

Middle School Ministry Job Description: High School-Aged Intern

Pipeline Level: Leader

Reports to: Joe and Jodi

Vision: The mission of Valley Church is mobilizing everyone's God-given potential to deeply love Christ and their neighbors. One way we do this is by developing volunteers to serve God's kingdom both now and in the future. To increase our leadership development, we are offering high school-aged students the opportunity to serve as interns in the Middle School Ministry. This internship is a great first step for those who are interested in learning more about ministry, regardless of whether you plan to go into full-time ministry someday!

Purpose: An intern exists to get a more in-depth look at the day-to-day functions of youth ministry. In addition to being a small group leader on Wednesday nights, the intern will help plan, set up, and execute Middle School Ministry events and programs.

Responsibilities:

- All responsibilities of a small group leader plus...
- Arrive Wednesdays one hour early to help with set-up or stay one hour late to help with tear-down
- Attend the weekly Monday afternoon Middle School planning meeting, from approximately 2-4 pm
- Help Joe and Jodi plan and execute for ministry programs and events through various tasks outside of Wednesday nights. The specific tasks will depend on the season of ministry, your gifts, and when you are available to serve. These could include things like but not limited to:
 - Special event prep (Fall Retreat, Blitz, Winter Blast, etc.)
 - Graphic design
 - Game preparation
 - Video content creation
 - Help with mass mailings
 - Running errands/shopping (we'd pay for gas and expenses)
 - Assigned readings

Minimum Time Investment: 5 hours per week, with at least 2.5 of those hours occurring on Wednesday night (1.5 hours during program and either one hour before or after program). The other 2.5 hours will occur during a time that works for the intern. The intern may serve more than the minimum 5 hours per week, as their schedule allows, and ministry demands ebb and flow. For example, you may put in more hours the week of large events, especially if you're attending those events as a volunteer. Taking an entire week off should be an exception.

Bonus Time Investment: The Middle School Ministry periodically has special events outside of normal programming. You are encouraged to attend as many of these special events as your personal schedule permits. The more special events you attend, the more opportunities you have to build relationships with students and to increase your learning. Here are a few key special events that you are highly encouraged to attend:

- September: Fall Retreat at Hidden Acres (September 22-24, 2023)
- November: Blitz All-Nighter at Valley Church (November 3, 2023)
- January: Winter Blast Retreat at Hidden Acres (January 26-28, 2024)

Commitment: The internship can last anywhere from 2-12 months, depending on what works best for the student. You also have the option to pause your internship for a session if a certain time of year is busier for you. For example: Say you intern in the fall but you're busy in the winter, so you pause the internship in the winter before picking it back up in the spring. We want to be flexible because we know high schoolers have a lot going on, so we want to work with you to make this possible! Sessions will be offered as follows. You could work multiple sessions during the year, and they don't have to be continuous:

- Session 1: September-October
- Session 2: November-December
- Session 3: January-Spring Break
- Session 4: Spring Break-May
- Session 5: June-August

Our Commitment to You:

- We promise to give you a well-rounded experience into as many aspects of youth ministry as possible.
- We promise to provide an experience that will look good on a college resume, regardless of your future career aspirations.

- We promise to treat you with respect and give you meaningful tasks.
- We promise to challenge you to a high standard of personal conduct (who you are) and work ethic (what you do).
- We promise to give you access to meet with church staff members during your internship. Valley Church has many great leaders for you to connect with and learn from!
- We promise to not take advantage of you. We will not overwork you and view you as “free labor.”
- We promise to give you a glowing recommendation if you ask for a college or scholarship recommendation, assuming you work hard and follow through on your commitments.

Prerequisites: To be a Middle School Intern, you need to be...

- A Christian pursuing a growing relationship with Jesus
- A regular attender of Valley Church worship services because Valley Church is your church home
- A regular attender of Valley Church High School Ministry weekly programming (at least three times per month)
- Already be a middle school Wednesday night Small Group Leader
- A champion for Valley Church values by actively living 3D1 OneLife and building Community Bridges as part of your daily life
- Willing to work hard. Ministry is a grind.
- Questions? Email joeb@valley.church.

Success: You will be successful as a Middle School Intern if...

- You work hard and put in the required hours every week
- You are responsible and prove yourself to be trustworthy
- You set a good example to middle schoolers of how to follow Jesus
- You have a flexible attitude and are willing to help no matter what you’re asked to do

Next Steps: To be a Middle School Intern, you need to...

- Share this job description with your parents and receive their approval
- Complete the brief online Internship Application at valley.church/middle-school-intern
- After you fill out the application, we will reach out to you for next steps
- Applications for the fall are due Sunday, September 3