



**MITCHELL ROAD PRESBYTERIAN CHURCH**  
**Position Description**

**TITLE: MR Kids Ministry Summer Intern**

**REPORT TO: MR Kids Director**

**HR & LEGAL CLASSIFICATIONS**

<i>FLSA Status</i>	Exempt	<i>DOL Status</i>	Seasonal	<i>Pay Type</i>	Salary
<i>FLSA EE Class</i>	Professional	<i>DOL Fact Sheet #</i>	17C	<i>Ministerial Exception</i>	Yes

**ULTIMATE GOAL / OBJECTIVES OF POSITION:**

The MR Kids Summer Intern serves as part of the MR Kids Ministries team and strives to ignite a passion to follow Jesus in the lives of children and their families. The Kids Ministry Intern will provide additional support and service through assisting in program planning and implementation, building relationships with kids and families, and contributing to the daily needs of the ministry while advancing the message and mission of MRPC.

**PRIMARY RESPONSIBILITIES / ESSENTIAL FUNCTIONS:**

- Relational 40%
  - Planning, Teaching and leading 4<sup>th</sup> grade Hangouts throughout the summer.
  - Create and plan grade level events for K5-4<sup>th</sup> grade.
  - Small and large group opportunities with families and children.
- Programs 35%
  - Weekly programs: Sunday mornings (this may include, but not limited to helping with assisted check-in, teaching, and assisting where needed in nursery, Sunday school or Kids church.)
  - Special Events: Assist MR Kids Team with the planning and implementing of special events. (ie: VBS, block party, water park, Preschool Pals, training and appreciation dinners, etc)
- Professional and Personal Development 15%
  - Personal growth: Participate alongside Youth Interns in reading assigned books and discussions pertaining to theological, personal, and ministry development.
  - Weekly discipleship time with youth interns.
- Other 10%
  - Running errands, purchasing, restocking and setting up weekly supplies, printing, and organizing resource room from the previous week.
  - Maintaining a social media presence for MR Kids Ministry.

**REQUIREMENTS / QUALIFICATIONS / EXPERIENCE NEEDED**

- Must have completed high school
- Experience with working in ministry and/or church environment
- Ability to fully embrace the vision and values of MRPC
- Reliable, trustworthy, self-starter, and excellent at following through on details
- Flexibility to work Sunday mornings
- Possess the ability to use appropriate judgment, discretion, sensitivity, and confidentiality
- Creative in planning activities and events

**STAFF AND VOLUNTEERS WHO REPORT TO YOU: N/A**



# Application for Employment

For use by all Mitchell Road ministries, including Mitchell Road Christian Academy.

Please print. Each question should be answered fully and accurately. Application questions are not intended to imply illegal preferences or discrimination based on non-job-related information. Please attach a copy of your resume and forward all completed documents to: *Employment@mitchellroad.org*

Name \_\_\_\_\_ Application Date \_\_\_\_\_  
(last, first, middle initial)

Address \_\_\_\_\_

Email \_\_\_\_\_ Mobile Phone \_\_\_\_\_

### Christian Background and Testimony

Current Church (Name/Location) \_\_\_\_\_

Member?       Attending?      How Long \_\_\_\_\_

In your own handwriting, on a separate page, briefly give your Christian testimony.

Position Desired \_\_\_\_\_ When are you available to start? \_\_\_\_\_

Full Time  12 month  School Schedule      Part Time       Temporary       Summer

Expected Earnings \$ \_\_\_\_\_  Annually       Monthly       Hourly

### Employment Eligibility

Can you provide documents to prove that you are legally eligible for employment in the United States?

