



Lakeway Kids Ministry - Summer Internship Lakeway Church

Vision Statement:

Provide a safe, loving, Christ-centered environment where kids can discover, develop, and deepen their relationship with Jesus as their personal Lord and Savior.

Mission Statement:

Combine faith, family, and fun by engaging with parents and children to teach the truth about the Gospel.

Team Purpose:

As a member of the team, we should commit to model the following principles in our relationship with each other under all circumstances:

- Prayer
- Love
- Availability
- Confidentiality
- Openness
- Sensitivity
- Honesty
- Accountability

Summer Intern Job Description

Lakeway Kids Summer Intern position is a position designed to provide the intern with ministry training experience, as well as support Lakeway Kids Ministry and the LKids team. The Summer Intern assists with worship and teaching, outreach programs, special events, and camps, and performs administrative tasks, errands, and other duties as assigned.

Primary Responsibilities:

1. **Events:**

Plan, coordinate, attend, & review events as assigned/scheduled. Provide input and assistance in planning the following year's events.

- Sunday Mornings – beginning at the end of May.
- Promotion Sunday - June 4
- VBS - June 19 - 23
- Wacky Wednesdays - July 12 and 19
- Lift Summer Camp - July 30 - Aug 2
- Other possible activities

2. **Leadership:**

Help plan, prepare materials, teach, lead games/activities, assist with setup and cleanup, as well as other duties as assigned.

Spend time establishing positive relationships with participants and parents. Greet, visit, and always make kids feel loved and welcomed.

Assist with audio-visual and lighting needs.

Assist with room set up and clean up.

3. **Discipleship:**

Meet weekly with LKids Team to go over and plan upcoming events, ministry needs, assignments, etc. Attend staff meetings every other week.

Keep an accurate record/journal of activities, thoughts, and reflections of internship experiences and outcomes. Submit an end-of-summer evaluation and summary of internship experiences.

4. **Administrative:**

Utilize your talents & abilities as needed to support administrative/operational needs (computer applications, social media, web, graphics, audio-visual, customer service, telephone skills, musical abilities, etc.)

5. **Faith:**

Agree with The Lakeway Church Statement of Faith, LKids Mission, and Vision Statement.

Demonstrate an effective personal relationship with God through Jesus Christ, as well as function as a role model with integrity in caring for others.

Minimum Qualifications

- Must be 18 years of age or older

Education/Certification:

- High School diploma or equivalent
- Current enrollment in an institution of higher education (college, university, etc.) is highly preferred

Experience:

- Previous experience in youth and/or children's ministry is required.
- Participation and/or experience in The Lakeway Church's Family Ministry is recommended.

Character:

- Must be of good moral character and reputation. Must live an exemplary lifestyle, including but not limited to, abstaining from alcohol abuse, smoking, illegal drug use, pornography, and profanity.

Knowledge, Skills, & Abilities

An excellent communicator

- Ability to clearly communicate God's Word to others
- Excellent verbal & written communication skills; in person, in print, and via phone/media
- Maintains open & effective lines of communication
- Communicates effectively with individuals, staff, small groups, leaders, and the congregation both within the church and in the community; Strong "stage presence."
- Must enjoy working with children/youth and be able to talk with children and/or youth and seek to understand their needs, desires, interests, likes, and goals

A strong leader

- Servant Leader with excellent people skills
- Promotes unity in the Body of Christ; problem solver, facilitator, and negotiator
- Can motivate others and develop cohesive and effective teams
- Sets clear expectations and holds people accountable
- Maintains a clear focus on priorities
- Coaches & mentors others; encourages spiritual growth & development
- Encourages & open to new ideas
- Demonstrates adaptability in the face of changing demands; responds with constructive suggestions rather than resistance; willingly adjusts roles and plans to meet new demands.
- Spiritual Discernment

Faith

- Solid Biblical foundation - Familiar with Bible message, themes, stories

- Must be able to effectively communicate the message of bible lessons to children and/or youth and be able to answer questions; be willing to admit if they do not know an answer
- Passion for and demonstrated ability to successfully share the plan of salvation and lead others to Christ
- Comfortable leading individual and corporate prayer

Administrative

- Organized
- Strong computer/technology skills
- Audiovisual experience preferred

Character Attributes

- Positive
- Develops and maintains healthy relationships with others
- Responsible
- Reliable/Dependable
- Humble
- Creative
- Resourceful
- Driven
- Team oriented
- Outgoing
- Patient
- Flexible
- Integrity
- Trustworthy
- Empathetic
- High energy level
- Sense of Humor
- Not prone to gossip

Working Environment and Physical Requirements:

Busy indoor office, buildings, and grounds including but not limited to classrooms, large group meeting areas, kitchen, coffee shop, worship & fellowship areas, as well as outdoor playgrounds and fields; walking between buildings is required; extended periods of sitting, walking, standing, stooping, sitting on the floor; occasional kneeling, running, and jumping are required; lifting, pushing, and pulling are required. Overnight travel is required. Some activities will occur at off-site indoor and outdoor facilities (camps, campgrounds, picnic facilities, athletic fields, etc.). Some events will require staff to be outdoors for regular and prolonged activities, some events/activities require long shifts, extended late night, and early morning hours.

I, _____ have read and understand that as a Summer Intern, I am accountable for the responsibilities listed in this position description.

Signature: _____ **Date:** _____