



SUMMER INTERNSHIP JOB DESCRIPTION, APPLICATION AND MINISTRY DESCRIPTION

Criteria and Process of Becoming a FCA MX Summer Intern

1. Selection Criteria

- a. Has accepted the challenge and adventure of receiving Jesus Christ as Savior and Lord, and has demonstrated this in his/her daily life
- b. Feels called to serve as an Intern
- c. Good standing character and person of integrity
- d. Influences his/her relationships through a positive Christ-like attitude
- e. Actively involved in service through church
- f. Agree with and eventually sign the FCA's Youth Protection Policy
- g. Has served with the FCA MX ministry in some capacity
- h. Is available throughout the summer according to the current FCA MX camp schedule

2. Process for becoming a FCA MX Summer Intern

- a. Applicant must fill out a Ministry Leader Application
- b. Applicant must fill out the Internship Application and send to the Director
- c. Interview with Staff to understand position description, summer schedule overview and expectations
- d. After prayer and discussing among staff, the Director will notify Applicant of decision through a Letter of Intent.
- e. Applicant must sign the letter of intent and send to the Director.
- f. Director will send the following:
 - i. Funding My Ministry book
 - ii. Instructions for Gifts of Grace
 - iii. Camp Manual
 - iv. Hire Paperwork

JOB DESCRIPTION

Position: FCA Motocross Summer Intern

Reports to: FCA Motocross Director, Donita Povolny

Position Description: The position of the Summer Intern is responsible for assisting the growth of the ministry in as many ways possible. Immediate assistance to the ministry director, serving in necessary leader positions at camps and keeping up with administrative work are all expected.

This position is responsible for assisting and working alongside FCA Staff with most all things related to the ministry to gain a perspective on the internal functions and day to day activities involved with operating the ministry. A balanced and objective skill set is what the intern should be equipped with at the end of the time of service.

Responsibilities and Activities:

1. Seek spiritual and personal growth.

- Maintain accountability relationships.
- Pursue integrity, serving, teamwork and excellence - privately and publicly.
- Participate consistently in worship and service activities in a local church
- Utilizes reading and outside courses to increase awareness and learning.
- Stays abreast of ministry, business, economic, sports, youth and cultural trends that potentially impact the ministry of FCA.
- Seeks feedback from supervisor and other FCA staff to improve ministry effectiveness.
- Foster a spirit of unity and teamwork in completing responsibilities.

2. Assist the Ministry Director and Staff

- Camp Prep
 - Answer camp questions through phone calls/call backs
 - Answer camp questions on email
 - Join any pre camp planning meetings
 - Make sure all product is accounted based on what we ordered for each camp
 - Help with the registration process leading up to camp
 - Help with any camp promotion events and camp marketing at the tracks
- During camp
 - Serve as a huddle leader and/or most other roles that need to be filled
 - Serve in a camp role if someone gets hurt during camp
 - Make sure camp comment cards get filled out at each camp, handle the collection of them and tally them up for a post camp report
 - Help facilitate and run the camp store
 - Collect HL cards from HL's and get them ready to mail out
 - Keep the Facebook page going throughout the week with pictures and posts
 - Make sure Chapel time has all the details in place
 1. The band knows their role
 2. The Chaplain is prepared with details, camp theme and times
 3. The projector is working and available
 4. The PowerPoint works
 5. Learn how the lights and sound equipment works at each camp
- Post camp
 - Join any post camp meetings
 - Help gather follow up information
 - Send out emails or make phone calls for follow up
 - Prepare HL cards for mailing

APPLICATION

Name _____ Sex: M F

Mailing Address _____

City _____ State _____ Zip _____

Home phone (____) _____ Cell Phone (____) _____

Summer Address (if different from above) _____

City _____ State _____ Zip _____

Summer phone (____) _____ Parent's Names _____

Social Security # _____ Date of Birth _____

Email Address _____

Education:

High School _____ Graduating Date _____

College/University _____ Graduating Date _____

Major _____ Minor _____

Church Service:

Current Church _____

Address _____

City/ST

Pastor/Youth Pastor reference _____

Name/Phone Number

How have you served within the church?