Yes       No

### Education

High School – (Name & Location) \_\_\_\_\_ Graduation Date (mm/yy) \_\_\_\_\_

Technical School – Completed? Y or N; Course of study \_\_\_\_\_

University/College (Name & Location) \_\_\_\_\_

Degree \_\_\_\_\_ Graduation Date (mm/yy) \_\_\_\_\_

Post-Grad School (Name & Location) \_\_\_\_\_

Degree \_\_\_\_\_ Graduation Date (mm/yy) \_\_\_\_\_

Please list any other special training, qualifications, skills or applicable experiences on a separate page.

**Employment History** (Please start with your most recent employer)

With your permission, former employers will be contacted for references.

**Job Title** \_\_\_\_\_ **Dates of employment** \_\_\_\_\_

Employer \_\_\_\_\_

Address \_\_\_\_\_

Supervisor's name and phone number \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

Hourly rate/salary \_\_\_\_\_

Work performed \_\_\_\_\_

May we contact your current employer? \_\_\_\_\_ After (date) \_\_\_\_\_

**Job Title** \_\_\_\_\_ **Dates of employment** \_\_\_\_\_

Employer \_\_\_\_\_

Address \_\_\_\_\_

Supervisor's name and phone number \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

Hourly rate/salary \_\_\_\_\_

Work performed \_\_\_\_\_

May we contact your past employer? \_\_\_\_\_ After (date) \_\_\_\_\_

**Job Title** \_\_\_\_\_ **Dates of employment** \_\_\_\_\_

Employer \_\_\_\_\_

Address \_\_\_\_\_

Supervisor's name and phone number \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

Hourly rate/salary \_\_\_\_\_

Work performed \_\_\_\_\_

May we contact your past employer? \_\_\_\_\_ After (date) \_\_\_\_\_

## References

Please list four personal or professional references (not relatives) who are qualified to speak about your personal life, Christian life, professional training and experiences.

Full Name \_\_\_\_\_ Relationship **Current Pastor** \_\_\_\_\_

Church Name \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Website \_\_\_\_\_ Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Full Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Full Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Full Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

***Candidates who are selected to continue in the interview process will be required to provide the following:***

1. I-9 Employment Eligibility Verification (Dept. of Homeland Security). Please bring personal identification forms with you to the initial interview; select from List A or List B

**List A – U.S. Passport**

/or/

**List B – A photo ID (Driver's License or U.S. Military ID card)**

/and/

Either Social Security card or Birth Certificate

2. Background Screening – Disclosure & Consent Form
3. Statement of Faith

## Employment Applicant Release and Signature

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment, and that the facts set forth in this application process are true and complete to the best of my knowledge.

I understand that falsification of any statement or a significant omission of fact on the application, supporting documents, or interviews may prevent me from being hired or, if hired, may subject me to immediate dismissal regardless of when or how it was discovered. If I am released under these circumstances, I further understand and agree that I will be paid and receive benefits only through the day of release.

I, \_\_\_\_\_, authorize a Mitchell Road representative to thoroughly interview the primary references that I have listed, any secondary references mentioned through interviews with primary references, or other individuals who know me and have knowledge regarding my testimony and work record. I also authorize the ministry to thoroughly investigate my records and evaluations, my educational preparation, and other matters related to my suitability for the position.

I authorize references and my former employers to disclose to the ministry any and all employment records, performance reviews, letters, reports, and other information related to my life and employment, without giving me prior notice of such disclosure. In addition, I hereby release the ministry, my former employers, references, and all other parties from any and all claims, demands, or liabilities arising out of or in any way related to such investigation or disclosure. I waive the right to ever personally view any references.

I authorize the ministry to conduct criminal records check, which may include fingerprinting if working with children or if unsupervised access to children. I understand and agree that any offer of employment that I may receive from the ministry is conditioned upon the receipt of background information, including criminal background information. The ministry may refuse employment or terminate conditional employment if the ministry deems any background information unfavorable or that it could reflect adversely on the ministry or on me as a Christian role model.

I agree to be bound by the PCA **Book of Church Order** (go to <http://www.pcanet.org/beliefs/>) and the policies of Mitchell Road Presbyterian Church and subject to the authority of its Session, and to refrain from unbiblical conduct in the performance of my services on behalf of the ministry.

