

JOB DESCRIPTION - VIENNA PRESBYTERIAN CHURCH

SECTION 1. ADMINISTRATIVE SECTION

UPDATED January 2017

POSITION TITLE Children's Ministry Summer Intern

CLASSIFICATION This position is a ten-week internship, full-time non-exempt position within VPC. The hours include normal office hours Monday through Friday and some Sunday, midweek evening and weekend hours as required to support Children's Ministry programs.

REPORTS TO Children's Ministry Senior Manager

SECTION 2. GENERAL DESCRIPTION; MISSION AND VISION OF VPC; PURPOSE OF THE POSITION

Vienna Presbyterian Church (VPC) is a disciple-making church. Our mission is to Call people to faith, Equip people for discipleship, and Send people to love and serve. We envision VPC as a joyful, contagious, Christ-centered community devoted to loving and serving God and our neighbors. We believe that Jesus is Lord, Scripture is our authority, and everyone is called to discipleship. We believe that every job within VPC supports our mission and that every employee is an integral part of the overall plan.

This position provides college students with a supportive environment in which to gain practical experience in full-time Children's Ministry work with preschool-6th grade children.

SECTION 3. MAJOR TASKS, DUTIES AND RESPONSIBILITIES; ESSENTIAL FUNCTIONS

- Work as part of a Children's Ministry team with the Children's Ministry Managers, one fellow intern, and administrative assistant.
- Assist Children's Ministry staff with the preparation, activities planning, administration and leadership for 3 one week (M-F) summer camps:
 - Vacation Bible School for 250 preschool-rising 3rd grade children and 100 teen and adult volunteers.
 - Preteen Summer Mission Project (SMP), helping lead 50 rising 4th-7th grade children, and 10 teen and adult volunteers, to be the body of Christ through local service projects and team building activities.
 - Vienna Community Day Camp, hosted by Vienna Presbyterian Church, for 60 preschool – rising 7th grade children and 30 teen and adult volunteers.
- Assist and teach summer Sunday School for preschool – rising 4th grade children.
- Prepare/give a Children's Message during worship.

- Assist with Summer Next Gen Ministry events as needed.
- Set personal and professional goals for the summer and regularly evaluate progress with the direct supervisor, the Children's Ministry Senior Manager.
- Attend weekly Children's Ministry staff meetings, as well as weekly supervision meetings, which will include ministry articles to read and discuss as a team.
- Attend church-wide staff meetings and Next Gen Ministry team meetings when available.
- Conduct resource room/classroom inventory.
- Help get classrooms ready for fall.
- Be available for other duties as time allows.

SECTION 4. KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS NECESSARY TO PERFORM THE JOB; REQUIRED QUALIFICATIONS, EXPERIENCE AND CERTIFICATIONS FOR THE POSITION

- Can affirm the values, vision and mission of VPC and is willing to be guided by them.
- Be a committed Christian who is able to articulate a faith in Jesus Christ as his/her Lord and Savior.
- Have previous experience and a passion for working with preschool -6th grade children.
- Completion of high school.
- Currently attending or recently graduated from college.
- Good organizational, computer and communications skills.
- Ability to work on a team as well as working independently when required.

SECTION 5. WORKING CONDITIONS

The physical demands are those necessary to successfully perform the essential functions of the position. The intern must be able to meet the physical demands of interacting with children during various indoor/outdoor activities. Reasonable accommodation may be made to enable individuals with disabilities to perform job duties.