

RIVERSIDE CHURCH

Job Description

Job Title: Intern- Children's Ministry
Leadership: Development
Classification: Non Exempt/Part time (30 Hours month)
Department: Family Ministries
Reports to: Children's Ministries Pastor
Effective Date: 09-01-2016

PURPOSE:

To develop and grow in ministry skill, learn ways to minister to kids, lead volunteers, and become equipped to facilitate various aspects of Children's Ministry.

EDUCATION, SKILLS, ABILITIES:

- Ability to commit to 10 hours / week.
- Reliable transportation
- A passion for children and family ministries
- Must complete entirety of program September 1st, 2017 –July 31st, 2018

RIVERSIDE COMPETENCIES AND EXPECTATIONS:

- Fully embraces Riverside Church's mission, vision and values.
(*Experience Grace, Grow in Love, Give of Self*)
- Be reliable, take initiative, and be self-motivated
- Embrace and adapt to growth, change, innovation and creativity
- Use appropriate judgment in the areas of discretion, sensitivity and confidentiality
- Have a cooperative, healthy and motivating relationship with supervisors, department team members, co-workers and volunteers

ESSENTIAL FUNCTIONS:

- **Actively pursue a healthy personal relationship with Jesus Christ through regular prayer, meditation and study of God’s Word**
- **Responsible for completing 1 ministry area project in each of the following areas**
 - Plan one family ministries event geared toward children
 - Plan, order, and run a Game Show, including all publicity, communication, follow-up, videos, pictures, and small group planning, as well as leading up front and teaching.
 - Handle all Fuel Café Tech Volunteers for the entire year. Scheduling, Communication, and (2) Training Events
 - Work with Krissy on Early Childhood hallway décor.
 - Assist with the No Limits Discipleship Class as much as possible
 - Plan and orchestrate a Mystery Night for Elementary Kids
 - Assist with childcare set-up, recruitment and scheduling for productions and special services
 - Lead services monthly in Elementary area.
- **Attend a one day retreat/conference**
- **Communicate with area leader on a regular basis**
- **One hour a month full internship meeting**
- **One hour leadership meeting 1 or 2 times per year**
- **Weekly Internship/Leader meeting**

RELATIONSHIPS:

- Works as part of Family Ministries Team
- Reports to the Children’s Ministries Pastor
- Receives support from peers on Family Ministries Team
- Works in cooperation with Interns in Small Groups, Connections, Communication Arts Department, Care Ministries, and Creative Arts, and Student Ministries

COMPENSATION:

- Interns at Riverside are potentially eligible for a monthly stipend.

Approved by _____ Date _____

Agreed to _____ Date _____