



## **Valley Community Baptist Church Job Description**

# **Ministry Intern**

**Ministry Division:** Various.

**Purpose:** Through practical ministry involvement, leadership development, and spiritual formation, the internship seeks to help the intern grow in Christian character, ministry skills, and vocational discernment within the context of the local church. The Ministry Intern will serve alongside pastoral staff and ministry leaders of Valley Community Baptist Church and Valley Brook Community Church during a 12-week summer internship. The intern will explore a potential calling to ministry, gain hands-on ministry experience in one to three ministry areas, and participate in a structured program of mentoring, learning, and ministry service.

## **Candidate Attributes and Qualifications**

To be effective in this role, a successful candidate will demonstrate the following attributes and qualifications:

- Must be at least 18 years old.
- Currently pursuing or has recently completed a bachelor's degree.
- Articulates a personal salvation experience and demonstrates a growing relationship with Jesus Christ.
- Actively involved in a local church and demonstrates spiritual maturity, humility, and teachability.
- Agreement with the Beliefs of the Converge network (or willingness to review and affirm them).
- Demonstrates strong relational and communication skills, and the ability to interact with a variety of age groups and ministry contexts.
- Demonstrates a willingness to learn, receive feedback, and grow in ministry leadership.
- Ability to manage time, complete assigned responsibilities, and communicate promptly with supervisors.

## **Ministry Responsibilities**

- Assist in supervised ministry assignments in one to three ministry areas (for example: worship, discipleship, student ministry, children ministry, outreach, or pastoral care).
- Assist ministry supervisors with ministry preparation, planning, volunteer coordination, administrative tasks, and follow-up activities as assigned.
- Attend and actively participate in weekly intern cohort meetings led by the Intern Supervisor.

- Complete assigned readings and learning activities related to discipleship, leadership development, and spiritual formation.
- Meet at least six times with an approved mentor during the internship for personal reflection, spiritual formation, and vocational discernment.
- Prepare and submit a final written reflection describing personal ministry growth, calling discernment, and recommended next steps.
- Share a testimony (written, live, or recorded) with one or both congregations as requested.
- Fulfill any requirements associated with college or seminary internship credit or practicum completion, if applicable.
- Participate in Sunday worship services and ministry activities as assigned.

## Key Working Relationships

- **Direct Supervisor:** The NextGen Pastor provides overall staff oversight of the internship and serves as the intern's administrative supervisor.
- **Intern Supervisor:** The intern works directly with the Intern Supervisor, who provides day-to-day direction, program coordination, weekly cohort leadership, and evaluation of the internship experience.
- **Ministry Leaders:** The intern will assist ministry leaders in one to three ministry areas throughout the summer, receiving guidance and assignments related to those ministry areas.
- **Mentor:** The intern will meet regularly with an approved mentor for spiritual encouragement, personal reflection, and vocational discernment.
- **Intern Cohort:** The intern will collaborate with other interns through shared learning experiences, discussion, and reflection throughout the internship.

## Learning Outcomes

By the end of the 12-week internship, the intern is expected to:

- Demonstrate increased clarity regarding personal gifts, strengths, and areas for growth in ministry.
- Articulate a more informed understanding of God's calling and potential next steps in ministry or vocational direction.
- Gain practical exposure to the rhythms, systems, and leadership dynamics of local church ministry.
- Practice basic ministry skills such as communication, planning, teamwork, and pastoral presence.
- Develop a deeper understanding of discipleship, spiritual formation, and faithful service within the body of Christ.

## **Other Details and Important Information**

Exempt: No.

Status: Part-time (20 hours per week)

Duration: Temporary (12 weeks, from May 26 to August 18)

Date: February 12, 2024

Posted by: Senior Pastor

### **Employment At-Will**

All employees of Valley are at-will, and as such, are free to resign any time without reason. Valley, likewise, retains the right to terminate an employee's employment at any time with or without reason or notice. Nothing contained in this job description or any other document provided to the employee is intended to be, nor should it be, construed as a guarantee that employment or any benefit will continue for any period of time.

### **Physical Requirements**

The ability to work and function independently. While performing the duties of this job, the employee may be required to stand, walk, or sit, and requires sufficient hand, arm, and finger dexterity to operate necessary equipment and technology. At times, this position may require physical work and lifting objects up to approximately 25 pounds. The role also requires visual acuity to read words and numbers, and the ability to communicate clearly in person or over the phone.

### **How to Apply**

If you are interested in this position, please email a cover letter, resume, and **two** references from leaders in the candidate's current local church. At least one of the references must be from a pastoral or ministry staff member. Email all four items to:

*Brandon Sanford*

*NextGen Pastor*

*bsanford@valleycommunity.cc*

**No phone calls, please**