

**POSITION DESCRIPTION**

**TITLE: Student Ministry Summer Intern**

**TEMPORARY SUPPORT STAFF**

**10 WEEKS @ 30 HRS/WEEK**

<p><b><u>POSITION RESPONSIBILITIES</u></b></p>	<p><b>GENERAL MINISTRY DUTIES:</b></p> <ul style="list-style-type: none"> <li>• A Student Ministry Intern will have responsibilities of assisting the Student Ministry Director in the development, implementation, and coordination of Student Ministry at GCPC. The Student Ministry Intern will be expected to take initiative by seeking out work when none is assigned, creatively brainstorming and implementing original ideas for summer events and programs, by taking ownership of this ministries while in this position and by actively participating in the following specific responsibilities.</li> </ul> <p><b>SPECIFIC RESPONSIBILITIES:</b></p> <p><b><u>A. Actively Participate in Coordinating the Ministry (11 HRS)</u></b></p> <ol style="list-style-type: none"> <li>1. Coordinate Summer programs under the direction of the Student Ministry Director.</li> <li>2. Actively participate in programs and other activities.</li> <li>3. Be involved in the discipleship of students, both one-on-one and in small groups.</li> <li>4. Help plan and execute weekly Youth Group Gathering</li> <li>5. Help plan and execute weekly Student Bible Study</li> <li>6. Participate in weekly Staff Meeting and Staff Training</li> <li>7. Participate in the recruitment, training &amp; evaluation of volunteer staff.</li> <li>8. Help with set-up and teardown of events when needed.</li> </ol> <p><b><u>B. Actively Pursue Students (8 HRS)</u></b></p> <ol style="list-style-type: none"> <li>1. Pursue students independently through contact work (5 HRS)</li> <li>2. Plan and lead a weekly group gathering/study/event independently for students</li> </ol> <p><b><u>C. Actively Participate in the Life of the Church (5 HRS)</u></b></p> <ol style="list-style-type: none"> <li>1. Participate in weekly worship service</li> <li>2. Maintain an active, daily devotional life with prayer and scripture</li> <li>3. Look for opportunities where others can minister to you.</li> </ol> <p><b><u>D. Administration (6 HRS)</u></b></p> <ol style="list-style-type: none"> <li>1. Provide administrative support e.g. making appointments, phone calls, scheduling, composition, typing, proofing, filing, and volunteer coordination.</li> <li>2. Prepare Bible Study Curricula, Prepare Youth Group Curricula, Plan and Shop for Youth Activities, and provide logistical support to programming.</li> <li>3. Read assigned materials for training.</li> </ol>
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<p><b><u>PERSONAL EXPECTATIONS</u></b></p>	<ul style="list-style-type: none"> <li>• Maintain a Christian, professional atmosphere in conducting the business of the ministry. Insure a spirit of cooperativeness and positive attitude, protecting against deterrents such as gossip, a critical spirit, unwise distribution of confidential or sensitive information, and any other conduct that would be counter to a sanctified ministry environment. Intern will abide by GCPC's Child Protective Policy and remain above reproach in all interactions with students, staff, families, and leaders.</li> </ul>
<p><b><u>AUTHORITY AND SUPERVISION</u></b></p>	<ul style="list-style-type: none"> <li>• The Student Ministry Summer Intern is accountable to God, to the Student Ministry Director, the Senior Pastor, and the Elders.             <ol style="list-style-type: none"> <li>1. Participate in the Student Ministry Council overseeing all Student Ministry.</li> <li>2. Regularly report to the Student Ministry Director regarding goals and growth.</li> </ol> </li> </ul>
	<ol style="list-style-type: none"> <li>3. Maintain a close working relationship with the Student Ministry Director in the coordination of ministry philosophy, teaching, and programming.</li> <li>4. Work in conjunction with the other elders and staff members in areas interrelating with their areas of ministry oversight.</li> </ol> <ul style="list-style-type: none"> <li>• Supervise student leaders, and volunteers as required for the execution of the ministry.</li> <li>• Provide for the safety and wellbeing of students under direct supervision.</li> </ul>
<p><b><u>QUALIFICATIONS &amp; REQUIREMENTS</u></b></p>	<ul style="list-style-type: none"> <li>• College experience preferred but not required.</li> <li>• Some volunteer experience in student ministry is required.</li> <li>• Must show attributes of mercy, leadership, and shepherding.</li> <li>• Must like students and have good relational skills with students.</li> <li>• Must demonstrate through references a desire for volunteer or professional ministry.</li> <li>• Must believe and affirm the GCPC Vision/Mission and Core Values Statements (available on the website <a href="https://gcpc.churchcenter.com/home">https://gcpc.churchcenter.com/home</a> )</li> </ul>
<p><b><u>REMUNERATION</u></b></p>	<ul style="list-style-type: none"> <li>• Student ministry intern will have a ministry expense budget of \$400 to use for contact work and events.</li> <li>• Student ministry intern will be provided a \$3000 stipend. Out of town interns can be offered a host family to stay with as well.</li> </ul>