels@westfieldpc.org no later than March 1st, 2017.

1. Answer either A or B:
 - a. How do you think this internship will set you up for success in your chosen career path?
 - b. How will this internship help you figure out what you are supposed to do after you graduate college?
2. Describe a time you demonstrated good leadership skills.
3. Joining the Youth Ministry Team as a summer staff member demands the use of good relationship boundaries. How will you navigate being close in age to the students and needing to maintain appropriate boundaries as a leader?

In addition to these questions, please submit a resume and faith statement.

Faith Statement: What do you believe about God? Describe your relationship with God at this point in your life. Tell us why the church important to you today? (1 page in length)

POLICY AND PROCEDURES ON SEXUAL MISCONDUCT

The Presbyterian Church in Westfield, NJ

I have received, read and understand the attached policy.

Name Printed _____ Date _____

Name Signed _____ Date _____

POLICY AND PROCEDURES ON SEXUAL MISCONDUCT

The Presbyterian Church in Westfield, NJ

STATEMENT OF PURPOSE

The purposes of this policy are:

1. To safeguard the Church's staff, members, children and others who attend our services, participate in our program and use our facilities from abuse through any form of sexual misconduct.
2. To ensure that all Ministers, Elders, Deacons, other Church officers, church school teachers, youth leaders, employees, members and others using Church facilities clearly understand the policy.
3. To describe the steps to be taken when employing or using the services of such individuals.
4. To seek justice by effectively determining truth protecting the innocent, and dealing appropriately with those who victimize others.
5. To promote proper healing of all persons when sexual misconduct has occurred.

POLICY

Sexual misconduct is an abuse of power and trust and a violation of the scriptures and of the policy of this church. It is never permissible. We seek to provide a sexual harassment-free environment for all employees and to be a place of personal safety for all children and adults who use our facilities and participate in our programs. All participants in the work and activities of the church or who use the facilities of the church shall conduct themselves in an honorable and ethical manner and shall not engage in sexual misconduct.

To the extent not covered herein, the Policy and Procedures on Sexual Misconduct adopted by the Presbytery of Elizabeth are made a part of this policy.

This policy applies to the clergy and officers of this church and all persons working under is supervisions, all persons serving the program and activities of the church as volunteers or paid employees and all those who have been given permission to use the facilities of the church for their independent reasons.

This policy recognizes no statute of limitation as to when sexual misconduct may be reported and acted upon.

This policy will be reviewed annually as part of the training for Church School and Youth leaders and Church officers referred to below under Preventive Measures. Copies of this policy will be posted on the church bulleting board and will be filed with the Presbytery officer and the church insurance carrier

DEFINITIONS

Accused: A person against whom a claim is made of sexual misconduct.

Accuser: A person reporting alleged sexual misconduct.

Child: A person under the age of 18.

Victim: A person alleged to have been injured by sexual misconduct

Sexual Misconduct

- Child sexual abuse defined as any sexual contact or behavior between an adult and a child, whether verbal or physical
- Sexual contact by force, threat or intimidation.
- Sexual exploitation within a ministerial professional or employment relationship including seductive behavior, unwelcome touching or fondling and physical sexual contact.
- Sexual harrassment: defined as unwelcome sexual advances, offensive, obscene or suggestive language, request for sexual favors and other verbal visual or physical conduct of a sexual nature.

Other examples of sexual behavior that violates this policy include but are not limited to the following:

- Making unwelcome sexual jokes, comments, suggestions, innuendoes;
- Unwelcome touching of a sexual nature;
- Coercing or attempting to coerce a person into a sexual and/or dating relationship;
- Punishing or threatening to punish a person for rejecting sexual attention; requests and/or demands.

PREVENTATIVE MEASURES

A. IMPLEMENTATION

Copies of this policy shall be distributed to all clergy, officers, employees, church school teachers, youth leaders, employees and to each inside and outside organization using the facilities, they too shall receive copies of this policy. The Elder responsible for Personnel shall distribute copies to persons holding church positions and the Elder responsible for Office and Property shall distribute the copies to each inside and outside organization using Church facilities. These Elders will annually report to the Session concerning the distribution

B. LIABILITY AND INSURANCE

The church Session and Trustees must take potential liability for sexual misconduct into consideration when establishing hiring and supervisory practices and when establishing and supervising programs. The church should have adequate liability insurance.

C. EMPLOYMENT PRACTICES

The Church shall maintain a personnel file on all employees, including ministers. The file should contain the application for employment, any employment questionnaire, reference responses and other documents related to this sexual misconduct policy.

If an applicant is unknown, the church should confirm the identity of the applicant and make specific inquiries to discover if in his/her prior employment there were any civil, criminal or ecclesiastical complaints that were sustained against him/her for sexual misconduct or whether she/he was ever required to seek professional treatment for reasons of sexual misconduct.

The church shall contact references for prospective minister/employees. A written record of conversations or correspondence with an applicant's references shall be kept in the minister/employee's personal file.

The applicant shall be informed of any comments regarding any proven sexual misconduct or pending allegations thereof and given an opportunity to submit additional references and give other evidence to respond to harmful information obtained from a reference.

The Elder responsible for Personnel has the responsibility of contacting the references and maintaining the files. In seeking a minister, the Pastoral Nominating Committee has this responsibility.

