



## **Ministry Apprenticeship Ministry Description**

### **General Program Description**

The Duke Youth Academy for Christian Formation (DYA) is a year-long program (one week of residency, one-year of online community engagement) sponsored by Duke Divinity School and generously funded by Lilly Endowment Inc., which provides each year the opportunity for up to 40 talented and passionate youth to pursue an intense journey of theological study and reflection. Through Christian practices of worship, prayer, hospitality, service, study and Sabbath rest, youth form habits and develop tools for theological reflection, ethical and moral decision-making, and discernment for Christian living. The Duke Youth Academy is open to youth from all Christian traditions who exhibit a love of learning and a desire for God. Students are eligible to apply during their 10<sup>th</sup>- or 11<sup>th</sup>-grade year for attendance during the summer before their junior or senior year of high school.

### **General Staff Information**

The Duke Youth Academy believes in forming strong relationships each summer between the students involved in the program and their staff members. As a result, we hire approximately 15 staff each year to work with 40 students.

Staff members are expected to be present for the entirety of the Duke Youth Academy residency portion and engaged with the DYA community online throughout the year. While we recognize that our staff members are involved in families and ministries away from Duke's campus, we expect each person to make arrangements to give her/his full attention to the Duke Youth Academy Residency dates listed below:

- Pre-DYA Staff Preparation: June 21-22, 2019
- 2019 Duke Youth Academy Residency: June 23-29, 2019

Ministry Apprentices are encouraged but not required to attend the 2020 Duke Youth Academy Alumni Celebration in June 2020. Date TBD.

### **Qualifications**

Applicants must possess a faith in Jesus Christ and a genuine interest in and agreement with the purpose and mission of the Duke Youth Academy. They also must show a calling to the academic, social and emotional support of youth/adolescents. Applicants must be able to articulate their Christian faith in thoughtful, dynamic, and embodied ways. A positive attitude, emotional and spiritual maturity, and ability and willingness to work as part of a team are required. Applicants must be able to follow and enforce the rules and policies set forth by the Duke Youth Academy and Duke University. They should be hard-working, self-motivated individuals who are receptive to instruction and evaluation, and will take responsibility both for the persons in their care and the projects and activities associated with the Duke Youth Academy.

A minimum of one year of college/university education is required. Theological training and leadership experience with youth are preferred. Experience in camp counseling or leadership in an academic summer program is helpful, as is work experience within a university or church setting and familiarity with the Duke campus.

### **General responsibilities and expectations**

- Live in residence hall with DYA participants and staff during Residency; make yourself available to DYA participants and staff full-time, except during specified time off.
- Attend all DYA events and activities, on dates outlined above.
  - During DYA Residency:
    - Attend scheduled meetings with DYA Director.
    - Attend all activities (including plenary sessions, meals, worship services, and worship and afternoon workshops) with DYA participants, except during specified time off.
    - Participate actively in preparation and clean-up for DYA program.
  - During DYA Online Community:
    - Ministry Apprentices are invited, but not required to join online meetings (6 per year) and participate in the online forum
- Assist DYA Ministry Coordinators with various areas of programming, as requested and appropriate.
- At the conclusion the DYA year, submit a brief reflection essay describing your experience with the Duke Youth Academy.
- Act as a positive role model and resource for participants and other staff members, encouraging and supporting participants' academic, cultural and spiritual interests.
- Promote a sense of community among participants and staff.
- Provide pastoral leadership to participants and staff members, listening and guiding as appropriate.
- Maintain professional relationships with all staff members; relationships which interfere with performance of duties will not be tolerated.
- Maintain appropriate relationships with students/participants.
- Abide by all rules and policies set forth by the Duke Youth Academy, and enforce said rules and policies fairly and consistently.
- Provide general support of program activities related to DYA but not specified herein.

### **Specific responsibilities and expectations**

The Ministry Apprentice role is designed to expose young adults interested in youth ministry and theological education as a vocational (lay or professional) calling. As much as it is a job, it is also considered an opportunity for discernment and professional development. During DYA Residency, Ministry Apprentices serve as a logistical support to the DYA community. Additionally, they are paired with a mentor team to walk alongside the young people of the DYA community. This is designed to give Ministry Apprentices an opportunity to observe, practice, and reflect upon their own ministerial gifting and vocation. Throughout the DYA year, Ministry Apprentices can choose to engage the ongoing community at the level of participation of their choice.

During the DYA Residency:

- With other Ministry Apprentices' and under the Ministry Coordinators' supervision, take responsibility for residence hall life during the Duke Youth Academy:
  - Maintain a safe environment for DYA participants and staff:
    - Periodically inspect residence halls for safety concerns.

For more information, please contact:

Alaina Kleinbeck ▪ Director of the Duke Youth Academy  
1121 W Chapel Hill St. ▪ Suite 200 ▪ Durham, NC 27701 ▪ Phone: 919.613.5323 ▪ Email [duyouth@div.duke.edu](mailto:duyouth@div.duke.edu)

- Report maintenance problems, lost keys, etc. to Conference Services Liaison – follow-up with Conference Services until problems are solved.
- Supervise activities of DYA participants in residence halls:
  - Maintain order of students, particularly during in-dorm free times.
  - Enforce curfew, in-room, and lights-out times.
  - Assist students in getting out of dorms on time in the mornings.
  - Maintain report logs of any behavioral or health problems.
- Act as staff for the residence hall:
  - Answer dorm office phone and email and respond to inquiries, documenting calls and emails and directing messages as needed.
  - Perform general clerical tasks, including copying, sorting, etc., as needed.
  - Sort and distribute participant and staff email and mail.
  - Carry “on-call” walkie-talkie at all times, responding to emergencies as needed.
- Provide setup, cleanup and general support for DYA program activities:
  - Supervise or perform on-campus facilities setup and cleanup as needed.
  - Assemble program materials as necessary, including worship bulletins and plenary handouts.
  - Run occasional errands for DYA Director, as instructed.
- Assist DYA Ministry Coordinators with specific ministry area duties, including setup and cleanup.
- Provide setup, cleanup and supplies for daily DYA snack times.
- Work alongside and learn from mentors in planning and facilitation of mentor groups:
  - Participate in the nightly mentor group reflection groups as an apprentice, learning from the mentors’ planning and facilitation.
  - Facilitate spiritual and theological reflection on each day’s themes.
  - Assist students with preparation for reintegration into home church communities.

Throughout the DYA year (optional engagement):

- Participating in online gatherings (6 per year)
- With Mentor guidance, offer constructive feedback and serve as an ongoing resource as needed for student’s Practices Projects.
- Attend the Completion Celebration in person or via web-based video meeting software

After the Duke Youth Academy, maintain contact with students as appropriate in order to continue conversations around theological topics approached during the year.

### **Contract Dates**

**June 1 -30, 2019** activities and responsibilities taking place on dates described above.

### **Compensation**

\$700 honorarium (Dispersed in one payment of \$700 following residency) plus reimbursement of reasonable travel costs and approved program expenses for residency. Full details regarding travel reimbursement can be found in the DYA Travel Reimbursement Guidelines.

**No contract is binding until a background check has been completed and approved.**

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