

Rev. Alan R. Hager, Senior Pastor

### **Children's Ministry Internship, Summer 2019 – Job Description**

The Children's Ministry Intern assists in the planning, implementation, and administration of all facets of the children's ministry at Hope Presbyterian Church throughout the summer months. Strategic areas of the summer ministry include Sunday school, Vacation Bible School, and targeted outreach and discipleship initiatives. This is a minimum 40 hours/week position, for 12 weeks (May-Aug, start/end dates negotiable depending upon individual's schedule). A typical week may look like the following (this is an example, not a strict schedule):

**Worship Attendance (1 hr)** We believe we exist to "glorify God and enjoy him forever," thus worship is a priority. All interns are expected to participate weekly in a Sunday morning worship service with the Hope Presbyterian Church family.

**"Contact Work" with Children and Families (5+ hrs/wk)** The goal of our ministry is to partner with parents, encouraging and equipping them to disciple their children. Establishing and nurturing healthy relationships with both parents and children is key. Summer provides many opportunities for casual contact including community swim meets (quite popular in our area), parks and rec athletics, and so on. Creativity is also encouraged in pursuing intentional contacts. Ideas include but are not limited to arranging play dates or meeting moms at the park, occasionally volunteering to help large families with chores or errands, sending birthday cards or otherwise celebrating special occasions and achievements. This may vary per week and will start low and gradually increase as connections are made throughout the summer.

**Preparation and Planning (15 hrs/wk)** Study will be required in preparation for Sunday school lessons and curriculum. The intern will also be tasked with responsibilities related to training and preparing VBS volunteers and other ministry volunteers. Time will also be devoted to planning and preparing outreach events (e.g. Water Day, Parent Night Out, and other ideas).

**Teaching (1 hrs/wk)** – Intern will be leading or assisting in either a Sunday School or Children's Church classroom, based on which worship service they attend for the time they serve as an intern at Hope.

**Administrative Responsibilities (9 hrs/wk)** This includes administrative duties as a member of Hope Presbyterian Church professional staff, such as weekly staff meetings, occasional meetings with individual staff, reporting, etc. Administrative responsibilities will also be assigned by Children's Ministry Director, perhaps including oversight of VBS registrations, nursery volunteer coordination, and obtaining and organizing background checks among other things.

**Personal Development (6 hrs/wk)** Time is to be spent in pursuit of personal growth both professionally and spiritually. Intern will be assigned several reading assignments during the course of the summer and expected to report on them. (We have our ideas, but have in mind some of your own ideas as to what you might like to read.) A written report will be required at the beginning of the internship outlining the individual's hopes and goals for the summer. Keeping a journal (paper or electronic) is highly recommended. A written report with regard to the successes and failures in attaining those goals, as well as an exit interview will be required upon completion of the summer internship.

**"Other" Responsibilities (3 hrs/wk)** Opportunities abound for participation in various aspects of worship and church life which may or may not be directly related to children's ministry.

*Hope Presbyterian Church is a caring community that equips disciples of Christ for worship and ministry in the reformed tradition.*