

## Williamsburg Community Chapel Children's Ministry Summer Internship Description

The Children's Ministry Summer Internship is an action-packed ministry opportunity. Interns will dive into Family Events, Sunday Morning lessons, a week of Vacation Bible School, and countless discipleship opportunities designed for their growth through personal engagement with God and our staff. Interns will engage with children from every age from our babies in the nursery, to preschoolers, to kids up to 5th grade. Interns will enter into a behind the scenes experience of the inner-workings of Children's Ministry and join the greater Chapel staff team for an entire summer. Our five internship goals are: Learn, Serve, Grow, Discern, and Sacrifice.

Go to: <http://wcchapel.org/about-us/employment/> to apply. Applications are due by Friday, January 31, 2020, and can be emailed ([employment@wcchapel.org](mailto:employment@wcchapel.org)), dropped off at the Chapel's reception desk, or mailed to the Chapel: Attn: Human Resources, 3899 John Tyler Hwy, Williamsburg, VA 23185.

1. **Stipend:** \$3,000. In addition to your stipend, we will cover your expenses for required internship reading/materials. For interested candidates not from the Williamsburg area we will be glad to discuss housing options with you.
2. **Dates:** The internship begins May 26<sup>th</sup> and ends at the end of day on August 7<sup>th</sup>.
3. **Weekly Days Off:** Your typical days off throughout the summer will be Saturday and Monday. Sunday is a work day for you. On several Sundays throughout the summer, lunches with Chapel families following Sunday services will also be part of your Sunday schedule.
4. **Personal Days Off:** You are given **ONLY** two personal days in addition to normal weekly days off and holidays. These personal days must be approved in advance and will be denied if ministry schedule is such that we need you for a ministry event or to cover a staff member's absence. **No personal time off will be granted during VBS week (July 26-31), the week preceding (July 19-25), or on June 28, July 8<sup>th</sup> and July 12<sup>th</sup>** (VBS volunteer training nights). Please double check your calendar to be sure you are clear on these dates.
5. **Personal Conduct:** Being a summer intern puts you in a position of leadership on the Children's Ministry staff. Therefore, we ask you to partner with us to maintain integrity, boundaries, and biblical ethics as you interact with volunteers and other interns. You will be required to adhere to all policies in the Human Resource Policy Manual, a copy will be given to you at the start of your internship. Child safety and protection is also of utmost importance in our ministry. Therefore, there must be total adherence to our policy of never being alone with a child. We also ask for modesty in clothing while serving at the Chapel as an intern. Please abstain from drinking alcohol during the summer internship.
6. **Outside Employment:** Any plans for additional summer employment and/or college classes during the dates of the Children's Ministry Summer Internship must be pre-approved before accepting the position.

## **Williamsburg Community Chapel Children's Ministry Summer Internship Description**

The mission of Williamsburg Community Chapel Children's Ministry is to partner with Jesus and families to make disciples by:

1. Meeting all children where they are. (CONNECT);
2. Helping children to grow to their full potential in Christ through knowing God and understanding His Word so they can respond in faith to a personal relationship with Jesus. (GROW);
3. Providing opportunities to discover and develop their gifts so they will desire to care for the needs of others and share their love of Jesus with everyone. (SERVE).

The summer internship provides a unique opportunity to introduce interns to children's ministry, as well as to provide some necessary support to the staff as they prepare for Sunday mornings and Vacation Bible School (VBS)--a major summer event open to the community. The Children's Ministry Summer Internship serves the dual purpose of making disciples and offering service to assist the staff during one of its busiest times of year.

### **INTERNSHIP GOALS**

#### **Goal #1 – LEARN**

Summer Children's Ministry interns will learn by participating in all aspects of the Chapel's summer Children's Ministry programs, learning the principles and lessons associated with leadership, preparation and execution for each experience.

