

LT Intern Registration Process

This page is to help answer questions for supervisors of LT interns and LT directors for LT intern registration. Here are some important dates and info below!

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Application Process for LT Interns

All LT interns who will be employed by Reliant must apply [online](#) using the application **for their church** to be a paid intern during their summer as an intern at LT. They **will not** need to apply as an LT participant.

Volunteer Interns who will not be employed by Reliant or the YMCA should apply using the Associate application found [here](#).

Interns may apply at any time up until the deadline. The application deadline is **November 26, 2023**.

Below is a sample email you could use to send to a potential LT intern.

Sample Email for Potential Summer Intern Applicants

Hi (student),

We are so thankful to see how God has been using you this year. We wonder if you would like to take the next step toward leadership in the ministry.

How about spending your summer interning with us at [church or program name]?

Here's some more info about our intern program (insert link). You'll get practice in raising support and what it looks and feels like to be in full-time ministry. For many of you, this is a solid next step to help you decide if you want to come work with us at [church name].

Think it might be fun? We are accepting [applications](#) NOW. It's good to go ahead and start your application even if you haven't made up your mind yet about interning.

Things to know:

- **The Application:** Start it now. The sooner you turn it in, the better!
 - Go to [reliant-collegiate-program.breezy.hr](#), find our church, and click "Apply" (**Church, you can insert your church's application directly as well**)
 - In the first portion of the application, you will enter your references.
 - Be sure to follow up with them, as these can sometimes take a few days to get back.
 - Be sure to complete all stages of the application. You will receive a confirmation email once you have finished all portions of the application.
- **Deadlines & Dates:**
 - **Nov. 26:** All your documentation (including your application and references) has to be turned in by this date.
 - **Dec. 5:** Someone from our church will need to interview you by this date.
 - **Dec. 20:** This is the **registration deadline** for the intern training.
 - **Jan. 11-13, 2024:** These are the dates for the **Virtual Collegiate Training**. At this virtual training, you'll learn how to cast vision and raise support for your internship.
 - The fundraising deadline is typically two weeks before the start of your internship.

Feel free to ask me if you have any questions.

If you need help with the application, contact Caleb at Reliant at LT@reliant.org. He's happy to lend a hand!

Looking forward to spending the summer serving with you!

Here is a timeline to help guide you with timing.

<i>Summer 2024 Intern app ready/ online</i>	<i>Apply Here Now!</i>
<i>Application, Fee & References submitted by</i>	<i>November 26, 2023</i>
<i>Supervisor Interview completed by</i>	<i>Dec. 5, 2023</i>
<i>Hiring Decision Call with you completed by</i>	<i>Dec. 13, 2023</i>
<i>Intern Registration and Fee</i>	<i>Dec. 20, 2023</i>
<i>Intern Training</i>	<i>Jan. 11-13, 2024</i>

LT Fee Info

- LT Directors, be prepared to give Reliant the LT payment amount for interns by December 16. This fee is necessary to calculate their support goal.
- LT interns do not pay their LT fee directly. The Reliant summer intern program will do an internal transfer for their LT payment and they will only pay out of pocket if they have insufficient funds (see [Event Fee Payments Made by Reliant Employee](#)).
- The LT intern's application with Reliant (reliant-collegiate-program.breezy.hr) also serves as their LT participation application. They **do not** need to fill out an LT Participation application like the other LT participants. The Reliant LT Admin will manually add all accepted interns to the LT program registration.

LT Job Description

One issue we've run into in the past with LT interns is collecting a job description for them. Our process is to collect a job description from them when they attend the support-raising training in January. But that is often before they've talked with the LT director about any specifics of their roles and before the director knows what their summer LT leadership team will look like.

We've created a [template](#) that your LT program could use each year; they can adjust it later in the year, if needed based on more accurate specific info, but this would give us a good base, especially because a lot of the LT interns share similar job descriptions.

LT Volunteer Interns

A Volunteer Intern is one who interns at LT but is not employed by Reliant. Another term for it might be Associate Intern.

- **Application:** LT Volunteer Interns can apply using the Reliant Associate application found [here](#).
 - **Submission Deadline: 2-3 months before LT begins**
 - This allows the LT Program to acquire housing for this intern since they are not a YMCA employee.
 - **Training:**
 - Volunteer Intern candidates complete minimal compliance requirements for Reliant before they can begin volunteering for the program.
 - Volunteer interns are not, however, required to attend a full Reliant training.

Caleb Hayworth will be your main point of contact for the intern application process.

He is here to help if you run into any snags or questions. We're working hard to make assessing your interns as seamless and easy as possible. So, let us know if something could be improved!

Questions?



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