

National Presbyterian Church

Ministry Internship Hub

Hub Description:

The National Presbyterian Church Ministry Internship Hub exists to train and equip young adults in a variety of ministry areas. Interns will gain leadership and ministry experience as they work with a supervisor to support existing areas of ministry and develop new initiatives. NPC commits to providing leadership training opportunities for ministry interns, to develop their own spiritual formation as they serve the Kingdom.

Interns work under the supervision of the Director of Youth Ministry in accordance with all stated policies of the Church and to advance the overall mission of the Church's ministry vision and strategic plan. Interns may also report to an additional supervisor in their particular area.

Major Duties and Responsibilities:

All interns will:

- Participate in the life of the church on Sunday mornings and through their service.
- Participate in a weekly hub meeting for leadership and spiritual development, time TBD

Each intern will take on a particular area of interest, as described below.

College Ministry Intern:

- Serves as the primary leader for outreach and welcome of college-aged visitors to NPC.
- Develops and plans social or spiritual development events to engage college-aged participants.
- Reports to the Director of Youth Ministries.

Early Childhood Intern:

- Provides a loving, fun, and safe environment for children in the church nursery, from ages 0-4.
- Leads a short lesson or story time in the church nursery for young children.
- Additional supervision by the Associate Director of Children's Ministries.

Children's Chapel Intern:

- Develops and plans a time of Biblical teaching for elementary-aged children during the Sunday worship service.
- Additional supervision by the Director of Children's Ministries.

Children's Music Intern:

- Develops and plans opportunities for children to express themselves in musical worship during the weekly chapel time.
- Encourages joyful participation in music.
- May also lead musical worship during youth Sunday School.
- Additional supervision by the Director of Children's Ministries.

Hospitality Intern:

- Supports all Sunday morning programs and logistics by creating warm and welcoming spaces that are equipped as needed by program leaders.
- Additional supervision by the Director of Hospitality

Communications Intern:

- Supports the overall communications strategy of the church through photography, social media posting, website content.
- Assists Communications Manager with monitoring and analyzing the impact of communications efforts.
- Additional supervision by the Communications Manager.

Working Hours and Compensation:

- This is a 14-week internship running from September 1 through December 7. Time off must be negotiated in advance with the Hub supervisor.
- Paid work hours, a maximum of 6 hours per week, will be:
 - Sundays, 8:15-1:15 PM
 - Weekly leadership meeting (1 hour), time TBD
- This is a temporary position for National Presbyterian Church, and will be paid bi-weekly at a rate of \$20/hour. The position does not qualify for employee benefits.

Qualifications:

- A personal relationship with Jesus Christ, or interest in learning more about the Christian faith.
- Demonstrated enthusiasm for working within the church, with a willing spirit to serve and be used by God.
- Demonstrated willingness to learn, to be mentored and taught, and to improve leadership skills.
- Good skills in listening and oral communication.
- Demonstrated ability to manage responsibilities with minimal supervision.

- Demonstrated ability to work creatively, cooperatively, and collegially with staff, parishioners, volunteers, and as a team member.
- Ability to pass appropriate pre-employment background checks to the Church's satisfaction.
- 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.

To Apply:

Please submit a resume, cover letter, and 3 references to Kristin Franke (kfranke@nationalpres.org). Please clarify which hub role(s) you are applying for.