

KIDS + YOUTH 2024 SUMMER INTERN JOB DESCRIPTION

POSITION TITLE: Kids + Youth Summer Intern

EMPLOYEE:

REPORTS TO: Next Gen Pastors & Executive Pastor

SUPERVISOR: Matt & Morgan McDonald

ROLE SUMMARY:

The primary purposes of this role are:

1. Work alongside the Next-Gen pastoral team to help provide leadership and assistance to our Next-Gen ministries.
2. Help with both regular duties for weekly ministries, summer events, and larger picture fall preparation.
3. Serve as a part of the greater leadership team and help facilitate and further ministry in the church as a whole.
4. Compensation of \$20/hr

PERSONAL REQUIREMENTS and EXPECTATIONS:

- We acknowledge pastoral ministry is much more than a job and so much of what we do flows out of our internal health. As such we consider issues of self-care, spiritual maturity, and personal health as crucial.
- 1. Personal Life and Lifestyle Standards**
 - Continually invest in being a committed, mature, and growing follower of Jesus Christ.
 - Guard the health of your private life and your family life to ensure you're healthy for church ministry.
 - Be in agreement with the Staff Lifestyle Commitment and our Qualifications for Leadership.
 - 2. Professional Standards**
 - Be in agreement with the doctrines of the PAOC and maintain ministerial credentials in good standing.
 - Serve as an ambassador for The House who promotes our mission, vision, values, and culture.
 - Exercise discretion and respect the privacy of The House community and operations.
 - Display a high level of trust, discretion, and accountability working with vulnerable aged people.
 - 3. Responsibilities and Work Ethic Standards**
 - Serve as a kids and youth summer intern.
 - Be involved in planning and the execution of both weekly Treehouse Kids + youth services, one-off events, gatherings for families and youth, and large events like kids and youth camp (dates for events will be communicated at the beginning of your role).
 - Utilize your gifting to help grow and challenge yourself as a leader.
 - Work alongside the next-gen pastors **while also taking on delegated individual projects for each ministry.**
 - For a total of 240 hours. 8 weeks, 30 Hours a week. Starting Tuesday June 4, 2024.
 - **An potential example of a regular work week:**
 - Tuesday (1-9pm)** Youth Day
 - Wednesdays (9-5)** Staff Meeting + General Ministry + Kids
 - Thursday (9-5pm)** Morgan + Kids
 - Sunday (8:30-12:30) and (6-8pm)**
- **Catch-up days and flexible work schedule is encouraged with communication**

POSITION AUTHORITIES:

- 1. **Expense:** Eligible for expense reimbursements up to \$50 unless pre-approved by executive pastor
- 2. **Custody:** Master key holder, alarm system, server access
- 3. **Systems:** Planning Center, Breeze Church, Next Gen E-mails

KEY MANDATED NEXT-GEN MINISTRY RESPONSIBILITIES:

- **Treehouse Kids** Summer Intern
 - Help write weekly curriculum, printing, cutting, and craft prep for Treehouse Kids.
 - Shopping for Treehouse Kids Supplies.
 - Ensure that classrooms are well maintained and cleaned, along with regular sanitization of toys.
 - Organize the Treehouse Kids resource centre.
 - Alongside Morgan, be highly involved in the planning/prep this summer big events such as **Kids Camp July 15th-19th**
 - Be willing to participate in spontaneous kids ministry projects throughout the summer.
 - Co-ordinate one young families affinity group.
 - Develop relationships with families and participate in young family ministry gatherings.
- **House Youth** Summer Intern
 - Recruit and organize volunteers for weekly Tuesday night Grade 6-12 youth ministry.
 - Plan summer outreach events.
 - Participate in vision casting and planning for Fall youth semester.
 - Create social media content for @thehouseyouth instagram page.
 - Sunday Morning Youth Bible Study
- Participate as a member of the **pastoral team** by ministering to the church at large
 - Attend and participate in church-wide events and gatherings.
 - Support the pastoral team in areas outside of Next-Gen ministries as required (such as young adult gatherings, or church-wide events).
 - Participate in **Church Retreat June 28-30**

PRIORITIZED EXPECTATIONS & GOALS:

- Make yourself available for the Summer 2024 Treehouse Kids + The House Youth calendars. Help in planning and prepping for all summer events.
- Partner in weekly Treehouse Kids tasks
- Partner in weekly House Youth gathering tasks
- Participate in vision planning with the Next-Gen pastors for both the Kids + Fall 2024 season launch.

Annual Acknowledgement:

Employee

Supervisor

Date