



Child Evangelism Fellowship of Wyoming, Chapter
Local Director
cefwyoming@me.com

SUMMER INTERN JOB DESCRIPTION

(Important Note: Being a Summer Missionary Intern does mean extra responsibility, but does not mean special privileges.)

- Be attentive during each club, assessing team behavior; not chatting with others, on the phone, or texting during clubs.
- Be a leader; lead by **example**.
- Be a leader by being a **servant**.
- Be a leader, not by what you do, but because of **what** and **who** you are in the Lord.
- Coach and evaluate CYIA® Students.
- Lead by **modeling**; let the students see YOU knocking on the doors when canvassing, speaking to parents, playing and involving students with the kids during high octane, modeling lessons or perhaps invitations when appropriate, cheering during the review games, escorting children to the bathroom, etc. Insist on mature behavior at meal times, in homes of hostesses, in church, even when on the road traveling.
- Lead by modeling a godly **ATTITUDE** in both enjoyable times and in trying circumstances.
- **Supervise 5-Day Club® Teams, Fair and Outreach Teams, VBS, Camp Good News®**
 - Be attentive during each club, assessing team behavior; not chatting with others, on the phone, or texting during clubs.
 - Be prepared to lead in daily devotions.
 - Make sure team is prepared before club time. Make sure they are equipped with all teaching materials, props, flags, paper work, pencils, counseling tools, club invitations, etc.
 - Make sure team prays before club begins.
 - Provide feedback after the club is over.
 - Maintain high standard of mature behavior at all times.
 - Assist with club discipline.
 - Make sure the students clean up after their clubs, VBS, etc.

- Take appropriate photos of the club and CYIA students that could be used for newsletters and promotion.
 - See that all ministry records and missionary monies are turned into the CEF office promptly.
 - Interns will be required to fulfill leadership roles and function as cabin staff in Camp Good News®.
 - Be transparent. If you make mistakes, foolish decisions, or engage in sinful behavior, tell your Local Director.
- If 21 years of age, be prepared to safely transport students when needed. Follow all CEF rules for traveling with students; maintain all highway laws (**speed limit, no texting, no talking on phone, etc**).
 - Learn from your director and help in all aspects of the ministry:
 - Schedule and coordinate 5-Day Clubs®, make phone calls.
 - Assist with reference checks for the Child Protection Policy compliance.
 - Prepare mailings for camp, CYIA, and newsletters. Check up on students to make sure they are sending Thank You Notes and communicating with their donors. Interns are expected to enforce rules, encourage students, and deal with conflicts forthright.
 - Interns must be ready to give their testimony, to promote the ministry of CYIA and CEF® in churches or other appropriate settings, even to recruit CYIA students in coordination with their local director.
 - Prayerfully and responsibly cultivate your **Prayer and Financial Support Team**, faithfully completing the tasks expected of all CYIA Employees. (These tasks are numerated below)
 - In a deeper way, you as an intern are expected to maintain a close walk with the Lord by having daily devotions of your own, and living a godly example before the Lord and the students.
 - ***Be aware of and avoid any conceivable dangers to children, students, and yourself!***
 - ***Report to your Local Director anything you see that you think at all inappropriate or out of line, whether in reference to students, peers, children, parents, hosts and hostesses, your supervisors, etc! Don't make independent judgment calls in matters that could compromise Child Protection, your reputation, the reputation of CEF®, or the safety of children. Discuss this matter thoroughly with your Local Director!***



Child Evangelism Fellowship of Wyoming, Chapter

Local Director

Chapter contact information

INTERN SUMMER EMPLOYEE AGREEMENT

By signing this agreement I agree to do the following:

