

INTERNSHIP OPPORTUNITY

Westminster Presbyterian Church
Madison, Wisconsin

Position: College Intern for Christian Education

Hours: 10 hrs./week

Work Hours: Sunday mornings 9:00 am-noon; possible Sunday afternoons or eves.

Timeframe: September, 2018-May, 2019

Remuneration: \$3,600 for the academic year paid in monthly installments

Position Description:

Westminster Presbyterian Church is a 250-member congregation located 2½ miles south of Camp Randall in Madison. The church is over 100 years old and has a passion for local mission work and interfaith engagement. Currently the congregation provides classroom space during the week to the Medina School, a K-5th grade elementary school for Muslim children in the Madison area. As an older congregation, Westminster is now in the process of rebuilding its educational ministry for children and youth and is looking for a college intern to assist with this effort.

The church currently has approximately 10 elementary school-aged children and 8 middle and high school students. A growing number of young families have started to visit the church on Sunday mornings, and the congregation wants to offer these families, along with our current members, a high quality Christian education program for children and youth. Over the next 3-5 years the church hopes to grow its education program into a vibrant ministry.

Responsibilities for the 2018-2019 school year:

1. **Weekly Children's Time.** Work with a team of teachers in leading Children's Time for up to 8 children (ages K-5) during weekly worship on Sundays from 9:45a-10:45am. Specific tasks each week include:
 - a. Developing weekly lesson plans around a specific Bible story with a team of teachers via email utilizing the Presbyterian curriculum *Feasting on the Word*.
 - b. Helping with classroom set up, gathering craft supplies and other teaching tools available at the church.
 - c. Sharing and explaining a Bible story to the children
 - d. Assisting the children in making appropriate crafts
 - e. Assisting the teachers with classroom cleanup.
 - f. Participating in a face-to-face 90-minute meeting with the teaching staff each quarter.

2. **Monthly Intergenerational Sunday School.** Working with a team of adults in helping to plan and lead monthly intergenerational events for at least 25 children, youth and adult participants at the church either Sunday mornings 11a-11:45a or Sunday evenings. 5:30p-7p. This year the church will be experimenting with different formats in different time slots. Specific tasks include:
 - a. Developing a monthly theme and lesson plan with a team of teachers via email.
 - b. Helping with room set up, gathering craft supplies and other teaching tools available at the church.
 - c. Assisting the teaching team with leading intergenerational discussions, activities and craft-making.
 - d. Assisting the teachers with room cleanup.
 - e. Participating in a face-to-face 90-minute meeting with the teaching staff each quarter (same meeting as mentioned in #1 above)

3. **Fall Confirmation Class.** Working with the pastor and a team of adults in teaching the Confirmation Class for 6-12 graders in the fall (September-mid December) utilizing the Presbyterian confirmation curriculum. Anticipated attendance is 4-6 students. The class will meet either Sunday mornings 11:00-11:45 or Sunday early evenings 5:30-7:00p when intergenerational events are not scheduled. The class may also schedule an overnight retreat in the fall from a Friday evening through Saturday afternoon. Specific tasks include:
 - a. Connecting with the pastor and adult leaders via email each week to plan each session. The specific teaching role of the intern will depend on his or her experience and/or interests.
 - b. Developing supportive relationships with participating youth through informal face to face conversations on Sundays.

4. **Spring Youth Group.** Working with the pastor and a team of adult advisors in re-launching the church's youth group (grades 6-12) in the spring semester February-May 2019. The meeting schedule of the group will depend on the schedules of participants and the College Intern. Specific tasks include:
 - a. Organizing and leading a weekly meeting of 6-8 youth in collaboration with adult advisors, including program planning and logistical support.
 - b. Nurturing one-on-one supportive relationships with participating youth.

5. **Meeting with the Pastor.** The Intern will meet twice monthly with the Pastor for supervision, feedback and program planning.

Ideally, the College Intern for Christian Education:

1. Will be least a sophomore in an undergraduate program.
2. Has experience working with children and youth in a church context. Past participation in a Presbyterian congregation is a plus but not necessary.
3. Is able to develop positive relationships with children and youth.
4. Is committed to fostering the spiritual development of children and youth.
5. Is able to work in a collaborative manner with adult volunteers.
6. Can pass a standard criminal background check.
7. Has transportation to and from the church (not a requirement).
8. Has some musical ability (not a requirement).
9. Is open to the possibility of a two-year commitment (not a requirement).

Interested? Send a resume with references to:

Rev. Scott Anderson, Pastor
Westminster Presbyterian Church
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Madison, WI 53711
Email: scott@westminstermadison.org
Fax: (608) 441-7798

The position remains open until filled.