Athletic:

High School: JV/Varsity (sport, position, honors)

College: JV/Varsity (sport, position, honors)

Coaching experience: (sport, level, years)

FCA Experience:

High School involvement: (leadership, camps, huddle...)

College involvement: (leadership, camps, huddle...)

Have you ever served as an FCA Summer Camp Huddle Leader?

Yes No

If so, where and when?

General Experience:

Describe a time when you were involved in planning a project and saw it through to completion?

What experience do you have in teaching the Bible? (List age of group(s))

What experience do you have in counseling youth?

What would you say are your strengths (spiritual gifts or natural gifts)?

What would you say are your weaknesses?

Have you ever done any fundraising? Yes or No, please explain:

Spiritual Life:

Explain when and how your walk with Christ began.

What role does Christ play in your life?

Describe your current relationship with God.

Describe what your Quiet time with God looks like and how often.

Why do you want to serve as staff in FCA MX?

References:

Who are two references from different areas of your life: coach, mentor, former employer....

1. Name _____ Title _____

City _____ State _____ Zip _____

Phone (_____) _____

E-Mail _____

2. Name _____ Title _____

City _____ State _____ Zip _____

Phone (_____) _____

E-Mail _____

FCA MX Vision, Mission and Values

Our Vision: To see the world impacted for Jesus Christ through Dirt Bikers and their families

Our Mission: To present racers, and those they influence, the challenge and adventure of receiving Jesus Christ as Lord and Savior, through teams and camps, serving Him in their relationships and in the fellowship of the church

Our Values: Our relationships will demonstrate a steadfast commitment to honor Jesus Christ and His Word through:
Integrity- Christ-like wholeness in our public and private life

Serving- we model Jesus example of serving
Teamwork- we will express our unity in Christ
Excellence- we do all we do unto Christ and for His glory

FCA MINISTRY DISTINCTIVES

- ☐ Christ Centered...focus of our message
- ☐ Bible Based...source of our authority
- ☐ Spiritually Nurturing...helping people to know and grow in Christ
- ☐ Kingdom Minded...serving the purpose of the Church
- ☐ Volunteer Intensive...mobilizing adults to accomplish the mission
- ☐ Fellowship Oriented...connecting people through the love of Christ
- ☐ Culturally Adaptive...meeting the diverse needs of people
- ☐ Athletically Focused...ministering to coaches and athletes
- ☐ Faith Financed...funded through people moved by God to give

FCA Ministry Fundamentals

SHARE, SEEK, LEAD, LOVE

SHARE Him Boldly

FCA Shares Jesus with those who do not have a personal relationship with Him. We believe that salvation is only found in Jesus, and with great passion we desire to share the Gospel with the world.

“...the continued teaching and proclaiming the Good News that the Messiah is Jesus.” Acts 5:42

SEEK Him Passionately

FCA equips and encourages others to seek Him daily. A lifelong pursuit of knowing and loving Jesus takes perseverance and discipline.

“...they welcomed the message with eagerness and examined the scriptures daily to see if these things were so.” Acts 17:11

LEAD Others Faithfully

FCA desires to model Jesus' example of serving by seeking out the needs of others, developing trusting relationships and caring about the individuals we serve.

“...excel in gifts that build up the church.” 1 Corinthians 14:12

LOVE Others Unconditionally

FCA realizes that the most powerful force in the world is love. We desire to be obedient to the Lord as He said that we would be known by our love.

“Above all, love each other deeply...” 1 Peter 4:11

FCA's Statement of Faith

- We believe the Bible to be the inspired, the only infallible, authoritative Word of God.
- We believe there is only one God, eternally existent in three persons: Father, Son and Holy Spirit.
- We believe in the deity of Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father and in His personal return in power and glory.
- We believe that for the salvation of lost and sinful people regeneration by the Holy Spirit is absolutely essential.

- We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life.
- We believe in the resurrection of both the saved and the lost, they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation.
- We believe in the spiritual unity of all believers in our Lord Jesus Christ.

Youth Protection Goals and Expectations

As part of our purpose, we seek to provide every youth, participant, and staff person with a safe, fulfilling experience. We expect all staff to promote a positive, nurturing environment for our youth and other participants, and to closely follow all FCA youth protection guidelines and directives.

