Saint Andrew’s Lutheran Church

YOUTH and FAMILY MINISTRIES INTERN

Member of the Ministry Team

**Mission:**

To support the youth and family ministries of the congregation by providing opportunities for spiritual and faith growth.

**Immediate Supervisor:**

Director of Youth and Family Ministries

**Responsibilities:**

***Responsibilities in supporting the Youth and Family Ministries program:***

* Assist Director of Youth and Family Ministries with summer activities from planning to execution and follow-up
* Coordinate and facilitate at least 7 activities for Fire Force (grades 6-8), at least 7 activities for God Squad (grades 9-12), and at least 4 activities for Sheep and Shepherds (families with children age 0-grade 5)
* Coordinate an intergenerational Summer Sunset event with Director of Youth and Family Ministries and Director of Christian Education
* Publish 3 summer youth newsletters informing youth of summer activities which will also include a personally written devotion
* Provide a safe space to deepen faith
* Work with appropriate Church Staff in overseeing the administrative tasks required of the position, including, but not limited to, calendaring, finances, publications, arranging building use, etc.

***Responsibilities in relating to children and youth:***

* Communicate the need for a relationship with Jesus Christ and ways to live out that relationship
* Make regular contact with the children and youth; be available to youth and families for mentoring. Reach out whenever possible
* Partner with the Senior Pastor, Associate Pastor, Director of Youth and Family Ministries, and Church Staff in addressing the pastoral needs of children, youth and families

***Responsibilities to the Church Staff and Congregation:***

* Develop a working relationship with other Church Staff members and ministries; meet regularly and communicate with Staff
* Actively participate in program planning for the whole congregation; understand other ministries (Christian education, worship, outreach, etc.) and their relationship to Youth and Family Ministries

**Basic Qualifications:**

* High School diploma
* Ability to use standard office software programs (i.e. Microsoft Office applications: Word, Publisher, Power Point, Excel)
* Demonstrate strong personal integrity and love for all others
* Demonstrate leadership skills in different settings; includes the ability to delegate

**Attributes Desired:**

* Strong communication and organizational skills
* A professional demeanor
* Ability to develop relationships with youth and their parents
* Willingness to learn to use church administrative software

***In supporting the Youth and Family Ministries program, we seek a person who:***

* Believes that God calls him/her to this ministry
* Demonstrates a strong faith and commitment to Jesus Christ and is able to share one’s faith with children and youth
* Demonstrates knowledge of the Bible and its teachings

***In relating to children and youth, we seek a person who:***

* Is warm, caring, and pastoral; able to mentor children and youth
* Is genuine and has a strong sense of self
* Relates well to all age levels and can be inclusive of all youth
* Is flexible, open to change, and able to “go with the flow”

***In relating to the Church Staff and the Congregation, we seek a person who:***

* Contributes as a team player; understands that collaboration creates the best relationship
* Works independently; Is comfortable with minimal direct supervision

The Youth and Family Ministries Summer Intern will work 30 hours/week for 9 weeks and will receive a $3000 stipend.

Please send your résumé along with one personal reference and one reference from your faith community ASAP

Saint Andrew’s Lutheran Church

Attn: Director of Youth and Family Ministries

2650 148thAVE SE

Bellevue, WA 98007