



11525 Luther Point Rd  
Grantsburg, WI 54840  
Phone: 715-689-2347  
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[www.LutherPoint.org](http://www.LutherPoint.org)

Luther Point's  
**IMPACT**  
Ministry Team 365

Hello Prospective Intern,

We are extremely excited for your interest in serving Luther Point for 2014-2015! Please prayerfully consider your call to serve as a part of this year-round ministry. As you are aware, time spent in outdoor ministry is a blessing, and we are thrilled to share this year-round ministry with you.

This internship is not only an opportunity for you to broaden your outreach and ministry skills, but it is an opportunity for Luther Point to invite qualified young adults to bring energy, enthusiasm, and fresh ideas to our year round ministry. It is also an opportunity for us to connect with many different congregations throughout the year and to help strengthen the faith lives of hundreds of youth and adults in our constituency and beyond.

**The internship begins on May 30, 2014 and ends on May 16, 2015.** In general, your year at Luther Point will consist of the following (see attached job description for complete details):

- During the summer camp season, serve as a **Traveling Day Camp Team Leader**
- During the fall/winter/spring serve in the following areas of ministry:
  - **Congregational Outreach** – lead youth, adult, and family ministry events in local congregations
  - **Internship Emphasis** – support the mission and vision of Luther Point in a specific area of ministry
  - **Retreat Hosting** – provide welcome and hospitality for the guests that visit Luther Point

In order to be considered for an internship position, you must have served at least one summer in an outdoor ministry setting. In this packet you will find the information you must complete to be considered for an internship, including a job description for the team and for the specific internship emphasis. In order to be considered for a position, all reference letters must be received by Luther Point and an interview must be conducted by **April 18, 2014**.

This year could be a wonderful chance for you to serve while developing job skills in outdoor, outreach, and relational ministries. God's blessing to you as you consider your calling to serve the community of Luther Point. Together we have an amazing opportunity to shine the light of Christ and the message of God's amazing grace for all to hear!

God's Peace,

Jesse Weiss  
Term Executive Director



# Congregational Ministry Team Intern

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**Vision Slogan:** Forming Faith, Pointing to Christ

**Mission Statement:** Confident in the Spirit's leading, we are called to: Share, enjoy, and care for the gift of God's creation; Create a welcoming, inclusive, and accepting place; Provide fun, safe, Christ-centered relationship building activities; Enable people of all ages to grow in faith, sharing more fully in God's life, love and work here and at home.

**Commitment:** May 30, 2014-May 15, 2015; 40-50 hours/week, one day off per week; Live on-site at Luther Point, regular travel required.

**Compensation:** \$230/week + housing

## **QUALIFICATIONS**

- Serve at least one summer in outdoor ministry prior to beginning the internship
- Experience in youth ministry
- At least one year post-high school experience

## **Personal Qualifications:**

- Commitment to Christ Jesus as Lord
- Love of youth
- Willingness to be a positive role model for youth
- Desire to make a positive difference
- Willingness to share yourself and your faith
- Desire to stretch and challenge yourself
- Willingness to serve, be flexible, and work varying hours
- Ability to work well with people. (even temper, ability to remain calm under stress)
- Communicate well both interpersonally and intrapersonal
- Willing or able to take constructive criticism, maturity of judgment, committed and self-starter
- Have a hospitable and positive attitude
- Leadership skills
- Energy and enthusiasm
- Strong organizational skills

## **RESPONSIBILITIES**

### **GENERAL**

- Accountable to the Luther Point Executive Director, Finance and Support Services Director, Program Director(s), and Office Manager; Reports directly to the Program Director(s)
- Be open to learning and living in an environment of warmth, love and Christian fellowship
- Be a friend and mentor to the youth you interact with
- Be alert to safety and health problems in various camp programs
- Whatever else is deemed necessary by the Executive Staff Team
- Attend Youth Workers' Network, regional outdoor ministry opportunities, and other youth ministry training events

### **SUMMER CAMP SEASON**

- Attend Staff Training
- Serve as a Traveling Day Camp Team Leader at least every other week
- During weeks not serving as a Day Camp Team Leader, lead other off-site worship and youth activities, including Summer Splash events, worship in area congregations, and more. Also serve as an Office Camphand.