1. I will provide a minimum of 50 names and addresses for mailings to the local director by **April 15**. My support letters will be in the mail by **April 15**.
2. Share my need for support personally with my pastor or Missions Chairperson by **April 15**.
3. Share my need personally with 3 possible donors by **May 1**.
4. If finances are below my targeted goal, I will make efforts to raise my support through phone calls or personal visits.
5. I will send thank you notes to each prayer partner and donor immediately upon receipt of their donation.
6. I will provide prayer requests and ministry news updates and needs to each donor. Missionaries are encouraged to send updates with each "Thank You" note.
7. I agree to be available for at least the 9 weeks (though I may choose to do 10) of active ministry, in addition to attending 2 training weeks.
8. I must pay for the same Training Fee asked of the CYIA Students.
9. As I am expected to work during the two weeks of training, I will be paid for those two weeks.
10. If I am hired through the State Office, I agree to have no other jobs during the weeks of employment with CEF.
11. I will agree to be ready to give my testimony and promote my CEF job with any church requesting that I do so.
12. I agree to abide by CEF's rules and guidelines at all times when working for CEF.

As I intend to work ___ hours with CEF this summer, I understand that my support goal for the summer is \$_____.

Missionary Signature _____ Date _____

Local CEF
Director _____ Date _____

Parent or Guardian _____ Date _____



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Reaching children worldwide™

Child Evangelism Fellowship of Wyoming, Chapter

Local Director

Chapter contact information

Dear Friend,

I have been accepted to work with Child Evangelism Fellowship® of Wyoming as a **Summer Missionary Intern** in aiding in the supervision of missionaries in the state. This activity will include evaluating, supervising and transporting teaching teams of young people as they teach boys and girls in 5-Day Clubs®, Vacation Bible Schools, Day Camp and counseling in Camp Good News®. I believe this experience will provide me with leadership skills and broader insight into missions for future service. I believe my former experience with CEF as a Christian Youth In Action® teen has prepared me for this next level in ministry.

Child Evangelism Fellowship® is a faith mission depending on God to call a ministry team dedicated to meeting the prayer and financial needs of CEF's Summer Intern ministry. Would you be willing to support my ministry with your financial support? Each one who partners financially is also asked to **pray** for my spiritual preparation and financial support. CEF® has established an account for the summer missionary intern's support. Funds designated for this account must be postmarked **August 1st** or earlier. Donations designated to this account that are postmarked August 2 or later will be carried over to the next year's summer missionary account. If possible, it will be helpful to receive donations prior to the start of the summer to enable budgeting of support.

All gifts are tax deductible when they are made payable to:

Child Evangelism Fellowship of Wyoming, _____ Chapter
Chapter address:

Please use the enclosed "Return Contribution Tracking Record" and return envelope.

My deepest thanks to you for your prayerful consideration of this exciting endeavor to serve once again in the CEF ministry of Wyoming. May God bless you richly as we partner together to reach the children of Wyoming with the Gospel of Jesus Christ.

Sincerely,

CYIA Summer Intern



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Dear Giving Friend!

Our sincerest thanks for your concern for the souls of Wyoming's children, and for your support for those young missionaries laboring in the Christian Youth in Action® evangelistic summer outreach!

The purpose of this letter is to keep you informed regarding our payroll policy for the young people whose ministry you so generously support.

Our task is not an easy one to begin with, and it has been greatly complicated by governmental agencies, namely the IRS and the Wyoming Office of Employment. Perhaps you're aware that the critical eye of the IRS has been focused on conservative organizations like CEF. Apparently, the number of government auditors has also been greatly increased. In light of these facts, it's been our goal to design a policy that will be safe and legal for the current generation and for generations to come as well. I can tell you that it is NOT our intention to provide a way to funnel funds intended for CYIA into the CEF of Wyoming general fund! Please take note of the following features of our current policy.

- Payroll taxes will be assessed on the income of those youth employed by CEF during the summer months.
- Summer Employees must be paid according to a uniform pay scale. Therefore the amount paid will not equal the exact amount given to each individual. In spite of this, most of your support and perhaps all of it will go to the youth you wish to support. A 10% administrative fee will be assessed from the income of all CYIA youth in summer employment. This money will be used for payroll taxes, and to help recover some of the expenses incurred in processing payroll.
- There are times when bonuses may be awarded on the basis of effort, attitude, and responsibility.

It's our prayer that our gracious God bless and care for you in every way. Please pray for us as well as we depend 100% upon His goodness, counsel, and power. We are partners together for His Kingdom. To Him alone be glory, honor, and praise!

Gratefully yours,

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