Guidelines for FCA Representatives

I. Behavior Policy

1. FCA expects all paid staff and volunteers, in every aspect of their involvement with FCA activities and programs, to exhibit exemplary language and conduct, consistent with FCA's ministry purpose, Sexual Purity Policy, and moral and theological beliefs.
2. FCA prohibits staff members and volunteers from:
 - a. Engaging in any dating, romantic or sexual activity or relationship with the young people and adults who participate in our programs;
 - b. Using sexually explicit language or jokes, or possessing or viewing lewd or pornographic materials in the presence of participants or others;
 - c. Engaging in any sexual relations or activities that constitute sexual offenses as defined by federal or state law; or
 - d. Using language or behavior that involves violence or is derogatory, threatening, abusive or harassing;
3. In addition, FCA expects staff member and volunteers involved in our programs to be attentive to the physical and emotional abilities and needs of participants, and to avoid situations that could cause participants to suffer an accident or injury.
4. Any FCA representative who is found by FCA to have violated this Behavior Policy, or FCA's Sexual Purity Policy, or any of the guidelines below, may be immediately terminated, or subjected to disciplinary action, all in the discretion of FCA.

II. Prevention Guidelines: Barriers to Abuse

1. **Team Leadership** — Whenever feasible a youth will not be in the primary care or supervision of only one adult. Teams of leaders will supervise activities. Where possible, experienced adult workers should be included with adults who are newcomers to youth work.
2. **Athletic Activities** — The excitement, emotions and stress of athletic activities can give rise to inappropriate language and physical contact. FCA Representatives must refrain from jokes, remarks, exclamations and physical touch that could be perceived as negative or suggestive. Also be aware of the physical needs of the athlete, such as fatigue, the need for fluids, treatment of an injury, and weather conditions (such as electrical storms or extreme heat).
3. **Individual Counseling** — Counseling with youth should be in the nature of spiritual counseling. Coaching and mentoring on ordinary problems and challenges of growing up is also acceptable. Counseling should not involve therapy or advice concerning mental or emotional illness, suicidal thoughts, drug abuse, or pregnancy. Generally parents should be advised of these more serious problems. In some instances, the youth should be referred to a professional (see procedures below under Long-Term Counseling). Team counseling is preferable whenever possible. When team counseling sessions are not feasible, notify your program leader in advance of the location and with whom you are meeting. Counseling must always be done in a public place (lobby, courtyard, snack shop, etc.) where private conversations are possible but occur in full view of others. Guard carefully to avoid seclusion. Be especially careful to have female adults counsel female youths and males counsel males. A male/female team is generally appropriate for counseling either gender.
4. **Long-term Counseling** — FCA representatives (especially at Camp) should avoid entering into long-term individual counseling relationships with participants. Generally, you should not meet with a youth for counseling more than three times. FCA representatives should report all counseling contacts to their program leader. Adult leaders are generally not prepared or supported for long-term counseling or formal therapy. Instead, refer youth who have a need for long-term counseling to professionals in the community. Before making a referral, always consult with your program leader about the need for referral and how to make the referral. It is usually appropriate to notify, and make the referral through a parent/guardian.
5. **Informal Contact (Independent of FCA Activities)** — Informal contact refers to phone calls, cards, face-to-face contact, or other communication between an FCA representative and a youth that is not connected to "official" FCA activities. FCA recognizes that informal contact between FCA representatives and youth frequently occurs and can be very beneficial for Christian and social reasons. For example, staff may hire teens as baby-sitters for their own children, or staff may see kids during social events with the child's family. This interaction is usually legitimate and beneficial. However, staff should seek permission of parents, and report plans for such contact to the FCA program leader before having informal contact with the child. The staff member should clearly let the parent know the nature of the contact and that it is not part of an FCA activity. Parents are responsible for monitoring this informal contact. In follow-up to an FCA activity or event, FCA representatives should only send post cards, not letters. Follow-up emails must be sent from an FCA computer, not a home computer.
6. **Be Aware of "Fantasy Relationships"** — Refrain from spending an inordinate amount of time with any one participant that could lead the participant to misread your interest in him or her or become too strongly tied to you. Be aware of how you express your concern for the student. When you express love, be sure students know you mean Christian love.
7. **Youth Supervising Youth** — Minors may help adults lead youth activities only under the direct leadership of a screened and trained adult. Minors must also be screened and trained (as appropriate for their age). Minors generally should not be permitted to help lead youth activities unless 16 or over. Minors in leadership roles should not be left alone and unsupervised with youth participants.
8. **Overnight Activities** — At least two adults will supervise overnight activities. If the participants are male and female, then male and female chaperons must be present. It is never appropriate for an adult chaperon who is not a family member to share a bed with a youth. Males and females attending events must not share the same sleeping quarters and should have separate access to bathroom facilities. Younger minors should be provided sleeping and changing facilities separate from older minors. Experienced adult workers should be included with adults who are newcomers to youth work.
9. **Transportation** — FCA may from time to time provide transportation as an official part of an activity. When children or youth are transported as a part of an activity, follow the "two adult rule" whenever possible. Avoid situations where one adult is alone with one youth. In addition, never allow a child to be left alone in a vehicle. All other guidelines also apply.
10. **Confidentiality** — Youth workers must report to a program leader if a minor discusses harming himself or others, committing a crime, or being abused. There are limits to confidentiality when working with youth. Where necessary, explain clearly to youth that there are some circumstances where you are required to "tell" what the youth discloses. Questions about such cases or other issues of confidentiality must be discussed promptly with the program leader. While you should generally maintain the confidentiality of personal information provided to you by participants, at the same time you should never promise complete confidentiality. If a child confides to you that he has been sexually or physically abused by a family member or another, you may have a legal obligation to report this to the authorities. In addition, if the child tells you that he has committed or plans to commit a crime, or plans to harm himself, you may need to report this to the authorities as well.

