

Children's and Family Ministry Summer Internship **18-25 hours/week**

First Presbyterian Church of Berkeley

This paid internship is designed to offer hands-on experience for a person who is interested in furthering his or her understanding of how to plan, organize, implement, and oversee summer ministry programming for children.

During the course of the summer internship, the CFM summer intern will be trained and mentored by the Director of Children's and Family Ministries. While the intern will be expected to carry out the responsibilities of the internship detailed below, the intern can also expect to receive training and mentoring in the following areas:

- Relationship with God and with people in ministry
- Relationship with the church as an organization
- Development of a sustainable philosophy of ministry

The intern can expect to meet with the Director regularly to review all areas of responsibility, critique progress, and glean wisdom and understanding of particular areas of concern or need. The Director will also meet with intern to discuss areas of particular excellence and areas that could use improvement.

Areas of responsibility include (but are not limited to):

All Church Conference (Memorial Day Weekend)*

- Assist in gathering and organization of materials needed for ACC programming
- Assist in managing schedules and rosters
- Assist in contacting and managing college volunteers
- Assist during conference in children's programming

*Applicant's schedule permitting

Sunday Ministry

- Prepare weekly children's worship guide
- Assist CFM Director and ECM Coordinator on Sundays (duties and hours to be determined)

Vacation Bible School (Training Dates: July 19 – 22; Program Dates: July 27 – 31)

- Assist in planning a vibrant, fun-filled ministry experience for children, youth, and adult volunteers
- Primary responsibility for all administrative details, including creation and management of student and volunteer rosters, class rotation scheduling, name tags, music CDs, lyric slides, gathering and organizing materials, etc.
- Primary responsibility for training of youth volunteers with support from Director
- Assist in recruitment, placement, and training of adult volunteers
- Significant responsibility for decoration, set up, and tear-down of all ministry areas
- Leadership, administration, organization, and hospitality duties during the week of VBS to be determined with Director

Desired Skill Set:

- Growing faith in Jesus Christ
- Experience working and/or volunteering with young children

- Service orientation with a passion for children and families
- Demonstrated organizational and time management skills
- Resourcefulness and ability to problem-solve
- Excellent written and oral communication skills, with an ability to interact well with children and adults
- Ability to be a self-directed worker and a team player (self-directed in work and yet able understand the importance of teamwork)
- Warm, friendly, and approachable demeanor
- Competence with Microsoft Outlook, Word, Excel, PowerPoint, web-based programs
- Child development or early/primary educational or professional experience a plus
- Knowledge of Adobe Creative Suite, Microsoft Publisher, database programs, photo and video editing a plus

Schedule:

- 18-25 hours per week, May 22 to mid-August 2020 (exact dates negotiable; particularly if contingent on college schedule). 25 hours/week during VBS training and VBS. 15-20 per week during the other weeks of the internship period
- Sunday duties to be determined with Director
- Occasional pre-arranged hours for meetings, trainings, childcare events, or event preparation

Reports to:

Director of Children's and Family Ministries

Deadline to Apply: May 1, 2020. Position to remain open until filled.

Please Note: a final offer of employment will be made only upon the successful completion of a background check.

How to apply: Complete application form found at www.fpcberkeley.org/employment.asp and email with resumé and cover letter to Bonnie Rauscher at bonnier@fpcberkeley.org or mail to

Bonnie Rauscher

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