



Position Title: Pastoral Ministries Intern (15 hours/week; May 26 - August 6, 2026)

Position Summary

The Pastoral Ministries Intern will be responsible for assisting and experiencing various job responsibilities in order to get a survey of what the role of a pastor and church leader looks like. He or she would develop a rotation schedule throughout the summer around Men's, Women's, Groups, Equipping, Prayer and Care, Generations, and Missions experiences. The Pastoral Ministries Intern will also be responsible for developing a Philosophy of Ministry paper that will summarize their experiences and provide a foundation for any future pursuits of vocational ministry.

Key Roles and Responsibilities

1. Spiritual Formation

- Complete project assignments related to spiritual formation assigned by an internship supervisor
- Interview pastors and directors on staff to develop a broad understanding of how a church staff operates together
- Participate in Internship meetings throughout the summer
- Develop a Philosophy of Ministry paper that communicates how their experience of working on WoodsEdge Community Church staff has shaped their understanding of ecclesiology and ministry philosophy

2. Pastoral Ministry

- Assist in Sunday morning Welcome, Hospitality, and Connections ministry duties including greeting, ushering, new guest services, and information desk
- Assist in churchwide, adult-focused ministry, including WEJoin membership class, Baptism Class, and Discipleship Training
- Participate in ministry team meetings throughout the summer
- Participate in Staff prayer and trainings throughout the summer
- Assist in executing Wednesday evening prayer services
- Experience leadership opportunities in communicating with volunteers in various ministry areas
- Assist in weddings and funerals as they arise
- Assist in executing major programming in the church in various areas of the team including Craze, Backyard Bible Club, and summer missions

Requirements

- A heart for serving individuals and families experiencing food insecurity
- Strong organizational and communication skills
- Ability to lift up to 50 lbs. and perform physical tasks such as moving boxes, stocking shelves, unloading deliveries, and assisting with facility upkeep
- Ability to work collaboratively with staff, volunteers, and guests
- Basic computer skills (e.g., Excel, email, inventory tracking systems)
- Previous experience in food service, facilities, maintenance, social services, or volunteer coordination is preferred

- Ability to stand for extended periods and perform repetitive physical tasks
- Willingness to work in storage areas, kitchens, outdoors, or maintenance spaces as needed
- Sensitivity, patience, and professionalism when interacting with individuals in crisis

Success Outcomes

- Demonstrates compassion and respect for individuals from diverse backgrounds
- Reliable, punctual, and accountable in fulfilling responsibilities
- Flexible and solution-oriented in a dynamic, fast-paced environment
- Maintains confidentiality and builds trust with guests, volunteers, and staff
- Contributes positively to team culture and supports ministry goals
- Keeps facilities and pantry spaces clean, safe, and ready for ministry

Staff Expectations

- Commitment to personal time with God every day to pursue a heart that loves Jesus
- Participation in staff prayer, staff meetings, training sessions, retreats, ministry-related classes, trainings or events, and all staff events as required
- Commitment to ongoing personal growth in spiritual maturity and professional growth
- A valuable team player that seeks to make others better through service to others, development, leadership, collaboration, and healthy conflict resolution
- A life-long learner willing to be coached, evaluated, and held accountable
- Passion for welcoming and connecting people to God, His church, and one another.
- Active prayer intercessor
- Agreement with our Statement of Faith and demonstration of faith through actions and lifestyle
- Ownership of the WoodsEdge mission & values emphasizing prayer, passion, humility, and kingdom-mindedness
- Attend WoodsEdge Community Church
- Additional Responsibilities as assigned. Servant's heart for whom no job is too small.

Performance Measures

- Getting it Done—ability to perform role and responsibility; work ethic
- Moving the Needle—success outcomes and the ability to deliver excellence to your role for the good of WoodsEdge's initiative
- Practicing Greatness—commitment to ongoing spiritual, personal, and professional growth.
- Living it Out—strong commitment to living out WoodsEdge's mission, vision, and values
- Building Teams—seeks to make others better through development, leadership, collaboration, and healthy conflict resolution
- Coaching & Feedback—willingness to be coached, evaluated, and held accountable