



## Summer Ministry Intern

**Department:** Highland Kids & Students  
**Exempt or Non-Exempt:** Non-Exempt  
**Reports to:** Director of College and Young Adults  
*The intern will also be placed within a specific ministry team (i.e. Early Childhood, Elementary, 5<sup>th</sup> & 6<sup>th</sup> or Students) and will also report to the director of that ministry team*  
**Direct Supervisor of:** N/A  
**Tier:** Implementation Team  
**Work Schedule:** Su-Th  
**Date of this Description:** 8/8/2025

***Our vision: leading all generations to find and follow Jesus for the flourishing of our city and beyond***

### **PURPOSE OF THIS POSITION**

The Highland Kids & Students Department seeks to advance and support the vision through **proclaiming the Gospel, equipping and resourcing families for life and godliness, and discipling the next generation of believers to be Christ followers.**

The Summer Ministry Intern will be placed by HP Pres staff within a specific ministry team within the Highland Kids & Students Department (i.e. Early Childhood, Elementary, 5<sup>th</sup> & 6<sup>th</sup>, or Students). The intern will support their ministry team, the broader Highland Kids & Students Department and the vision for Highland Park Presbyterian Church by investing in their own personal growth (spiritual, professional, emotional, etc.), building relationships with those they serve, and collaborating with their team to accomplish the work of ministry.

### **DESIRED RESULTS/IMPACT OF THIS POSITION**

By the end of the summer, we hope that each summer intern will have experienced Jesus in a powerful way, applied new methods of deepening their faith and been equipped to lead others to become transformed disciples. Our prayer is that interns will have also learned tools to spread the Gospel in whatever profession they pursue and had an opportunity to discern whether they are being called to serve the Lord through vocational ministry.

In addition, our goal is to give the interns the opportunity to leave a lasting impact on our



ministry by 1) increasing the engagement and participation of the kids, students and volunteers who are a part of Highland Kids & Students ministry and 2) making new kids and students feel welcome in our ministry and drawing them closer to becoming followers of Jesus.

## KEY RESPONSIBILITIES

30% - Contact work with kids/students and lay leaders

- Build relationships with members of our HP Pres church community
  - Join kids and students for meals, games, concerts, activities, etc.
  - Develop new relationships with kids/students and volunteers
  - Meet with volunteers and parents to build rapport and to partner in discipleship
  - Connect with families at HP Pres Sunday morning main worship services
- Attend and help facilitate all ministry area events, which may include weekly programming, events, retreats, or mission trips
- Return phone calls and emails in a professional and timely manner (24-48 hours)
- Welcome students to events and assist them with checking-in

30% - Ministry Planning and Execution

- Assist in planning annual calendar of events, programs, trips, outreach opportunities and trainings for kids and students, parents and volunteers
- Coordinate weekly ministry programming for the Highland Kids & Students department, including email communication pertaining to the event, event set up, ordering supplies and food, and volunteer scheduling
- Assist other team members with ensuring the HUB (the church management system) is kept up to date with relevant phone numbers and personal contact information; add contact information to the HUB for kids and students who are new to our ministry
- Develop materials such as workbooks and worksheets for our programming events and make copies and print outs of these and other relevant materials and resources
- Input expenses and receipts into our accounting system for tracking, budgeting and reimbursement purposes
- Partner with other departments on our campus related to your area of ministry

30% - Personal Development and Outside Ministry Help

- Attend a weekly intern book study focused on spiritual growth and ministry reflection
- Develop and implement an individual growth plan over the course of the summer
- Participate in learning events such as one-on-one meetings and Lunch & Learns with members of the staff and other church leaders, role models and educators
- Grow in connection with each other and the Lord through off-site retreats and trips
- Participate in leading HP Pres church services throughout the summer
- Complete various tasks and activities that are needed across other ministry areas such as the Connections, Discipleship and Missions Departments

10% - Staff and Ministry Area Meetings



- Attend Staff Chapel (weekly) and other church staff meetings
- Meet weekly with Ministry Area Director, and/or Associate Director and area staff team

### **EDUCATION, EXPERIENCE, SKILL REQUIREMENTS**

- Education: Completion of freshman year of college preferred
- Experience: Some or none. The summer internship is meant to help you grow in your faith, connect with other believers, support the ministries of the church and to prayerfully consider if vocational ministry might be what God is calling you to explore.
- Knowledge and Skills: Intermediate to advanced level of Microsoft Office software
- Abilities:
  - Creative, energetic self-starter
  - Able to work within a budget
  - Exhibits relational and leadership skills
  - Able to communicate oneself to kids or students in a manner that displays the love of Jesus Christ
  - Able to speak to parents in a clear, confident, and compassionate way

### **WORKPLACE EXPECTATIONS**

- Loves Jesus, the people of HP Pres, the city of Dallas and the world
- Affirms and supports ECO (our denomination) [Essential Tenets](#)
- Acts as an advocate of the culture and vision of HP Pres
- Commits to and exhibits our Team Culture Values:
  - Deeply abiding in Jesus
  - We > Me
  - Defiant joy in the trenches of ministry

Position description received and accepted by:

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_