

## **Children's Ministry Internship Job Description**

Summer 2018

Swift Creek Presbyterian Church  
5900 Woolridge Road  
Moseley, VA 23120

Start Date: Sunday, May 27

End Date: Sunday, August 12

Duration: 11 weeks

### **Job Objective:**

- The objective for the intern will be to serve, lead, teach and build relationships with the children of the Children's Ministry of Swift Creek Presbyterian Church. The intern will have a well-rounded, "hands on" experience in all areas of children's ministry.

### **Job Requirements:**

- Spirituality: The intern should not only see themselves as spiritual mentors and leaders for children, but as living examples for what a Christian life should be. The intern will be expected to demonstrate the highest level of integrity at all times, whether "on the clock" as an employee or not.
- Education: All applicants should have completed their freshman year in college by the start of the internship.
- Transportation: All applicants should be able to have their own transportation to and from Swift Creek Presbyterian Church.
- Housing: Housing is not provided as part of this internship. You will need to have local housing for the summer to stay at.
- Calling: Ideally, applicants are feeling called into ministry or are interested in learning more about working in ministry.

### **Job Organization:**

- The intern shall work under the direct supervision of the Children's Director throughout the duration of the internship.
- The intern will function as and be treated as a full-time staff member of Swift Creek Presbyterian Church. The intern should remember that they are representing both God and Swift Creek Presbyterian Church at all times.

### Job Responsibilities:

- To attend the weekly staff meeting on Tuesday mornings.
- To be a part of the planning and executing of Sunday morning activities.
- To be a part of the planning and executing of Vacation Bible school. (7/9-7/13)
- To be present for Challenge Island day camp on July 31, Aug. 1 & Aug. 2.
- To be a part of the planning and executing of other children's activities throughout the summer.
- To attend the Leadership Summit on Aug. 9 & 10.

### Job Time and Compensation:

- Office hours will be flexible for the intern. This is a roughly 30 hour a week position but that will vary based on events. Some weeks will be packed while others will not.
- Sundays are considered a work day, and may be taken off only with previous permission.
- The compensation for the summer will be \$1,500.00.

**If interested, please send your application, resume and three references to Wendy Hicks at:** [whicks@scpcva.org](mailto:whicks@scpcva.org). We will be taking resumes until Wednesday, February 28, 2018.

*Please note that this is not a complete and comprehensive list of all responsibilities of the intern. This is to serve as a brief example of the expectations regarding our summer internship program.*