

National Presbyterian Church  
**Children's Ministry Summer Internship**

**Position Description**

The Children's Ministry Summer Intern has a heart for reaching children with the Gospel of Jesus Christ. The intern will gain leadership and ministry experience, as s/he works with a supervisor to develop, plan, and implement summer programs for children, including both weekly programs (e.g., Club 45) and special week-long events (VBS). The Intern works under the supervision of the Director of Children's Ministry in accordance with all stated policies of the Church and to advance the overall mission of Children's Ministry as part of the Church's ministry vision and strategic plan.

This is a 10-12-week internship running from mid-June to mid-August. Dates of particular importance are June 23-27 (Vacation Bible School). This is a temporary position for National Presbyterian Church, and is remunerated by a fixed stipend, payable in bi-monthly disbursements. The position does not qualify for employee benefits.

**Major Duties and Responsibilities**

The intern will take on various degrees of leadership in the following areas:

- A. Weekly Children's Chapel, Sunday morning programs, and Club 45 (preteen ministry)
- B. Vacation Bible School (morning children's camp)
- C. Worship Leadership at Sunday morning services.
- D. "Behind the scenes" planning and preparation for Sunday mornings, Club 45, Vacation Bible School, 2023-24 Sunday School Program Year, as well as other events for families.
- E. Communications with children ministry volunteers, parents, and church staff.

The intern will participate in the following activities:

- A. Ministry staff meetings
- B. Leadership and faith development with readings and discussions
- C. Regular personal spiritual practices (e.g., Bible reading, prayer, etc.).
- D. Other duties as assigned by the Ministry Director and/or negotiated according to special interests an intern might have (e.g., worship leadership for those preparing for ordained ministry).

## **Qualifications**

- A. A maturing, personal relationship with Jesus Christ, showing continuing spiritual growth, moral and emotional strength, obedience to Biblical principles, and a demonstrated love for Jesus Christ and the church.
- B. Adherence to NPC's Youth and Children Leadership Covenant.
- C. Demonstrated enthusiasm for working with children and youth, with a willing spirit to serve and be used by God in the lives of children and youth.
- D. Demonstrated willingness to learn, to be mentored and taught, and to improve leadership skills.
- E. Demonstrated ability to plan and lead Bible studies, fellowship activities, and work projects.
- F. Good skills in listening and oral communication.
- G. Demonstrated ability to manage responsibilities with minimal supervision.
- H. Demonstrated ability to work creatively, cooperatively, and collegially with staff, parishioners, volunteers, and as a team member.
- I. Ability to pass appropriate pre-employment background checks to the Church's satisfaction.
- J. The physical demands described here are representative of those that must be met by an employee to perform successfully the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this position, the employee is regularly required to sit, talk, and hear. The employee is frequently required to climb stairs and to reach with hands and arms and stoop, kneel, or crouch. The employee may sometimes be required to drive an automobile and is frequently required to stand, walk, and participate in sports or similar type physical activities. The employee is frequently required to carry documents or items from one building to another on the grounds of the Church.

**Application Form**

Name: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

Home Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Age: \_\_\_\_\_

Schools attended, and/or degrees completed: \_\_\_\_\_

Church Affiliation/Membership: \_\_\_\_\_

Are you interested in a youth internship, children's internship, or either? \_\_\_\_\_

1. Briefly share your understanding of Christian faith. (What do you believe?)
2. How do you continue to grow in your relationship with God in Jesus Christ?
3. What gifts/talents will you bring to NPC children's ministry this summer?
4. What do you consider to be your challenges/weaknesses as they relate to ministry?
5. Describe your talents, interests, hobbies, and extracurricular activities.
6. Tell about your previous experience working with children or youth.
7. Why do you want to work as an NPC intern this summer? What do you hope to gain from your internship experience at NPC?

Please supply two references (and their contact information) who can speak to your experience, character and faith.

1. *Name, relation to you, phone, email*
2. *Name, relation to you, phone, email*

Please send this completed application form, along with your resume to [jmeek@nationalpres.org](mailto:jmeek@nationalpres.org). Applications will be received until January 15, 2025, or until the position(s) are filled.