#### **Goal #2 – SERVE**

Interns will serve children and volunteers in preschool through Grade 5 through program preparation and set-up, relationship building, and availability to fulfill any need as it arises. Interns will also serve the staff by assisting staff in the planning and completion of programs and projects as assigned.

#### **Goal #3 – GROW**

Interns will grow in their relationship with Jesus by getting into God's Word and God's Word getting into them through completing assignments from scripture and selected readings, as well as through attending weekly meetings with the lead pastor and other staff to share and apply His Word in community.

#### **Goal #4 – DISCERN**

Interns will discern a possible call to vocational ministry and/or an awareness of how they can prepare themselves for ministry regardless of their chosen vocation.

#### **Goal #5 – SACRIFICE**

Interns will recognize that sacrifice is an essential part of what it means to be a disciple. Interns may be asked to go above and beyond their "job description" to serve the Church of Jesus Christ. We unapologetically ask interns to work very hard for a brief season in their life in the hope that they may experience the joy that comes from sacrificial living.

**Williamsburg Community Chapel**  
**MINISTRY POSITION DESCRIPTION**

Position Title: Children's Ministry Summer Intern  
Reports To: Children's Ministry Director  
Position Status: Summer, part time  
Hours: Sunday, Tues-Fri, occasional night and weekend events  
Date Prepared/Revised: November 1, 2019

**Position Summary**

The Children's Ministry Summer Intern Program is designed to give college-aged young adults an in-depth exposure to Children's Ministry in a large church environment. Each Children's Ministry Summer Intern is assigned to a specific area of ministry within Children's Ministry (preschool, elementary, etc.) according to their interest and/or experience. Each Summer Intern will be mentored by a Children's Ministry staff member, assisting in the development, implementation, and evaluation of the comprehensive program for their area of Children's Ministry, including interacting with children, their parents, and volunteers. The Children's Ministry Summer Interns are responsible for designing and creating the stage for Vacation Bible School (VBS). The Summer Intern team will read a book on leadership/faith and discuss it weekly with the Children's Ministry Director, and will join the Student Ministry Summer Interns in a weekly meeting with the lead pastor to discuss topics pertinent to them, their faith, and the work of the church. Through participation in the Internship Program, Children's Ministry summer interns will develop essential job skills that will benefit them in whatever field of work they enter.

**Qualifications**

The qualified candidate will profess and live a life that reflects a personal faith in Jesus Christ and a commitment to the mission of the Williamsburg Community Chapel. He or she should have a passion for the spiritual and full development of all children and their families.

The successful candidate will have the ability to interact and work with children and adults of varied backgrounds and needs (whether parents, volunteers, or other Chapel staff). This position requires administrative skills such as initiative, planning, organizing, problem-solving, promoting, implementing, and leading. Excellent verbal and written communication skills are required. The successful candidate will possess a moderate level of computer literacy, particularly in the use of Microsoft Office. The successful candidate must have the ability to faithfully and creatively communicate the Gospel. The qualified candidate will possess a basic understanding of the developmental needs of children along with parents' needs in today's culture.

**Essential Functions**

- Carry out the Children's Ministry Mission and Vision statement.
- Assist in the recruitment, scheduling, mentoring, training, and supervision of Children's Ministry volunteers.
- Assist in the development, communication, and implementation of programming for their area of ministry.
- Develop an understanding of the developmental needs of children in their area of ministry in order to adapt or create curriculum to meet age-specific developmental needs and learning styles for children participating in programs in their area of ministry.
- Work with other Children's Ministry staff to develop and implement additional Children's Ministry programming, such as Vacation Bible School, programming for parents and/or families, seasonal church events, etc.
- Collaborate with other members of the Children's Ministry Summer Intern team to design and create the stage for Vacation Bible School.
- Read a book on leadership/faith and discuss it weekly with the Children's Ministry Director and other Children's Ministry Summer interns.
- Meet weekly with the other Children's Ministry Summer Interns, Student Ministry Summer Interns, and the lead Pastor to discuss topics pertinent to the group, their faith, and the work of the church.
- Assist Children's Ministry staff to create intentional ways to teach and equip parents in their calling to participate in their children's faith development.
- Collaborate with Children's Ministry Deacons and Leadership Team members.
- Work with the Worship Buddies team to help identify and meet the needs of children who are current participants.

