

MOUNT OLIVE

BAPTIST CHURCH

INTERN EXPERIENCE

Mount Olive
Baptist Church



**“We believe in the potential of the next generation to impact the Kingdom of God in massive ways. This internship is more than a year to grow and learn about ministry. It is purposed to launch young people out into the world equipped to change it by becoming more like Christ and serving His Church”
(Psalm 127:5)**

JOB DESCRIPTION

POSITION TITLE:	Ministry Intern
SCHEDULE:	Part-time (10 Hours) Sunday: 9AM-12PM (Service Time), 6-7PM (Service Time) Monday: 1-5PM (In Office) Wednesday: 1-5PM (In Office), 6:30-8PM (Service Time) (Can Change To Fit Your College Schedule)
DEPARTMENTS:	As assigned
REPORTS TO:	Supervising staff member
IN DIRECT SUPERVISION OF:	TBD
POSITION SUMMARY:	This position will be for an individual to learn about ministry, with hands on experience. This person will assist in helping the staff member they serve under, while learning and growing in their spiritual walk. This person will be challenged to grow in their spiritual goals, personal goals, and ministry goals. This will be a summer internship, starting May 28 th and ending August 10 th of 2018, requiring a minimum of 15 hours per week.

QUALIFICATIONS:

- High School Graduate
- A current under-graduate or graduate college student
- A professed faith in our Lord and Savior Jesus Christ
- Has been baptized as a public profession of their faith
- Is a member or is willing to become a member of Mount Olive
- Is supportive of our church covenant, by-laws, and policy manual
- Regular involvement in church activities
- Language skills
 - Ability to read, analyze and interpret
 - Ability to write over the readings
 - Ability to speak in front of groups
- Computer skills
 - Basic understanding of Microsoft Office

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RESPONSIBILITIES:

- Updating church website and social medias
- Assisting in making church graphics
- Planning and Coordinating church events- as assigned by supervising staff member
- Teaching and planning- as assigned by supervising staff member
- Reading and reporting- as assigned by supervising staff member
- Assisting with outreach- as assigned by supervising staff member
- Attending church functions, activities, and services
- Shopping for trips, retreats, and events
- Administrative office duties
 - Answering phones and emails
 - Making copies and folding

THIS INTERNSHIP WILL INCLUDE:

- Hands-on ministry experience
- Working in a team environment with our staff
- Bi-Weekly meeting with the staff member you are working under
- Meeting with Church deacons and elders
- Training in spiritual leadership and church administration
- Upon completion a recommendation letter from our Senior Pastor and Supervising Staff Member