I understand that this application for employment is valid for no more than 90 days. After that, I must resubmit an application in order to be considered for ministry positions.

I understand that this is an application for at-will employment, employment is not being offered at this time.

I certify that I have carefully read and do understand the above statements.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

Parent's Signature (if applicant is under age 18) \_\_\_\_\_

# Mitchell Road Presbyterian Church, PCA

## 2025 Summer MR Kids Internship Addendum

### PERSONAL INFORMATION

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

Phone: ( \_\_ ) \_\_\_\_\_ E-mail: \_\_\_\_\_

Best time to reach you: \_\_\_\_\_

### MINISTRY COMMITMENT

Will you be available to serve for the entire summer (\*late May through early August)? If not, please explain:

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

### CHURCH BACKGROUND

Please provide us with accurate information concerning the church(es) you have been a part of.

**Church you attend while in school:** \_\_\_\_\_

Senior Pastor's Name: \_\_\_\_\_

Church Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

**Home Church:** \_\_\_\_\_

Senior Pastor's Name: \_\_\_\_\_

Church Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

### REFERENCES

Please list 2 references and **send them** the Reference form at the end of this packet.

Reference #1 – Friend/Peer

Name: \_\_\_\_\_ How long have you known this person? \_\_\_\_\_

Contact Email: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Reference #2 – Pastor

Name: \_\_\_\_\_ How long have you known this person? \_\_\_\_\_

Contact Email: \_\_\_\_\_ Contact Phone: \_\_\_\_\_



## BIOGRAPHY

On a separate sheet of paper please respond to all of the below questions.

1. Define the gospel. Briefly share how you would share the gospel with an eight year old.
2. What does your time with the Lord look like during the week?
3. Tell how and when you became a Christian; include a description of your current walk with the Lord, including how your faith is growing and the spiritual influences in your life.
4. List and explain two of your strengths and two areas in which you need growth.
5. Have you ever worked on a team before? If so, what do you think are the most important qualities of a team member?
6. Have you had any training or personal experiences that would help you in ministering to young children?
7. What three words would your friends use to describe you?
8. What is your favorite:
  - a. Thing to do in your free time?
  - b. Music genre?
  - c. Movie?
  - d. Bible story?
  - e. Food?
  - f. Sport?
  - g. Social media platform?



## SIGNATURE OF AGREEMENT

*If accepted as a Summer Intern.*

1. I acknowledge the lordship of Jesus Christ in all areas of my life.
2. I am committed to growing and maturing in my relationship with Jesus Christ through devotional times, church service attendance and involvement in accountable relationships.
3. I subscribe to the Mitchell Road doctrinal statement as found at [www.mitchellroad.org](http://www.mitchellroad.org).
4. I understand that as a summer intern, I am considered a Mitchell Road staff member and will be held accountable as such.
5. I commit to sexual purity as well as no dating between interns unless the relationship was established beforehand.
6. I commit to refrain from any illegal activities, vaping, speeding/disobeying the rules of the road, inappropriate behavior, or any activities that may reflect negatively on the Gospel, myself, family and Mitchell Road.
7. I authorize Mitchell Road to perform a criminal background and child abuse clearance pre-employment check.
8. I understand and commit to serving as an intern for the entire summer. Any "time off" vacations must be pre-approved before the summer starts.

My signature indicates that I have completed this application to the best of my ability, answering honestly and truthfully, and have read and agreed to the above. If any information changes, I will contact you immediately.

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

\*If you have any questions regarding this application, reference checks, or when the MR Kids Staff will call interns to serve with us, please feel free to call Miranda Marsh at the Mitchell Road Church Office (864) 268-2218.

Please return the completed application to:  
Mitchell Road Presbyterian Church, PCA  
c/o Miranda Marsh 207 Mitchell Road  
Greenville, SC 29615



