

Studentz Ministry Intern Fall 2022

Objective: To learn organizational, administrative, programming, and leadership roles of student ministry while supporting the Parkway Studentz ministry in carrying out its programs.

Supervisor: Next Gen Pastor (Mike Camire)

Hours: The position is up to 15 hours a week in which the intern will be paid \$12 per hour for up to 14 weeks of service (September 14-December 14). This includes office time, ministry, events, etc. Weekly office hours will be determined by the Intern Supervisor and turned in to the College Intern Program Director.

Responsibilities: This position will be responsible for assisting with administrative, planning, and programmatic elements of the Studentz Ministry and other duties as assigned.

Specific Responsibilities

General Ministry:

1. Build relationships with students.
2. Be present at all Studentz Events, as assigned.
3. Help plan, lead, and implement Studentz discipleship, events, and activities.

Visitation:

1. Participate in ministry visitation, when needed.
2. Participate in regular follow-up, when needed.

Fall Retreat:

1. Assist with planning, leading, and serving for Fall Retreat Sept. 23-25.
2. Serve as a leader during Fall Retreat.

Assimilation

1. Assist with follow up of students who visit any Studentz events.

Administrative:

1. Provide any administrative help needed in the ministry office, including preparing bulk mailings, copying, typing, emailing, phone calling, etc.

Other Items:

1. Assist w/ leading SLT meetings & ministry when they happen.

Meetings:

1. Attend weekly Studentz Ministry Prayer & Planning Meetings when assigned.
2. Attend monthly SLT meetings when assigned.
3. Attend meetings w/ Next Gen Pastor and other ministry leaders (as scheduled).
4. Meet with staff every Thursday (if possible) for staff wide prayer time in person.
5. Meet with staff for All Staff Meeting when scheduled.

OTHER RESPONSIBILITIES:

**Post on Parkway Studentz Ministry social media sites (Facebook & Instagram)

**Maintain updates on the website, especially event pages for Students Ministry events.

Work with Lauren Garber to do this.**

Parkway College Fall Internship Program

Objective: To provide an internship opportunity for college students to learn organizational, administrative, programming, and leadership roles of ministry while supporting all of the various ministries at Parkway in carrying out it's programs.

Gifts/Abilities/Calling: This person should express a strong calling to ministry. Relational skills and a passion for ministry is a must. While many skills and abilities are still being learned, this person should possess a humble spirit, eagerness to learn, a responsible work ethic that is initiative, great enthusiasm, and a servant heart to accomplish any tasks necessary. This person should be a team player with a willingness to be assigned responsibilities.

Hours: The position is 15 hours (maximum) a week in which the intern will be paid \$12 per hour (maximum) a week for up to 14 weeks of service. This includes office time, ministry, events, etc. Weekly office hours will be determined by the Intern Supervisor and turned in to the College Intern Program Director.

****An intern will not be paid when out for vacation.****

*****All interns will turn in a time sheet each week or they will not get paid.*****

Office Conduct: Interns must conduct themselves in a way that is professional. This includes etiquette while serving in the office, being mindful and respectful of guests/visitors, all other employees, leaders, and pastors. It also includes a dress code of business to business casual (no t-shirts or ripped pants/jeans unless approved by the supervisor for a same-day event/project). Interns will work in Preschool Room 4 unless otherwise assigned. This should provide adequate space for working and team collaboration.

Supervisor: Each intern will have a supervisor who is their direct contact and leader. The supervisor will develop a job description for their intern(s), lead the intern in carrying out that job description, and invest in the spiritual life of their intern(s). The Intern Supervisor promises to help the intern learn about ministry and give adequate responsibility to the intern during the assigned internship. The Intern Supervisor also promises to help build up and encourage the intern through mentoring/training sessions.

Responsibilities: This position will be responsible for assisting with administrative, planning, and programmatic elements of the assigned ministry.

Education: This person should be a high school graduate attending college.

Background Check: Before the intern is approved, the intern MUST pass a background check since the intern will be working with minors.

The above description is subject to change at any time at the Intern Supervisor's discretion. The College Intern Program Director or the Intern Supervisor may add or take away from anything listed above.

****Serving as part of the Parkway Summer College Internship Program does not guarantee future employment at Parkway Baptist Church in an intern, part-time, or full-time position.****

Intern Supervisors - Leader to whom the intern is assigned
Intern Program Director - Pastor Mike Camire