



a church for the whole *family*

January 11, 2016

Re: Paid Children and Youth Ministry Summer Internship

Dear Sir or Madam,

I'm writing to let you know of a fantastic ministry and job opportunity this coming summer. Each year our church, Parma Heights Baptist Church, just outside Cleveland, Ohio, hires two college students to fill the following paid internship:

Children and Youth Ministry Summer Intern:

- Minimum of two years of college experience preferred
- Should be interested in pursuing a ministry position in the future
- Desire to work with children and youth in a large, suburban church setting
- \$3,000 stipend, for the 10 week internship
- College credit may be available
- Housing may be available

I am including our Internship Notebook, which describes the ministry in details. Also included is the application, which should be submitted to me by February 26, 2016, so that we can conduct phone interviews on the evening of March 1, 2016. These documents are also available at www.oneeightyone.org.

I look forward to hearing from you soon. Don't hesitate to contact me with any questions.

Sincerely,

A handwritten signature in black ink that reads "Dan Adams". The signature is written in a cursive, flowing style.

Dan Adams
Pastor of Student Ministries
Parma Heights Baptist Church
DAdams@phbaptist.org