



INTERNSHIP – Sunday Service and Events Intern

The Vision

The Sunday Service and Events Intern will oversee planning, setup, and tear down of our services as well as assisting in the planning of Grace City's special events.

This role requires approximately 10 hours per week and is supervised by the Operations Director.

The Responsibilities

- Meet with/speak with the Operations Director weekly.
- Attend weekly Sunday Planning Staff Meeting.
- Construct and email weekly Sunday schedules to Servant Team Leaders.
- Coordinate any special details for Sunday Services (i.e. hospitality, special offering, etc.)
- Manage a team of volunteers for setup/teardown each Sunday.
- Lead the Sunday Breakdown portion of the Pre-Service Meeting on Sunday mornings.
- Monthly check in with Servant Team Leaders.
- Assist in the planning and execution of the Christmas Party, Easter Weekend, Men's and Women's Retreats, and The Gracies.
- Provide support and administration for any other ministry events or special tasks that the Operations Director may oversee.

The Qualifications

- Vibrant personal relationship with Jesus.
- Demonstrates character of walking in the Spirit, not the flesh. (Gal. 5v19-25)
- Competency in organization, administration, coordination, volunteer management, and communication skills.
- Chemistry in working well with the leadership at Grace City.