**Salem**

**Summer Intern Handbook**

*Revised April 2025*

1. **Purpose & Experience**

Salem’s Summer Intern Program serves two purposes:

* 1. **To help and assist our congregation in carrying out its gospel ministry,** and
	2. **To give the interns real life gospel ministry experience.**

1. **Participating in the gospel ministry**

Nurturing (Inreach). These ministry opportunities include Vacation Bible School, Youth Group, Lumberjack Days, Food Truck Extravaganza, Summer Tuesdays, Children’s sermons (pastor track student), and other potential new events such as a late summer children’s camp. Interns will plan, implement and support these ministries with the oversight of a pastor or teacher who will offer guidance and assistance. Other ministry opportunities for the interns include leading worship (pastor track intern), visitation on members and/or prospects, and participation in music or fellowship ministries.

Outreach: Interns will work with called workers to encourage members and school families to invite their friends, family, and neighbors to our ministry opportunities. They will help with events hosted at the church, which are intended to bring the community into contact with our facilities and staff.

1. **Real life gospel ministry experience**

“Hands on ministry experience”: The interns carry out active ministry—teaching, leading worship, planning, organizing ministry programs. Working side by side with pastors and teachers will provide ongoing opportunity for mentorship and guidance in these real-life ministry experiences.

“Universal priesthood experience”: The interns will also work side by side with lay members of the congregation as they plan and carry out their ministry programs.

“Called worker experience”: The interns will have an opportunity to learn that a called worker’s servant-minded attitude is the most important trait for a called worker to have. Our called workers here at Salem will model that servant-mindedness to our interns while they are here.

Our prayer is that by this real-life gospel ministry experience the interns will be better able to evaluate their desire to be a called worker and be better equipped to be future called workers.

1. **Structure**

The pastor is responsible for the oversight of the entire program and specifically responsible for housing, financial and weekly/daily operations including the grant writing. The pastor will connect interns with the leaders of the various activities and ministries they will be assisting and leading. Interns will work under the direction of those church leaders for specific events.

Interns must be members of a church in our fellowship since they will be planning and coordinating ministry. Interns will be recruited from Martin Luther College, Bethany Lutheran College, Wisconsin Lutheran College, and other schools as deemed appropriate.

Salem’s vice president and chairmen of the youth and outreach committees will review applications and interview candidates, with input from the pastor as needed. Hired candidates will be given a copy of the Salem employee handbook and necessary background checks will be performed.

1. **Schedule**
2. **Orientation**

Supper with Pastor

The intern will have an orientation supper at pastor’s house upon their arrival. This will be an opportunity to welcome them and answer any immediate questions or needs they may have.

Intern Open House Welcome

Shortly after the interns arrive a reception will be held for them at church. The entire congregation is invited to this welcome, providing an opportunity for interns to meet the members.

Orientation Meeting

As soon as is convenient, there will be an Orientation Meeting with the intern, event leads, and involved called workers. At that meeting the entire summer program and schedule will be introduced, discussed and adjusted as necessary.

Participation with members

We encourage our members to invite the interns over for a meal, take them on a hike, etc. This gives the intern an opportunity to build relationships with members of the congregation.

1. **Program Timeframe**

The Summer Program consists of ten weeks of work. Interns are able to take time for things like weddings, vacation etc., so long as they complete ten weeks. Interns are asked to communicate and coordinate in advance of any days they want off so there will be no ministry program conflicts. The start/ending dates are flexible. Generally, interns arrive at the end of May/beginning of June and leave in the beginning of August.

1. **Weekly Schedule**

The weekly schedule will be Monday -Thursday (beginning/ending hours can vary each day depending on ministry program times); and Sunday (Worship). Friday and Saturdays and Sunday (except for Sunday School/worship) are considered off times. This schedule will vary when events dictate (VBS, Saturday events, etc.) We expect interns to work about 35 hours each week.

1. **Weekly Staff Meeting**

A weekly staff meeting will be held with Pastor and the intern. Typically, this meeting will be at the start of the week. Interns choose a study topic of their choice which will be the Bible study for these meetings.

Weekly Staff meeting Agenda

1. Bible Study
2. Review of previous week
3. Discussion of upcoming week
4. Long range planning
5. Housekeeping(financial, housing, etc.)

In addition to weekly staff meetings, interns, and called workers are encouraged to give feedback to each other during the week to ensure that the interns are adequately supported and that the interns have opportunity to give and receive adequate feedback on the ministry programs.

