

Children's Ministry Intern Job Description

Part-Time | 15 hours per week

Position Summary

The Children's Ministry Intern supports the mission of Elmhurst Christian Reformed Church by partnering with the Children's Ministry staff to nurture the spiritual growth of children and equip families to live out their faith at home and in the church community. This internship is designed to provide hands-on ministry experience in a supportive, faith-centered environment.

Key Responsibilities

Children's Ministry Support

- Assist in planning and leading children's ministry programs (Children's Worship, Little Lambs, VBS, 5th Sunday Serve Event, Farmer's Market Children's Booth Family Services, etc.)
- Help prepare lessons, activities, crafts, and supplies
- Support classroom leaders and volunteers during programs
- Build positive, Christ-centered relationships with children

Volunteer & Administrative Support

- Help with volunteer coordination, preparation, and appreciation
- Assist with organizing ministry spaces, materials, and curriculum
- Perform light administrative tasks as needed (emails, calendars, prep work)

Leadership & Development

- Participate in regular check-ins, training, and mentoring with ministry staff
- Grow in leadership, communication, and ministry skills
- Model Christ-like behavior and uphold the values of the church

Qualifications

- A growing personal faith in Jesus Christ and active involvement in a church community
- Passion for working with children and families
- Reliable, organized, and able to work both independently and as part of a team
- Strong communication and interpersonal skills
- Willingness to learn and receive feedback
- Experience working with children (church, camp, childcare, education, etc.)

Schedule, Time Commitment, & Compensation

- Approximately 15 hours per week, in person, June-August
- Hours may include Sundays and occasional evenings or special events
- Schedule to be coordinated with the director of Children and Family Ministry
- Paid \$15-\$20 an hour depending on experience.

Reporting To

- Kara Hackert, Director of Children and Family Ministries

To apply

Please send a resume and cover letter to kara.hackert@elmhursterc.org.