

# Pastoral Ministry Intern Job Description

## **Basic Responsibilities:** *(italics represent tasks only for Pastoral Interns)*

- Be polite and courteous to everyone you encounter
- Build relationships with office staff, church employees, church members and attenders
- Learn to be flexible when things do not go as planned
- Learn how to self-start and problem-solve before a problem arises
- Be a team player
- Be ready to take notes
- Fulfill the tasks and assignments that you are given each week
- Keep up with your schedule and maintain a calendar
- Meet with the Lead Pastor weekly to review assignments for the week

## **Experiential Learning:**

- *Attend an Life Connection Group weekly & lead a portion of an assigned group at least once a semester*
- *Attend the Wednesday Adult Bible Study & prayer meeting & lead a portion of it 2 times or more a semester*
- *Attend a Sunday evening small group and lead a portion of it at least once per semester*
- *Help plan & attend at least one Pastoral Staff Meeting per semester*
- Lead in the Pastoral Prayer before the message at least one time during the internship
- Do the Welcome & Announcements (each) at least one time
- Attend at least one Deacon meeting during the year
- Participate in ministry events: Back-2-School Bash, Fall Festival, Christmas Events, Easter Outreach, Nursing Home Outreach etc.
- *Help write a Quarterly Letter to accompany giving statements*
- *Go along with Pastor Scott on hospital/homebound visitation at least twice per semester*
- *Attend & observe (at least once) for learning purposes ministry initiatives such as: ESL, Bible Clubs, Tutoring, Backpacks of Hope (prep/delivery), Jobs for Life, Baseball Clinic, LCG Socials, Prime-timers, Inroads, Choir Rehearsal, AWANA, etc.*
- *Observe one counseling session and de-brief it (circumstances permitting)*
- How to utilize volunteers efficiently while recognizing their passions and talents

- You are expected to jump in and serve as we try to model and teach you various aspects of ministry.

Things that we make sure to teach experientially include:

- How to conduct a baptism & how to administer the Lord's Supper
  - How to have a gospel conversation
  - How to establish that a person is ready for salvation, baptism, etc.
  - How to conduct a wedding ceremony, funeral service, and graveside service
  - How to plan and execute ministry events
  - How to participate in the team planning of a church-wide event
  - How to prepare and deliver a message in a large service
- You will also experience how:
    - Church transportation works
    - Our technical team & safety team operates
    - Our property-maintenance and janitorial team's function
    - Hospital visitation is conducted

### **Internship Responsibilities:**

- Select and keep up with a daily Bible reading plan
- Stay up-to-date with your personal assignments
- Complete and be responsible for anything you need to submit to your school
- Conduct three to five interviews with various church leaders. This can be another pastor, staff member, volunteer, or leader—whomever you need to gain perspective from. Ask them questions concerning their role in the church, their role as it relates to student ministry, advice they would give a new minister, their passion for the church, or balancing their career and family
- Participate in shepherding, pastoral visitation, outreach, conflict observations—you need to pay attention to what is going on and ask to be a part of these things
- Attend meetings as asked & seek out pastors, deacons, or other lay leaders for insight (also, speak up if a meeting is scheduled that you would like to be included in)
- Abide by Housing Guidelines