



Position Description

Job Title: Reports To: Position Status: Position Summary	Summer Ministry Intern Director of Youth & Children's Faith Formation (Personnel Committee, in the case of vacancy of this role) 6 hrs/wk (mid-May through August, exact dates determined by Director of Youth & Children's Faith Formation) The Hope Summer Ministry Intern is a leadership role designed for a young adult who wants to grow in faith, serve students, and gain hands-on ministry experience.
---	--

Accountability:

- In terms of duties and responsibilities—to the Session of the Church by way of:
the Director of Youth & Children's Faith Formation
- In terms of performance, employment, and personnel matters—to the Session of the church by way of:
a) the Director of Youth & Children's Faith Formation
b) the Personnel Committee of the Session

Foremost Job Responsibility:

All staff positions at Hope Presbyterian Church function within the body of Christ and are therefore expressions of the Church. Though staff positions have unique and specific job responsibilities according to that role, all staff members at Hope have one chief, foremost job responsibility as they perform their work:

- **Relational ministry.** Above all else, staff are expected to be relational with all people, fostering and demonstrating the care and love of Christ to one another as best they can.

Specific Job Responsibilities and Duties include but are not limited to:

Youth Engagement

- Attending and helping lead all summer youth events (typically one per week)
- Supporting children's ministry events as needed (Messy Ministry)
- Helping with communication, prep, and organization
- Help facilitate youth group games, small groups, and service projects
- Reach out to students (texts/reminders/check-ins as appropriate), always including Youth Director on texts

Youth Mission Trip

- As part of this internship, Hope will cover the intern's cost to attend the summer mission trip.
- Serve as a student leader during the trip
- Help with logistics and group organization
- Model participation and spiritual engagement
- Assist adult leaders as needed

Leadership Support & Spiritual Growth

- Help plan at least one summer youth event
- Assist with supply prep and event setup/cleanup
- Contribute ideas for fall kickoff
- Meet regularly with ministry supervisor for mentoring
- Participate in devotionals and prayer time
- Share a reflection with the congregation at summer's end (Youth Sunday)

- Participate regularly in the life of the congregation through worship, service, presence and relational ministry.
- Perform other duties or responsibilities as assigned by the Director of Youth & Children's Faith Formation.

Job Skills and Requirements:

- Must be **one year out of high school** (completed freshman year of college or gap year equivalent)
- Actively connected to Hope Youth and comfortable with young students
- Available mid-May through August
- Able to attend and participate in summer youth events
- **Strong Administrative Skills:** Ability to organize tasks, prioritize effectively, and communicate clearly and professionally.
- **Technical/Creative Proficiency:** Skilled in using various computer programs and platforms, including Church Management Software (ChMS), Google Workspace, Canva, and Microsoft Office Suite.
- **Attention to Detail:** Demonstrates a high level of accuracy and thoroughness, ensuring timely completion of assignments and meeting deadlines.
- **Interpersonal Excellence:** Maintains positive relationships, fosters teamwork, and supports church ministries with a pleasant and approachable demeanor.
- **Commitment to Confidentiality:** Upholds strict confidentiality regarding all church, staff, and member records.

Terms of Employment:

- This position requires 6 hours per week.
- Salary is determined by Personnel Committee

Leaving the Church:

It is our hope that you enjoy working for Hope Presbyterian Church and that it will help you grow both spiritually and professionally. We realize, however, personal circumstances may change and that you reserve the right to voluntarily terminate your employment at any time, for any reason. We reserve the same privilege. If you wish to resign, we ask you to provide a two-week notice.

Work Employment and Physical Demands:

Normal office environment, ability to lift 10-40 lbs., greater than 30% standing/walking required.