

**Chapel by the Lake**  
**2010 Children and Youth Ministry Summer Intern**  
**Job description**

Chapel by the Lake, a Presbyterian (USA) church of about 500 members and growing, is seeking a Christ-centered college-age student interested in exploring or developing experience in ministry to children(K-5) and youth(Middle School and High School). The Children and Youth Ministry Summer Intern would assist the Youth Ministries Director (Jessica Reighard) and the Associate Pastor for Christian Education (Tracee Hackel) in a variety of tasks from June through August 2010.

**Hours/Salary/Working Conditions:** This position will be funded June, July and August 2010 at a rate of \$2,000/mo, pro-rated to actual length of employment. The weekly schedule will be flexible with core office hours to be determined by the Associate Pastor and Youth Ministries Director. Weekend hours will be necessary. The position will have designated office space with access to a computer, Internet and telephone.

**Accountability:** The intern will work at the pleasure of the Session of Chapel by the Lake under the over-all supervision of the Head of Staff Pastor, under the direction of the Youth Ministries Director and the Associate Pastor for Christian Education. This is a team position. Maximum flexibility and open communication will be required since the intern must divide his/her time between youth and children's ministry. An end of season evaluation will be conducted.

**Desired Gifts and Skills:** We are looking for an innovative, self-motivated servant-leader with a heart for both reaching and discipling children and youth. Experience with Vacation Bible School, Sunday school, fellowship, and discipleship activities for both children and youth is desired. Must have a valid driver's license.

**Duties:** Where possible, duties will be in line with personal gifts, as determined by the applicant, the Youth Ministries Director and the Associate Pastor. Likely tasks and activities will include:

- Help set-up and implement our Vacation Bible School (VBS) for K-5 children in Juneau. This will involve working directly with our Volunteer VBS director.
- Help set-up and implement VBS or other ministry for children and youth, in Angoon.
- Help plan and implement one special event for K-5 children at CBTL.
- Help lead a Sunday morning fellowship for children with our Summer Sunday School teacher.
- Help plan, organize, and lead a weekly fellowship night for middle and high school students.
- Assist youth ministries director in planning for, and carrying out a road-trip to Whitehorse with the high school students.
- Help plan and implement one special event for the middle school youth.
- Help Youth Director with improvements to the youth rooms. May include art-work, sound system upgrades, game equipment organization and repair, etc.
- Develop and foster relationships with both the children and youth.
- Assist with developing/improving both the Chapel website and database for children and youth.
- Organize College Age Student Fellowship opportunities.
- Assist in preparing Sunday School rooms for fall classes.
- Attend weekly staff meetings and weekly children and youth staff meetings and monthly Christian Discipleship Ministry Team meetings.