



ST. FRANCIS OF ASSISI

CATHOLIC CHURCH & NEWMAN CENTER AT BALL STATE UNIVERSITY



Newman Apostolate Internship Contract

Vision

Newman Apostolate Interns at Ball State are undergraduate students constituting and representing the core identity of the local Catholic student community. They are the active face of the community, working to provide a welcoming home for students to encounter and know Jesus Christ. This work can only be accomplished if the interns first encounter Jesus Christ themselves, and are continually formed in personal holiness through prayer, mentorship, and service to the local Church. Being a Newman Apostolate Intern is a profoundly important privilege and responsibility.

Mission

Interns will work together to foster community within their own home, and then spread it to the Catholic student community as a whole. They will be a significant positive presence at Cardinal Catholic events, and assist with leading, planning, and executing social and formative gatherings. They will work directly under the direction of the Campus Minister and other staff members as necessary. While ultimately continuing to fulfill their primary vocation to holiness, interns will have important responsibilities where accountability is expected. At the same time, interns will have the support of the staff, and the joy and privilege of working for the betterment of their fellow students.

(This is a way of life, and student interns are highly discouraged from holding other jobs, being heavily invested in other leadership positions, or giving a large amount of time to other volunteer work. This is a large commitment and our goal in discouraging other investments is not to limit your life and service, but to foster a healthy balance of life, work, self-gift, school, leisure and rest promoting the care free and joyful life that Jesus offers his disciples.)

Components of the Newman Apostolate Internship

In exchange for housing, utilities (excluding phone and cable TV), parking, an opportunity to deepen one's relationship with God, practice Christian service, develop leadership skills, experience community living, and gain valuable experiences throughout the regular academic year, Newman Apostolate Interns agree to all of the following:

Summary of weekly Components

Weekly Expectations:

Receiving (5-7 hrs)

- Daily prayer with household Monday, Tuesday, Thursday, and Friday
- Daily mass 2-3 times per week
- Formation meeting
- Monthly meeting with household and Campus Minister

Giving (12-14 hrs)

- Set-up, participate, and assist with clean-up at Sunday Supper
- Attend student adoration on Wednesday evenings
- Participate in other Cardinal Catholic events as schedule allows
- Attend the Weekly Cardinal Catholic Council Meeting
- 6-8 hours of pastorate work: grounds keeping, administration, ministry work with staff
- Knights of Columbus Bingo Hall Volunteer

Explanation of Components

Components of Reception

Prayer and the Sacraments:

Monday through Thursday (except Wednesday due to evening Adoration), the interns will be expected to pray together at a scheduled time before the Blessed Sacrament. The interns will still be expected to pray on the weekends, but may do so on their own time throughout the day.

Interns will be asked to attend daily mass at least 2-3 times per week. With the Eucharist as the Source and Summit of our Catholic faith, its role is essential within the life of a student striving for holiness. It will also be a great opportunity for the interns to invite other students to join them for mass and to experience Christ in the flesh.

Formation:

Interns will receive weekly one-on-one discipleship formation and mentorship from the campus minister, a FOCUS missionary, or a qualified mentor. This is a schedule of teachings that forms the intern into a mature follower of Jesus Christ. Goals of these meetings are to: teach and encourage a robust life of prayer, assess and integrate the ministry work the intern is doing into their relationship with Christ, foster healthy behavior and virtues into the intern's daily walk with Jesus, teach how to live in community with other brothers or sisters in Christ, and teach and foster mentalities necessary to lead a Christian community. (*Note: the schedule / setting of formation is subject to change after one semester depending on the intern's needs and progression).

Each intern will develop a schedule prioritizing: prayer, study, physical health, work, and fellowship. The interns will also meet at least once/month with the Campus Minister to foster relationships, check-in as a household, and address any challenges as needed.

Community Living:

Interns will live in community in the cottage house or adjacent housing to the Newman House according to the discretion of the staff. This is far more than a living situation, but an intentional gift to each intern. Interns will pray together, work together, do chores together, eat together, study together, have fun together, and serve Christ and His Church together. Community living is a rich source of formation for each intern's vocational calling, whatever that calling may be. These relationships are deep and a source of support in living the Christian way of life.

