



Position Description

POSITION TITLE: FAMILY MINISTRY INTERN

Department: Family Ministries **Date:** Fall/Winter/Spring (3-month increments)

Employment Status:

Regular

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Exempt

Temporary

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Non-Exempt

Full-Time

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Part-Time

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Hours per week: 20-25 hrs (Days Vary) Compensation: \$18 hr

Intern/Co-op

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Supervisor's Name/Title: Rev. Dr. Sheri Perenon, Pastor to Family Ministries

POSITION SUMMARY:

The Ministry Intern leads and develops aspects of the Family Ministries at La Jolla Presbyterian Church, creating opportunities for kids and students to grow as disciples of Jesus Christ. This role provides leadership, and hands-on direction through teaching, mentorship, and planning programs, events, retreats, and service opportunities that align with LJPC's mission.

REQUIREMENTS (Non-negotiable qualifications needed to be considered for the role):

- 18 years of age or older.
- Teachable and willing to learn.
- Dependable and responsible.
- Mature Christian faith and a servant-hearted leadership with integrity, humility, and a clear calling to minister to kids and youth.

QUALIFICATIONS (Preferred attributes that enhance effectiveness):

- **Relational & Approachable** – Able to connect naturally with high school students, build trust, and create a welcoming environment where students feel known and valued.
- **Clear & Respectful Communicator** – Communicates well with students, parents, volunteers, and staff and is comfortable initiating conversations and following up with others.
- **Team-Oriented** – Works well with ministry staff and volunteer leaders, contributes positively to the team, and is willing to serve wherever needed.
- **Dependable & Responsible** – Arrives on time, follows through on commitments, manages responsibilities well, and can be trusted with students and ministry tasks.
- **Self-Starter & Servant Leader** – Willing to take initiative, notice what needs to be done, and lead by example while maintaining a servant-hearted attitude.

- **Flexible & Solutions-Focused** – Able to adapt when plans change, remain calm in a fast-paced youth ministry environment, and help find practical solutions.
- **Passionate About Students & Jesus** – Demonstrates a growing relationship with Jesus Christ and a genuine desire to help high school students grow in their faith.

RESPONSIBILITIES (What is expected):

All essential functions must be performed safely, accurately, efficiently, effectively and within management's standards/directives in order to meet the requirements for this position.

- Meet with the Family Ministry Team (FMT) to implement the vision for the ministry.
- Assist with weekly ministry programs by helping with setup, check-in, activities, small groups, meals, and cleanup.
- Build relationships with children, students, and families by being present, encouraging, and engaged during programs and events.
- Support special events, retreats, camps, and outreach opportunities through preparation, logistics, and on-site leadership.
- Participate in ministry planning and team meetings, contributing ideas and helping carry out assigned projects and administrative tasks.
- Grow in ministry leadership and spiritual formation through mentoring, training, Bible study, reflection, and opportunities to lead or teach when appropriate.