



MARRIED
PEOPLE



**GRACE FAMILY MINISTRY INTERNSHIP
PROGRAM OVERVIEW AND JOB DESCRIPTION**

Summer 2022

FAMILY MINISTRY INTERNSHIP – PROGRAM OVERVIEW & JOB DESCRIPTION

Overview:

Grace Community Church is a vibrant, growing church. As part of our desire to develop the next generation of leaders, we offer a Ministry Internship Program. Grace's Internship Program is designed to give individuals firsthand ministry experience, as well as assist in the day-to-day ministry of the church. Interns will gain experience working with the Family Pastor, the Children's Director and the Student Director, as well as assisting with the overall functionality of the church. This internship is ideal for college students who are seeking purpose and practical application in a church ministry. We are excited to welcome your application to our internship program, and if accepted, we pray that this experience will be beneficial in your future endeavors in ministry or in the marketplace.

Qualifications:

- 18 to 25 years old
- Enrolled in an undergraduate or graduate program from an accredited college or university
- Be a Christian living a Christian lifestyle
- Support the vision and mission of Grace Community Church
- Accept friend/follow requests on social media

Application Process:

- Complete the Grace Online Application.
- Early applications will be given preference and late applications will not be considered. The final deadline for applications is April 23, 2022, but the internship will be filled as soon as the right candidate is found, so apply early.
- Only the top applicants will be contacted for an interview. A confirmation email will be sent to all applicants.
- Intern orientation and onboarding will be in May 2022.

Expectations:

- Fulfill roles as stated in the intern job description
- Complete the 12-week internship program
- Exemplify a Christian lifestyle in action, integrity, and communication
- Strive to be prompt and exemplify good time management skills

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Schedule:

The internship program is a 12-week commitment with a tentative start date of May 16, 2022 and a tentative end date of August 4, 2022. The intern is required to complete a minimum of 20 hours per week Monday through Thursday and Sunday's. The intern's role requires them to attend and serve during Sunday services, Vacation Bible School (June 6-10) and camps (July 11-16) as needed.

FAQ's:

- Is the internship a paid position?
Yes, but as a part-time position most scheduled hours are flexible.
- Do interns work on Sundays?
Yes, as a part of the program interns will work in their designated area of ministry on Sundays and attend services (serve one, sit one).
- When will I hear from someone after applying?
You will receive a confirmation email upon submitting your application. If Grace wishes to further pursue you as an intern, interviews (phone and in person) will be set up.
- When can I apply?
Applications will be accepted until April 23, 2022 (or until the position is filled).
- Is there an interview process?
Yes, we will begin with phone interviews and progress to face-to-face interviews. If that method is not possible, other options such as Skype may be considered.
- How can I get college credit?
If your college or university offers internship opportunities and placements, we will work directly with your advisor and/or professor to insure you meet all of the necessary requirements.
- Do I need a car?
Most likely, yes. The responsibilities of our interns require them to have a reliable form of transportation. This ranges from weekly responsibilities and serving on the weekends to obtaining supplies and attending special events.

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Ministry Area – Family Ministry

Reports To – Family Pastor

Time Commitment – Part-Time (20 hrs/wk)

Pay Type - Salary

Position Summary: Grace Family Ministry includes Grace Kids for early childhood and elementary kids, Grace Students for 6th-12th grade, and our Marriage Ministry to married adults. The intern will be assisting in these areas. Our desire is to partner with families to make a lasting impact on the lives of children, students, and marriages. As the intern for Grace Family Ministry, you assist with the overall vision and mission of Grace Community Church. The intern will work closely with the Family Pastor, Children’s Director, and Student Director in the development and distribution of curriculum and ministry standards. This includes editing curriculum, developing policies and best practices, training future leaders/volunteers, and developing new ministry practices. The intern will play a significant role in the development and implementation of our summer events including Vacation Bible School and camps.

Essential Functions:

- Assist and organize Grace Family Ministry areas
- Attend weekly meetings with Grace Family Ministry Team
- Ensure the safety, security, and cleanliness of all areas of Family Ministry
- Oversee implementation of policies and enforce compliance in critical risk areas
- Fulfill the duties of recruiting, training, and leading future leaders/volunteers for Family Ministry.
- Work closely with the Family Pastor, Children’s Director and Student Director to analyze effectiveness of programs and adjust as needed.
- Assist in developing, staffing, and implementing Vacation Bible School.
- Meet weekly with the Family Ministry Team for a leadership development study. A book will be chosen by the Family Pastor that will be used to facilitate this group study.
- Other duties as assigned.
- Participate in weekly assessment meetings to evaluate progress toward agreed upon goals and set/adjust plans for future goals.

Other Functions:

- Ability to communicate the Bible through various means and to various ages
- Knowledgeable in needs and learning styles of children and/or students at various developmental stages
- Exceptional leadership and communication skills
- Strong organizational and time-management skills and pursuit of excellence through attention to detail
- Superior interpersonal skills working with a variety of people from volunteers to parents to kids

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- Ability to handle sensitive issues and maintain confidentiality and trust regarding leader and participant information

Minimum Position Requirements:

- Fun and energetic personality
- Can anticipate, enjoy, and thrive in a rapidly changing environment
- Excellent computer skills
- Excellent interpersonal skills
- Relate well to other people in a friendly, supportive manner
- Be both highly organized and flexible. Be able to respond to input from multiple people.
- Strong work ethic and a commitment to excellence
- Highly committed to supporting the work and vision of Grace
- Must currently or quickly be able and willing to uphold and cast vision, mission, and strategy of the Grace Community Church
- Must be flexible and willing to step out of comfort zone when need be
- Must be at least 18-25 years of age