

TITLE: MR Kids Ministry Summer Intern REPORT TO: MR Kids Director

HR & LEGAL CLASSIFICATIONS

FLSA Status Exempt DOL Status Seasonal Pay Type Salary

FLSA EE Class Professional DOL Fact Sheet # 17C Ministerial Exception 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 COM	MITME	.NT		
CHURCH BACK				
Please provide us with accu	rate informat	ion concerning	the church(es) you have bee	n 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:				
REFERENCES				
Please list 2 references and <i>send</i>	them the Refere	nce form at the en	d of this packet.	
Reference #1 – Friend/Peer				
Name:		How long ha	ve you known this person?	
Contact Email:				
Reference #2 – Pastor				
Name:		How long ha	ve you known this person?	
Contact Email:		Co	ntact 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?





If accepted as a Summer Intern.

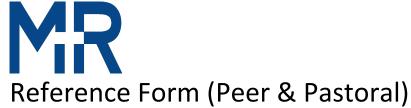
- 1. I acknowledge the lordship of Jesus Christ in all areas of my life.
- 2. I am committed to growing and maturing in my relationship with Jesus Christ through devotional times, church service attendance and involvement in accountable relationships.
- 3. I subscribe to the Mitchell Road doctrinal statement as found at www.mitchellroad.org.
- 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





Please complete this form and email it to MR Kids Director, Miranda Marsh (mmarsh@mitchellroad.org)

Na	ame:
1.	How long have you know this person and in what context?
2.	What are three adjectives that come to mind when you think of this person?
3.	What personal qualities do you most value in this person? Explain.
4.	What would this person contribute to a group or team?
5.	In what areas do you see this person needing growth?
6.	Can you tell a story that would give us a glimpse into this person's relationship with the Lord?