**SUMMER FELLOWSHIP PROGRAM**

**Position Description Template**

1. **Title of Ministry/Church and Fellowship Title**
2. **Ministry Description:** Describe your ministry, goals, values, faith statement, location, etc.
3. **Ministry Mission or Vision:** Include a mission statement
4. **Anti-Racism Statement:** Please include a statement about your organization’s commitment to fostering an environment of equity and inclusion.
5. **Summary of Fellow’s Role:** What particular role would the fellow play in your ministry?
6. **Fellowship Description:**
	* 1. **Specific Responsibilities:** Outline, in detail, the concrete tasks that a fellow would be assigned in your ministry.
		2. **Goals:** Thinkshort term and long term. What are your hopes for this summer through the presence of a fellow?
		3. **Leadership Opportunities:** What type of leadership opportunities will be provided the fellow?
		4. **Desired Skills (if relevant):** e.g., “comfortable to speak in front of large crowds”
7. **Mentorship:** Write concretely how you envision a mentoring relationship in this context.
8. **Supervision:** What will oversight look like? How will you provide training for the fellow upon their arrival? Will the fellow be supervised or autonomous? What will the fellow’s role be on the ministry team?
9. **Environment:** Who are the main people or leaders your fellow will spend time with? Please include secondary supervisors and whether or not the fellow will serve alongside other fellows or interns.
10. **Expectations:** What are your expectations of the fellow? These can be spiritual, personal, professional, etc. Describe probable a probable weekly schedule for the fellow to confirm duties and responsibilities.
11. **Contact Information:** Who will directly supervise the fellow? Provide contact information for this individual including email and phone.
12. **Calendar of Events for the Summer:** Please include general time frames for preferred start and end dates as well as big events the fellow will participate in.