



# 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 be actively involved in Kids Ministry (nursery, preschool, and elementary) by helping with administrative tasks, KM team support, and building relationships with families and children.

### PRIMARY RESPONSIBILITIES / ESSENTIAL FUNCTIONS:

- Special Events: Assist MR Kids Team with the planning and implementing of special events. (ie: VBS, block party, water park, training and appreciation dinners, etc) 30%
- Relational Ministry: Small and large group opportunities with families and children. 25%
- Weekly Administrative and Planning Activities: Running errands, purchasing, restocking and setting up weekly supplies, printing, and organizing resource room from the previous week. 20%
- 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.) 15%
- Personal growth: Participate alongside Youth Interns in reading assigned books and discussions pertaining to theological, personal, and ministry development. 10%

### REQUIREMENTS / QUALIFICATIONS / EXPERIENCE NEEDED

- 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
- Proven leadership skills utilizing a cooperative, collaborative team leadership style
- Flexibility to work Sunday mornings
- Ability to effectively problem solve issues that arise unexpectedly
- Possess the ability to use appropriate judgment, discretion, sensitivity, and confidentiality
- Creative in planning activities and events
- Intern Program is 10 Weeks total starting at the middle of May through the end of July.

### WORK ENVIRONMENT & PHYSICAL DEMANDS:

This job operates in a professional office environment with moderate noise and light traffic as well as in a Childcare environment with noise, lots of activity and traffic. The role routinely uses standard office equipment such as computers, phones, photocopiers, and requires the ability to work in a confined space while sitting or standing for extended periods of time. This role also requires the ability to get on the floor with children, run & perform other physical movements while inside or outside. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### DISCLAIMERS:

The position description design does not cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities, and activities may be assigned (or changed) at any time with or without notice.

### MINISTERIAL EXCEPTION:

Religious Worker not covered by FLSA, Not Entitled to Overtime or Minimum wage.



## Mitchell Road Presbyterian Church, PCA

### 2024 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: \_\_\_\_\_



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