- Uphold the Chapel's Governing and Squaring the Church documents.
- Live a life that is consistent with the Chapel's employee covenant.
- Serve in other duties as assigned.

## Summer 2020 Children's Ministry Internship at Williamsburg Community Chapel Application

Applications are received and employees are hired without regard to race, color, sex, age, national origin, marital status, physical or mental handicap, veteran status, or citizenship status. Williamsburg Community Chapel does reserve the right to employ persons who have a Christian background and a philosophy of ministry and who, in the opinion of the Chapel, have a work history and lifestyle which is consistent with Scriptural principles. The receipt of this application does not mean that job openings exist or does not obligate us in any way. We appreciate your interest in employment at the Chapel.

Date of application (*applications are due by January 31, 2020*): \_\_\_\_\_

### Personal Information:

Full Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Cell phone: \_\_\_\_\_

Email address: \_\_\_\_\_

Are you legally eligible to work in the United States? \_\_\_\_ Yes \_\_\_\_ No

### Education information:

Name of grammar or high school: \_\_\_\_\_ Did you graduate? \_\_\_\_ Yes \_\_\_\_ No

City and state: \_\_\_\_\_ # Years completed: \_\_\_\_\_

Name of college: \_\_\_\_\_ Did you graduate? \_\_\_\_ Yes \_\_\_\_ No

Degree received/anticipated and major: \_\_\_\_\_ # Years completed: \_\_\_\_\_

List any additional training, skills, and experience which you believe should be considered in evaluating your qualifications for an internship.

\_\_\_\_\_  
\_\_\_\_\_

### Church Information:

Hometown church: \_\_\_\_\_ Dates attended: \_\_\_\_\_

City/State: \_\_\_\_\_ Phone: \_\_\_\_\_

College church: \_\_\_\_\_ Dates attended: \_\_\_\_\_

City/State: \_\_\_\_\_ Phone: \_\_\_\_\_

Other church: \_\_\_\_\_ Dates attended: \_\_\_\_\_

City/State: \_\_\_\_\_ Phone: \_\_\_\_\_

### Questions:

Please answer the following questions in a separate document. Allow adequate time to prepare and answer these questions thoughtfully. We value honest, sincerity, and humility.

1. Name a favorite passage of scripture. What does it say, what does it mean, and how have you experienced it?
2. Who has been the most influential person in your life, and why?
3. Why do you want to be a Children's Ministry Summer Intern?
4. If you had to unload a container filled with 5,000 Jelly Beans, how would you do it?
5. Read the following description of the goals of the summer internship and answer which goal you are most excited about, and why.

## Internship Goals

### Goal #1: Learn

Children's Ministry Summer Interns will be looking to learn in all experiences throughout the summer. They will participate in all aspects of the Chapel's Children's Ministry summer program, learning the principles and lessons associated with leadership, preparation, and execution within the ministry.

### Goal #2: Serve

Jesus lived a life devoted to service. Interns will serve children and their families in preschool through Grade 5. There will be program preparation and execution, relationship building, and availability to fulfill any need as it arises. Interns will also serve staff and volunteers, even outside of Children's Ministry.

### Goal #3: Grow

Our Children's Ministry Summer Interns will grow in their relationship with Jesus by getting into God's Word and God's Word getting into them. They will study scripture and read books, as well as meet regularly with Children's Ministry staff and our pastors.

### Goal #4: Discern

Discernment comes through the wisdom of God's Spirit. Interns are asked to consider and discuss a possible call to vocational ministry and/or an awareness of how they can prepare themselves for ministry regardless of their chosen vocation.

