

GRACE COMMONS CHURCH
Job Description

JOB TITLE: High School Intern (*This is a non-exempt position*)

REPORTS TO: Director of High School

MINISTRY DEPARTMENT: Student and Family Ministry

GENERAL REQUIREMENTS/PREREQUISITES:

- High School Diploma
- Heart for Jesus, high school students, and their families

UNIQUE MINISTRY RESPONSIBILITIES/ACCOUNTABILITIES:

- *Leading Volunteers:* Interns are expected to lead, support, and keep volunteer leaders accountable in their ministry to their small groups, and pursue kids outside of church. Meeting with leaders is an important aspect of providing vision and leadership.
- *Leading Students:* The intern is a leader of a small group. Hang-outs with your small group kids should happen every week, as well as other opportunities to serve in their schools or attend their activities. The intern also pours into the lives of students and families.
- *Parent Contact:* Family ministry is vital to a fully integrated youth ministry. Interns need good communication with both students and parents. Consistent contact with the parents and families is a regular and necessary part of the internship.

BASIC RESPONSIBILITIES:

- **Hours:** Work 30 hours per week. (40 hour work week option available)
- **Work Week:** Sunday-Thursday (4-5 day work week)
- **Staff Communication:** Be a good communicator about your schedule and events that you participate in during the week.
- **Host home interaction:** Complete all agreed upon tasks in relation to our host family program. Relationship with the host family is of utmost importance. All issues should be reported to director *immediately*.
- **Busy Seasons:** Plan on extra preparation hours beyond normal working times before major events (Mission Trip, Camp, etc.). Compensation days will be given after the event as determined by the director.
- **Study Time:** 2-4 hours per week.
- **Fundraising:** If an intern desires to work more than 30 hours, fundraising is required for any extra hours.

PROGRAMMATIC RESPONSIBILITIES:

- **High School Program:** Plan games, hangouts, videos, worship, announcements or other things you can dream up. This is to be done in conjunction with the director. This should be done with a high level of effort and creativity.
- **Teaching:** You will speak a few times a semester. Meet with the director to review your talk.
- **Special Projects and Events:** Planning, set-up, execution, and clean-up for all special projects and events.
- **New Kids follow-up:** Find new students in the community and church activities. Ensures all new kids give you their info (emails, etc). Give info to our admin assistant.
- **Student Fun Days:** You will have responsibility in planning student fun days/events to be determined by the director.

- **Leader Fun Outing:** You will have responsibility for planning and implementing leader fun outings.
- **Birthday Cards:** Each month send birthday cards to students.

SPIRITUAL RESPONSIBILITIES:

- **Stay Rooted in Jesus:** Commit to seeking Christ more than anything else this year. More than job, kids or ministry, you need Jesus Christ – “I am the vine, you are the branches...apart from me you can do *nothing*.” (John 15:5)
- **Bible Study:** Participate in a Bible Study group of peers. No kids allowed!
- **Mentor Relationship:** Develop and maintain a regular meeting relationship. Discuss “who” with the Director.
- **Prayer:** Pray for kids, families, staff, ministry, yourself and church. Be a listener, not just a talker.
- **Honor God in Community:** Participate in Sunday worship service on a weekly basis at First Pres.

COMMUNICATION RESPONSIBILITIES:

- **Check Voicemail:** Check voicemail every morning and every afternoon and at regular intervals throughout the day. We have an expectation to return calls within 24 hours.
- **Check Email:** Check email at regular intervals throughout the day. Read all emails including “all-church” emails. Return emails within 24 hours.
- **Advertising and Promotion:** Creatively and informatively promote ministry happenings in conjunction with the administrative assistant via flyers, email, web site, whatever your creativity allows.
- **Leader Appreciation:** Dream up new ways to let leaders know we love, care for and value them as individuals. Leader bonding is a good thing.

CHURCH-WIDE RESPONSIBILITIES/ACCOUNTABILITIES:

- Participate in Sunday morning worship and be available to the congregation.
- Attend weekly all-staff meetings

Reviewed by **Employee:** _____ **Supervisor** _____ Date: _____
Signature *Signature*

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.