

comppass CHURCH

Ministry Internship Program Overview and Job Descriptions

2013-2014



Overview:

Compass Church of Evansville is an exciting, new church plant coming to the City of Evansville, September 8, 2013. As part of the foundation, we are excited to announce our Ministry Internship Program. The Compass Church Ministry Internship Program is designed to give individuals firsthand ministry experience, as well as assist in the planting of a new church ministry. Interns will gain experience working with the Senior Pastor and Worship Leader, as well as assisting with the overall functionality of the church. This internship is ideal for college students who are seeking purpose and practical application in a church ministry. We are excited to welcome your application to our internship program, and if accepted, we pray that this experience will be beneficial in your future endeavors in ministry or in the marketplace.

Qualifications:

- 18 to 25 years old
- Must be enrolled in an undergraduate or graduate program from an accredited college or university
- Be a born again Christian and living a Christian lifestyle
- Supports the vision and mission of Compass Church
- Friend request on Facebook
- Attend one of the monthly vision casting meetings at the Downtown Evansville YMCA (info at www.compasschurchevansville.com or Like us on Facebook at Compass Church of Evansville for upcoming dates)

Application Process:

- Complete the entire application.
- Submit a 1 minute video telling us why you want to be an intern (If you are applying for worship, also submit a video of you playing an instrument or singing.
- Email completed application, cover letter, resume, and video to seniorpastor@compasschurchevansville.com.
- Be mindful of the application deadline. Late applications will not be considered. Applications are due before 11:59p on 6/7/2013.
- Applicants will be notified by July 13, 2013 if you have been accepted into the internship program.
- Internship orientation will be Saturday, August 17, 2013.



Expectations:

- Fulfill roles as stated in the intern job description and internship action plan (IAP)
- Complete the 9-month internship program
- Exemplify a Christian lifestyle in action, integrity, and communication
- Strive to be prompt and exemplify good time management skills

Schedule:

The internship program is a 9-month commitment beginning August 17, 2013 and commencing May 10, 2014. Interns are required to complete a minimum of 15 hours per week Monday through Thursday, plus Saturday prep. All interns will have a role that requires them to serve on Sundays, special events, and community outreach projects.

Weekly Outlook and Intern Action Plan:

The weekly outlook and internship action plan will coincide with the areas of ministry, special events, and community outreach projects that are developed by the Senior Pastor. The Internship Action Plan (IAP) will include personal teaching and coaching from the Senior Pastor and appointed ministry leaders. The IAP includes:

- Weekly Spiritual Growth Assessment
- Weekly Bible Study
- Community Outreach Projects
- Relationship Building Tasks
- Recommended Readings
- Participation in a Growth Group
- Fulfillment of ministry roles and responsibilities

Ministry Areas of Opportunity for Interns:

- Worship Ministry
- Compass Kids Children's Ministry
- Media & Technology
- Compass Connection (Administration and Hospitality)



FAQ's:

- Is the internship a paid position?

No, but a stipend will be considered upon successful completion of the internship program.

- Do interns work on Sundays?

Yes, all interns will serve in their designated areas of ministry on Sunday

- When will I hear from someone after applying?

You will receive a confirmation email upon submitting your application. If accepted as an intern, notifications will be sent via email by July 13, 2013

- When is the deadline to apply?

Applications will be due by June 7, 2013. Late submissions will not be considered.

- Is there an interview process?

Yes, interns we will strive to have a face-to-face interview. If that method is not possible, other options such as Skype or Oovoo may be considered.

- How can I get college credit?

If your college or university offers internship opportunities and placements, we will work directly with your advisor and/or professor to insure you meet all of the necessary requirements.

- Do I need a car?

Most likely, yes. The majority of responsibilities of our interns require them to have a reliable form of transportation. This ranges from weekly outlook responsibilities and serving on the weekends, special events, or community service projects.

- Are international student eligible?

Yes, with proper supporting documentation such as a student/work visa.



INTERN JOB DESCRIPTION FOR COMPASS KIDS MINISTRY

Compass Kids is an exciting children's ministry where kids ages 1-12 can get a life-changing word of God presented to them on their level. Compass Kids will experience worship, games, snacks, prizes, and most importantly a word of God that will help shape their lives. Compass Kids are age specific: Exploration: 1-2 year olds, Navigation: 3-5 year olds, Journey 6-12 year olds.

ROLE SUMMARY

As the intern for Compass Kids ministry, you assist with the overall vision and mission of Compass Church. The intern will work closely with the Senior Pastor in the development and distribution of curriculum, and ministry standards. This includes writing curriculum, development of policies and best practices, training of future leaders/volunteers, and development of new ministry practices.

