

Children's Ministry Intern

Job Type: Part Time

JOB DESCRIPTION:

JOB TITLE Children's Ministry Intern
REPORTS TO Associate Pastor

OVERVIEW OF POSITION:

The Children's Ministry Intern at Heart Lake Baptist Church ('HLBC') is a great opportunity to get firsthand knowledge and experience in the field of Children's Ministry! The intern will support the Associate Pastor in teaching our children, helping with outreach events, and working with our volunteers.

QUALIFICATIONS:

List of General Qualifications:

- Has and maintains a vital and growing personal walk with the Lord.
- Strives to live missionally through personal evangelism.
- Is committed to maintaining a moral and spiritual lifestyle according to Scripture.
- Must believe and follow the beliefs, core values, and vision of HLBC.
- Is willing to work in harmony with ministers, support staff, and volunteer ministry leaders.
- Manifests a heart and passion for Children's ministry.
- Has good organization skills and pays close attention to detail.
- Has excellent communication skills with parents of children.
- Able to work on multiple tasks and is flexible and hard working.
- Must be able to pass a vulnerable sector background check and complete a yearly Plan to Protect Course.

PRIMARY DUTIES AND RESPONSIBILITIES:

These duties include but are not limited to the following list of Specific Expectations.

Prior to Sunday:

- Coordinate and plan with Associate Pastor lessons for Sunday and Wednesday meetings.
- Organize and upload curriculum to the website so volunteers can prepare for Sunday.
- Supply adequate materials for crafts/lessons. Plan for more than the average showing up, classes should have an abundance of materials readily available.
- Curriculum should be easy to find, with the lesson labeled, and organized.
- Crafts should be explained in detail how it will be completed.
- Snacks should be stocked and readily available and easy to find.
- Gloves, wipes, hand soap, cleaning supplies checked weekly and restocked. If more needs to be ordered, email the Associate Pastor to order more.

On Sunday:

- Arrive by 8:15am. (times may change based on church schedule)
- Turn on the TV, computers, and projectors.
- Be ready to teach Elementary large group.
- Prepare skits for kids to act out.
- Lead students in worship music.
- Run the Check-In and Check-Out system.
- Check in for any classroom needs and assist when help is needed.
- Train volunteers how to teach their class and make it fun and exciting for the kids.
- Clean up rooms and the playroom. Toys should be put in proper places. Toys should be sanitized.
- Computers and projectors should be shut down at the end of services.
- Rooms should be cleaned, and curriculum should be put away before leaving on Sunday.

During the Week

- Lessons are prepared to be taught in Kids Zone.
- Checking in on workers to see if they need any assistance and offering help when they do.

Special Events

- Collaborate with the Associate Pastor to plan special events for HLBC. These events include but are not limited to the following:
 - Parents Night Out
 - Candy Palooza
 - Christmas Events
 - Church Events (BBQ's, etc.)

Other Responsibilities

Will support the ministry and leadership of HLBC through prayer.

Submit all resumes at resumes@hlbchurch.com by March 5, 2026.