

**POSITION:**

Children's Ministry Intern
Regular, Part-Time, Hourly (20-25 Hours/Week)
Summer

PURPOSE:

Learn the core philosophies and methodologies of Children's Ministry, while supporting the teams, systems, culture and outreach through essential preparations, cultivating connections between parents, volunteers and ministry leaders and creative planning to reach new communities and grow our Children's Ministry.

RELATIONSHIPS:

Reports to: Children's Ministry Director
Member of: Discipleship Team
Works collaboratively with: Youth Director, Deacons, Key Leaders, Children's Volunteers

ACCOUNTABILITIES/RESPONSIBILITIES:

- Provide essential support through weekly classroom prep & organization (printing, ordering, supplying, organizing, cleaning)
- Serve as Sunday Ministry Liaison by supporting Kids Check-In, assisting classrooms during and after service, connecting with volunteers and families, and helping Sunday morning ministry run smoothly.
- Work with the VBS Director to recruit and lead the Glacial Games Team for VBS.
- Build an Children's Outreach Events Team to plan and collaborate on the three large family events of 2026/27 calendar year (Pumpkin Carving, Jingle Jam & Palm Sunday).
- Meet weekly with Children's Director to pray & discuss kids discipleship and training
- Occasionally write parent/volunteer newsletters.

TYPICAL WEEK WOULD CONSIST OF:

- Sunday mornings (8am-1pm) supporting Children's Ministry programming and Sunday operations.
- 1-2 office days focused on classroom preparation, communication, planning, and project work.
- Weekly mentorship meeting with Children's Director focused on ministry philosophy, leadership development, discipleship, and prayer.
- Participation in staff meetings, trainings, and ministry gatherings as available.
- Planning and execution of assigned ministry ownership areas and outreach initiatives.
- Support for large events and seasonal programming (VBS and family ministry opportunities).

QUALIFICATIONS:

- Interest in vocational ministry.
- Enjoys working with kids and families.



- A willingness to learn demonstrated by curiosity and asking good questions.
- Flexibility and willingness to adapt and be involved in a variety of responsibilities.
- Good time management skills.
- A team player that gets along with others.
- Basic computer knowledge and operational skills.
- Communicates clearly and effectively.

TEAM CULTURE EXPECTATIONS:

- Commitment to Westminster Chapel's mission, vision, values, and Statement of Faith.
- Commitment to a personal pursuit of relationship with Jesus.
- Demonstrates ownership of Westminster's strategic objectives- Discipleship, Growth, and Culture.
- Connected in community as a member of Westminster Chapel, regularly attending worship services.
- Resolves conflict in a timely, respectful, and grace-filled manner.
- Solution-oriented when tackling problems.
- Seeks the unity of the staff and the church in all things.
- Exhibits healthy flexibility in working across teams in our organizational structure.
- Empowers and equips the congregation to live on-mission everywhere, all the time.

DISCLAIMER:

This job description is not all-inclusive and may be amended verbally or in writing by the employee's supervisor or Human Resources at any time.

Internship Start Date: TBD

Internship End Date: TBD

Supervisor Signature: _____ Date: _____

Intern Signature: _____ Date: _____