Bethel Presbyterian Church Position Description

Title: Christian Education Summer Intern **FLSA Status:** Temporary, Part Time Non-exempt

Purpose and Position Summary: This position will assist the Director of Christian Education and will work in conjunction with the adult and youth volunteers. The position will be salaried at $300 per week, with a range of 20-30 hours per week, depending on scheduled events. The purpose for this position is to provide hands on experience in children's ministry, to explore the components of Christian Education, and to further spiritual growth through the context of a Christ centered mentoring relationship.

Accountable to: Director of Christian Education

Duties and Responsibilities:

- Assist with regular weekly programming. This will include children's messages, Sunday School, Junior Worship, Children's Worship, and curriculum preparation
- Assist in planning, execution, and follow up for VBS
- Assist in planning, execution, and follow up for the Cross Culture leadership development camp for preteens.
- Assist in planning the Rally Day Sunday School kickoff event
- Communicate with parents, teaching teams, and volunteers as needed
- Work with the communication committee to promote all summer events effectively
- Assist with facilities management and the 'Visitor's Eye' program
- Meet weekly with the DCE to discuss the concepts presented in the text *The Nuts and Bolts of Christian Education* by Delia Halverson

Knowledge, Skills, and Abilities:

- Belief in Jesus Christ as Savior and Lord
- Passion for communicating the Gospel to children
- Demonstrates the ability to lead others
- Able to organize projects and assess progress
- Creative and adaptable
- Willing to work as part of a team and to accept instruction
- Excellent communication skills, both written and oral

Credentials and Experience:

- Experience working with children of various ages
- High School graduate with at least one semester of higher education
- At least 18 years of age
- Educational background preferred

Special Requirements:

Standard background checks and child protection training required