

CHILDREN'S MINISTRY INTERN

Windsor Park Baptist Church

PAID INTERNSHIP DESCRIPTION

PURPOSE

For the intern, this is an opportunity to gain practical ministry experience and to work in an atmosphere of personal and professional guidance and support. It is a chance to test gifts and calling to vocational ministry, and to develop spiritually and theologically. For the church, the intern brings practical help and energy to the children's ministry and provides additional relational ministry to the children and their families providing a role model to the church. There is also a possibility of joining the staff full time if both parties are willing to pursue the relationship further.

ACCOUNTABILITY

The children's intern will be accountable to the Senior Pastor and to the Associate Pastor.

JOB DESCRIPTION

- The overall objective is to make disciples through living out the gospel of Jesus Christ. Encourage the children in their growth through the study of scripture, prayer, service, and fellowship.
- Plan and carry out activities with children, including opportunities for ministry in the community.
- Develop relationships with the children, parents, and volunteer staff through individual and group meetings, mail, e-mail, phone, and social media.
- Meet regularly with the Pastor and Staff for prayer, planning, communication and evaluation.
- Assist the Pastoral staff in planning and executing ministry programs. These include Bible studies, special events, retreats, community projects and travel ministries.
- Assist the staff in maintaining a ministry presence in social media outlets.
- Lead children's meetings. Lead community events.
- Maintain personal, spiritual and professional growth.

QUALIFICATIONS

- Growing commitment to the Christian faith, the body of Christ, and God's work in the world.
- Ability to work effectively with children, exhibiting creativity, understanding and patience.
- Ability to verbally articulate personal faith and a Christian world view.
- Applicant should be attending a university or seminary and/or be in the process of discernment about a call to ministry.

TIME COMMITMENT

Anticipated dates are February through May 2022. This opportunity has the option of being resumed in the fall and/or continued through the summer (negotiable). The internship will require approx. 10 hours per week, including most Sunday mornings and Wednesday evenings, some Sunday evenings and other single days or evenings during a 40-week academic year assignment. Intern vacation times will correspond to local school vacation schedules except June. Any vacation time the intern desires that is not in line with the local school calendar should be requested from and arranged with the Senior Pastor.

COMPENSATION/BENEFITS

\$10-\$15 an hour for the term of the 40-week internship (negotiable) plus all expenses for work-related purposes.

EVALUATIONS

The Pastor and Pastoral Staff will assess performance during the internship at eight weeks and the end of the assignment. Additional assessments can be provided in accordance with the intern's academic institution requirements if the intern is receiving Field Experience credit.

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Please submit the following to apply:

- Resume
- Recent Photo
- Completed Intern Application
- 2 Recommendation Forms from non-related individuals (1 must be from Clergy)

CHILDREN'S MINISTRY INTERN APPLICATION

Windsor Park Baptist Church is looking for applicants with a personal growing relationship with Jesus Christ. Additionally we value an applicant's ability and attitude toward the job. Please complete this application with pertinent information that will allow authorized personnel to select the person most qualified to fill the vacancy.

NOTE: You may omit any information that is provided on your resume – simply fill in the space "see resume".

GENERAL INFORMATION:

Name: _____ Phone: _____
Email: _____
Address: _____

Are you permitted legally to work in the United States? yes no

If no, please explain: _____

Are you willing to submit to a criminal background check and/or drug test? yes no

If no, please explain: _____

Have you used drugs for other than for medical purposes? yes___ no___ what? _____
(not an automatic disqualifier)

EDUCATION:

Currently Studying:
Degree level: Bachelors Masters Doctorate Other _____

Major/specialty: _____ Expected Completion Date (Month,Year) _____
School (Name, City, State): _____

Previously Studied:
Currently Studying:
Degree level: Bachelors Masters Doctorate Other _____

Major/specialty: _____ Completed Date (Month,Year) _____
School (Name, City, State): _____

EMPLOYMENT:

Current/most recent employer:

Name, City, State: _____

Start Date: _____ End Date: _____ Position: _____

Name and Title of Immediate Supervisor: _____

May we contact this person? yes no If Yes, Phone: _____

Previous employer:

Name, City, State: _____

Start Date: _____ End Date: _____ Position: _____

Name and Title of Immediate Supervisor: _____

May we contact this person? yes no If Yes, Phone: _____

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Please respond briefly to the following questions on a separate sheet of paper:

1. Personal Background

Give a short history of your life, including how your family has influenced you. Give a short description of your faith journey, including how God first got your attention and something you are excited about or are wondering about in your faith right now.

