



Sheboygan Pastoral Intern Job Description

Updated November 2025

Basic Function:

This pastoral internship role is a training program (not necessarily a stepping stone to a permanent position at Crossroads) designed to give first-hand ministry experience to the candidate as he wrestles through a call to full-time, vocational ministry. Additionally, our intention would be to hire 2-4 pastoral interns/residents for this upcoming academic year that will learn and grow together in a "cohort." The ideal candidate should already demonstrate above-average involvement in a local faith family and should have lay leader experience leading a ministry or a small group/LifeGroup. Internship will last approximately 10 months (mid-August to end of May.)

Spiritual Requirements:

- Has trusted Jesus to save them from their sins and be the Lord of their life.
- Must maintain a vital and growing personal walk with the Lord through committed Bible study, prayer, and time spent contemplating God's Word.
- A desire to continue developing a strong, committed and mature relationship with Christ.
- Must be a man who maintains proper priorities in his home and lives according to the qualifications in 1 Timothy 3.
- Understands that pastors commit to the principle of tithing 10% of gross income and does/will financially support the ministries of Crossroads Community Church by the giving of their first fruits.
- Can champion the mission vision and values of Crossroads.
 - o Mission of Crossroads
 - *At Crossroads, we want to help people connect with God and others at the Crossroads of life.*

Qualifications:

- Currently plugged in and serving in a local faith family (this includes regular attendance, serving/leading, giving and involvement in a LifeGroup (small group).)
- Prior ministry experience required. (NOTE: prior experience need not be vocational in nature, but candidate should be leading as a lay minister in a local church or ministry at a minimum.)

- Interest in pursuing ministry as a vocation with gifts/interests in preaching, leadership, evangelism, or pastoral care.
- Possesses a shepherd's heart and a Christ-centered love for people.
- A passion for the Kingdom of God and a passionate desire to see others experience Kingdom life must be clear from past experiences.
- Possesses a demonstrated leadership ability and is willing to continue to develop as a leader.
- Has a demonstrated level of teachability and humility.
- Regardless of areas of giftedness, must still have a heart for outreach. Must be consistently pursuing and fostering personal evangelism opportunities within and outside the church for purposes of winning others to Christ. Demonstrates this as a priority to others.
- Understands ministry is not a "9 to 5 job" and is willing to dedicate a minimum of two nights per week to ministry-related activities. Night demands are balanced with flexibility that is present with the position so as to promote a healthy work/life balance.
- Agrees fully with the [Converge Great Lakes Statement](#), as well as the [Crossroads Community Church Statement of Faith](#).
- Believes in and has submitted to Believer's baptism following his commitment to Christ.
- Commits to resolve conflict via Biblical guidelines spelled out in Matthew 18.
- Understands confidentiality is a MUST – takes very seriously the importance of maintaining confidentiality – commits to keeping information confidential, including from family and close friends.
- If a current ministry partner at Crossroads, candidate actively lives out and models for the church a strong commitment to the mission, vision, and values of Crossroads.
- Must be a person people can relate to and find easy to approach with their questions or concerns.
- Possesses a baseline level of organizational and administrative skills.
- Basic computer and email/software skills are required. Excel, Word, Outlook, etc.
- Has access to a reliable form of transportation.
- Must be teachable.
 - o Wants to learn, grow, and lead.
 - Willing to ASK for help.
 - Willing to TAKE feedback.
 - Willing to PRAY though feedback and make adjustments.
- Understands the expectation for believers to be individuals who display Godly character and integrity while utilizing social media. It is understood that WHAT you post and HOW you interact on your personal social media account(s) matters.

Possible Ministry Responsibilities:

Some of the experiences and activities you will likely be called upon to do in this internship include:

- Counseling/Discipleship
- Personal Evangelism
- Involvement on and potential leadership of ministry teams
- Potential teaching/preaching at ministry events
- Vision casting and public speaking
- Conflict resolution
- Mentoring/coaching others
- Potentially observing preparation for weddings and funerals
- Potentially preparing and baptizing born-again believers
- Reading/study of ministry-related books and resources

There will be regular updates with various staff and pastoral mentors. There will be various assessments throughout the process to help the intern discern his spiritual gifts and strengths and evaluate how this lines up with full-time, vocational ministry (and perhaps even church planting.)

Before the conclusion of his internship, Crossroads and the intern will meet and evaluate the intern's sense of calling to vocational ministry and help him map out next steps.

