

# Children's & Youth Summer Internship

*\*This position is subject to funding from Canada Summer Jobs grant*



## Ministry Staff Job Description | May to August 2026

**Hours:** 16 weeks, (25 hours May-June and 40 hours July-August) starting May 4, 2026

**Method of Appointment:** Recommended by the Children's Ministries Director and Next Gen Pastor to the Senior Pastor, reviewed by the Elders and ratified by the combined Ministry Board.

**Accountability:** The Children's & Youth Intern will be supervised by the Children's Ministries & Next Gen Director and accountable to the Associate Senior Pastor for his/her daily ministry and overall program objectives. Evaluation will be given at weekly meetings with the Children's Ministries or Next Gen Director. As well, a final evaluation will be given at the end of the summer.

**Works closely with:** The Next Gen Director, Children's Ministry Director, Children's Ministries Intern, Pastoral Staff, Office Staff, Summer Camp Staff and Congregation.

**Supervises:** Supervises and gives direction as appropriate to volunteer Summer Camp Staff and lay Youth volunteers.

**Program Objective:** The Internship program at City Centre is designed to provide an environment where Interns can participate in hands-on ministry with the opportunity to develop the skills required for vocational ministry. In addition, it is the aim to foster this within an atmosphere that encourages spiritual growth, maturity and leadership. Our Summer Internship focuses on Sunday morning, mid-week and camp ministry.

**Qualifications:** As a guideline, mature men and women who want to gain experience in vocational ministry are encouraged to apply. High consideration is given to applicants who have previous experience in Children's or Youth ministry at City Centre and who significantly would benefit from serving in Children and/or Youth Ministries in view of related occupations, whether in a church setting or otherwise. On a qualitative level, we seek individuals with a solid understanding of the foundations of the Christian faith and doctrine, who have already demonstrated appropriate gifting and who are currently excelling both academically and in service. With a view to future vocational ministry, the following qualifications are desirable:

- Meets the moral and spiritual qualifications set out biblically for an Elder/ Pastor as per: 1 Tim 3:1-7; Titus 1:6-9; 1 Pet 1-4.
- Models an active and growing Christian faith, character, lifestyle, and testimony.
- Firmly embraces evangelical Baptist theology. Unconditionally commits to follow and champion the Doctrines, Covenants, Mission, and Core Values of CCBC.
- Demonstrably gifted in the areas of leadership, communications, and interpersonal engagement.
- Evidences a caring heart for people (particularly children), and a passion for souls. Relates well multi-culturally.

- Spiritually growing; a team player; an accountable servant-leader with a teachable spirit.
- An active or contingent CCBC Member.

### **Specific Responsibilities:**

#### **1. Ministry (70%)**

The Intern will be given the opportunity to engage in various types of church ministry from the perspective of planning, training, implementing, and evaluating the effectiveness of programs. Exposure to diverse opportunities will be provided, with consideration of the Intern's interests, passion, and gifting. Ministry experience may include:

- Leading & discipling children & youth
- Managing & discipling our youth volunteer Summer Camp Staff
- Assisting with leading, teaching and organizing programs, outreaches, and special events, primarily focused on coordination for summer Children's & Youth programming and events. This will especially include the following:
  - Sunday morning City Centre Kids or Bible Hour
  - Youth Group (mid-week)
  - Summer Camps
- Weekly meeting with Next Gen Director for leadership mentoring, input, direction, encouragement, and to evaluate progress.

#### **2. Administration (30%)**

The Intern will be given the opportunity to participate in church leadership from an operational perspective as well as ministry perspective. Learning the skills and concepts required for successful administration of church business, proper utilization of support staff and effective organization of ministry servants will be included. Administrative experience may include:

- Developing an understanding of church operations, budgets, policies and procedures
- Exposure to church management software, communications and calendar
- Experience with ministry planning software for services, servant scheduling
- Enhancing planning and preparation for weekly Youth ministry programming and summer camp programs
- Enhancing people tracking processes for Youth ministry
- Organize and update files, and review policies for Youth ministry

*If interested, you must **fill out our Summer Intern 2026 Application on our church website** by March 22nd, 2026. Interviews will be held between March 24-31. (FYI, we prefer to hold in-person interviews but virtual interviews are a possibility.)*