### **FALL/WINTER/SPRING**

#### **CONGREGATIONAL OUTREACH (approx. 50% of time)**

- Prepare engaging programming for youth and families of all ages, ranging from short (1-2 hours) events to weekend retreats both at Luther Point and at off-site congregations

- Communicate directly with churches about their programming needs and expectations
- Promote Luther Point with enthusiasm and publicize current information
- Promote the ministry of the team to congregations; increase interest and participation

### **INTERNSHIP EMPHASIS (approx. 25% of time)**

- Support the mission and vision of Luther Point by assisting with one of the following ministry emphases:

#### **Events & Volunteers**

- Develop and maintain on-going volunteers for office support in conjunction with the Office Manager
- Recruit and establish a broader base of volunteers, including partnering with community organizations
- Recruit, schedule, supervise, enter into CampTrak, and recognize volunteers
- Ensure that materials are prepared prior to volunteers' arrivals and supervise and work with volunteers
- Assist in the development, planning, and organizing of relationship & fundraising events
- Work with volunteer committees and task forces to carry out events

#### **Skills:**

- Interest and ability to learn the CampTrak database
- Strong interpersonal and phone skills, ability to work with all ages
- Strong organizational skills

#### **Marketing/Public Relations**

- Update and assist in maintenance of websites and social media
- Compile, write, and send e-newsletters monthly and as needed
- Create printed materials (posters, registration forms, etc) for events, retreats, and as needed
- Responsible for promoting specific Luther Point events/opportunities while out in congregations
- Assist in executing established LPBC marketing plan
- Responsible for documenting (photos, videos, etc) year-round retreats and events

#### **Skills:**

- Basic graphic design and willingness to learn/self-teach
- Ability to use and maintain web-based programs and social media
- Self-motivated and able to work independently for extended periods of time

#### **Program Development**

- Assist in developing and leading adult/year-round retreat ministry opportunities
- Assist in developing and leading youth weekend camps and retreats
- Assist with summer program development

#### **Skills:**

- Strong writing skills
- Creativity
- Self-motivated and able to work independently for extended periods of time

### **RETREAT HOSTING (approx. 25% of time – at least one weekend per month, more if necessary)**

- Extend an attitude of welcome and hospitality to Luther Point guests and retreaters
- Ensure retreat facilities are ready for guests' arrival
- Provide orientation for retreat groups and attend to all group and facility needs throughout their stay
- Assist in the kitchen as needed
- Provide programming for groups as requested, including leading low ropes elements

### **OFFICE ASSISTNACE (as needed)**

- Assist with office projects including, but not limited to, mailings, volunteer hospitality, data entry, etc.
- Attend weekly office meetings
- Answer phones and perform camp receptionist duties as assigned



# Congregational Ministry Team Intern Application



## Personal Information:

Name: \_\_\_\_\_

Preferred First Name: \_\_\_\_\_

T-shirt size (circle one): sm med lg xl xxl Gender (circle one): Male Female

Email Address: \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Home Church: \_\_\_\_\_ City: \_\_\_\_\_

Campus Church: \_\_\_\_\_ City: \_\_\_\_\_

On May 30, 2014 will you be at least 21 years of age? (circle one): Yes No

## Background Information

Because of the sensitive nature of our ministry, please answer the following questions:

- Have you ever been convicted of a felony?  Yes  No
- Have you ever been accused of inappropriate/criminal sexual behavior?  Yes  No
- Have you ever been convicted of criminal sexual conduct?  Yes  No
- Have you ever been or are you currently addicted to illegal drugs or alcohol?  Yes  No

Please explain all questions(s) answered "yes": \_\_\_\_\_

Have you worked at a camp previously? (Circle one) Yes No

If "yes," what position did you hold? \_\_\_\_\_

At what camp? \_\_\_\_\_ Who was your supervisor? \_\_\_\_\_

## Education

High School: \_\_\_\_\_

Post Secondary: \_\_\_\_\_

Major: \_\_\_\_\_

List other courses or workshops attended that relate to outdoor ministry: \_\_\_\_\_

## Certifications/Skills

Please indicate items for which you have a current license or certificate by giving the expiration date. Please include copies of each.

