

Ponchatoula First United Methodist Church

FAMILY MINISTRY INTERN

The Family Ministry Intern is called to help build disciples for Christ by assisting with implementing a comprehensive approach to children and families. Serving as a spiritual leader and role model by leading and directing programming to help others grow spiritually in the way of Jesus. This is accomplished by providing a welcoming, competent, Spirit-led staff presence at ministry programs; inspiring others, volunteers and parents to live faithfully and joyfully into their calling; and, through cooperative ministry planning and implementation.

Description and Responsibilities:

1. An active part of Ponchatoula First church community and life, and as such participates in worship through prayers, presence gifts and service. Encourages others in participation of all facets of church life.
2. The Family Ministry Intern helps to plan and implement Family Ministry events and rites of passage, under the direct supervision of the Family Ministry Coordinator and Pastor and attends staff meetings and any other meetings deemed appropriate by the Senior Pastor. Family Ministry events include things like summer mission trips, small groups, retreats and mission efforts.
3. The Family Ministry Intern recruits volunteers to serve and provides support for those volunteers. This includes youth, Sunday school teachers, volunteers for nursery, meetings, trips and special events.
4. Present pertinent information about the Family Ministry to parents and staff in an accurate and engaging way.
5. Assists in assuring that compliance documents are maintained and distributed in a timely fashion. This includes: copyright licensing and background checks on volunteers.
6. Manages and works within a budget. Coordinated fundraising activities to support special activities and trips.
7. Maintain regularly scheduled office hours in order to be accessible to parents and staff.
8. Assists with collecting and tracking attendance to identify children and families who have been absent. Youth age children and their families who have been absent from Ponchatoula First UMC programming for one month or more will receive warm, caring follow up from a member of the Ministry Team. New families with children receive timely, welcoming follow-up that naturally encourages their future involvement in the life of Ponchatoula First UMC and its Family Ministry.

Team Composition (number): 1

Time Commitment: This position requires approximately 10 hours per week. Compensation is paid at an hourly rate and requires time sheet validation. Time sheets must be submitted at the end of each month. Overtime must be approved by the Senior Pastor, and vacation during Christmas and Easter are strongly discouraged.

Special Talents, Skills Preferred: Education and/or experience with elementary, middle school or high school age youth, maturity, delegation, organization, communication, administration, creativity, and a Passion for and Love of Families and Children.

Resources and Training Provided: Ongoing continuing education opportunities and the annual Safe Sanctuaries training. First Aid/CPR Training.

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