### Goal #5: Sacrifice

Interns will recognize that sacrifice is an essential part of what it means to be a disciple. Interns may be asked to go above and beyond their "job description" to serve the Church of Jesus Christ. We unapologetically ask interns to work very hard for a brief season in their life in the hope that they may experience the joy that comes from sacrificial living.

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Using the following scale, how comfortable are you with the following activities and/or duties? *Please check the corresponding box.*

	Confident	Comfortable	Willing	Uncomfortable	Unwilling
Leading a lesson for children					
Leading children in music					
Leading children in games					
Planning activities					
Designing sets/artistic projects					
Calling/recruiting/training volunteers					
Administrative/Organizational tasks					

Have you discussed your desire to work at Williamsburg Community Chapel with your parents? \_\_\_\_ Yes \_\_\_\_ No

If yes, are they (check one): \_\_\_\_ In favor \_\_\_\_ Opposed \_\_\_\_ Neutral

During the summer, it is important for each person to be a team player and have a cooperative spirit. Are you willing to follow policies and leadership even through you may not completely agree with them? \_\_\_\_ Yes \_\_\_\_ No

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## Employment information:

How did you hear about the Children's Ministry summer internship? Were you referred, and if so, by whom? \_\_\_\_\_

Have you applied for a job at the Chapel before? \_\_\_\_ Yes \_\_\_\_ No Have you worked for us before? \_\_\_\_ Yes \_\_\_\_ No

Have you ever been discharged from a position? \_\_\_\_ Yes \_\_\_\_ No

If yes, please explain \_\_\_\_\_

Have you ever held a position of trust (handling money or confidential material)? \_\_\_\_ Yes \_\_\_\_ No

If yes, please explain \_\_\_\_\_

Do you have a reliable method of getting to work? \_\_\_\_ Yes \_\_\_\_ No

**Prior Work Record:** (start with most recent/present employer)

**Company Name:** \_\_\_\_\_ May we contact?: \_\_\_\_ Yes \_\_\_\_ No

City/State: \_\_\_\_\_ Telephone: \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_

Name and Position of Immediate Supervisor: \_\_\_\_\_

Your Position or Title: \_\_\_\_\_

Describe Your Duties: \_\_\_\_\_

**Company Name:** \_\_\_\_\_ May we contact?: \_\_\_\_ Yes \_\_\_\_ No

City/State: \_\_\_\_\_ Telephone: \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_

Name and Position of Immediate Supervisor: \_\_\_\_\_

Your Position or Title: \_\_\_\_\_

Describe Your Duties: \_\_\_\_\_

**References:** Please include the name and phone number of at least two character references that we may contact (e.g. spiritual mentor or accountability partner.) Do not list relatives.

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Email address: \_\_\_\_\_ Phone: \_\_\_\_\_ Years known: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Email address: \_\_\_\_\_ Phone: \_\_\_\_\_ Years known: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Email address: \_\_\_\_\_ Phone: \_\_\_\_\_ Years known: \_\_\_\_\_

**Applicant Statement:**

The facts set forth in my application for employment are true and complete. I understand that if employed, false statements on my application shall be considered sufficient cause for dismissal. You are hereby authorized to make any investigation of my personal history and financial and credit record through any investigative or credit agencies or bureaus of your choice in compliance with applicable laws or statutes.

I understand that employment at Williamsburg Community Chapel is "at will," and includes no guarantee, contract, or promise of employment for any specified length of time. I further understand if hired, a criminal record check will be conducted on me.

I authorize the use of any information in this application and any attached supplements to verify my statements, and I authorize the past employers, schools, churches, all references, and any other persons or organizations, whether or not identified in this application, to answer all questions asked concerning my ability, character, reputation, and previous employment record. I release all such persons from any and all liability or damages on account of having furnished such information.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Note:** If this application is returned by mail, address it to: Attn. Human Resources Director, 3899 John Tyler Hwy, Williamsburg, VA 23185 and mark the envelope "Personal and Confidential."