

## **Vineyard Church of Ann Arbor Children's Ministry Intern Job Description**

### **Why an intern program?**

A key Vineyard value is to equip believers to “do the stuff”—the work of the Kingdom (Eph 4:11-13). In addition to this we want to train and equip leaders, including those who are called to significant ministry leadership in the church. A ministry internship is an excellent way to “try it on”.

Ministry interns will be mentored by a staff pastor, and will gain firsthand experience and knowledge in pastoral ministry. The benefits of the internship are many: up to \$200 per month stipend, relationship with the church's pastoral team and staff, readings and assignments focusing on ministry in a Vineyard context, excellent hands-on ministry experience, and help in developing a workable plan for future ministry involvement.

### **Description of the intern program**

A normal internship lasts one year and is up to 20hour/week commitment, (not including seminary or Vineyard Leadership Institute (VLI) training, if applicable). It will include ministry training as well as an educational component.

*Ministry Training:* The intern will attend weekly or bi-weekly meetings with the mentoring pastor, assist mentoring pastor with evaluation and execution of children's ministry programs, attend children's ministry team meetings once per month, be involved in children's ministry events and planning, and may accompany the mentoring pastor on pastoral visits. In addition, the intern will participate in church conferences (when applicable), and take a role in recruiting and deploying Children's Ministry Workers.

*Readings and Assignments:* The mentoring pastor will assess the intern's needs for study. Part of the internship may include reading books, writing papers, etc.

### **Ministry Intern Job Description**

#### *General Qualifications*

1. A consistent, contagious, and fruitful relationship with Jesus Christ, exhibited by the fruit of the Spirit, which is “*love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control*” (Gal 5:22-23). Character qualities reflected in 1 Timothy 3 and Titus 1.
2. A track record of giving financially to the local church, serving in ministry, loyalty to pastoral leadership, and evidence of leadership and desire or calling to full-time ministry.
3. Free from addictions and life-dominating sins; willing to limit one's liberty for the sake of others.

4. Demonstrated competence in doing the work of ministry. The intern should be able to demonstrate gifting and ability as necessary for pastoral ministry.
5. A commitment to the Vineyard Statement of Faith, values, practices, and philosophy of ministry.

#### *Specific Qualifications*

1. If married, a spouse who enthusiastically supports participation in the program
2. Enthusiastic and unqualified recommendation by a pastor who confirms the candidate's call to ministry.
3. The time and energy to work up to 20 hours a week as an intern.
4. Financial provision to be able to do an internship in light of the limited stipend from the church.

#### *Responsibilities and Duties*

1. Administration of general children's ministry needs, including facilitating communications with staff, parents, volunteers and children connected to the Children's Ministry program. For example, assisting with mailings, telephone calls, emails, database maintenance, scheduling, and newcomer follow-up.
2. Classroom and Curriculum setup for Promiseland and Pre-School programs.
3. Recruitment of volunteer support for children's ministry.
4. Resource and information management for children's ministry, including equipment, supplies, refreshments, children's ministry team materials, children's ministry files, lobby and bulletin boards.
5. Participate in ministry planning for Children's Ministry. Attend the Vineyard leaders meetings.
6. Attend children's ministry team meetings and training events as agreed upon by mentoring pastor.
7. Participate in weekend celebrations, including pre-service setup, pre-service staff prayer meeting, greeting of children and teachers, post-service cleanup and set up for the next service.

#### *Reporting Relationships, Evaluations, and Assessments*

1. The mentoring pastor will give periodic evaluations: at 3 months, 6 months, and 1 year. The Senior Pastor may participate in any of these evaluations. The initial commitment of the mentoring pastor to the intern is for 3 months pending the first evaluation. At 3 months a decision will be made as to whether the internship will continue.
2. The mentoring pastor will meet once a week with the intern for the first 3 months; then the meetings will continue on a weekly or bi-weekly basis according to the discretion of the mentoring pastor.
3. All of the intern's written work and evaluations will be kept on file, along with their application, references, and letters of recommendation from us.
4. To help locate the working style, traits, strengths and weaknesses, the intern should take the DISC test and the Meyers-Briggs personality assessments.