1. **Intern Review**

The pastor will meet the intern at the end of their service for an end-of-summer review. The purpose of this is to point out positives to encourage them on their paths as future workers and leaders in the church.

1. **Financial**
2. **Housing**

Interns will be provided food and housing with a member of the congregation. Housing may be provided by more than one member family, but an effort will be made to limit moves as much as possible. We will avoid situations where interns are used as house sitters. Interns and host families will be put in contact with each other in advance of the intern’s arrival. Host families will receive $50 per week to help offset costs.

1. **Stipend**

Interns are given a stipend for their ten weeks. The stipend is paid out two times, with half paid in the intern’s first week and half paid at the end of their service. Interns will need to have W-4’s on record with our accountant prior to their arrival for the first payment to be made. The pastor will coordinate this in advance of the intern’s arrival.

1. **Vehicles**

Each Intern is encouraged to bring a vehicle with them. If an intern’s housing is at a distance from church that is deemed excessive, they will be compensated for the excessive mileage of their regular weekly commute.

1. **Ministry Expenses**

Interns will be reimbursed for all pre-approved ministry expenses.

1. **Financial Snapshot**

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| *Ministry Expense* | *Dollar Amount* | *Description* |
| Salary for student interns | $5,000 | The salary for the student interns is $5,000/student.  |
| Housing | $600 | Families from Salem will house the intern for the summer. We provide $50 a week to each family that houses a student to help offset the costs. |
| Program materials, expenses, and advertising | $500 | Materials and advertising for programs not currently in Salem’s budget. |
| Total: | **$6,100** |  |

1. **Ministry Programs**
2. **Youth Ministry**
* **Youth Group Summer Outing**

Intern will work with a pastor and youth leaders to plan and conduct one or more summer outings for Salem teens. Activities may be held at church or in the community or may include trips away from Stillwater.

* **Summer Area WELS Youth Night**

Intern will work with a pastor and youth leaders to plan, coordinate, and conduct an Area WELS Youth Night. The youth night may be hosted at Salem’s main campus or on the Manning property.

* **(Potential) Youth Group Invitation Night**

Intern will work with a pastor and youth leaders to plan, coordinate, and conduct an invitation event to welcome new teens to the Salem Youth Group.

1. **Outreach Ministry**
* **Vacation Bible School**

Each summer, Salem hosts a Vacation Bible School for ages 3-12. This four-day event runs from 9am-12pm. The Intern will work under the direction of the VBS Coordinator to provide support.

* **Lumberjack Days Parade**

Interns will plan parade float décor and giveaways. They will coordinate volunteers for the day of the event and for any prep work.

* **Food Truck Extravaganza**

Intern will plan a craft for this annual event. They will prepare church evangelism and outreach publicity materials. They will coordinate volunteers to assist on the day of the event.

* **Summer Tuesdays**

Intern will work under the oversight of the Preschool Director to plan and execute crafts for Summer Tuesdays. They will coordinate volunteers, prepare publicity materials, and order supplies.

* **(Potential) Late Summer Ministry Event**

Intern will work with a pastor to create and execute a late summer outreach event. Ideas include Sports Camp, Music Camp, STEM Camp, or something else. The communication, planning, and details of this camp will be carried out by Salem’s full-time staff and the intern.

1. **Worship & Other Ministry**
* **Worship Assistance**

The pastor track intern will have an opportunity to conduct liturgy. A suit coat and a tie is appropriate dress. A white robe will be provided.

* **Children’s Sermons**

The pastor track intern will have the opportunity to do children’s sermons.

* **Shut-in/Home/Prospect Visits**

The intern will have opportunities to join a pastor on visits to members, shut-in members, and/or prospects deemed beneficial.

* **Bible Study**

The pastor track intern will have an opportunity to create and conduct a Bible study for one or more of Salem’s regular group Bible studies.

* **Worship Involvement(Singing/Music)**

If an intern is interested in participating in worship by playing the piano, organ or an instrument or accompanying a service vocally we welcome this opportunity. Pastor will contact the intern in advance of their arrival so that interns can pack appropriately.

* **(Potential) Sunday School/Family Night**

Salem would like potentially to provide a family night during the summer on Wednesday evenings. The youth component of the program would be coordinated by the intern. The intern will choose a theme for the summer and prepare and teach a lesson each week. They will coordinate with a pastor to finalize the program.