



Ignite  
INTERNSHIP  
APPLICATION

INSTRUCTIONS AND CHECKLIST

FOR YOUR APPLICATION TO BE PROCESSED, PLEASE BE SURE TO COMPLETE THE FOLLOWING:

**APPLICATION FORM / AUTOBIOGRAPHY**

*Please fill out the application form and enclose your autobiography that contains the information requested in the guidelines on the application form.*

**REFERENCES**

*Included with this packet are two reference sheets that you can present to two people of your choice that know you very well (both personally and professionally). Have them respond to the questions on the back of the sheet and return them to the Jesuit Spiritual Center.*

**RESUME**

*Enclose a copy of your resume.*

IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT **ERIC NICHOLS** AT **513.965.6988** OR BY EMAIL AT **ENICHOLS@JESUITSPIRITUALCENTER.COM**.

---

#### WHAT IS THE JESUIT SPIRITUAL CENTER AT MILFORD?

The Jesuit Spiritual Center at Milford (JSC), an apostolate of the Chicago Province of the Society of Jesus, is located in Milford Ohio, fifteen miles east of Cincinnati. The center is located on 35 acres, surrounded by trees and the scenic Little Miami River.

---

#### WHAT IS THE IGNITE INTERNSHIP?

The Ignite Internship program's focus is on youth retreats, but it also provides interns with skills and experience applicable to wider areas of ministry. Since the Internship's beginning in 1975, more than 120 people of different backgrounds have completed the program including men, women, seminarians and religious. Graduates have gone on to work as youth ministers, DRE's, campus ministers, educators, teachers, social workers, counselors, and spiritual directors.

The internship involves full-time membership on the Youth Ministry Team, working in retreat ministry, primarily with high school and junior high students. During the year-long program, interns will facilitate approximately 30 overnight retreats and 25 one-day retreats or DORs (Days of Reflection). In addition, the intern will serve as part of the overall team of staff at the JSC and enjoy the company of those who fill a variety of other positions at the Center. Interns are also given an opportunity to discern a second year of commitment.

This past year, the JSC added a residential component to the internship, allowing individuals from across the country to participate. Interns live on the grounds of the Center in an intentional faith community, overseen by a Community Life Coordinator. Community members share not only in their ministerial work, but meals, prayer, and fellowship.

---

#### WHAT CAN I GAIN FROM THE INTERNSHIP?

Interns receive hands-on training in youth ministry within the context of a retreat setting. Interns have the opportunity to develop a variety of skills, including: faith sharing; small and large group facilitation; active listening; public speaking; story-telling; leading prayer experiences; leading group initiatives; leading praise & worship music; and event coordination. Interns will receive constructive feedback on their performance of these skills and will have many opportunities to practice them.

Each intern will work closely with a mentor who will assist in personal and professional development. The youth ministry intern receives training at the beginning of the internship in areas of: group dynamics and facilitation, leadership, public speaking, communication, active listening, and adolescent development. The youth retreat team meets regularly for support, personal sharing, prayer, and socialization. The meetings may cover topics from spirituality to team dynamics. Participants often report a great deal of personal and spiritual growth during the internship.

---

#### WHAT ARE SOME OF THE PRACTICAL DETAILS OF THE INTERNSHIP?

The internship runs from August 2018 until May, 2019 (exact start/end dates to be announced). Interns live together in an Intentional Faith community for the duration of the Internship. Housing is located on the grounds of the JSC. In addition to free housing, Interns share a monthly stipend for meals, as well as an individual stipend of \$800 a month to cover various personally expenses. If choosing, Interns may also join the center's health care plan to receive health insurance. During the course of the program, Interns will be given the opportunity to determine a second-year commitment.



PERSONAL POLICY GUIDELINES  
**JOB DESCRIPTION**

**I. IDENTIFYING INFORMATION**

Position Title: [Ignite Intern](#)  
Duration: 10 months  
Reports to: Director and Associate Directors of Youth Ministry

**II. PRIMARY FUNCTION OF THIS POSITION**

Ignite Interns are responsible for assisting with developing and facilitating youth retreats.

