

Ministry Residency Program at Denver Seminary

INTERNSHIP OPPORTUNITY: Kids Coordinator Intern

LOCATION: Hope Church

ABOUT: hopechurchdenver.org

Hope's internship program is designed to help future leaders cultivate an abiding relationship with Christ so they may develop into Christ-like leaders in the context of a united, fun, flexible and productive church leadership team. Interns benefit by exercising their gifts, talents, skills and abilities while discovering and implementing the truths, values and relational discipleship approaches that God has entrusted to Hope. Hope will also benefit by receiving fresh input, energy, and leadership from the intern and, in some cases, discovering that there is a good fit that could potentially develop into a future staff role.

TUITION CONSIDERATION: \$3,000 per semester
10% tuition discount

ESTIMATED TIME COMMITMENT: 10 hours per week

REPORTS TO: Lead Pastor

QUALIFICATIONS:

- Love for Christ and Kids
- Ability to listen well and communicate lovingly with parents, volunteers and other staff
- Desire to learn and grow in the context of a relational-disciplemaking church
- Desired commitment: 2-3 academic semesters

RESPONSIBILITIES:

Kids Ministry Values:

1. Family Discipleship
2. First-hand knowledge of and experience with the Lord
3. Kids are an integral part of the Hope community
4. Cohesive and Simple

Mission for the Kids Coordinator Intern:

The Kids Coordinator has a crucial role within Hope's relational disciple making mission:

- With Parents: To encourage parents to be the primary disciplers in their children's lives.
- With Volunteers: To encourage and equip adult and teen volunteers to unite with parents to see children grow in Christ and His ways.
- With Children: To love children and provide resources and environments for kids to grow in their knowledge of and relationship with Christ.

Internship Responsibilities:

1. Meet with your supervisor every other week to process how things are going for you and the ministry that you lead for encouragement and to adjust as necessary.
2. Participate in Hope U, our internship training class, every other week alternating with the weeks when you meet with your supervisor.

Leadership Responsibilities:

The spiritual life and character of all of Hope's leaders, including interns, must be consistent with the leadership qualifications for leaders as described in I Timothy 3:8-12.

Leaders must also:

1. Pursue an abiding relationship with Christ.
2. Learn and participate in Hope's relational disciple making mission, vision, values, and beliefs.
3. Communicate openly with your supervisor so that there can be a God-honoring relationship between the two and each can maximize their potential for Christ.
4. As with all members of Hope, interns are expected to: Grow, Gather, Give and Go (our 4 commitments).
5. Participate in our Staff Huddle where all staff gather once a month for a 1-hour lunch meeting.
6. Participate in Leadership Huddles where our whole leadership community gathers for about 2 hours every other month.
7. Participate in Membership Huddles where our members and those committed to Hope gather to seek God together for about 1 ½ hours four times each year.
8. To participate in an annual review in the late spring with your supervisor to discuss how things are going for you and for the ministry.
9. To track hours (daily with a weekly total) and keep on file through the duration of your employment with Hope Community Church.

Kids Coordinator Responsibilities:

1. Sunday Morning Coordination:

- Oversee all areas of the Kids Ministry on Sunday mornings to ensure that things running smoothly for our children and parents.
- Provide the Scripture Schedule and Simple Kid Resources by sending the Scripture schedule to parents and volunteers with as much advanced notice as possible. (You will receive the Scripture schedule in advance from the preaching team). Provide simple Kids resources for each week to coincide with the Scripture.
- Ensure that volunteers are present and accounted for, greet new parents, touch base with pastoral staff regarding announcements or any other things that come up and aim to remain relationally available to listen and connect with parents and kids throughout the Sunday gathering.
- Oversee setting up, running and putting away the child check-in system on Sunday mornings. Ensure that all children are signed in prior to attending their Kids Hope Group. Assist new families in setting up a profile in Planning Center.
- Facilitate smooth transitions for children as they transition from one age group to another. For example a 3-year-old may need a chance to visit the preschool classroom before switching out of the nursery.
- On 4th Sundays, when children remain in the service with the adults, to provide resources to help kids engage (i.e. coloring sheets, sermon notebooks, crayons, etc.).
- Once per quarter, oversee the kids ministry hosting the all-church Sunday Morning Gathering. All volunteer instructions will be provided, you will have to select kids (and parents) for certain volunteer jobs and ensure the volunteer jobs are all completed, while staying relational with parents and students and using this as a way of discipling kids in service to others.
- Provide feedback and leadership on how to engage children in the Sunday morning experience.

2. Safety and Hospitality:

- Provide the safest environments possible for our kids.
- One Time: Attend the 4 hour Parenting Safe Children seminar provided by Feather Burkower within 3 months of the start of this position.
- Provide adequate supervision; training for volunteers regarding covid protocol, illness policies, body safety guidelines, bathroom policies and physical interactions with children.
- Communicate directly with any person who oversteps a boundary or breaks protocol.

- Oversee Cleaning of Kids Wing classrooms, closets and resource room so these areas remain tidy and clean. Provide instructions and cleaning supplies to teachers who will clean classrooms.
 - Purchase snacks and snack supplies for Sunday mornings.
 - Communicate, as needed, with the Children's Ministry Director from Bloom (another church that meets on our campus) and/or any other groups using the Kids area of the building.
3. Oversee Kids Ministry Volunteer Team:
- Maintain the volunteer schedule through Planning Center.
 - Recruit new volunteers as needed. Provide orientation and training for new volunteers.
 - Maintain current paperwork and background checks on all volunteers.
 - Administer the safety training program to each team member over the age of 16.
 - Supervise and provide ongoing coaching to volunteers. Including role modeling and coaching in the Head, Heart, Hands model of exploring Scripture in the Sunday morning Kids Hope Group.
4. Resourcing Parents:
- Maintain the Parent Lending Library: Located in Hope's Foyer.
 - Maintain monthly communications with parents and continually cast the vision for parents to disciple their children. Utilize Hope's website, the bulletin, emails, face-to-face interactions, etc.
 - When requested, help parents connect with older parents in the Hope family who have raised their children and are available as mentors.
5. Budget Line Items:
- Oversee and steward the Kids Ministry budget line items under the guidance of our Executive Pastor.
6. Annual Events:
- Plan and organize engaging annual and holiday events that create fun, engaging, and invitational environments for kids, parents, families, and those in the neighborhood.
 - Organize and create Christmas themed activities during Advent, Valentine's activities in February, etc. Have fun and don't be afraid to try new things!
 - Oversee and coordinate volunteers for our Annual Egg Hunt at Platt Park on the Saturday before Easter Sunday.

Optional: We love to collaborate to make each internship unique based on the skills, talents, areas for growth and desired experiences of each intern. As a result, internship job descriptions are processed prior to beginning and along the way in order to tailor the internship accordingly. The potential for interns to experience various ministries are endless with possibilities including, but not limited to exposure to youth ministry, worship team, monthly worship leader training, communications, learning and growing with the preaching team, sitting in on elder team meetings, etc.

TO APPLY: Send an email to:

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Ministry Coordinator

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719-464-6812



DEFINITION OF THE MINISTRY RESIDENCY PROGRAM:

By Definition the Residency Program is an Internship and contains the following:

1. *Similar ministry training as that available in and through schooling for future clergy;*
 2. *This training is for the benefit of the trainee;*
3. *Resident is not a replacement for a regular employee, but works under close observation;*
4. *This program is considered to be of greater value to the trainee than to the employer;*
5. *Trainees are not necessarily entitled to a job at the completion of the program;*
6. *Employer and trainee understand that trainees are not entitled to wages for the time spent in training.*