

**BETHANY COMMUNITY CHURCH
JOB DESCRIPTION**

**Intern Full-time, Non-Exempt
Green Lake Campus**

- Purpose:** To serve Bethany Community Church by ministering to both individuals and groups 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 distinct aspects of ministry: Administration, Leadership Development, Spiritual Formation, Relational Ministry and Teaching.
- Reports To:** Director/Pastor of designated ministry
- Resources:** Intern Program Coordinator, Bethany ministry and administrative staff
- Dates:** September-June

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, mission teams, etc.)
- Assist in ministry development. Examples include 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
- Ministry experience
- 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

- Employment begins the Wednesday after Labor Day and will conclude mid- June.
- A full-time intern can expect to work 50hrs/week, on average.
- Develop a support team to support you in prayer and potentially financially. This requires sending out regular updates to that network.
- Raise \$1,200 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
- Interns will be given a stipend of \$2,400/month.
- 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

<i>Hours:</i>	40-50 per week
<i>Salary:</i>	Stipend amount \$2400/month
<i>FLSA Status:</i>	Non-Exempt

Revised 2/17