JOB DESCRIPTION

SUMMER INTERN - NEXT GEN MINISTRY

VIENNA PRESBYTERIAN CHURCH

CLASSIFICATION: Administrative

POSITION TITLE: Summer Intern - Next Gen Ministry

CLASSIFICATION: Temporary, non-exempt, hourly (Full-time; approximately eight to ten weeks, depending on ministry needs and summer programming.)

REPORTS TO: Director of Children's Ministry or Director of Youth Ministry

DIRECT REPORTS: None

SUMMARY OF THE POSITION

This position provides college aged students with a supportive environment in which to gain practical experience in full-time Next Gen ministry work. This position works as part of the Next Gen Team, and collaborates with employees from across multiple VPC ministries.

Due to the nature of church business, this position will often be privy to personal matters concerning staff, congregation members and members of the community. This position requires complete confidentiality in the execution of tasks concerning such information.

MAJOR TASKS, DUTIES AND RESPONSIBILITIES; ESSENTIAL FUNCTIONS

ALL NEXT GEN INTERNS:

- Assist with the preparation, activities planning, administration, and leadership of programming.
- Set personal and professional goals for the summer and regularly evaluate progress with the direct supervisor/mentor.
- Attend Next Gen Ministry meetings as needed, as well as weekly supervision meetings.
- Attend church-wide staff meetings when necessary.
- Conduct resource room/classroom inventory.
- Assist with fall ministry preparations.
- Work schedule will vary based on ministry programming and may include Sundays, weekdays, evenings, and weekends. See Schedule and Hours section for additional details.
- Other duties as assigned.

CHILDREN'S MINISTRY INTERNS:

- Next Gen Intern for Children's Ministry will be expected to attend all children camps/programming.

- Plan, prepare, and deliver a Children's Message to align with the Sermon topic during a worship service.
- Oversee and provide work direction to youth volunteers.

YOUTH MINISTRY INTERNS:

- Next Gen Intern for Youth Ministry will be expected to attend all youth events, and camps/trips as needed.
- Provide support for youth volunteers in Next Gen.
- Engage with youth during VPC Summer Breakfasts when not away on youth camps/trips.

QUALIFICATIONS

- A committed Christian who is able and eager to openly articulate faith in Jesus Christ as his/her Lord and Savior.
- Affirm the mission and values of VPC and be willing to be guided by them.
- Excellent interpersonal, written, and verbal communication skills.
- Dependable, organized, and detail-oriented with the ability to multi-task with flexible responsiveness to changing ministry challenges.
- Excellent knowledge of software programs such as Office365 or Google suite. Ability to learn other programs as needed.
- Ability to work collaboratively with significant numbers of people, both paid VPC staff and volunteers, across the range of VPC's ministries.
- Experience with basic office equipment.
- Previous experience working with children and/or youth preferred.

SCHEDULE AND HOURS

The Summer Intern position is a temporary, full-time, hourly position expected to last approximately eight to ten weeks. The exact length of employment and weekly schedule will vary based on ministry needs, programming, camps, and other summer activities.

Due to the seasonal and event-based nature of Next Gen Ministry, work hours and days will not follow a consistent weekly schedule. Interns should expect a flexible schedule that may include Sundays, weekdays, evenings, and occasional weekends. Some weeks may require additional hours, while other weeks may have reduced hours or scheduled time off. Weekly schedules will be communicated by the supervising Director as far in advance as possible.

WORKING CONDITIONS

The working conditions of the position are those of a normal office environment; the physical demands are those necessary to successfully perform the major tasks, duties, responsibilities and essential functions of the position as outlined in the previous paragraphs. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.