



CONNECT



GROW



SERVE

PARMA HEIGHTS BAPTIST CHURCH

intern  
notebook  
2016

# our purpose

Thank you for your interest in our summer internship.

Our purpose is to give you practical experience in a ministry with youth and children. Not only will this experience greatly enhance your personal and educational development, but it will also help us to continue effective ministry to our community throughout the summer months.

Two individuals will be selected to fulfill the following ministry description.

We look forward to receiving your application by

**February 26,**

**2016.** If you need

further information, please contact the church office (440.886.6100), Dan Adams (DAdams@phbaptist.org), or Pam Scott (PScott@phbaptist.org).





# children's ministry goals

- To act as a model at all times to kids as a Christ-like example in word and deed.
- To reach out to kids with love, compassion and a constant attitude of caring.
- To help with Vacation Bible School in all aspects.
- To get involved in many various age group activities over the summer, wherever the need may be, gaining exposure to communicating and working knowledge to as many ages as possible.
- To help plan and carry out all Kids' Days Out, Sports Camp, and other activities.
- To constantly evaluate and give new ideas in all aspects of Children's Ministry.
- To be exposed to daily Children's Minister routines and various miscellaneous surprises in the ministry.



# summer intern job description for children's ministry

- Plan and carry out Kids' Days Out.
- Assist Pam in the planning and execution of Vacation Bible School, VBS display, and responsibilities during VBS.
- Sunday School/Churchtime/Summer Ministries staffing as well as personal involvement with programming.
- Plan and lead in the follow-up ministry with children after VBS, including securing workers and contacting students.
- Assist with all worker gatherings for support and encouragement.
- Plan and carry out summer churchtime program with children, or work with designated leader and work with needed personnel.
- Help plan, implement and lead various duties in FOCUS Sports Camp.
- Respond to additional needs in the children's area as they may arise, which they certainly will!

# student ministry goals

- To be exposed to the strategy and process of building a relational and outreach-oriented student ministry.
- To be involved in discipling and being discipled in a small group context.
- To gain teaching and planning experience in Junior and Senior High ministry.
- To be exposed to the day-to-day routines of youth ministry: everything from relationship building to promotion of activities/events.
- To help provide oversight and evaluation from your unique perspective.



# summer intern job description for student ministry

- Assist as additional leader in youth activities as needed.
- Teach Growth Groups, Sunday School, outreaches, etc.
- Assist in the planning process.



- Assist in counseling and mentoring.
- Be involved in various youth trips as determined by the youth pastor.
- Assist in Youth Camp and Youth Mission Trip planning and activities.

# other things mutually agreed upon

Meet regularly  
with Pam Scott  
and Dan Adams for  
accountability  
and evaluation.

Keep a log of  
work schedule.

Keep a journal of  
reflections of your  
experiences  
(to be submitted  
to Pam Scott and  
Dan Adams).

Meet weekly  
with staff  
in prayer time  
at 8:00am  
on Tuesdays.





## ministry to teens/children

Ministry to children and teens is a privilege. Both groups can be very responsive and display loyalty and love to one who shows genuine interest. Unfortunately over the past several years, the climate for ministry has changed in America. There have been individuals who have taken advantage of these relationships and exploited children and teens. In this climate, it is very important to “watch your life closely” (1 Timothy 4:16).

This may mean examining the way you relate to individuals and taking care to communicate love and care in ways that are above reproach. Activities that could be misunderstood or viewed as a stumbling block should be eliminated. It also means that your major focus among teens should be students of your gender. We are never to be alone with a minor of the opposite sex, in order to avoid misunderstandings.

You do not have to do something wrong – only be accused of it – to have your ministry and efforts made useless. This is hopefully a warning that will never apply in your ministry, but you lessen the chances if you are prepared and take steps to prevent misunderstandings.



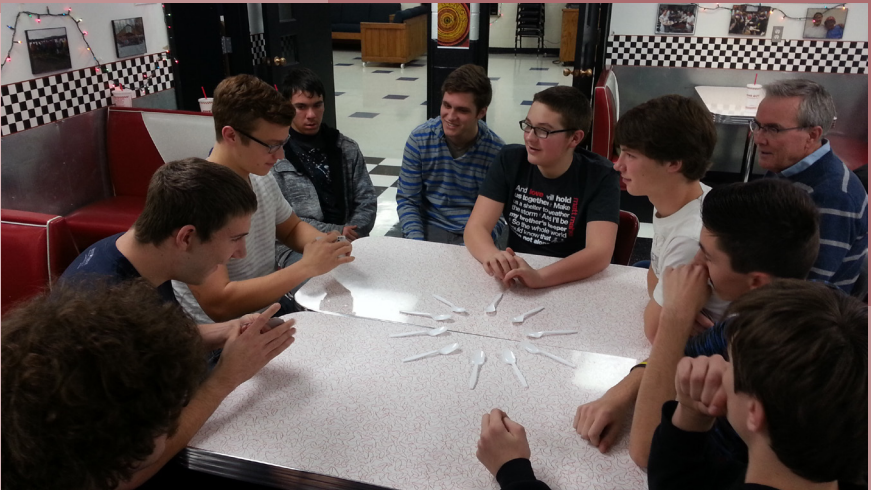
Recognizing that in the course of ministry there will arise normal and reasonable expenses, these expenses will be reimbursable in the following contexts:

- In meeting with teens or children where there is an expense such as refreshments or lunch.
- In cases when teaching materials and ministry supplies are needed and are not available through resources on-hand.
- In situations where there are fees that children or teens are expected to pay.

In these cases, it is necessary to document your expense. GET A RECEIPT and mark who/what it was for on the receipt. In all cases where there is expense involved, remember that this is a privilege, a provision that Parma Heights Baptist Church has made to further ministry and any expenses involved should be justifiable in that light.

# dress guidelines

For the term of the internship, you will be looked at as a person in a position of leadership. It is therefore important to avoid any questionable appearances. This means:



- In services on Sunday, wear appropriate clothes for the ministry you will be involved with.
- When working in the office, wear appropriate attire for the day's activities.
- When with teens and children (participating in activities), dress modestly and casual, always clean and covered.



## **parma heights baptist church**

8971 West Ridgewood Drive

Parma Heights, Ohio 44130

440.886.6100 • [www.phbaptist.org](http://www.phbaptist.org)

Youth website: [www.oneeightyone.org](http://www.oneeightyone.org)

Dan's email: [DAdams@phbaptist.org](mailto:DAdams@phbaptist.org)

Pam's email: [PScott@phbaptist.org](mailto:PScott@phbaptist.org)



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8971 West Ridgewood Drive | Parma Heights, OH 44130

P: 440.886.6100 | E: [info@phbaptist.org](mailto:info@phbaptist.org) | [www.phbaptist.org](http://www.phbaptist.org) | [#phbclife](https://www.instagram.com/phbclife)