

JOB DESCRIPTION - VIENNA PRESBYTERIAN CHURCH

SECTION 1. ADMINISTRATIVE SECTION

UPDATED February 2017

POSITION TITLE Student 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 Thursday and some Sunday, midweek evening and weekend hours as required to support Student Ministry programs.

REPORTS TO Student 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 Student Ministry work with rising 7th – 12th grade students.

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

- Work as part of a Student Ministry team with the Student Ministry Managers and other supporting and related staff.
- Assist Student Ministry staff with the preparation, activities planning, administration and leadership for:
 - A middle school fellowship and outreach event, suitable for rising 7th – current 8th grade students.
 - Two, week-long Summer Mission Projects, one of which includes our providing leadership for the Local Mission Project
 - Fellowship and outreach events for students
 - A family event, appropriate for students, parents, and other siblings
- Facilitate discussion and create a support team to facilitate “Summer Conversations”, a gathering time for students to discuss the sermon each Sunday during the summer worship schedule.

- Assist with end of school year Student Ministry and/or Next Generation Ministry programs in June.
- Set personal and professional goals for the summer and regularly evaluate progress with the direct supervisor, the Student Ministry Senior Manager.
- Attend weekly Student 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 Generation Ministry team meetings when available.
- Help prepare ministry spaces for the 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 rising 6th – 12th grade students.
- 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.