



INTERNSHIP – ASSISTANT TO THE LEAD PASTOR

The Vision

The intern who serves as the assistant to the Lead pastor will be helping to make disciples who love God, one another, and the world, by maximizing our discipleship process and pastoral leadership.

This role requires approximately 5-10 hours per week, and is supervised by the Lead Pastor.

The Responsibilities

- Meet with/speak with the Lead Pastor weekly, as you're available.
- Help with communication and scheduling of elder team, staff team, board of directors, ekklesia leaders, and other ministry meetings.
- Assist in travel planning.
- Administrate Transformations Class
 - Send follow up emails to all sign ups, and provide communication as needed with teachers and students.
 - Distribute class materials.
 - Organize final dinner.
 - Organize classroom set up-take down including any materials needed by teachers.
- Administrate Grace City University
 - Collect applications
 - Provide communication and updates to students on the calendar and needed information.
 - Collect assignments and follow up with past due assignments.
 - Organize GCU orientation, World Religions night, Career and Calling night, and the final dinner.
 - Responsible for organizing classroom set up and taken down.
 - Print or email class materials
- Assist in the acquisition and reimbursement submission of resources and materials.
- Provide support and administration for the Grace City Alumni Fund.
 - Organize "Career and Calling" night
 - Maintain and update email list
 - Help manage correspondence between Pastor Seth and the alumni.
- Provide support and administration for any other ministry events that Pastor Seth may host.

The Qualifications

- Vibrant personal relationship with Jesus.
- Demonstrates character of walking in the Spirit, not the flesh. (Gal. 5v19-25)
- Competency in organization and communication skills.
- Chemistry in working well with Pastor Seth and other leaders at Grace City.