**BETHANY COMMUNITY CHURCH**

**JOB DESCRIPTION**

**COLLEGE INTERN**

# Full or Part-time, Non-Exempt

Green Lake Campus

**Purpose:**  To serve Bethany Community Church by ministering to both individuals and groups within in the college ministry, as they are invited to a deeper and more knowledgeable relationship with Jesus. To gain a fuller understanding of ministry within the context of church life while being exposed to five particular aspects of ministry: Administration, Leadership Development, Spiritual Formation, Relational Ministry and Teaching.

**Reports To:** Pastor of College & Career

**Resources:** Intern Program Coordinator, Bethany ministry and administrative staff

**Dates:** September 6, 2017 –June 24, 2018

# AREAS OF RESPONSIBILITY

* Participate in a number of different aspects of ministry, including, but not limited to: mentoring, discipling, teaching, forming curriculum, creating events, leading a group, connecting with individuals, and improving volunteer procedures
* Lead and/or teach in various settings dependent on call and gifting (small groups, Sunday service, ministry teams, etc.)
* Assist in ministry development. E.G.- recruiting volunteers, managing programs, and/or working alongside BCC staff and volunteer teams
* Individual study and required reading as assigned. Some material may need to be completed prior to the beginning of internship.
* Attend all applicable leadership meetings
* Attend Sunday services.
* Programming and attendance at all scheduled events
* Attend Bethany staff meetings weekly (staff, theology, prayer, others)
* Weekly 1:1 with supervisor
* Monthly 1:1 with intern program coordinator
* Office and administrative work.
* Other responsibilities as assigned

# POSITION REQUIREMENTS

* An interest to explore vocational ministry
* Experience working with those 18-22
* Completion of Bachelor’s degree
* Profess agreement with Bethany’s doctrinal statement
* Possess excellent written and verbal communication skills
* Able to make a positive contribution to staff culture that aspires to excellence, teamwork, customer service and the ethics of servant leadership demonstrated by Christ

# OTHER INFORMATION

Intern expectations

* A full-time intern can expect to work 50hrs/week, a part-time intern 25hrs/week, on average
* Develop a support team to support you in prayer and potentially financially. This requires sending out regular updates to that network.
* Full-time interns raise $1,200, part-time $600, to help offset some internship expenses (retreats, conferences, resources, etc.)
* Prior to, during, and after this experience, interns are expected to maintain a lifestyle of spiritual growth, including prayer, generosity, service, small group accountability, and a mentor relationship.

Our commitment to interns

* Interns will be given a place to safely explore their calling to vocational ministry.
* Interns will be mentored and developed as leaders both specifically and generally through Bethany staff.
* Interns will be evaluated on an ongoing basis regarding their performance. Formal written evaluations will be done periodically
* Full-Time Interns will be given a stipend of $2,400/month, Part-time $1,200.
* Interns will be provided the option to live with a host family free of charge (only guaranteed for those who are single with no pets though we’ll do our best to find a place for everyone.)

# SPECIFICATIONS

*Hours*: Full-Time 40-50/ week, Part-Time 20-25/week

*Salary*: Full-Time Stipend amount $2400/month, Part-Time $1,200

*FLSA Status*: Non-Exempt

Revised 2/17