

FIRST PRESBYTERIAN CHURCH OF BOULDER
Job Description

JOB TITLE: Middle School Intern (full-time)

REPORTS TO: Director of Middle School

MINISTRY DEPARTMENT: Student and Family Ministry

GENERAL REQUIREMENTS/PREREQUISITES:

- College degree
- Heart for Christ, middle school students and their families

UNIQUE MINISTRY RESPONSIBILITIES/ACCOUNTABILITIES:

- *Leading Volunteers:* Interns are expected to lead, support, and keep volunteer leaders accountable in their ministry to their small groups, and pursue kids outside of church. Meeting with leaders is an important aspect of providing vision and leadership.
- *Leading Students:* The intern is a leader of a small group. Hang-outs with your small group kids should happen every week, as well as other opportunities to serve in their schools or attend their activities. The intern also pours into the lives of students and families.
- *Parent Contact:* Family ministry is vital to a fully integrated youth ministry. Interns need good communication with both students and parents. Consistent contact with the parents and families is a regular and necessary part of the internship.

BASIC RESPONSIBILITIES:

- **Hours:** Work 40-50 hours per week. (Full-time)
- **Work Week:** Sunday-Thursday (5 day work week)
- **Sabbath:** Choose either Friday or Saturday as Sabbath. Report to Admin Assistant on what you did and how it went each week.
- **Staff Communication:** Be a good communicator about your schedule and events that you participate in during the week.
- **Host home interaction:** Complete all agreed upon tasks in relation to our host family program. Relationship with the host family is of utmost importance. All issues should be reported to director *immediately*.
- **Busy Seasons:** Plan on extra preparation hours beyond normal working times before major events (Mission Trip, Camp, etc.). Compensation days will be given after the event as determined by the director.
- **Study Time:** 2-4 hours per week.
- **Vacation:** 10 days at Christmas time and 5 additional days to be spread out however you decide to use them. Work with director on when to take those days. Summer – work with director on days needed off.

PROGRAMMATIC RESPONSIBILITIES:

- **Fishy program:** Plan all games, skits, TACLs (taking a closer look at scripture), videos, singing, announcements or other things you can dream up. This is to be done in conjunction with director. This should be done with a high level of effort and creativity.
- **Sunday School-AXIS:** Plan games, skits, videos, singing, announcements, offering or other things you can dream up. This should be done with a high level of effort and creativity.
- **Teaching:** You will speak a few times a semester. Meet with the director to review your talk.

- **Special Projects and Events:** Planning, set-up, execution, and clean-up for all special projects and events.
- **New Kids follow-up:** Find new students at Fishy and church activities. Ensures all new kids give you their info (emails, etc). Give info to our admin assistant.
- **Student Fun Days:** You will have responsibility in planning student fun days/events to be determined by director.
- **Leader Fun Outing:** You will have responsibility for planning and implementing leader fun outings.
- **Birthday Cards:** Each month send birthday card to kids. The admin assistant will give you the labels to send these out.

SPIRITUAL RESPONSIBILITIES:

- **Connect to the Vine:** Commit to seeking Christ more than anything else this year. More than job, kids or ministry, you need Jesus Christ – “I am the vine, you are the branches...apart from me you can do *nothing*.” (John 15:5)
- **Bible Study:** Participate in a Bible Study group of peers. No kids allowed!
- **Mentor Relationship:** Develop and maintain a regular meeting relationship. Discuss “who” with the Director.
- **Prayer:** Pray for kids, families, staff, ministry, yourself and church. Be a listener, not just a talker.
- **Honor God in Community:** Participate in Sunday worship service on a weekly basis.

COMMUNICATION RESPONSIBILITIES:

- **Check Voicemail:** Check voice mail every morning and every afternoon and at regular intervals throughout the day. We have an expectation to return calls within 24 hours.
- **Check E-mail:** Check e-mail at regular intervals throughout the day. Read all emails including “all-church” emails. Return emails within 24 hours.
- **Advertising and Promotion:** Creatively and informatively promote ministry happenings in conjunction with the administrative assistant via flyers, email, web site, whatever your creativity allows.
- **Leader Appreciation:** Dream up new ways to let leaders know we love, care for and value them as individuals. Leader bonding is a good thing.

CHURCH-WIDE RESPONSIBILITIES/ACCOUNTABILITIES:

- Participate in Sunday morning worship and be available to the congregation.
- Attend weekly Tuesday all-staff meetings

Reviewed by **Employee:** _____ **Supervisor** _____ Date: _____
Signature *Signature*

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.