

# **Children's Ministry Intern Program**

**Raymond Road Baptist Church**  
Pastor Aaron Tucker / Family Minister Alisha Grace  
4622 Raymond Road, Jackson, MS 39212  
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www.raymondroad.com



## **Job Description:**

- Do you feel as if you might be called by Christ Jesus to gospel ministry?
- Would you like an opportunity to see what that's like?
- Would you enjoy being a valued member of a ministry team that has an energetic passion to see kids in trouble find comfort in the gospel?

Our children's ministry intern program is guided by what Paul describes in Ephesians 4:12. God gave different people to the church to equip the saints for the work of the ministry. It is our desire that our Church, our Family Minister, and our Pastor will equip the intern to experience real-life gospel ministry by creating opportunities for the intern to minister to Raymond Road children and to their families.

## **Personal Expectations:**

1. LOVE THE LORD your God with all your heart and with all your soul and with all your mind and with all your strength (Mark 12:29-30). This includes:
  - a. Personal time in God's Word (Psalm 119:97-104), and in prayer (Matthew 6:9-13).
  - b. Personal relationships with other Christians who have your permission to hold you accountable to grow in your walk with Jesus Christ (Proverbs 27:17).
  - c. Active membership in a Christian church (Hebrews 10:24-25).
2. LOVE YOUR NEIGHBOR as yourself (Mark 12:31).
  - a. Follow the example of Christ, and the ways in which he loved all kinds of people (tax collectors, Samaritans, Pharisees, children, and ordinary Jews).
  - b. Specifically, this internship involves showing Christian compassion to children and to families, and leading them towards Christ (John 17:6, 17-18, 20-21).
  - c. Lead a life that is worthy of imitation (1 Timothy 4:12).
3. BE HUMBLE.
  - a. Jesus was humble. Ministry is not about being seen, but about being like Christ (1 Peter 5:5).
  - b. Show humility by first learning to serve others (Mark 10:45a).
  - c. Be willing to take on any assigned tasks, great or small (Luke 16:10).
4. BE FLEXIBLE.
  - a. The family minister will plan and organize with the intern, but ministry opportunities are often unplanned.
  - b. Be open to changes when needed.

## **Ministry Expectations:**

(These can be adjusted, based on the needs of the applicant, according to the discretion of the family minister or the pastor.)

1. Assist the family minister with midweek programming for children once per week.
2. Be willing to teach a children's Bible study whenever scheduled.
3. Coordinate with the family minister about special events, planned absences, and Bible study materials.
4. Meet at least once per week with the family minister, or with the pastor, for a time of coaching and ministry training.
5. Be on time and organized.

## **Scheduling Expectations:**

- Wednesday Night Children's Program, 2 hours per week
- Sunday Small Groups and Morning Worship, 2 hours per week
- Coaching Meeting with Family Minister or Pastor, 1 hour per week
- Personal preparation or personal study, 1 hour per week
- Total: 6 hours per week
- Also: Assist the Family Minister with any Children's Ministry special events, such as VBS, or Children's Summer Camp, or Kids Weekend Event, etc. These events will be scheduled ahead of time, and any absences from the intern should be cleared with the Family Minister in advance.

## **Expectations Concerning Ministry Relationships:**

- The intern's immediate supervisor is the Family Minister, who is primarily responsible for oversight of the intern. The pastor is the next level of supervisor to the intern. Also, the Personnel Team of the church is responsible for the terms of employment or volunteerism, and they have the authority to hire or dismiss the intern.
- The intern is an adult, over the age of 18. All children and teenagers of the church are minors. The following guidelines are for the protection of the intern and for the protection of the children and youth. Be open and public with all communications and with all ministry, and any potential dangers will be avoided. See Titus 2:4-8.
  1. The intern cannot be in a dating relationship with any minors of the church, nor with any high school seniors who are 18 years of age or older.
  2. They must never be alone with a child or a teen of the church, especially of the opposite gender, unless they are in a public place with other people present. This includes both on-the-church-campus and off-the-church-campus scenarios.

3. The intern should be open and public with any technology-based communications, and must be very careful in all social media platforms communicating with children or teenagers. NO PRIVATE MESSAGING VIA ANY SOCIAL MEDIA.
4. Be ready to refer any child that needs further counseling to the Family Minister or the Pastor.

**Compensation Expectations:**

- Intern will be compensated weekly for any week that is worked, to be paid once per month.
- There are three options offered to our interns. They should choose at the beginning of employment which option is best.
  1. School Year (September 2024 – May 2025)
  2. Full Year (September 2024 – August 2025)
  3. Summer Only (Mid-May through Mid-August), with 1 week off
- Employment can be terminated earlier, at the discretion of the intern, the family minister, the pastor, or the Personnel Team, if authorized by either the pastor or the Personnel Team.

**Personnel Policies:**

- The intern is considered a part-time employee, and therefore subject to the church's personnel policies for part-time employees, except as amended by this job description.
- A copy of the Personnel Policies will be distributed to the intern prior to employment.

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

Date: \_\_\_\_\_

Family Minister Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Senior Pastor Signature: \_\_\_\_\_

Date: \_\_\_\_\_