



COMMUNITY
PRESBYTERIAN CHURCH

Title: Year-Round Student Intern
Department: Children's Ministries
Reports to: Preschool Manager/Elementary Manager
Hours: *Approx. 10 hrs per week (includes Sat. pm and Sun. am)

*Flexibility of schedule necessary based on special events and departmental needs.

PURPOSE / SCOPE OF JOB:

The primary purpose of this position is to assist the children's ministry department in its overall operation. Interns must possess excellent communication skills to instill confidence in the families we are serving as well as a love for interacting with children and sharing God's truths with them. This individual should have some schedule flexibility to be able to assist with the various ministry needs of the department and must commit to consistent and regular attendance. Position will include serving during weekend services.

MEASURE OF SUCCESS:

Good Performance evaluations from the manager overseeing the position. Individual should exhibit a positive attitude, willingness to learn various aspects of ministry, timeliness, and receive positive responses of their job performance from church families and co-workers. A strong sense of initiative and leadership must be demonstrated amongst other staff members as well as our church family. Individual will conduct their lives in accordance with the Moral and Ethical Code of Conduct. They should understand the goals, systems, and procedures of the department, necessary to execute successful mid-week and weekend children's ministry programs.

JOB RESPONSIBILITIES:

- Know and work towards the Children's Ministries Mission Statement and goals.
- Assist in the daily activities of Children's Ministries staff.
- Assist managers in planning and implementing curriculum for weekends and mid-week programs.
- Assist with the organization of activities and preparing the needed supplies each week.
- Assist with midweek and weekend children's programs
- Participate and assist as directed with VBS
- Meet weekly with a mentor (Ministry Manager) for accountability and direction.
- Follow and enforce all safety measures that have been established to ensure the safety of the children and others.

SECONDARY RESPONSIBILITIES:

- Develop and maintain a positive relationship with co-workers, church employees, and Church Families.
- Keep your manager informed of any problems within your area of responsibility and include suggested solutions for any identified problems.
- Follow recommended procedures described in the Human Resource Policy and Procedure Handbook.
- Perform all duties to meet safety, time, and program requirements.

Strive for a Christ-centered, positive, team attitude and follow CPC's Peace and Unity Conflict Policies/Scriptural Teachings to handle conflict resolutions. Respond to the requests of your manager to assist in all department area needs to insure the smooth operation of the department and serve our members, their families, and God.



Ministry Conduct Agreement

Ways We Can Guard Our Ministry Together

PERSONAL DEVOTIONAL LIFE

We expect every leader in our ministry to strive to live out their faith in Christ in a way consistent with scripture, exemplary to believers, and compelling to non-believers... especially kids!

PERSONAL CONDUCT

What you do in your personal life really does matter, because we must exemplify the values we are inviting students to experience in Christ. Our personal failings can jeopardize the integrity of the entire ministry. Behaviors that could be especially damaging to our ministry are sexual misconduct, substance abuse (including underage drinking), and aggressive or abusive behavior of any kind.