11. Gifts — Youth workers should not give personal gifts or money to youth. Gifts can be easily misinterpreted. With the advance approval of the program leader, small gifts given to groups of young people can be allowed, such as graduation presents or awards for participation.
12. Physical Contact — In athletic activities, physical contact between players and between coaches and players, is often a necessary part of practice and the game. Certain kinds of physical touch however, are inappropriate. While “high-fives,” side-hugs, and pats on the shoulder are usually acceptable, full-hugs, patting the buttocks, and back rubs or massages are not acceptable. Do not allow “piling on” or “dog piles” after a game or practice. Roughhousing and horseplay also should be discouraged, because they can lead to injury.
13. Corporal Punishment — Corporal punishment (hitting or spanking) and other forms of punishment involving physical pain are never appropriate. This rule holds true even if parents have suggested or given permission for corporal punishment. Youth workers must consult their supervisors or program leader if they need help with discipline techniques.
14. Open Door Policy — All FCA events are “open door.” This means that staff and parents have a right to observe any activity. FCA does not practice secret activities, initiations, or rituals.
15. Dating or Sexual Involvement — No adult youth worker is to date a youth or be romantically or sexually involved with a youth.
16. Appearance of Misconduct — Staff must avoid even the appearance of misconduct. This is necessary in order to maintain parental confidence and avoid mistaken allegations. Appropriate physical contact (see #12 above) in group settings is okay and can be a positive dynamic. However, be cautious of any touching actions that can be misleading to individuals receiving the touch or those observing.
17. Unsupervised Areas — Make unsupervised or isolated areas off-limits to youth. Youth should not be allowed to return to cabins or sleeping areas except in groups or with supervision. Develop a plan among leaders for periodic monitoring and checking of unsupervised areas.
18. Youth Conversation — Youth should be instructed that sexual talk and gestures are not tolerated. Youth who make sexual remarks to other youth should be reprimanded, and such language should be reported to the program leader.
19. Supervision and Communication — Youth workers should consult with the youth program leader to discuss any issues regarding these guidelines. Appropriate topics that must be discussed include problems, accountability, policy clarification, personal feelings, or other issues that may affect youth worker efforts.
20. Feedback from Youth and Parents — A leader designated to receive complaints from youth should be identified at every Camp. All youth should be made aware of this individual and of his or her availability to listen to problems or complaints. All parents should be provided the name and contact information for this leader. Parents should also be provided an 800-number for complaints and questions. All youth and parents adult/coach participants should be provided a comment form following camp or an event, on which they can identify problems or concerns. Please promptly forward copies of all forms received to the Camp Office at FCA National Support Center, and please flag all forms that include complaints or that raise safety issues.

