



## Job Description

Prince of Peace is a congregation of the Evangelical Lutheran Church in America  
*UP with God. IN through Community. OUT for the World.*

<b>Position Title Classification</b>	Family Ministry Intern (position will end May 2019) Part-time, 20-25 hrs/wk
<b>Team</b>	Family Ministry
<b>POP Values</b>	<p><b>Faith:</b> We value growing in our relationship with God</p> <p><b>Christ Centered Community:</b> We value relationships in which we grow together to celebrate one another's joys and bear one another's burdens</p> <p><b>Service:</b> We value providing for the needs of others in Jesus' name</p>
<b>Core Purpose</b>	The Family Ministry Intern provides administrative and ministry support for the Family Ministry Team.
<b>Essential Functions</b>	<ul style="list-style-type: none"> <li>• Regular and active participation in ministry planning meetings for Children's Ministry and Student Ministry each week.</li> <li>• Oversee completion of selected outcomes created by planning meetings for ministry programs.</li> <li>• Weekly participation in up-front leadership in Children's Ministry and Student Ministry large group experiences.</li> <li>• Provide pastoral care for young people, leaders, and parents within Family Ministry as appropriate.</li> <li>• Be available for select Family Ministry events to lead elements of program.</li> </ul>
<b>Competencies Required</b>	<ul style="list-style-type: none"> <li>• Great attention to detail in planning and scheduling.</li> <li>• Ability to take direction and receive feedback.</li> <li>• Self-starter.</li> <li>• Proficiency in or knowledge of using a variety of computer software applications, especially Excel, Planning Center, Mail Chimp, Social Media, and Microsoft Word software.</li> <li>• High level of interpersonal skills to handle sensitive and confidential situations and documentation.</li> </ul>
<b>Physical Demands</b>	<ul style="list-style-type: none"> <li>• Ability to sit at the computer for up to 2 hours at a time</li> <li>• Ability to move up to 50lbs</li> <li>• Ability to twist, lift, bend, and pull</li> <li>• Ability to move around campus for up to six hours at a time</li> </ul>

<b>Work Environment</b>	This job regularly operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, and filing cabinets. This job occasionally occurs outside in all weather conditions in order to facilitate games and other experiences.
<b>Travel</b>	Travel is limited to the greater Twin Cities area for offsite weekend camps and other group activities.
<b>Education and Experience Required</b>	<ul style="list-style-type: none"> <li>• 1-3 years of experience working or volunteering in Family Ministry settings.</li> <li>• Current student or someone looking at a career change.</li> </ul>
<b>Education and Experience Preferred</b>	<ul style="list-style-type: none"> <li>• Completed or working toward completion of Master of Divinity or similar degree program.</li> <li>• Employment experience in camping ministry.</li> <li>• Team leadership in ministry or a related field.</li> </ul>
<b>Additional Eligibility Requirements</b>	N/A
<b>Supervisory Responsibility</b>	This position has no direct staff supervisory responsibilities but does help supervise adult volunteers and student leaders

*Disclaimer: This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.*