**­­BETHANY COMMUNITY CHURCH**

**JOB DESCRIPTION**

**College Ministry Intern**

**Summary:** The College Ministry Intern serves Bethany Community Church as a ministry presence on a local university campus. The Intern will gain a fuller understanding of ministry within ­­the context of church life, by exposure to administration, leadership development, spiritual formation, relational ministry, teaching, and justice initiatives.

**Location:**          Bethany Green Lake

**Reports to:** Pastor of College and Career

**FLSA Status:**    Non-exempt, Part-time

**Classification:** Intern

**AREAS OF RESPONSIBILITY**

* Lead Bethany Community Church College Ministry efforts on a local university campus
  + Develop and execute ministry plans in accordance to Bethany Green Lake Key Goals
  + Aid in programming and attend all College Ministry events
  + Manage volunteer recruitment and formation
  + Build and maintain strategy for Sunday service shuttle
  + Assist in College Ministry communication effort
  + Pursue other development opportunities, dependent on calling and gifting
* Explore pastoral/vocational ministry calling through weekly meetings with other interns, Bethany Green Lake staff, and a 1-on-1 with supervisor; completion of assigned readings; and attendance at one, day-long retreat for BCC College Ministry Interns
* Perform office and administrative work to support the ministry
* Perform other duties as situation requires or as assigned by supervisor

**PREFERRED QUALIFICATIONS**

* Passion and interest in college students and student ministry
* An interest to explore vocational ministry
* Skilled in both written and oral communication
* A loyal team player who is committed to the mission, values, and vision of Bethany Community Church
* Demonstrate virtues and qualities of a devoted follower of Christ
* Able to make a positive contribution to staff culture as demonstrated by a commitment to Bethany’s ten core competencies.

**OTHER SPECIFICATIONS**

*Work Schedule:* 12-18 hours/week. Work schedule determined with consideration of candidate’s existing commitments. Must be able to work flexible hours in alignment with unique demographic needs.

*Physical Demands:* Must be able to work in an office environment, often at a computer or workstation. Must be able to move between buildings on campus. Must have transportation means to frequently move between BCC Green Lake and respective university campus. Must be able to lift small boxes and/or equipment up to 25Ibs.

*Working Conditions:* Non-smoking building and environment.

*Compensation:* Offer dependent on experience & qualifications.

*Benefits:* Paid Safe and Sick Time