21. Focus on these spiritual guidelines while working with young people:

1 Thessalonians 2:11,12 — For you know that we dealt with each of you as a father deals with his own children, encouraging, comforting and urging you to live lives worthy of God, who calls you into his kingdom and glory.

1 Thessalonians 5:22 — Avoid every kind of evil.

Philippians 4:8 — Finally brothers, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is admirable - if anything is excellent or praiseworthy - think about such things.

James 3:8-10 — ...but no man can tame the tongue. It is a restless evil, full of deadly poison. With the tongue we praise our Lord and Father, and with it we curse men, who have been made in God's likeness. Out of the same mouth come praise and cursing. My brothers, this should not be.

22. Drugs/Alcohol/Tobacco Use Policy — It is expected that FCA Staff/Volunteers will not use alcohol, drugs, or tobacco (chewing or smoking) while supervising an FCA event.

III. Reporting Procedures

1. If an FCA representative observes or suspects that any other representative has engaged in conduct that violates the Behavior Policy or any other FCA policy or guideline, the FCA Representative must report this IMMEDIATELY to his/her FCA program leader. If the FCA program leader is observed, or suspected of, engaging in misconduct, this must be reported directly to the Executive Vice President at the FCA National Support Center. If an FCA representative or program leader becomes aware that child abuse has occurred, the matter should be reported immediately to one of the designated FCA contacts for reporting abuse situations as provided in the Youth Protection Standards of Conduct.
2. FCA program leaders who receive reports of misconduct are expected to IMMEDIATELY report any information they have received to the Executive Vice President at the National Support Center, and to coordinate the local response with the National Support Center.
3. Representatives and program leaders should refrain from investigating the situation, contacting the person alleged to have engaged in misconduct, or discussing the details with any person other than National Support Center Personnel designated above until the matter can be discussed with National Support Center Personnel.
4. If there is a likelihood of injury to the victim or others, the authorities and/or emergency personnel may have to be contacted before the matter can be discussed with the National Support Center. In addition, it may be necessary to place the representative accused of misconduct on suspension or administrative leave, or terminate employment, and to instruct the representative to cease contact with the victim and others.
5. Failure to report suspected or observed misconduct promptly may result in immediate dismissal from employment or volunteer assignments with FCA, or disciplinary action, all in the discretion of FCA.

I have read the guidelines above. I agree to observe them faithfully. I understand that if I fail to follow these guidelines, I may be reassigned or relieved from all duties at the discretion of FCA.

Prior to signing this document, I have prayed about my decision to join the staff of FCA MX as a Summer Intern and have received confirmation from the Lord. Secondly, I have discussed my role and the requirements with my family and we are in agreement with me serving the Motocross ministry.

Your signature indicates that by faith, you commit to represent Jesus Christ and FCA Motocross with class and integrity. I will do my best to meet the requirements outlined above and look forward to the opportunity to serve as a FCA MX Summer Intern.

Signature of Summer Intern Applicant

Date

FELLOWSHIP OF CHRISTIAN ATHLETES
Motocross Ministry
EVALUATION FORM

PLEASE EVALUATE YOURSELF ON THE FOLLOWING:

| | Excellent | Above Average | Average | Below Average | Don't know |
|---|-----------|---------------|---------|---------------|------------|
| SPIRITUAL MATURITY/LEADERSHIP | | | | | |
| Spiritual role model, reflects Christ in daily life | | | | | |
| Respects authority, works well under authority | | | | | |
| Works well with students "where they are" in relation to denominational background and spiritual commitment | | | | | |
| Applies faith in athletics | | | | | |
| LEADERSHIP POTENTIAL | | | | | |
| Is an athletic role model | | | | | |
| Shows initiative, insight, willingness to assume responsibility | | | | | |
| Has ability to make decisions within specified guidelines | | | | | |
| Is punctual, dependable | | | | | |
| COUNSELING SKILLS | | | | | |
| Can initiate/lead a small group discussion | | | | | |
| Shows sensitivity/empathy to others | | | | | |
| Demonstrates listening skills | | | | | |
| Is enthusiastic and friendly | | | | | |

Please return completed form to:
 FCA Motocross
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 Sellersburg, IN 47172
 DPovolny@fca.org
 812-246-2688