



*Calvary Baptist Church*  
*Touch Ministry*  
*10 Martin Luther King Avenue*  
*Morristown, NJ 07960*  
*Rev. Jerry M. Carter, Jr., Ph.D., Senior Pastor*

Dear Potential Intern,

We are very excited to announce a New Student Internship Program for Touch Ministry of Calvary Baptist Church, Morristown, NJ. We are looking for talented, self-motivated, energetic High School/College Students who are interested in learning about community service, event planning and fellowship.

Touch Ministry ministers to individuals in the church and community who have been impacted by HIV/AIDS. We assist those who are living with the disease in finding agencies providing the services that they need. We offer prayer, counseling, support and love to persons with HIV/AIDS as well as their family members. In addition, we offer educational workshops and other events, which help to increase awareness and knowledge of HIV/AIDS and thereby reduce the spread of the disease.

Depending on placement, interns will help coordinate events, administrative duties, and assist in public relations for the Eric Johnson House in Morristown, NJ. Each intern's segment will run about 4 months. Interns will be expected to work a minimum of 10 hours a week. Internship hours may consist of attending monthly meetings, internet research, assist with event planning and attending church services/activities. Please note, depending on the weeks the intern is scheduled, hours and responsibilities are subject to change. All internships are unpaid with occasional non-monetary incentives.

At the end of the Internship Program an award/recognition ceremony will be held. For additional information and requirements, please read the Student Internship Program Posting attached.

All interested candidates, please apply by emailing your resume to [touch@calvarybc.org](mailto:touch@calvarybc.org).

Students under the age of 18, if selected, a signed parental consent form (please see attached) must be submitted to ministry before attending initial meeting.

Thank you for your prayerful consideration and we look forward to seeing you in this ministry endeavors.

Prayerfully,

Touch Ministry



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## **Student Internship Program Posting**

**Title:** Intern

**Reports to:** Ministry Co-Chairs

### **Job summary:**

- Attend monthly meetings
- Take minutes
- Monitor all forms of media
- Assist with projects (mailing and print production)
- Compile and update contact lists
- Create or update databases
- Attend internal/external events
- Update Calendar

### **Personal Development:**

- Develop planning, organizational and time management skills
- Increase knowledge of computer skills
- Makes an impact and changes lives
- Nurture and agitate personal spiritual growth

### **Minimum requirements:**

- High School or College Student
- Must be able to work with other people
- Must have own transportation
- Access to a computer
- English communication skills
- Willing to be trained and to learn new things
- Keep Touch Ministry information confidential

### **Compensation:**

- Non-monetary incentives
- Letter of Reference
- Certificate of Completion
- Award Presentation

### **Length of Internship: Starting April, 2013**

- TBD (on an individual basis)

### **Materials to submit:**

- All interested candidates, please apply by emailing your resume to [touch@calvarybc.org](mailto:touch@calvarybc.org).
- Students under the age of 18, if selected, a signed parental consent form (please see attached) must be submitted to ministry before attending initial meeting.



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**APPLICATION FOR TOUCH MINISTRY STUDENT INTERN PROGRAM**  
***Parental Consent and Acknowledgement***

Your signature at the bottom of this form is acknowledgement and consent to the following terms and conditions that will apply **if your daughter/son is selected** for the **Touch Ministry Student Intern Program**:

1. I affirm that I am the parent, guardian, or other person legally authorized to give permission for this minor, (print student's full name) \_\_\_\_\_, hereto referred to as the "Applicant", to participate in the **TMSIP**. My permission to apply and participate is given.
2. I acknowledge that the Applicant is obligating himself/herself to the substantial time commitment outlined in the included *Letter and Internship Program Information* that can be found on the Calvary Baptist Church's website, and that I have discussed the seriousness of this commitment with the applicant. **ALL** interns are required to commit a **MINIMUM** of 10 hours each week to their internship.
3. I acknowledge that the Applicant will receive training on the various modes of HIV transmission are introduced, abstinence is stressed as the only certain way to prevent sexual transmission of HIV, medical information regarding HIV transmission and prevention. In addition, discussion topics are provided to assist students in understanding the impact of HIV/AIDS on society. I acknowledge that the Applicant will participate in events/activities with Residents of the Eric Johnson House, Morristown, NJ.
4. I acknowledge I have reviewed all the material contained in the **TMSIP** application package and that I consent to all the terms and provisions of the **TMSIP**. I further understand that any questions or concerns I have regarding the **TMSIP** can be addressed to Linda Julien, Co-Chair at 201 602 4573 or Rhonda Newton, Co-Chair at 973 592 7540.
5. **TRANSPORTATION PERMISSION:** The applicant has permission to drive to and from intern related events at Calvary Baptist Church or offsite during their intern hours with Touch Ministry and will be supervised at all times. This permission is only valid during the length of the student's appointment.
6. **PHOTO PERMISSION:** Throughout the **TMSIP**, your child will be involved in projects and activities which may be photographed or videotaped for a variety of official publications and/or productions.

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Signature of Parent/Guardian of Applicant

Date

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Contact Number

Email Address