

# Children's Ministry Intern Job Description

## **Basic Responsibilities:** *(italics represent tasks uniquely for Children's Ministry Intern)*

- Be polite and courteous to everyone you encounter
- Build relationships with *parents and children*, as well as Pastoral Team & all FBC office staff.
- Learn to be flexible when things do not go as planned
- Learn how to self-start and problem-solve before a problem arises
- Be a team player
- Be ready to take notes
- Fulfill the tasks and assignments that you are given each week
- Keep up with your schedule and maintain a calendar
- Meet with supervising pastor weekly to review assignments for the week

## **Experiential Learning:**

You are expected to jump in and serve as we try to model and teach you various aspects of ministry. Things that we make sure to teach experientially include:

- *How to establish that a child is ready for salvation, baptism, etc.*
- *Once identified, initiate follow-up and guidance into "Children's New Believer's Class," baptism or another appropriate response.*
- *How to plan and execute children's ministry events*
- *How to prepare and lead children's church with the assistance of volunteers*
- *Participate in and/or lead opening program for A WANA*
- *Assist in Sunday morning reception of children and check-in procedures*
- *Become familiar with emergency and safety procedures and help to implement them*
- *Become familiar with Children's Ministry Guidelines and participate in the implementation and enforcement of these procedures*
- *Help with Children's Ministry communication (which may include newsletter, social media, etc)*
- How to utilize volunteers efficiently while recognizing their passions and talents

- How to participate in the team planning of a church-wide event
- Participate in ministry events: Back-2-School Bash, Fall Festival, Christmas Events, Easter Outreach, Nursing Home Outreach etc.
- Lead in the Pastoral Prayer before the message at least one time
- Do the Welcome & Announcements (each) at least one time
- Attend at least one Pastoral Team meeting per semester, as possible
- Attend at least one Deacon meeting during the year

You will also experience how:

- Church transportation works
- Our technical team & safety team operates
- Our property-maintenance and janitorial team's function
- Hospital visitation is conducted

### **Internship Responsibilities:**

- Select and keep up with a daily Bible reading plan
- Stay up-to-date with your personal assignments
- Complete and be responsible for anything you need to submit to your school
- Conduct three to five interviews with various church leaders. This can be another pastor, staff member, volunteer, or leader—whomever you need to gain perspective from. Ask them questions concerning their role in the church, their role as it relates to children's ministry, advice they would give a new minister, their passion for the church, or balancing their career and family
- Participate in shepherding, pastoral visitation, outreach, conflict observations—you need to pay attention to what is going on and ask to be a part of these things
- Attend meetings as asked & seek out pastors, deacons, or other lay leaders for insight (also, speak up if a meeting is scheduled that you would like to be included in)
- Abide by Housing Guidelines