Community First Aid\* \_\_\_\_\_

Emergency Response\* \_\_\_\_\_

Lifeguard\* \_\_\_\_\_

CPR Professional Rescuer\* \_\_\_\_\_

AED\* \_\_\_\_\_

Emergency Medical Tech. (state and level) \_\_\_\_\_

Others \_\_\_\_\_

Do you play guitar? (Circle one): Yes No If yes, what level? Beginning Intermediate Advance

**References** (List the three references you have asked to fill out LPBC reference forms.)

One reference should be a clergy, one current work supervisor or instructor, one should know you at least 3 years.

Name/Address/Phone: \_\_\_\_\_

Name/Address/Phone: \_\_\_\_\_

Name/Address/Phone: \_\_\_\_\_

\*American Red Cross  
or Equivalent



# LUTHER POINT BIBLE CAMP

## WORK HISTORY

Please complete the following work and volunteer history concerning your **past five years**. This should be included with the application when you return it to the camp. If you have prior experience at a camp include that in the listing as well . Begin with **most recent work history**.

**Business/Organization Name** \_\_\_\_\_

Address \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Name of Supervisor \_\_\_\_\_ Dates of Service \_\_\_\_\_

I was a/an: Employee Intern Volunteer (circle one) Average hours per month \_\_\_\_\_

Job Title \_\_\_\_\_

Describe what you did in this setting: \_\_\_\_\_

May we contact this Business/Organization as a reference? Circle one: Yes No

If no, give reason: \_\_\_\_\_

**Business/Organization Name** \_\_\_\_\_

Address \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Name of Supervisor \_\_\_\_\_ Dates of Service \_\_\_\_\_

I was a/an: Employee Intern Volunteer (circle one) Average hours per month \_\_\_\_\_

Job Title \_\_\_\_\_

Describe what you did in this setting: \_\_\_\_\_

May we contact this Business/Organization as a reference? Circle one: Yes No

If no, give reason: \_\_\_\_\_

**Business/Organization Name** \_\_\_\_\_

Address \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Name of Supervisor \_\_\_\_\_ Dates of Service \_\_\_\_\_

I was a/an: Employee Intern Volunteer (circle one) Average hours per month \_\_\_\_\_

Job Title \_\_\_\_\_

Describe what you did in this setting: \_\_\_\_\_

May we contact this Business/Organization as a reference? Circle one: Yes No

If no, give reason: \_\_\_\_\_

**Business/Organization Name** \_\_\_\_\_

Address \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Name of Supervisor \_\_\_\_\_ Dates of Service \_\_\_\_\_

I was a/an: Employee Intern Volunteer (circle one) Average hours per month \_\_\_\_\_

Job Title \_\_\_\_\_

Describe what you did in this setting: \_\_\_\_\_

May we contact this Business/Organization as a reference? Circle one: Yes No

If no, give reason: \_\_\_\_\_

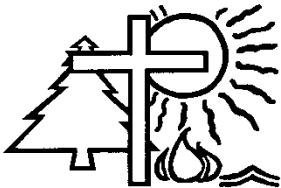
Name/Address/Phone: \_\_\_\_\_

*Please type your responses to the following questions and attach to this sheet.*

1. Why are you applying for this internship team? How does it fit with your career goals? What are you hoping to gain personally and professionally?
2. Living where you work with little compensation and time off requires sacrifice and can be challenging. Why are you willing to make these sacrifices to serve at Luther Point for one year? What do you expect to be the greatest challenges for you personally? How will you address, overcome, and compensate for these challenges?
3. What role do you believe camp plays in congregational ministry? What can Luther Point and you personally contribute to this partnership?
4. How do you envision your role within a ministry team? How do you envision your role within the year-round staff community? How will your personality/gifts influence the team on a daily basis?
5. Rank order (1-3) the specific internships:  
 Events & Volunteers  
 Marketing/Public Relations  
 Program Development
6. Explain why you ranked the internships as you did with regards to your gifts, skills, and interests. How do you see them fitting the specific internships?

