

# **Intern Ministry Description**

*Riverside Community Church*

## **Purpose**

The Internship Program at Riverside Community Church disciples and trains students who have the call of God upon their lives to full-time ministry. The program also helps the student:

1. Develop a more profound passion for the things of God.
2. Clarify their call and gain the necessary skills to prayerfully search for ministry roles (interviewing, resumes, transitions, succession, etc.).
3. Discover, develop, and deploy how God has wired them for ministry.
4. Grow in the understanding of how the local church functions in the following areas:
  - ⇒ Daily Operation
  - ⇒ Ministry on the weekends and throughout the week
5. Understand the purpose, core values, culture, and team philosophies that shape the Riverside DNA.

## **Relationships**

The Intern is under the direction of the Supervising Pastor (based on area of emphasis) but is responsible in all areas to the Lead Pastor, recognizing that inner staff loyalty and a servant's heart are the keys to successful ministry. Each internship is hand-crafted based on the Intern's specific calling and educational requirements. Below are the general guidelines that will shape the overall internship experience.

## **Personal Responsibilities**

1. Develop and maintain a close personal walk with the Lord. To help with this, each Intern will be spiritually coached (in a one-on-one relationship) through *Learning To Follow Jesus* by Daniel McNaughton and Bryan Koch.
2. Attend all regularly scheduled services in the church. The Supervising Pastor will require special services and functions (as deemed necessary).
3. Maintain a high level of integrity, honesty, and confidentiality in dealing with the congregation and staff.
4. Maintain a pastoral outlook, attitude, and appearance. BE ON TIME!
  - ⇒ Dress code (primarily casual) will be the same as is required for the pastors and staff of RCC unless otherwise noted.

## **Internship Responsibilities**

The Intern will complete the following areas to the best of their ability, seeking to maintain high excellence.

1. The Intern will maintain a morning prayer/devotional/book reading time at 7 a.m. or earlier five days a week for the entire internship. The Intern will maintain a devotional journal with daily entries for the whole internship.
2. The Intern will take the following assessments and discuss the results with their Supervising Pastor.
  - ⇒ Enneagram Type
  - ⇒ Evangelism Styles
  - ⇒ Introvert/Extrovert Spectrum
  - ⇒ Myers-Briggs
  - ⇒ Sacred Pathways
  - ⇒ Smalley/Trent Personality
  - ⇒ Spiritual Gifts
  - ⇒ VARK Learning Style
  - ⇒ Working Genius
3. The Intern will read no less than three of the following books during the internship:
  - ⇒ Developing The Leader Within You (John Maxwell)
  - ⇒ Developing The Leaders Around You (John Maxwell)
  - ⇒ Spiritual Leadership (J. Oswald Sanders)
  - ⇒ Tale of Three Kings (Gene Edwards)
  - ⇒ The Emotionally Healthy Leader (Pete Scazzero)
  - ⇒ The Masterplan of Evangelism (Robert E. Coleman)
  - ⇒ The Next Generation Leader (Andy Stanley)
  - ⇒ The 16 Undeniable Laws Of Communication (John Maxwell)
4. The Intern will attend/assist and take notes on the following ministries:
  - ⇒ Connect Groups
  - ⇒ Connection Team (Café, Coffee, Greeters, Offering Counters, Ushers)
  - ⇒ Contribute Groups
  - ⇒ Creative Arts: Worship Team Practice & Leading, Song Writing Sessions (*if applicable*)
  - ⇒ Facilities Support (Set-Up, Tear-Down, Custodial, Supplies, Vendors, etc.)
  - ⇒ Kids (Nursery & Grades 1-5)
  - ⇒ Missions/Outreach Philosophy & Decision-Making Grid
  - ⇒ Special Services (Medical & Security Teams)
  - ⇒ Students (Grades 6-12)
  - ⇒ Sunday Services (Communion, Hosting, Prayer, Preaching)
  - ⇒ Young Adults (18-30)

5. The Intern will have the opportunity to attend and/or participate in the following activities during their internship:
  - ⇒ Baptismal Service
  - ⇒ Benevolence
  - ⇒ Board Meetings (Budgets, Policies, Procedures)
  - ⇒ Connect & Contribute Groups
  - ⇒ Counseling Appointments
  - ⇒ Discipleship Pathway (New-To-Know, Ready-To-Grow, Let's Go!)
  - ⇒ Funerals
  - ⇒ Hospital and Shut-In Visitations
  - ⇒ Ministerium Meeting / Community Services
  - ⇒ Missions Trip and/or Serve The Burgh Outreach
  - ⇒ Office Procedures (phones, copies, errands, etc.)
  - ⇒ Sectional Meetings
  - ⇒ Spiritual Coaching (Learning To Follow Jesus)
  - ⇒ Staff Meetings (including Staff Onboarding Process)
  - ⇒ Tuesday Morning Prayer
  - ⇒ Weddings
  
6. The Intern will schedule an interview with the following leaders to discuss the philosophy of ministry, work ethic, responsibilities, gifts, passions, etc. (*interviews must be scheduled according to the leader's availability*).
  - ⇒ Board Secretary
  - ⇒ Board Treasurer
  - ⇒ Bookkeeper
  - ⇒ Business Administrator
  - ⇒ Campus Pastor – Oakmont
  - ⇒ Campus Pastor – Pittsburgh Mills
  - ⇒ Connection/Admin. Assistant (PCO Champion) – Oakmont
  - ⇒ Connection/Admin. Assistant (Office Manager) – Pittsburgh Mills
  - ⇒ Creative Arts Pastor – Oakmont
  - ⇒ Creative Arts Pastor – Pittsburgh Mills
  - ⇒ Director of Communications
  - ⇒ Facilities & Operations Manager
  - ⇒ Founding Pastor
  - ⇒ Kids Director – Oakmont (Nursery Coordinator)
  - ⇒ Kids Director – Pittsburgh Mills (Nursery Coordinator)
  - ⇒ Lead Pastor
  - ⇒ Missions/Outreach Pastor
  - ⇒ Student Pastor (Assistant, Worship)
  - ⇒ Wedding Coordinator
  
7. The Intern will be responsible for ensuring all paperwork is completed on time to fulfill the necessary course requirements from the secondary school.