Job Description
Summer Seminary Internship Program
Presbyterian Mo-Ranch Assembly

Goal: To provide Presbyterian seminary students a place to learn, practice, and grow in their ministerial skills and gain experience in the special opportunities and challenges of camp and conference ministry.

Objectives:
- Mo-Ranch will work with the Intern to accomplish this goal through a residential internship. Time frames for the internship can range from summer long to year long. Mo-Ranch’s preference is that the internship always cover the summer season.
- The Mo-Ranch Intern will develop skills in the following areas:
  - Camp and Conference Ministry
  - Worship Leadership
  - Teaching / Bible Study Leadership
  - Training Staff
  - Pastoral Care
  - Time Management
  - Planning Meetings / Agendas
  - Facilitating Discussion
  - Conflict Resolution
  - Program Development / Facilitation
  - Other Areas as Agreed Upon by Intern and Supervisor
- Mo-Ranch will provide ministry opportunities in the following areas to help the Intern develop skills listed above:

  For Summer Portions of Internships:
  - A role as Summer Camp Chaplain in which the Intern will:
    - present the intern with a place to apply classroom knowledge to an active camp and conference ministry
    - assist in the evaluation of the camp curriculum
    - assist the Camp Director in formatting of curriculum to the particular needs of Mo-Ranch
    - train summer staff in Bible Study Leadership
    - lead and train summer staff and summer campers how to lead Morning Watch and Evening Worship services.
    - conduct a “Presbyterian 101” class with summer staffers during staff training
  - A role as Summer Staff Coordinator in which the Intern will:
    - work on pastoral and supervisory skills with seasonal camp and conference staff who live in close community at the Fletcher-Caleb Houses.
    - be in charge of helping college aged summer staffers who work in various departments on the Ranch develop a Christian Community at the Fletcher/Caleb Houses
- facilitate the summer staffers in creating a covenant that will guide their interaction as individuals and a community
- with the assistance of the Fletcher/Caleb residents, schedule times and decide upon a format for Christian nurture, education, and fellowship
- act as the summer staff's primary contact for pastoral care
- facilitate the residents of Fletcher/Caleb House management of any conflicts that may arise as a result of living in close community
- brief summer staff on Mo-Ranch residential policies and guidelines, and be sure that all members of the community are observing them

  o Mo-Ranch will work with the Intern to develop one to two other aspects of their summer experience that relate to their particular interests/skills in camp and conference ministry. These aspects will be agreed to in advance of the interns arrival, and particular duties and goals will be set prior to the start of the internship. (Possible areas for these aspects are working with Program Office, ELP, planning summer worship opportunities, and other areas of the Ranch's ministry as well)

  o Develop in agreement with and assistance of the Chaplain Program Director a set time for weekly meetings with the Chaplain Program Director at which times they will:
    - Discuss the week's events and highlight experiences that were particularly rewarding or challenging
    - Set aside time for prayer
    - Agree upon a schedule for study of scripture and at least one other book

- **Mo-Ranch Agrees to Provide:**
  - Housing on Mo-Ranch at Fletcher/Caleb House.
  - A stipend as agreed upon by Mo-Ranch, the Intern, and the Intern’s Seminary
  - Some meals through our Dining Service as agreed upon in advance

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Employee Signature                        Date