

Student Ministry Intern Job Description

Basic Responsibilities: *(italics represent tasks uniquely for Student Ministry Intern)*

- Be polite and courteous to everyone you encounter
- Build relationships *with students and parents*, as well as FBC pastors & office staff
- Learn to be flexible when things do not go as planned
- Learn how to self-start and look for ways to 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
- *Attend and lead a portion of the student life connection groups*
- *Attend and lead a portion of the Wednesday evening worship experience*
- *Attend and lead a portion of a Sunday evening small group*
- *Participate in ministry events: invasion, camp, trips, etc.*
- Meet with Student Pastor weekly to review assignments for the week

Experiential Learning:

- 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 student is ready for a salvation, baptism, etc.*
 - Lead in the Pastoral Prayer before the message at least one time
 - Do the Welcome & Announcements (each) at least one time
 - Attend at least one Deacon meeting during the year
 - 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
- *How to plan and execute large or scale youth ministry events*
- *How to communicate to parents and students using digital newsletters and social media*
- How to utilize volunteers efficiently while recognizing their passions and talents
- 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