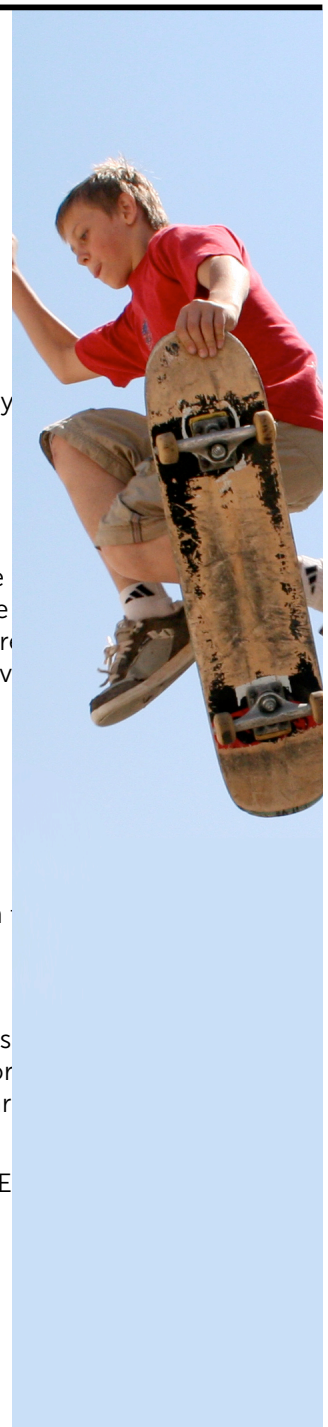
ATTITUDE & PERSPECTIVE

- Pursue ministry with a sense of joy, privilege, and hopefulness. (Romans 1:16)
- Our attitudes should be that of a servant. (Philippians 2:14)
- Work hard, as if serving God, not people. (Colossians 3:23-24)
- Choose to see kids as they can be, not merely as they are. Trust in God's work in their lives. (1 John 3:2)

SAFETY

- We must always put the safety of our kids above all else. That includes their physical, emotional, and even spiritual safety. Always step in to put an end to any behavior or action that puts a kid's health, safety, dignity, or sense of self-worth at risk – regardless of who's involved.
- Anticipate risks before a kid gets into trouble. Think like a parent –not a friend. Err on the side of caution.

RELATING TO PARENTS



Our ministry should be seen as serving kids and families. Our goal is to support parents in their role and relationships with their kids. We must always seek to develop an open, supportive rapport with parents whenever possible. Parents have every right to question who we are, what we're doing, and what our motives might be. We are entirely accountable to them.

SUPPORTING THE TEAM

Always speak well of the ministry, its leaders and programs to students and others. If you see something wrong in part of our ministry or team (and you surely will), address it directly and promptly to the individual at fault or to the staff. Bless rather than curse.

Do your best to be on time to every meeting or event you are expected to attend. Let your manager know as soon as possible if you must be late or miss something. Pray for your team!

MINISTERING TO KIDS IN HEALTHY WAYS

- All paid and volunteer leaders in our ministry will be screened through a thorough background check.
- Anyone who has been convicted of child, sexual or physical abuse may NOT volunteer as a leader for any event or program involving children or youth.
- Adult survivors of childhood sexual or physical abuse need the love and support of our church. Individuals who have such a history should discuss with the director of Children's Ministries and/or our counseling center staff their readiness to work with minors before getting involved in volunteer service.
- All adult volunteers working with children are required to be regular participants at CPC. It is desired that they make a membership commitment to the church, but this will be handled case by case.
- Adult volunteers must observe the "two-adult" rule with preschoolers: this requires that adults are never alone with children without an adult partner or "two-child" rule with elementary kids. There may be some exceptions to this rule if one adult is supervising a group of children in a public place. However, any exception to the two-adult/two-child rule must be cleared with CPC Kids in advance and must be with parental knowledge.
- Always ask yourself: "Is there any way that my actions or words could be misconstrued by someone observing our ministry?"
- Make an effort to get to know the parents of the kids you are serving.
- Avoid even the appearance of impropriety. Live above reproach.
- We do not permit any alcohol, illicit drugs, or weapons of any kind on church property.
- No form of aggression, intimidation, threats, or abuse toward a child will ever be tolerated.
- We must always guard our ministry to ensure that all expressions of care and concern are appropriate.
- Never promise a child to keep a secret or not to tell; but handle what kids share with the utmost care. Avoid all forms of gossip!
- In our work with kids we are considered mandated reporters. We are legally responsible to report immediately any knowledge or suspicion of any kind of abuse of a minor (physical, emotional, or sexual). Contact Sarah Scott or Bill Haslim immediately when you become aware of such an issue.
- We ask every leader to live above reproach in all areas of their personal, public, and online lives for the sake of the kids we are leading to Christ and for the integrity of our ministry.
- We ask all leaders to abstain from alcohol entirely if they are under 21 and to handle alcohol with dignity and moderation if they are over 21. No leader should ever use or possess illicit drugs.
- We ask all leaders to abstain from all forms of sexual impropriety, indiscretion, and misconduct. We expect all ministry leaders to live in fidelity in marriage or in chastity in singleness. In a culture that is increasingly misusing God's gift of sexuality, we want our lives to affirm our trust in Christ's commands to live in the blessings of sexual purity.

By signing below, I affirm my commitment to uphold these standards of conduct as a leader of CPC Kids and as a representative of Jesus Christ to the kids I serve:

Name: _____

Signature: _____ Date: _____