

Malibu Presbyterian Church  
**Adult Ministries Intern**  
**INTERNSHIP INFORMATION & APPLICATION**  
**2018-2019**



*MPC Vision: Connect the unconnected to Christ and together grow in full devotion in Him. Matthew 28:19-20*

*MPC Strategy: Connect people to God, to the family of God and to the call of God.*

## **Job Requirements:**

1. Growing relationship with Jesus Christ.
2. Pursuing or exploring vocational ministry.
3. Passion for the local church and intergenerational ministry from college-aged through seasoned saints.
4. Comfortable leading a small group of adults or students in prayer, bible studies, activities.
5. Desire to connect college students with a local church and God's mission in the world.
6. Comfortable discipling college students.
7. Ability to work in a communal, collective, and team-oriented atmosphere.
8. Good administrative skills, organizational skills and computer skills.
9. Has experience working in a ministry or church setting.

## **Job Details:**

- Part-time, average of 10-25 hours a week. It is suggested that you have a supplemental job or are enrolled as a graduate student while an intern.
- Direct report is to Director of Adult Ministries
- Sunday mornings and Tuesdays evenings are required, other hours are flexible but must be coordinated with the Director of Adult Ministries.

## **Purpose of Internship:**

The Adult Ministries internship is an opportunity for ministry experience and spiritual growth. The purpose of the internship is four fold: to deepen your relationship with Christ, to grow in ministry experience, to engage in discipleship relationships, and to develop a healthy work ethic.

Deepen Relationship with Christ: The ultimate goal of this internship is for you to draw near to the Lord, to grow deeply in your relationship with Jesus, and to discern God's calling and direction upon your life. With the aim of bringing others into deeper relationship with Christ.

Grow in Ministry Experience: Interns have the opportunity to explore their gifts in ministry. Through weekly interaction with the Adult Ministries Director and the MPC Staff, through leading ministries, programs and events, and through discipleship relationships interns have the opportunity to learn and grow.

Engage in Discipleship Relationships: A main focus will be to form and foster discipleship relationships in all our adult ministries: college (University ministries), women's ministry, men's ministry, life groups, connect hour, and seasoned saints. Through intentional relationships and setting up structures and opportunities for others to form intentional relationships you will help make new disciples of Jesus and bring about spiritual growth for those following Jesus.

Develop a Healthy Work Ethic: Serious dedication to small tasks is required for this job. There will be many administrative responsibilities, and room to grow in the ministry of administration. There will be many servant leadership responsibilities, and room to grow in the ministry of service. We emphasize healthy spiritual rhythms and practices to sustain us for these tasks.

## **Adult Ministries Intern Responsibilities:**

The Adult Ministries internship will be 9 to 12 months starting in August 2018 and going through May or August of 2019. The intern will help plan and execute the Adult Ministry programs and the UM (University Ministries) program that reaches out to the Pepperdine Campus under the guidance of the Adult Ministries Director.

- Adult Ministries Responsibilities:
  - Assist with Adult Ministries: Connect Hour, Life Groups, Young Adults, Couples, Women's Ministry, Men's Ministry, and Seasoned Saints
  - Specific Tasks: Help create, plan and execute ministry programs and events; meet with lay-leaders to help assist them; lead Bible studies; assist with communication and publicity of all ministries; administrative and organizational tasks.
- UM Responsibilities:
  - Tuesday Nights: Help plan and organize the program and content of our weekly UM Tuesdays, assist worship team, set up and tear down.
  - Student Discipleship: Meet weekly with students in a one-on-one setting, be a presence on campus and attend Pepperdine activities, lead "life together"
  - Lead UM Servant Leadership Team in spiritual growth, roles, and involvement
  - UM Events: Help plan and lead retreats, service, and mission experiences
- To maintain a Christ-centered social media presence and communicate our MPC and UM programs and events (email, text, social media accounts) in a God-glorifying way.
- To do other various things that will be asked throughout the internship

## Application Process:

**Please complete the following and send electronically to Saona Jackson (Adult Ministries Director at Malibu Presbyterian Church): [sjackson@malibupres.org](mailto:sjackson@malibupres.org)**

1. Cover Letter
2. Resume
3. Application Questions
4. Names and contact information of two references

**Please email the names, emails and phone number of two references to Saona Jackson (Adult Ministries Director at Malibu Presbyterian Church): [sjackson@malibupres.org](mailto:sjackson@malibupres.org)**

1. One who can reference your faith journey (pastor, mentor).
2. One who can reference your work ethic, job-performance, academic abilities (employer, professor, supervisor, coach).

## Application Questions

1. What are your gifts and strengths in ministry? Where do you flourish in ministry?
2. What are 2-3 areas you think you could be most helpful as an intern?
3. How would you describe your spiritual autobiography in terms of the wide range of Christian expressions and traditions (i.e. churches, worship styles, denominations, movements, conferences, books)?
4. What is one way you hope to develop during this internship?
5. Be Creative: If I gave you the task to plan a 3 hour mini-retreat (on our church campus) for our Young Adults (ages 22-30) what would the program schedule look like?
6. It is recommended that you have a supplemental job or are enrolled as a graduate student while you have this part-time internship. What do you plan to do alongside this internship next year? What will your weekly schedule and rhythm of life look like?
7. What is your housing and transportation situation (i.e. where will you be living, who will you be living with, how far is your commute, do you have a car,)? If you are looking for housing, what would your ideal living situation be?