**Return all application materials to:**

**Program Director  
Luther Point Bible Camp  
11525 Luther Point Rd  
Grantsburg, WI 54840**



# LUTHER POINT BIBLE CAMP

11525 Luther Point Road • Grantsburg, WI 54840 8009  
Phone: (715) 689-2347 • FAX: (715) 689-2348  
[www.lutherpoint.org](http://www.lutherpoint.org) • [info@lutherpoint.org](mailto:info@lutherpoint.org)

Craig M. Corbin, Director

## AUTHORIZATION TO RELEASE INFORMATION, WAIVER and CONSENT

I certify that the answers given in the accompanying Luther Point Bible Camp Application are true and complete to the best of my knowledge. I authorize Luther Point Bible Camp to verify the information I have provided on this application by contacting the references and places of employment I have listed. In the event of employment, I understand that false or misleading information given in my application, disclosure form, letter of call or interview may result in discharge.

I hereby authorize each employer, volunteer entity, and any other person or entity to release all such information to Luther Point Bible Camp or its agent.

I understand that by releasing this information to Luther Point Bible Camp or its agent that my employer, former employers, or any person or entity will not be vouching for its accuracy, and I agree not to bring any legal action against my current employer, my former employers, volunteer entities, or any person or entity for their response to Luther Point Bible Camp or its agent's inquiry.

I understand that in the event of employment Luther Point Bible Camp to which I am applying or its agent will be investigating my background and criminal or police records (including those maintained by both public and private organizations) and public records for the purpose of obtaining information which may be material to my qualifications for employment. I understand that my employment will be dependant upon a clear background check.

I understand and waive my right to privacy in this investigation and release and hold harmless Luther Point Bible Camp, to which I am applying, it's agent, and any person or entity which provides information pursuant to this authorization from any liability.

In the event that my application is accepted and I become employed by Luther Point Bible Camp, I agree to abide by and be bound by the policies of Luther Point Bible Camp and to refrain from inappropriate conduct in the performance of my duties on behalf of Luther Point Bible Camp.

I authorize the aforesaid parties to treat a photocopy of this release as though it is the original executed copy. I have read this waiver and the entire application, and I am fully aware of its contents. I sign this consent freely and under no duress or coercion.

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Signature of applicant  
(Typing name signifies Signature)

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Print Name

---

Date

---

Signature of Luther Point Bible Camp  
Representative Requesting Information  
(Typing name signifies Signature)

---

Date



# Congregational Ministry Team Intern Reference Form



## Applicant Information (to be completed by the applicant)

Applicant's Name: \_\_\_\_\_

Applicant's Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Intern position applying for: \_\_\_\_\_

## Reference Information

Name of person making this recommendation: \_\_\_\_\_

Position or Title: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

How long have you known the applicant? \_\_\_\_\_

In what capacity have you known the applicant? \_\_\_\_\_

## Please rate the applicant on the following:

(1-Unacceptable, 2-Needs improvement, 3-average, 4-Good, 5-Outstanding, UC-Unable to Comment)

Dependability	1	2	3	4	5	UC
Personal Integrity and Honesty	1	2	3	4	5	UC
Ability to Arouse Enthusiasm	1	2	3	4	5	UC
Emotional Maturity	1	2	3	4	5	UC
Spiritual Maturity	1	2	3	4	5	UC
Relationship with Peers	1	2	3	4	5	UC
Relationship with Authority Figures	1	2	3	4	5	UC

**Please comment on as many of the following areas of concern as possible. Please feel free to add any information or concerns you may have that would be helpful in our hiring process.**

How does the applicant work with others? \_\_\_\_\_

Describe the personality of the applicant. \_\_\_\_\_

Describe the leadership ability and style of the applicant. \_\_\_\_\_

Would you ever want your child in the applicant's care? Please explain. \_\_\_\_\_

How is the spiritual life of the applicant visible in his or her daily life? \_\_\_\_\_

**Additional Information:** Please feel free to attach an additional page.

Your signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Thank you for your assistance and insights. If you have any questions or wish to make further comments please contact me.*

*Jesse Weiss, Term Executive Director*

*Jesse@LutherPoint.org*

*715.689.2347*

*Please mail to: Luther Point Bible Camp*

*11525 Luther Point Road*

*Grantsburg, WI 54840*



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