

Southwood Presbyterian Church | Children's Ministry
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Email: kids@southwood.org to request an application

Children's Ministry Internship, Summer 2020 – Job Description

The Children's Ministry Intern assists in the planning, implementation, and administration of all facets of the children's ministry (birth through 5th grade) at Southwood Presbyterian Church throughout the summer months. Strategic areas of the summer ministry include Children's Connect Hour, 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. Intern is expected to participate weekly in a Sunday morning worship service with the Southwood 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 Kids' Connect hour 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 Wars, Movie Nights, Parent Night Out, and other ideas).
- **Teaching (1 hr/wk)** – Intern will be leading or assisting in Children's Connect classroom or Nursery/Preschool classroom.
- **Administrative Responsibilities (9 hrs/wk)** - This includes administrative duties as a member of Southwood 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.
- **Family Ministry Emphasis (designated wks)** - Intern may also be required to participate in leadership of one or more ministry trips, typically 5-8 days in duration, including camps, VBS, and/or mission trips.
- **"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.

Qualifications

- Agreement with Southwood's Vision/Mission, Core Commitments, Doctrine, and Biblical Guidelines for Personal Discipleship and Ministry.
- Demonstration of spiritual maturity and integrity.
- A desire and commitment to actively develop skills in ministry leadership.
- Spiritual gifts or abilities which may include leadership, mercy, encouragement.
- Commitment to full participation at Southwood during the internship.
- Ability to lead and deploy teams of people in order to accomplish events and tasks.
- Strong team player; good follow-through with people and tasks.
- Demonstration of a passion and love for working with children.
- Ability to interact well with parents and other adults.
- Ideal candidate will have completed a minimum of freshman year in college; however, graduating high school seniors will be considered based on leadership skills and qualifications.

Required Special Events Dates *(Including but not limited to)*

- Vacation Bible School: June 22-25
- City Swim Meet: July 10-12
- Water Wars: July 14

Our Mission: "Southwood Kids exists to advance the Kingdom of God by partnering with families to encourage growing relationships with God, each other and our neighbors."