**III. POSITION CONTENT**

**A. MAJOR RESPONSIBILITIES AND REGULAR ACTIVITIES**

1. Assist with day-to-day operations of the youth ministry program
2. Plan and prepare retreats and programs with the Youth Team
3. Learn all parts of the retreats to eventually facilitate different sessions
4. Lead small groups on overnight retreats
5. Interact professionally with campus ministers, teachers, pastoral associates, and principals
6. Have regular one-on-one meetings with the Directors to check in and receive feedback

**B. LEARNING GOALS AND OBJECTIVES**

1. Interns will be able to share the value of faith with youth, educating and transforming them through active witness to the Gospel values.
2. Interns will learn and develop effective skills in group facilitation, public speaking, lesson planning, and utilizing technology, music & media in ministry.
3. Interns will participate in and contribute to the daily prayer life of the Youth Team that will form and inform their praxis as ministers and aspiring professionals.

**IV. POSITION SPECIFICATIONS/REQUIREMENTS**

**A. SKILLS, KNOWLEDGE AND/OR ABILITIES**

1. Prior retreat experience as a participant or leader
2. An understanding of Ignatian Spirituality and the Society of Jesus (Jesuits)
3. Effective interpersonal skills
4. Ability/willingness to speak in front of groups of teenagers, small and large
5. Musical ability, instrumental or vocal

**B. EDUCATION, TRAINING, AND/OR EXPERIENCE**

1. High School Diploma required, Bachelor's Degree in ministry related field preferred but not necessary

**V. WORKING ENVIRONMENT**

This position requires evening, weekend responsibilities and travel.



## INTERNSHIP APPLICATION

### CONTACT INFORMATION

**NAME:**

**DATE OF BIRTH:**

**ADDRESS:**

**PHONE:**

**EMAIL:**

### BACKGROUND INFORMATION

Please complete a 2-3 page autobiography (double-spaced), answering the following questions:

1. Provide a short personal history (family life and important relationships).
2. Describe your relationship with God and Faith development.
3. What are some of your key experiences in ministry?
4. What are the gifts and talents that you bring to the field of Youth Ministry?
5. What draws you to living in an intentional faith community? What are your hopes/expectations for this part of the experience?
6. What are your immediate and long range career plans?
7. How you see the internship assisting your growth toward your personal goals?



# JESUIT

*Spiritual Center*  
at MILFORD

## YOUTH MINISTRY INTERNSHIP

### REFERENCE FORM

Your name has been given to us as a reference by \_\_\_\_\_, an applicant for our Youth Ministry Internship. We would appreciate your time and effort in completing the questions on the following page in order to share your insights into this individual.

Participants in the internship work closely with high school and junior high students in the context of retreats and leadership development opportunities. The skills necessary for this position include faith sharing; small and large group facilitation; active listening; public speaking; story telling; leading prayer experiences; conflict resolution; and leading group initiatives.

The intern will be required to work with several of their peers in an environment that emphasizes teamwork. Since the retreats are only one or two days in duration, the intern should be out-going, be able to develop rapport with new people quickly, and be willing to share their life experiences with students that they have just met. The intern should also be a person of solid faith, strong character and possess a healthy level of self-awareness.

Since this is an internship, it is understood that each candidate may not be fully developed in the aforementioned areas. More importantly, the candidate must be open to learning new skills and willing to share their personal beliefs and values with other members of the team and the students that are being served. Your comments will assist in assessing this individual's suitability for our program.

Once you have completed this form, please send it to my office.

Thank you,

**STEPHEN POAT**

DIRECTOR OF MINISTRY

JESUIT SPIRITUAL CENTER

**NAME:**

**PHONE:**

**EMAIL:**

---

1. HOW LONG HAVE YOU KNOWN THIS PERSON AND IN WHAT CAPACITY?

---

2. IN YOUR OPINION, WHAT GIFTS WOULD THEY ADD TO OUR YOUTH MINISTRY TEAM?

---

3. IN WHAT WAYS DO YOU THINK THIS PERSON NEEDS TO GROW, PERSONALLY AND PROFESSIONALLY?

---

4. DESCRIBE THIS PERSON'S CAPACITY TO BE SELF-MOTIVATED, ORGANIZED, AND RESPONSIBLE.

---

5. ANY OTHER COMMENTS THAT MAY BE HELPFUL IN EVALUATING THIS CANDIDATE.