

## Job Description

**Title:** Student Ministry Program Intern  
**Supervisor:** Family Life Pastor  
**Status:** Non-exempt (*hourly*)  
**Hours per Week:** 16



### **Mission**

To further develop and expand LifePoint's ministry to students by recruiting, training and empowering volunteer leaders who are committed to small-group mentoring and shepherding relationships focused on leading all students in the continual pursuit of spiritual formation through intentional discipleship.

### **Essential Duties and Responsibilities**

- Partners with parents through online communication (email and social media) as needed.
- Assists student ministry staff in training volunteers; primarily focused on communicating roles & responsibilities of volunteers, as well as Lead Small and Christ-like Influencer strategies.
- Communicates the vision, mission, and strategy of LifePoint Church and its student ministry clearly to volunteers and parents.
- Coordinates with student ministry staff in recruiting volunteers, specifically with the goal of building sustainable volunteer worship and A/V teams to incorporate worship in all student services.
- Assists student ministry staff in scheduling volunteers, games, and other programming elements for weekly services in Planning Center.
- Assists student ministry staff and volunteers load games, slides, and other media into ProPresenter.
- Assists student ministry staff in coordinating, empowering, and evaluating volunteer teaching team with the goal of teaching God's word accurately, authentically, and accessibly to students during weekly programs.
- Assists student ministry staff in outlining a teaching schedule for middle school, for the Summer of 2019 (June 3<sup>rd</sup>-August 4<sup>th</sup>).

- Participates in weekly Family Life meetings, Student Ministry Meetings, One MLT Meeting per month, and One v One Meetings with the Family Life Pastor.
- Grows personally and professionally through such avenues as reading and discussing key books, planning events, leading in various roles, and understanding how Student Ministry fits in with the vision and mission of the church. The intern will also meet with staff from other departments to learn how Student Ministry works with and supports those areas of ministry.

## **Competencies**

- **Teamwork.** Reaches out to peers and cooperates with supervisors to establish an overall collaborative working relationship.
- **Efficiency.** Able to produce significant output with minimal wasted effort.
- **Organization and planning.** Plans, organizes, and schedules in an efficient, productive manner. Focuses on key priorities.
- **Ability to develop people.** Coaches people in their current roles to improve performance and prepares them for future roles.
- **Communication.** Speaks and writes clearly and concisely. Maintains this standard in all forms of written communication, including email.
- **Follow-through on commitments.** Lives up to verbal and written agreements, regardless of personal cost.

## **Expectations**

- The intern should be a growing Christian who enjoys working with students.
- The intern should have developed people skills and able to work effectively with both students and adults.
- The intern should be open to learning new skill sets that will help them develop in the ministry preparation
- The intern should be supportive of church policy, pastor and staff, and be able to communicate that support.
- The intern should show commitment to attending LifePoint Church and subsequent activities.

- The intern will regularly spend time in the Word and prayer.
- The intern will sign the Family Life Covenant.