



January 22, 2020

**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
- \$3,500 stipend, for the 10 week internship
- College credit may be available
- Housing may be available

Please review our Internship Notebook, which describes the ministry in detail. The application should be submitted to me by March 6, 2020, so that we can conduct phone interviews on the following week. These documents are also available at [www.oneeightyone.org/summer-internship/](http://www.oneeightyone.org/summer-internship/).

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  
Associate Pastor  
Parma Heights Baptist Church  
[DAdams@phbaptist.org](mailto:DAdams@phbaptist.org)