

**The Director of Christian Education Internship Program
Concordia University Chicago**

Intern Job Description Considerations

This document is intended to be used as a starting point for congregations writing a job description for their potential intern. First and foremost, all interns must recognize that they are a minister of the congregation. As such, all interests should be for the overall good of the church.

Congregations are strongly encouraged to consider some of the specific duties listed below as they develop their own intern job description based on the local needs of the congregation. The congregation may want to check off those primary ministry areas in which the intern would be most involved in order to finalize a job description. Duties to be included in the job description may fall into the following basic areas:

A. EDUCATION

- 1. Meet monthly and work closely with the Board of Education, the Director of the Board and Sunday School Superintendent.
- 2. Meet regularly with the Sunday school staff and assist teachers in lesson preparation.
- 3. Provide teacher training classes, as necessary, to prepare new teachers for teaching Sunday school and in-service classes for experienced teachers.
- 4. Be a resource person for all teachers as they make preparation.
- 5. Serve as a teaching member of the Sunday school staff.
- 6. Assist in overseeing the physical facilities and arrangements of the Sunday school, making sure they are adequate for educational purposes and suggesting needed changes and repairs to the Director of Church Properties.
- 7. In consultation with the Board of Education and Sunday school staff, assist in establishing goals and objectives for the coming year and devise plans to reach the stated goals.
- 8. Be directly responsible for the functioning of the midweek school.
- 9. Recruit, train, meet and assist the teachers in the midweek school.
- 10. Teach an upper grade class.
- 11. See that opening devotions are conducted at midweek school and Sunday school.
- 12. See that there is proper supervision on the playground before midweek school, during break time, and following school sessions.
- 13. Make follow-up calls on absentees and ascertain the reason for their repeated absences.

- ___ 14. Check that the physical facilities are in proper order and teachers have necessary supplies to conduct an adequate program.
- ___ 15. In consultation with the Board of Education and midweek staff, assist in establishing goals and objectives for the coming year and devise plans to reach stated goals.
- ___ 16. Aid in the development and expansion of adult education programs within the congregation.
- ___ 17. Teach or lead adult classes as mutually agreed upon.
- ___ 18. Assist in teaching a midweek Bible study as is necessary.
- ___ 19. Be responsible for all education equipment, audio-visual resources, etc. This includes the responsibility to see that all equipment is in good repair, properly stored, used and cared for in a proper manner by the members of the congregation.
- ___ 20. Be involved in starting or upgrading the church library.

B. YOUTH

- ___ 1. Serve as the chief resource, administrator, recruiter, and trainer of youth counselors for all youth groups.
- ___ 2. Work with and further develop a post-confirmation group that allows for fellowship, study and service.
- ___ 3. Meet regularly with each of the above mentioned groups.
- ___ 4. Develop programs of fellowship and study for other age brackets, especially as it relates to children involved in the midweek school.
- ___ 5. Provide spiritual counseling to youth seeking counsel.
- ___ 6. Encourage, enlist, and integrate youth into the overall ministry of the congregation.
- ___ 7. Encourage youth to consider full-time professional work within the church.
- ___ 8. Facilitate participation in youth activities with sister congregations, circuit and district.

C. WORSHIP/MUSIC

- ___ 1. Be responsible for scheduling and coordinating all choirs of the congregation.
- ___ 2. If capable, serve as director of a choir.
- ___ 3. If possible, serve as a member of the congregation's Worship Committee.

___ 4. Assist with Sunday morning worship once or twice during the year or as agreed upon by the intern, pastor and Board of Elders.

___ 5. Aid in the development of new and varied worship experiences.

___ 6. Present children's sermons at various times during the year.

___ 7. Lead Sunday school opening devotions as mutually agreed upon.

D. EVANGELISM

___ 1. Attend meetings of the Board of Evangelism and work closely with the chairperson of the board.

___ 2. Explore possible methods of reaching inactive members and non-members and report suggestions to the Board of Evangelism.

___ 3. Assist with calling upon active and inactive members where appropriate and as mutually agreed upon.

___ 4. Participate in all functions and programs of the board of Evangelism where mutually agreed upon.

E. PASTORAL ASSISTANCE

___ 1. Make regular shut-in calls on a schedule mutually agreed upon between the intern and the pastor. The pastor will assist the intern by training him/her in making said calls.

___ 2. Make hospital calls on a schedule mutually agreed upon between the intern and the pastor. The pastor will assist in training the intern in making the first calls.

___ 3. Be responsible to see that a plan is devised to provide information for the Evangelism Committee of all visitors present in Sunday school, midweek school, vacation Bible school, or other such activity.

___ 4. Make calls on prospective member homes where the initial contact with the family has been made through Sunday school, midweek school, vacation Bible school, or other agencies directly under the supervision of the intern.

___ 5. Make calls to the homes of students to enlist their participation in various activities of the congregation.

___ 6. Be prepared to counsel youth and others who seek help directly or would be directed to the intern by the pastor.

___ 7. Conduct occasional nursing home services as they are mutually agreed upon between the intern and the pastor.

___ 8. Assist the pastor in other areas where it is mutually agreeable between the intern, pastor and the Board of Elders.

F. GENERAL

- ___ 1. Keep regular weekday office hours from 9:00 a.m. to 12:00 p.m. and other hours as necessary.
- ___ 2. Will have Monday as a day off unless another time has been agreed upon between the intern and the pastor.
- ___ 3. Attendance at church meetings, functions of the congregation and regular worship is assumed.
- ___ 4. The intern is expected to have neat appearance with appropriate attire for the function being performed at the time.
- ___ 5. The intern should have two weeks of paid vacation time during the year long internship.

G. ACCOUNTABILITY

- ___ 1. The intern is directly responsible to the pastor and
 - a. shall with the help of the pastor, develop quarterly goal statements that will be used regularly for review.
 - b. shall have weekly conferences with the pastor at a scheduled time for discussion of progress in fulfilling stated goals.
 - c. Shall report the previous week's work in light of the quarterly goals.
2. The intern shall function most directly with the congregation's Board of Education. A monthly summary of activities and plans shall be provided for the board by the intern.