

Trinity Presbyterian Church of Orange County Job Description

Job Title: Children's Ministry Intern
Reports to: Children's Ministry Director and Pastor
Status: Part Time (4 hours per week)
Stipend: \$14.50/hour

SUMMARY

Trinity Presbyterian Church of Orange County is looking for an intern to work with our growing Children's Ministry (~60 children ages 12 and under) on Sunday mornings. The Intern will assist the Children's Ministry Director in developing and fostering a gospel-centered ministry to the children of Trinity Presbyterian Church.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Sunday morning duties:

- Attend Sunday Children's Ministry staff meetings when required
- Help setup and breakdown of the classrooms/nursery and ensure their cleanliness and safety
- Teach a Sunday school class weekly and a children's discipleship class during Fall and Spring (curriculum is provided)

During the week:

- Pray for the children's ministry and the children in your specific class
- Prepare for Sunday school lesson and discipleship teaching
- Communicate with Children's Ministry Director to coordinate needs of the ministry
- Respond to e-mails and phone calls in a timely matter

During the year:

- Help with kids' VBS at Trinity's Summer retreat (May require travel)
- Assist with kids' Christmas and Easter choir practices and performances, and Good Friday service
- Lead games and activities for kids at the annual church picnic

QUALIFICATIONS - To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Experience in teaching Sunday school is preferred but not required. Students from all denominational backgrounds are welcome to apply.

The successful candidate must:

- Commit to a firm 12-month internship and be readily available to work most Sundays of the year (Trinity to provide 1 paid Sunday off)
- Be reliable and hard working
- Be a team player
- Enjoy ministering to and working with children
- Be a Christian and fully support the philosophy of Trinity Presbyterian Church
- The ideal candidate should be creative, have a passion for children, and be hard working. He or she should also be detail oriented, flexible, and decisive with the ability to organize, set priorities, and meet deadlines

For more information about Trinity, please visit trinitypresoc.org. To learn more about the Children's Ministry Internship, contact Christie at christie@trinitypresoc.org.