2. Spiritual/Theological

Give a brief statement about your theology: that is, what you believe about God, Jesus Christ, the Holy Spirit, the Bible, the Church, the resurrection.

3. The Internship

Describe any specialized training, music, language, apprenticeship, skills and extracurricular activities that you would bring as assets to this internship. Explain what you expect to be your greatest contribution to this ministry opportunity, and what you hope to learn about yourself, the church, and your Christian faith.

4. Leadership

Describe some experience(s) in which you have provided leadership to others and, in particular, children.

5. Ministry

Describe your understanding of the spiritual and emotional needs of preschool and elementary students.

6. The Future

What are your personal and career goals or plans?

AUTHORIZATION

I authorize investigation of all statements contained in this application and on my resume, if provided. I certify that all such statements are true and understand that misrepresentation or omission of facts called for in this form, or on any resume provided by me, is cause for termination of employment without notice.

Signature

Please provide the following 2-page recommendation form to two (2) people who can provide feedback on your background and skills.

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CHILDREN'S MINISTRY INTERN RECOMMENDATION FORM

Applicant _____

The person named above is applying for a position as an Intern with Windsor Park Baptist Church, DeSoto. The applicant has been instructed to submit three recommendations. No single recommendation will determine the applicant's suitability for this ministry position. Please complete this form to the best of your knowledge.

Interns are provided leadership training and given leadership responsibility in various areas of ministry to children. This ministry is intensive and offers a supportive Christian community, but can be stressful, demanding the best of the individual Intern's resources.

All recommendations are held strictly confidential, and will be reviewed only by the church leadership. Your personal comments are appreciated.

Please return this reference to: matt@windsorpark.com

- A. How long have you known the applicant? _____
- B. How well do you know the applicant? Slightly _____ Fairly well _____ Very well _____
- C. What is your relationship to the applicant? _____

D. Please rate the applicant according to the following criteria by circling the applicable rating for each category and commenting, if needed, in the space provided.

1= Excellent 2= Good 3= Satisfactory 4=Fair 5=Poor U=Unknown

Spiritual Maturity: The demonstration of Christian faith and Bible knowledge and the evidence of personal spiritual practice and discipline. **1 2 3 4 5 U**

Reliability: The degree to which the applicant finishes what he/she starts, is dependable, consistent, prompt, effective, and resourceful. **1 2 3 4 5 U**

Leadership: The ability to envision goals; to inspire others; to coordinate and lead activities; to take action; facilitate group interaction and decision-making. **1 2 3 4 5 U**

Teamwork: The ability to participate actively as a team member and to follow, encourage, support and respect established leadership. **1 2 3 4 5 U**

Emotional Stability: The directions and control of emotional responses in various situations, general disposition, ease of manner, and predictability. **1 2 3 4 5 U**

Personal Maturity: The integrity, thoughtfulness, accuracy of perception, judgment, common sense; his/her self-awareness of strengths and weaknesses. **1 2 3 4 5 U**

Social Sensitivity: The ability to be sensitive, understanding of other's feelings and reactions, and ability to make effective, insightful responses. **1 2 3 4 5 U**

Communication: The ability to grasp ideas; to read, speak and write effectively; to listen and to convey understanding to others. **1 2 3 4 5 U**

Motivation for Ministry: The desire to serve God; his/her love for the church and grace for fellow Christians. **1 2 3 4 5 U**

Please indicate the strength of your recommendation of the applicant by checking one:

- Highly recommend
- Recommend
- Recommend w/reservations
- Don't recommend at this time

Additional Comments: _____

Signature

Name (Print) _____ Job/Title _____
 Address _____ Phone _____
 City/State/Zip _____ email _____