Components of Giving (Weekly)

Sunday Evening Mass and Sunday Supper

Interns are student leaders and should provide a positive presence at Cardinal Catholic. Interns will follow a schedule to alternate the responsibility of welcoming the volunteer who is providing Sunday Supper. Following the 5:30 pm student Mass, all interns will be a major presence in searching out new students and inviting them to join for supper. During Sunday Supper, interns will be expected to reach out to students who are new or less comfortable in the community, eat with them, and spend time getting to know them. Finally, interns will be responsible for assisting with clean-up at the end of the night.

Wednesday Evening Adoration and Other Weekly Events

Interns will be expected to be present at Wednesday evening Adoration to witness to the importance of prayer within our community, and will be expected to invite other students to join them during this time. Interns should be present at social gatherings held at other times throughout the week as their schedule allows it, and overall should be a consistent presence within the community.

Parish and Pastorate Support (6-8 hrs)

Interns will provide support to the staff of the Muncie Pastorate through various ways. If the intern is interested in a specific ministry or field (i.e. music ministry or business administration), the intern may be paired with employees in these areas to assist them in their work. Other work may include staffing the front desk at St. Francis, performing administrative tasks, assisting staff with secretarial work, working on special projects or particular events, and assisting with religious education or music ministry. The intern will work closely with the Campus Minister to coordinate the intern's schedule along with the needs of the pastorate. The interns will also be responsible for locking up the church grounds in the evenings. Through these responsibilities, the interns will strive to be good stewards of the gifts and opportunities provided to them.

Support for the Larger Community

By serving as an intern, you will be providing foundational support for the Newman Apostolate and our Catholic community. By creating a stable, welcoming, and holy environment, the work of FOCUS, Cardinal Catholic, and off campus houses can continue to thrive. Part of this support is being present at and participating in the weekly Cardinal Catholic Council (Heads) Meeting. As an intern, being involved in the larger community will also include building a relationship with the Knights of Columbus by volunteering at their Bingo Hall (3-4 hours once a month).

Other Components

Academics

God, his mission, and the intern's journey towards holiness are more important than grades, which one will not normally hear from the world. With this being said, disciples of Jesus are called to magnanimity, the virtue of being great of mind and heart. Therefore, grades *are* important, and adequate attention will be given to grades by the campus minister. A minimum of 2.5 GPA is required to remain in the program, and interns will submit an unofficial transcript at the beginning of each semester. Lack of organization and procrastination of school work will not be tolerated as an excuse for not fulfilling commitments mentioned in this document. Foresight and discipline is needed of disciples and thus, it is expected of the interns.

Other House, Community living, and One Time Responsibilities:

The interns will create a schedule of chores that take place each week within their house. The interns will have community dinner together on the same night every week to foster relationships as a household. The interns will meet with the Campus Minister at the beginning of the semester to dedicate the year to God, grow together in community, learn the expectations of the program, and plan the semester's schedule. The interns may move in as early as August 9th and *must* be moved in by Monday, August 14th, 2023. The Interns must move out by Tuesday, May 7th, 2024 but can move out as early as the last day of finals week.

Administration, Program Fees, Regulations & Contract Violations

Administration

Submit hours spent on ministry and other internship responsibilities weekly.

- Complete the diocesan protocol training, Safe and Sacred, at the beginning of the school year.
- Provide 6-8 hours of administrative assistance to the Muncie Catholic Pastorate.
 - This may include working at the receptionist desk Monday-Friday between the hours of 9:00 AM and 4:00 PM. The weekly shift will be assigned at the beginning of each semester by a staff member with regard to student schedules.
 - If he/she should switch desk coverage with another Intern, a staff member must be notified.
 - While on shift, Interns will check with a staff member for any tasks or phone calls to be made. They will answer telephone calls, greet people who come to the office asking for information, and do basic work for campus ministry (e.g. clerical duties, folding kitchen towels, stuffing bulletins, etc.).
 - Depending on the interest of the intern, he/she may be paired with a pastorate employee to assist with business administration, music ministry, RCIA, or religious education and formation. This will be determined at the beginning of each semester, and a schedule will be coordinated between the student, campus minister, and other pastorate employee.
 - Interns should understand that:
 - Homework is permitted if staff has been asked and no other work is assigned
 - Professional behavior is expected at all times (e.g. food will be kept to a minimum, personal phones calls kept to a minimum, appropriate clothing will be worn (no athletic wear), no yelling, etc.).