- This internship will happen within a “cohort” learning environment. This means you will be learning and serving alongside a small group of men. Each candidate must be able to step into this learning experience with a loving and gracious manner towards their fellow interns and throughout the process be able to seek and trust God's will for their life and the future of Crossroads.
- If the intern feels a strong call to vocational ministry, he is welcome to explore a ministry position that may happen to be open at one of our campuses at such time. However, the candidate should understand there are no promises of such a role being available and having served as a pastoral intern does not guarantee him a staff role should one even become open.
- It is possible that at the conclusion of the internship that there may be a stirring to explore church planting. Application into and a transition to a church planting internship or residency may prove to be a strategic option if both the intern and Crossroads agree it's a strong next step.
- Should the intern not wish to pursue church planting or vocational ministry and/or there is not an open role at Crossroads that the candidate would be suited for, Crossroads will work with the intern to help advise him as he transitions out of his internship over the next few months into what God has next for him.
- It is possible that the leadership at Crossroads may decide that the intern does not fit the culture of Crossroads or doesn't possess the necessary gifting and aptitude to take on a vocational ministry role at Crossroads.
- There are no promises for part-time or full-time employment at the conclusion of the 10-month pastoral internship period.

Weekly Time Commitment Required:

- The goal is to keep this internship to around 6-10 hours a week. However, some weeks may be lower in hours at times (often a result of a lack of counseling and Connect Card follow up appointments in the 4pm to 6pm timeframe for our pastors in a given week.) Other weeks may have higher hours depending on counseling and follow up meetings we can get you to sit in on and whether you have Sunday internship commitments that week. This internship is designed so that most candidates can continue their full-time jobs. However, you will need to work with your current employer to request more flexibility in your job at times (so you can be here by 4pm once or twice a week) in order to be available for this internship.
- Interns will be paid hourly.

POTENTIAL SCHEDULE *(to give you a sense of the commitment being asked)*

- **Sundays** (3 hours twice a month)
 - Intern Cohort Class: 7:45am to 10:45am ***Paid***
 - Personal Worship: 11am to 12:15pm
 - NOTE: You should generally have two Sundays off a month; occasionally a “5th Sunday” as well.
- **Wednesdays** (1.5-2 hours every week)
 - Internship Training Time: 5:00pm to 6:15pm ***Paid***
- **Weekdays** (2 to 3 hours every week; varies week-to-week)
 - Pastoral Counseling & Follow Up Meetings ***Paid***
 - As scheduled and as opportunities arise.
 - We will aim to have these scheduled between 4pm and 6pm Mondays, Tuesdays and Thursdays to accommodate most people working during the day.
 - Your work schedule and flexibility will be considered, but do understand that you may be asked to jump in on meetings outside of these dates and times on rare occasions.
- **Weekly Homework** (1 to 2 hours every week) ***Paid***
 - Combination of online learning, reading, Bible study and targeted assignments (i.e. write a devotional, type up talking points, etc.)
- **Spiritual Mentor Checki-ns** (2 hours every month) ***Paid***
 - Monthly meetings with a spiritual mentor will be set up to help you process what you are learning and how God is speaking to you.

Hours/Pay:

- Pastoral internships are paid hourly.
- Time frame: 2026-2027 school year (August 24, 2026-May 25, 2027)
- Available Monday, August 24, 2026 from 5:30pm to 8:30pm for mandatory All-Intern Orientation

- Available Monday, August 31, 2026 for a mandatory All-Intern & Staff Supervisor Welcome Dinner
- Available Tuesday, May 25, 2027 from 6pm to 8pm for mandatory All-Intern Graduation
- Approximately 6-10 hours per week
 - o Office hours and meeting times will strive to be flexible around a person's/student's school and work schedule.
 - o If applicant is a RUSH small group leader or serving team member, this internship does not include time spent at RUSH on Wednesday night or RECHARGE. If a Crossroads Kids, Connections, or Worship/Tech serving team member or leader, this internship does not include time spent on Sundays serving in their respective ministries. Intern should maintain a serving role within the larger church body throughout their internship period. Hours spent serving in their respective ministries should not be logged on their weekly timesheet.
 - o Pastoral interns are required to serve in a "shepherding" serving role such as a Crossroads Kids room leader or small group leader, RUSH small group leader or LifeGroup leader.
 - o Flexible, with advanced notice

Relationships and Contacts:

- Reports to the Director of Internships with frequent contact, mentoring and direction from pastoral team.
- Must be intentional about building relationships with people within the Crossroads congregation and expected to be in attendance at Sunday service on a consistent basis.