

## JOB DESCRIPTION - VIENNA PRESBYTERIAN CHURCH

### SECTION 1. ADMINISTRATIVE SECTION

UPDATED            March 2022

POSITION TITLE    Next Gen Ministry Summer Intern

CLASSIFICATION   This position is a full-time non-exempt position within VPC and runs approximately mid-May through early August. The hours include Sunday through Thursday with some Friday, Saturday, or midweek evening hours as required to support Next Gen programs.

REPORTS TO        Next Gen Director

### 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 Next Gen ministry work.

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

- Work as part of the Next Gen Team while collaborating with employees from across multiple VPC ministries.
- The Next Gen Ministry spans across ministries, and as such has a wide range of programming and opportunities for the Next Gen Summer Intern. Depending on the applicant's skill set, the intern will assist the Next Gen staff with the preparation, activities planning, administration and leadership of some of the following:
  - Vacation Bible School for 250 K – 6<sup>th</sup> grade children and 50 teen and adult volunteers.
  - Musical drama camp for rising 3<sup>rd</sup> through 9<sup>th</sup> graders
  - Local Mission Outreach Mission VBS Extended for approximately 60 elementary age children and 30 teen and adult volunteers.
  - A middle school fellowship and outreach event, suitable for rising 7<sup>th</sup> – current 8<sup>th</sup> grade students.
  - Fellowship and outreach events for middle school and high school students
  - A family event, appropriate for students, parents, and other siblings
  - Assist and teach children's worship for Pre-K 4's through 6<sup>th</sup> grade children.

- Set personal and professional goals for the summer and regularly evaluate progress with the direct supervisor/mentor.
- Attend bi-weekly Next Gen Ministry meetings, as well as weekly supervision/mentor meetings, which will include ministry articles to read and discuss as a team.
- Attend church-wide staff meetings when necessary.
- Conduct resource room/classroom inventory.
- Assist with fall ministry preparations.
- 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 school-aged children and 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.