

Job Description – Student Ministry Intern

Minimum Qualifications: Strong organizational, interpersonal, and communication skills. Must have the ability to multi-task and work in a team environment.

Job Summary: The Student Ministry Intern, as part of the Student Ministry Team, will assist in developing, planning, and implementing a range of ministry opportunities for students, grades 6-12, in which the students are encouraged and supported as they build relationships with each other, with their community, and with God. The Student Ministry Intern will provide support to the Pastor of Student Ministry and assist with disseminating communications to students, parents, adult servants, and the congregation.

General responsibilities:

- Strategy/Visioning Work
 - Work with the Student Ministry Advisory Team (SMAT) to create overall vision and multi-year strategic plan for Student Ministry
 - Build knowledge throughout the church about Student Ministry
 - Find ways to attract, grow, and retain student participation in the ministry
- Servant (Volunteer) Support – Assist Pastor of Student Ministry in soliciting the adult servant support needed to run all student activities; participate in training and appreciation events for Servants (Pastor of Student Ministry will have the lead for such events).
- Program Development – assist the Pastor of Student Ministry in the planning and preparation of the student programs.
- Youth Ministry Office Management:
 - Assist with creating and managing the annual budget in consultation with SMAT and Finance Committee
 - Provide information to youth, parents, and the congregation, through e-mail, text, mailings, social media, website, bulletin boards, etc., as appropriate

- Attend weekly Student Ministry staff planning meetings
- Disciplinary and/or other student issues will be addressed as determined by the Student Ministry Team
- Other duties as assigned

Reports to: Pastor of Student Ministry (directly), SMAT (for guidance)

Schedule/Hours worked: Part-time, 15 hours per week

- 10 hours per week will be divided as follows:
 - Sunday Morning – 3 hours
 - Greet students as they come to Sunday School
 - Substitute as needed for Sunday School teachers
 - Help lead combined summer Sunday School
 - Sunday Evening – 4 hours
 - Help with setup and cleanup
 - Lead Amplified (Student Worship) on a rotation schedule with Student Ministry Staff
 - Participate in Small Groups as needed
 - Wednesday Evening – 3 hours
 - Build relationships with students
 - Develop and lead weekly Bible Study
- 5 hours per week will fluctuate between the office and outreach development
 - Outreach Development entails:
 - Develop relationships with local schools (primarily Farragut)
 - Develop relationships with local community organizations
 - Develop an outreach ministry to students in the greater Knox area
- Special Events – Retreats/Mission Trips/Events
 - Participation as needed within limitation of hours

_____ Employee _____ Date
Signature

_____ Printed Name