Program Fees

Interns will pay a fee which will help to cover the living costs associated with the internship. The following fees are due by the end of business on Friday of the first week of the semester. This includes a \$250 Security Deposit (one time) that will be returned within 60 days of moving out and a \$200 Program Fee (per semester). This fee, due the first week of each semester, helps to cover the cost of utilities, repairs, retreats, materials, and other expenses throughout the year.

In Summary:

First Semester Total Fee: \$450*

Second Semester Total Fee: \$200

*\$250 Security Deposit will be returned upon move out.

The intern agrees to the following regulations:

- Make a security deposit of **\$250.00** at the time of move in. Damages or fees will be charged against this deposit if necessary. Deposits will be returned within 60 days of moving out. Move-out procedures will be provided to the intern. Interns must adequately pass the move-out inspection or some/all of their deposit may not be returned.
- Keep their room and community areas in good order and repair. No smoking or alcohol is allowed in any of the buildings at St. Francis.
- No animals, fish, dangerous weapons, or illegal substances on the premises.
- No visitation of guests of the opposite sex between 10:00 PM and 8:00 AM.
- Have received approval in advance by the Campus Minister for overnight guests.
- Accept a key to the building and agree to return it. Interns may not duplicate keys or give them to others. Duplicate keys for any of the buildings are arranged through a staff member.
- Leave the address and telephone number of parents or guardians on file and furnish a complete forwarding address when they leave.
- Immediately report any problems regarding heating, plumbing, electricity, other functional concerns, or any emergency situations, especially those regarding emergency responders, to a staff member.
- Park in the main upper lot at St. Francis Monday-Friday, 7 AM - 5 PM. Interns may park in front of the Cottage House on weekends, and exceptions may be made for loading and unloading.
- Respect the needs of other members living there. Those sharing rooms must make additional mutual agreements regarding the use of space for recreation, sleep, study, etc. The Campus Minister will help mediate any concerns in this matter.
- The staff reserves the right to make periodic inspections of the Cottage House and repairs as needed.
- Interns agree to stay off of all Cottage House, Newman House, and St. Francis Church roofs. Flat roof access from the third floor is for emergency purposes only. If violated, significant disciplinary action will take place.

Disciplinary Procedures

Violations

Significant violations to this contract will result in a written notification given to the Intern in a one-on-one meeting. Here the student and Campus Minister will decide on necessary steps to rectify the situation.

- A solution to the violation will be determined by the student and Campus Minister. Failure to rectify a violation may result in significant disciplinary action and may result in termination of the intern's participation in the program. This will be documented in writing.

Broken Contract

If a student breaks a contract prior to the contract expiration date indicated below, no deposit will be returned, and the student will be required to pay liquidated damages of \$100.00 per week for all remaining time on the contract. Exceptions may occur when an emergency situation, i.e. a medical emergency, requires the student to withdraw from Ball State University.

Please complete signatures on the following page.

This contract is binding for the 2023-24 regular BSU academic year. Students must reapply and be admitted to the Newman Apostolate Internship Program on a yearly basis.

MUNCIE CATHOLIC



St. Francis of Assisi Newman Center ~ St. Lawrence Parish
St. Mary Parish ~ St. Michael Catholic School
munciecatholic.com

Internship Agreement

This understanding is for the 2023-2024 BSU academic year. Students must reapply and be admitted to the Internship Program on a yearly basis.

I hereby agree to accept an Intern position at St. Francis of Assisi and Muncie Catholic Pastorate for the 2023-2024 academic year. I understand that housing will be provided in exchange for the internship.

Intern Signature

Printed Name

Date

Campus Minister

Date

Director of Evangelization

Date

Office Use:

Date Received