

Children's Ministry Intern

Job Description

Updated: May 2026

Status: Part Time (20 hours/week) **Reports to:** Children's Ministry Pastor **Salary Scale:** \$20/hour
Term: 1 year, with possibility of renewal

Summary

This role supports children's ministry across the network of Renfrew Baptist and Daybreak Community Churches through planning and implementation of children's ministry programming as well as volunteer development, while gaining hands-on leadership training and ministry experience.

Ministry Intern Duties

Those serving as ministry interns at Renfrew Baptist and Daybreak Community Churches are exploring a sense of calling to Christian ministry and desire to grow in leadership and discipleship. They should be developing an understanding of theology and philosophy of ministry that shapes their engagement in children's ministry. They must have gifts that are strategic to the fulfillment of the position description.

The Children's Ministry Intern will serve in three critical roles: **apprentice**, **developer**, and **implementor**.

Apprentice

As an apprentice, this position will build relationships with volunteers, children, and families, with the goal of supporting their spiritual growth and connection to the church community. They will gain experience in leading within children's ministry environments. The vision for this role is to develop confidence and competency in leading discipleship with children and volunteers in an effective and thoughtful manner.

Developer

As developer, this position will assist in the training and equipping of key leaders to prepare them to disciple children in the church. The vision of this role is to develop the intern's ability to identify, encourage, and build future leaders within children's ministry.

Implementor

As an implementor, this position will support the planning and organization of children's ministry. They will gain experience in administrative systems, scheduling, and ministry coordination. The vision of this role is to develop strong organizational and leadership skills that contribute to a healthy and effective ministry environment.

Key Responsibilities

- **Sunday Morning Children's Ministry Preparation and Implementation**
 - i. Participate in regular meetings with the Sunday morning children's ministry teams to provide and receive feedback on current programming as well as to provide discipleship and training to the teams.
 - ii. Prepare lessons, materials and supplies for each Sunday morning service
 - iii. Actively lead and participate in Sunday morning children's ministry classes approximately twice monthly
 - iv. Serve as an ambassador for children's ministry within the larger congregation (e.g., leading the in-service kids' moments, engaging families etc.)

- **Volunteer Recruitment, Development, and Care**
 - i. Support the recruitment and onboarding of children’s ministry volunteers
 - ii. Build relationships with team members and provide ongoing encouragement and care
 - iii. Assist in coaching and developing volunteers in their roles and skills
 - iv. Contribute to the growth and health of the volunteer team, including identifying and inviting new leaders
- **Children and Family Ministries Outside of Sunday Mornings**
 - i. Participate in and contribute to the planning and implementation of family and children’s ministry events outside of Sunday Mornings (e.g., parent and toddler groups, holiday events, Block Party, etc.)
 - ii. Advocate for the spiritual formation and inclusion of children both within and outside of Sunday morning children's programming (within the main service, discipleship at home, intergenerational ministries, etc.).
- **Administrative duties**
 - i. Utilize the church management system for scheduling and check-in purposes
 - ii. Track attendance and maintain accurate ministry records
 - iii. Support general administrative tasks related to children’s ministry organization and coordination
- **Discipleship and Leadership Development**
 - i. Participate in regular discipleship and mentorship meetings with the Children’s Ministry Pastor
 - ii. Engage in intentional personal, spiritual, and leadership development
 - iii. Receive and respond to feedback to grow in ministry skills, leadership capacity and character.

Preferred Qualifications and Attributes:

- Post-secondary education in a related field
- Leader of Leaders - Able to develop and lead volunteer leaders
- Communicator – Skilled and experienced communicator
- Children’s Leader – Skilled and experienced in working with children
- Team Player - Thrives in a team environment and enjoys collaborating with others on projects.
- Innovative – Able to identify needs and initiate new projects and directions.
- Flexibility – Able to adapt, take necessary risks with a team, and move at a fast pace.
- Time Manager – Able to oversee multiple ministry areas and initiatives simultaneously.
- Tech skills – Work efficiently with technology (PC & Mac) and quickly learn new software and features.
- Other Relevant Skills – Writing, networking, partnering with outside organizations.

Character and Behavioural expectations

Perfection is not expected; growth is. Leaders are expected to strive to “live a life worthy of the calling they have received” (Eph. 4:1). Some of the characteristics evident in an effective leader include:

- Committed to a growing, dynamic, and personal relationship with Jesus. Includes personal spiritual practices such as reading God’s Word and having an active prayer life.
- Humility and a strong desire to continue learning and growing both professionally and personally.
- Committed to the larger Church family and maintaining unity. Models life lived within community.
- Fierce commitment to honesty and truth in both leadership and personal life.
- Prioritizes healthy relationships with family, including spouse if married.
- Prioritizes healthy relationships with others outside of the ministry, such as close, meaningful, friendships.

Confession of Faith

All Renfrew Baptist Church and Daybreak Community Church staff shall be in full agreement with the Renfrew Baptist Church and Daybreak Community Mission, Vision and Values, as well as the North American Baptist Conference Confession of Faith.

Conclusion

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by individuals within this job. But, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, or responsibilities associated with the position.

How to Apply

To apply, please submit your cover letter and resume to the Children's Pastor, Kayla Meller, at kayla@renfrewbaptist.ca.