D. RULES FOR CHURCH SCHOOL AND VACATION BIBLE SCHOOL (ADULT AND CHILDREN)

1. Persons who are known to have committed previous acts of sexual misconduct are prohibited from teaching or supervising students either on a paid or volunteer basis.
2. Annually, the Session shall review and approve teachers and staff after the review and recommendation of the Christian Education Commission.
3. All teachers and staff (other than paid staff) will be members of the congregation for at least one full calendar year prior to teaching or substituting for a teacher. Exceptions to this rule will be approved on a case by case basis by the Session.

4. Persons who are hired as full or part-time staff will be personally interviewed by appropriate Elders and the pastor, have three written references all of whom are contacted by telephone, and have a police records check as a precondition to their employment. Any prospective employee shall sign a statement disclosing any prior criminal convictions or affirming that he or she has none.
 5. Classrooms will have open access and be subject to observation. Classrooms for children will be visited or monitored by the Christian Education Director or other designated adult each time the class meets.
 6. No child shall be subjected to demeaning discipline or separation with a single supervisor.
 7. Adult classes will be arranged in open space where there is no room for personal distance. Teachers and staff will attend periodic training meeting at this policy will be reviewed and discussed.
 8. Teachers and staff will attend training meeting at which this policy will be reviewed and discussed.
- E. YOUTH FELLOWSHIP ACTIVITIES**
- Youth Fellowship activities and their leaders are subject to the rules for the church School, and to the provisions of the conduct and Respect Policy implemented by the Youth Commission in January 2000, a copy of which is attached hereto and incorporated herein.
- F. OTHER CHURCH ACTIVITIES**
- Persons coming to worship, Bible study, meeting, fellowship activities or other church sponsored events, whether on site, or off site, will have their persons respected and protected. Inappropriate behavior should be reported immediately.
- G. PASTORAL COUNSELING**
- The pastor, while engaged in counseling, will provide the option of open access, and an observable safe space.

Counseling with the pastor is protected as confidential under clergy pastoral privilege. Regardless under New Jersey State Laws, all information regarding child abuse must be reported to the Department of Youth and Family Services (DYFS). Spousal violence which endangers life should also be reported.

- H. MEMBERS AND OTHER PARTICIPANTS AT CHURCH ACTIVITIES**
- All participants in Church activities should experience safety, security, respect and dignity, not only from the pastor and officers, but also from other participants. Inappropriate behavior should be reported immediately.
- I. MEMBERS OF SESSION AND DEACONS**

Designated members of these boards will participate in the periodic training of Church School teachers and staff.

COMPLAINT PROCEDURE

1. The Church shall respond promptly to all reports of sexual misconduct with concern for the parties involved. Any person receiving an initial report of sexual misconduct shall immediately inform the Senior Pastor, any Associate Pastor, or Clerk of Session and the Stated Clerk of Elizabeth Presbytery. Any questions regarding the interpretation of these policies may be referred to the Clerk of Session or the Stated Clerk of Presbytery.
2. Any person who has reason to believe that he/she has been subjected to sexual misconduct, who has witnessed acts of sexual misconduct committed upon others or has been told by a child that he/she has been subjected to such behavior is urged to report the incident to the Senior Pastor, any Associate Pastor, or Clerk of Session.
3. All complaints of sexual misconduct, whether made in writing or orally, will be taken seriously and investigated discreetly, impartially, thoroughly and promptly.
4. Once a written complaint is received, the matter shall be referred immediately to an investigating committee as constituted by the Session of the Church and to the Stated Clerk of the Presbytery of Elizabeth. The Stated Clerk will delineate the options available through the Presbytery to provide assistance.
5. The Accuser shall be advised that he/she may file a complaint with the Presbytery.
6. The Accuser must be told upon the receipt of a written complaint, the accused will be informed in writing that a complaint has been filed. If the victim is under 18 years of age, the accuser should be informed that the matter will also be referred promptly to the NJ Division of Youth and Family Services.
7. The complaint should include the date and approximate time of the alleged sexual misconduct, the identities of the Accused, Accuser, and Victim, the location of the incident, the specific act or acts of sexual misconduct, and the names of all witnesses and persons with relevant knowledge or information.
8. The investigating committee of the church shall review the complaint and interview all parties. All involved parties are expected to participate. The parties may be represented by a person of their choice. The interests of both Accused and the Victim shall be preserved, to the fullest extent possible.
9. Upon completion of its inquiry, the investigating committee of the Church shall report to the Personnel Committee of Session, which shall report to Session and recommend appropriate action to resolve complaint.
10. If efforts to resolve the complaint are not successful in the Session, the matter shall be referred to the Stated Clerk of Presbytery.

11. All records of actions, including conversations and interviews with the Accuser, Accused and Victim shall be kept confidential and maintained permanently by the Clerk of Session in a file separate from any public records.

DISCIPLINARY AND REMEDIAL ACTION

1. In cases involving members under the jurisdiction of the Presbytery of Elizabeth, the Presbytery's Policy and Procedures on Sexual Misconduct shall be followed.
2. In cases involving lay employees, officers, teachers and other found in violation of this policy, disciplinary action shall be taken commensurate with the degree of misconduct. Disciplinary and remedial action may be progressive in nature and include, but is not limited to the following:
 1. An apology and direction to cease the misconduct;
 2. Referral to counseling or medication;
 3. Reassignment or change of work schedule to minimize contact between parties;
 4. Demotion;
 5. Suspension with or without pay;
 6. Termination of position or office; and/or
 7. Referral to the criminal justice system.