



John 13: 31-35

Job Description for Summer Youth Internship Brentwood Hills Church of Christ

Requirements:

- **Spirituality** – All Brentwood Hills Youth Interns should not only see themselves as spiritual mentors for teenagers, but as living examples for what a Christian life should be. The Interns will always be expected to demonstrate the highest level of integrity at all times, whether on the clock as an employee or not.
- **Education** – All applicants should have completed their sophomore year in college.
- **Transportation** – Every Intern should have access to some form of transportation.
- **Housing** – Interns are responsible for their own housing in Nashville.

Job Objective:

- The objective for all Youth Interns will be to serve, lead, teach, mentor, and motivate the youth of Brentwood Hills in their walk with God. We encourage our Interns to follow the words of Paul when he said to Titus...
“In everything set them an example by doing what is good. In your teaching show integrity, seriousness, and soundness of speech that cannot be condemned.” –Titus 2:7-8
- Each Intern will also be given a well-rounded, “hands on” practical experience in all areas of Youth Ministry.
- We acknowledge that developing personal, Christ-centered relationships with the youth of Brentwood Hills is critical to the role of an effective youth intern. While we do not want to discourage any personal relationships, it is also critical to understand that there is a fine line between being a “buddy” and serving as a spiritual mentor. It will be expected that any youth intern will spend the majority of their time developing spiritual mentor type relationships.

Organization:

- The Youth Interns will work under the direct supervision of the Youth Minister. They will be directly accountable to the Youth Minister for their performance. It is understood that the Intern will be under the general guidance of the Eldership as well.
- The Youth Intern will function as, and be treated as, a full-time staff member of the Brentwood Hills Church of Christ. The Youth Intern should remember that they are representing both God and Brentwood Hills Church of Christ at all times.

Weekly Responsibilities:

- The Intern will be responsible for lifting up by name one grade per week in specific prayer.
- The Intern will be responsible for keeping a regular journal of the experiences and objectives achieved during his/her ministry at Brentwood Hills. This journal will be reviewed with the youth minister on a regular basis to encourage healthy dialogue concerning the direction of the internship and to evaluate accomplishment of set objectives and brainstorming of further objectives.
- Teaching Bible classes in the Jr. and Sr. High department.
- Attend weekly meetings/planning sessions with Youth Minister.
- Organize, prepare, and execute both formal and informal activities for the summer months that are designed to help our teens grow spiritually.
- The intern will help with further promotion of upcoming activities through the production and sending of mail-outs and other materials, as well as making specific phone calls as needed.
- Observe and gain practical experience in counseling youth and their families as situations present themselves.
- To become self-motivated in your pursuit to truly know the youth at Brentwood Hills. However, the main reason you are here is not only to spend quality time with our teens, but also to develop and refine your skills in the ministry of the Gospel.

Additional Responsibilities:

- The intern will also be given liberties towards brainstorming and activating his/her own ideas with regard to the youth ministry at Brentwood Hills under the direction of the youth minister. All ideas and activities must be presented to the youth minister and/or family minister before they are carried out.
- The intern will assist with the planning and implementation of normal summer youth activities including Club Thursdays, TNTs, summer outings, etc.
- **Language** – You will have the responsibility of speaking to our students, parents, church members, staff and everyone you come in contact with the utmost respect and reverence as a Christian. *Colossians 4:6 says, "Let your conversation be always full of grace, seasoned with salt..."* – we expect you to be the example when it comes to the way you converse with our students.
- **Dress** – You should be appropriately dressed whether in the office or outside of the church building. The way you dress sends a message and we want that message to be honorable to Jesus Christ.

Long Term Responsibilities:

- The intern will aid in planning and preparation toward summer and fall activities such as Nashville Workcamp, domestic VBS mission trip, BHCC Camp, BHCC VBS, etc.

Note: Responsibilities may be added or changed to fit the giftedness and particular passions of the intern, as well as to meet unforeseen needs within the youth ministry.

Youth & Family Ministry:

- Brentwood Hills Youth and Family Ministries work hand in hand with one another to aid in accomplishing the goal of restoring God's gift of family in the modern home. With this in mind, the family minister will work closely with the youth interns, as well, by providing direction and counsel in the event that the youth minister is not available.

Relationships:

- While a youth ministry intern is expected to form deep relationships with the teens, it is important that the intern recognize the role to which they have been called and conduct themselves in such a way as to accomplish the relationship of a spiritual mentor rather than a peer. Thus an intern may under no circumstances become involved in a dating relationship with any youth group member. It is recommended that interns never give rides to members of the opposite sex and avoid activities or circumstances that would place them in a one on one setting with members of the opposite sex. It is important that the intern conduct themselves in such a way as to constantly bring honor to God as well as to never call into question their integrity or motivation.

Compensation:

- The salary for the Youth Intern is \$300.00 (before taxes) per week for a specified period (12 weeks) beginning May 16th through August 7th, 2010 with a maximum of 40 hours. Ministry expenses will also be compensated to be used during the course of the summer internship for activities which further the intern's ministry with the Brentwood Hills teenagers.

Time Expected:

- Office hours will be flexible for the Summer Intern. This will not include time spent at designated youth retreats and activities. A time card will regulate hours spent during the summer internship. Attendance in weekly youth staff meetings, office staff meetings, and youth team meetings is required. Sundays are considered a work day, and may be taken off only with previous permission. In regard to office hours, a premium is placed on time spent with teenagers. We would rather have our youth staff interacting with teenagers than sitting in an office. Communicate your schedule to the Youth Minister.

Please note that this by no means is a comprehensive document. The responsibilities of youth interns are not limited to those outlined here. This serves only to provide a brief example of the philosophies and expectations regarding our summer youth internship program.

I have read and understand the responsibilities of the Brentwood Hills Church of Christ Summer Youth Internship.

Signature

Date

Specific Summer Internship Assignments:

- Read and discuss the book "Purpose-Driven Youth Ministry" by Doug Fields each week throughout the summer.
- Journalize throughout the summer your observations of your youth ministry experience.
- TNT: Responsible for TNT (Tuesday Nights Together) from 5:30-9:00 p.m. This includes selecting curriculum and leading guys and girls Bible study for 7th-12th graders. You will also plan activities around the Bible study.
- Club Thursday: You will help plan and execute the weekly summer activities of our Club 56 group (5th & 6th graders).
- BHCC VBS: You will have specific duties with our Vacation Bible School.
- Domestic Mission Trips: You will have the opportunity to be part of a domestic mission trip with our Brentwood Hills Youth Group. More details to come.
- BHCC Christian Camp: You will have responsibilities in planning Senior Camper activities, being a counselor and other duties at our 7th-12th grade summer camp. There also might be opportunities to serve at Junior Camp (3rd-6th grade) also.
- Wednesday Night 7th-12th Grade Class: You will be responsible for organizing our Wed. night class and small group leaders for our classes during the summer.
- End of Summer Trips: You will be ultimately responsible for every aspect of these events for both 7th & 8th and 9th-12th grade. Event planning, logistics, budgeting, promotion and execution of these projects will be your assignment.
- Update the 5th-12th Youth Pictorial Directory.
- Scan and organize youth group photos of yesteryear.
- Create an End-Of-The-Summer slideshow to be presented at the "Farewell Interns Party".

Updated 10.30.08