



Cornerstone United Methodist Church 2018 Children's Ministries Summer Intern Job Description

Application Due: April 29th

This application is for all applicants seeking an internship at Cornerstone UMC for the summer of 2018. This applicant must be willing to work with our Children's Ministry Director and volunteers to help in offering exciting and consistent ministry to children at Cornerstone Church.

This internship at Cornerstone seeks to provide opportunities to:

- **Develop giftedness in working with children and volunteers.**
- **Develop interns' spiritual lives and relationship with the Lord.**
- **Encourage people who are at different places in their faith walk.**
- **Develop a healthy work ethic, leadership, and responsibility.**

Objective: To learn organizational, administrative, programming and leadership roles while supporting the children ministries in carrying out its programs.

Supervisor: Children's Ministry Director

Hours: Aprox.20 hours/week. Internship will run mid-June through August 31st. (*We are willing to work with college schedules, though*).

Age: This person must be at least 18 years old.

Children's Ministries Summer Intern Job Description

(If you are unavailable at a certain time, your attendance at certain meetings or the times of those meetings may be negotiable)

- Have a personal relationship with Christ.
- Help prepare lesson plans and resources for teachers for each of the classrooms prior to Sundays.
- Assist in the classrooms 1st or 2nd Service.
- Assist in planning, preparing and participating in Vacation Bible School and other special summer programming.
- Help with cleaning and organizing classrooms.
- Help with mailing and communicating with families.
- Learn Safe Church policies to ensure children are in a safe environment.
- Assist in recruitment of volunteer support for children's ministry including VBS.
- Attend weekly meetings with the Children's Ministry Director and all staff meetings.



Qualifications

- Must be 18 years old with at least 2 years' experience working with children in a paid or volunteer position.
- Loves working with children and has a desire to teach children about the love of Jesus.
- Must be motivating and a relational individual who can work with families, staff and volunteers.
- Has knowledge in working with Microsoft Word, Excel, PowerPoint, Publisher and social media.
- Good verbal and written communication.
- Ability to multi-task.
- Good organizational skills.
- Strong and growing personal commitment in loving Christ.



Salary:

- Interns will receive a salaried monthly stipend.



Sample Week:

Sunday

8:00 AM-9:00AM

Help with Setup and assisting volunteers.

9:00 AM – 10:30 AM

Attend service and engage with families.

10:30 AM- 1:00 PM

Teach or assist in classrooms and cleanup.

Monday- time off/personal and relational time

In your unscheduled time, we expect that you are making sure to find time to further your relationship with the Lord and taking down time to yourself.

Tuesday

10:00-3:00 PM

Administrative Time

(Creating lesson plans, organizing, communicating with families, and prepping materials.)

Wednesday

11:00-12:00PM

Staff Meeting

12:00-1:00PM

Children's Ministry Meeting

Thursday

10:00PM-3:00PM

Training and Administrative Time

Friday-Saturday

In your unscheduled time, we expect that you are making sure to find time to further your relationship with the Lord, meet with students to develop relationships, and taking down time to yourself

** 3 Hours/week are set aside for spending time with volunteers, additional planning, prepping and training.*



FAQ'S

When does the internship begin?

Depending on your availability, the internship will begin in June and run through the end of August.

When will I find out if I am approved for the position?

You will be notified after May 20th to set up an interview and will be notified about the position in early June

How long is the Intern program? Is the length negotiable?

The Intern program will run the entire summer, but if your school schedule conflicts, we are willing to negotiate with you.

Can I work at the same time?

Every financial situation is unique and we desire to be sensitive. If you need to work an additional job over the summer, we ask that you make sure it will not conflict with the major meeting times, such as Sunday school, staff meetings and trainings. Excessive absences from these important parts of the internship will result in dismissal from the program.