

ST MARTIN'S EPISCOPAL CHURCH

POSITION: Student Ministries Intern

STATUS: Part-Time, Non-Exempt

REPORTING TO: Director of Student Ministries

SUMMARY/OBJECTIVE

The Student Ministries Intern supports the Church by assisting in the implementation of a vibrant, Christ-centered ministry for Junior High and High School students. This role is aimed at enhancing the ministry experience for students through servant leadership, organizational support, discipleship engagement, and collaborative teamwork alongside staff and volunteers.

The Intern will develop meaningful relationships with students and families, support program execution, and gain hands-on experience in ministry leadership. This position is ideal for individuals pursuing a career in vocational ministry who are passionate about youth development and eager to grow in their calling. This individual must be committed to the Mission and Core Values of St. Martin's Episcopal Church and to the essentials of the Christian faith as affirmed by the worldwide Anglican Communion. Individuals must be active members of a church but need not be Anglican or Episcopalian to apply.

ESSENTIAL FUNCTIONS

1. To glorify God every day by affirming and valuing the Christian faith as affirmed by the worldwide Anglican Communion, which emphasizes the Holy Scriptures as the primary authority and guide for individual faith and practice.
2. Develop a deep understanding of St. Martin's, its ministries, and liturgical practices.
3. Lead by example in character, faith, and conduct, serving as a positive model for Junior High and High School students.
4. Support the planning and execution of weekly gatherings, Sunday morning classes, retreats, mission opportunities, and special events.
5. Engage in intentional discipleship with students, fostering spiritual growth and authentic relationships.
6. Assist in creating a collaborative and encouraging environment for ministry staff and volunteers.
7. Provide administrative support for Student Ministry programs, including event logistics, communication, and materials preparation.
8. Actively engage students and families through consistent presence and relationship-building.
9. Assist with recruiting, training, and supporting volunteers as directed by ministry leadership.
10. Regularly attend Student Ministry team meetings (as class schedules permit) and contribute to team communication and planning.
11. Maintain clear and timely communication with students, families, volunteers, and church staff.
12. Safely transport students to and from offsite events, as needed.
13. Perform related duties as required.

COMPETENCIES

Competencies required of this role:

- Effective verbal and written communication.
- Ability to excel in collaborative environments.

- Demonstrates reliability, initiative, and a teachable spirit.
- Passion for youth development and a genuine heart for connecting with students.

INDICATORS OF SUCCESS

Several of the most critical aspects of this role include:

- Reliable participation in ministry programs and staff meetings.
- Effective program execution across retreats, missions, and weekly gatherings.
- Effective organizational contributions that enhance program execution and volunteer engagement.
- Consistent, high-quality communication to the Student Ministry team, families, and Church leadership.
- Demonstrated growth in ministry skills, leadership, and personal discipleship throughout the internship.

SUPERVISORY RESPONSIBILITIES

This position has no supervisor responsibilities.

WORK ENVIRONMENT

Work occurs on campus and at offsite locations including retreat centers, camps and lodging facilities, and high-traffic public spaces. If internship includes a summer, work may include mission trip sites (domestic and foreign). Regular use of standard office equipment is required.

MENTAL & PHYSICAL DEMANDS

The mental and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to identify, communicate, detect, and easily remember things. The employee is frequently required to rise, move, ascend/descend stairs, position self, and sit; operate a computer and other office equipment; obtain objects at arm's length distance; and transport up to 50 lbs.

The employee is required to perform under circumstances of emotional stress, such as, but not limited to, stress from work deadlines, employee and parent complaints, noise, distractions, work complexity, competing priorities, and understaffing.

WORK HOURS AND TRAVEL

This is a part-time position of 10-15 hours per week, designed to be compatible with a college or seminary student's full-time courseload. Hours will vary based on ministry programming needs and the student Intern's class schedule. Must possess a valid drivers' license.

EDUCATION AND EXPERIENCE

Currently enrolled in or a recent graduate of a Bachelor's degree program, ideally in Youth Ministry, Christian Education, Theology, or a related field, but applicants pursuing all degree programs are encouraged to apply. Prior involvement in student ministry, youth programming, or volunteer leadership is preferred.

EEO/AAP

It is the policy and intent of St. Martin's Episcopal Church to provide equal opportunity and employment in its practices.

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.