QUALIFICATIONS

- Fun and energetic personality
- Fulfill the duties of recruiting, training, and leading staff and volunteers
- Ability to see, articulate and implement the vision of Compass Church
- Can anticipate, enjoy and thrive in a rapidly changing environment

KNOWLEDGE & SKILLS

- Ability to communicate the Bible through various means and to children at various ages
- Solid theological understanding in kids ministry curriculum development
- Knowledgeable in needs and learning styles of children at various developmental stages
- Exceptional leadership and communication skills
- Strong organizational and time-management skills and pursuit of excellence through attention to detail
- Superior interpersonal skills working with a variety of people from volunteers to parents to kids
- Ability to handle sensitive issues and maintain confidentiality and trust regarding leader and member information

DUTIES & RESPONSIBILITIES

- Assist and organize Compass Kids Ministry ages 1-12
- Attend weekly meetings with Compass Church Leadership Team
- Ensure the safety and security of all areas of Compass Kids Ministry
- Oversee implementation of policies and enforce compliance in critical risk areas
- Ensure facility cleanliness according to Compass Church standards for every area of Compass Kids Ministry
- Assist and train future leaders/volunteers for nursery and kids ministry areas
- Work closely with the Senior Pastor to analyze effectiveness of programs and adjust as needed
- Clearly communicate the vision and mission of Compass Church
- Other duties as assigned



ACKNOWLEDGMENT FOR RECEIPT OF INTERNSHIP JOB DESCRIPTION

I have received and read a copy of the Compass Church internship job description and understand its contents. My signature certifies that I am accepting and will adhere to the information disclosed in the intern job description.

Intern Name (Please Print)

Date

Intern Signature

Date

Senior Pastor's Signature

Date



INTERN JOB DESCRIPTION FOR WORSHIP MINISTRY

The vision for Compass Church is to teach individuals how to navigate life by the transforming and renewing of their minds, growing spiritually, and maturing in Christ. In order to achieve the vision, our mission is to empower with the word of God, enrich with purpose discovery and fulfillment, and engage in serving others. As Compass Church continues to be planted, there is a need for interns to assist with achieving the vision and mission, so that God can be glorified, and we can help advance His Kingdom in the earth.

ROLE SUMMARY

As the intern in the worship ministry, you will assist the Worship Pastor/Leader in praise and worship for Compass Church. The intern will report to the Senior Pastor and Worship Pastor/Leader of Compass Church. The intern is responsible for assistance in the following areas: training, insight in the planning for the worship services including musical selection and arrangements, and visual aspects of the church service.

QUALIFICATIONS

- Passionate about God and is evidence through praise and worship
- Demonstrated musical skill and theological discernment
- Possess influence, verbal communication skills, and cultural awareness
- Ability to lead worship while playing an instrument or on vocals

KNOWLEDGE & SKILLS

- Love for Jesus and a desire to see lives and communities changed by the gospel
- Entrepreneurial aptitude
- Proven success at multi-tasking, time management, and prioritizing
- Ability to handle sensitive issues and maintain confidentiality and trust regarding leader and member information
- Proven ability to work with and maintain positive relationships with those inside and outside the church

DUTIES & RESPONSIBILITIES

- Assist in leading worship for weekend services
- Assist in all areas of production (audio, light, service management)
- Give input in selecting songs and arrangements for weekend services
- Weekly service planning
- Attend weekly meetings with Compass Church Leadership Team
- Collaborate with other ministry leaders to carry out the overall vision and mission for corporate worship at Compass Church
- Participate in worship for special events



- Assist in recruiting, training, and organizing music and production volunteers
- Participate in songwriting, arranging, and recording
- Clearly communicate the vision and mission of Compass Church
- Other duties as assigned

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Date

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Date



INTERN JOB DESCRIPTION FOR MEDIA & TECHNOLOGY

The vision for Compass Church is to teach individuals how to navigate life by the transforming and renewing of their minds, growing spiritually, and maturing in Christ. In order to achieve the vision, our mission is to empower with the word of God, enrich with purpose discovery and fulfillment, and engage in serving others. As Compass Church continues to be planted, there is a need for interns to assist with achieving the vision and mission, so that God can be glorified, and we can help advance His Kingdom in the earth.

ROLE SUMMARY

As the intern in media and technology, you will be responsible for all audio, video, lighting and staging in all areas of ministry at Compass Church. The intern will report to the Senior Pastor and Worship Pastor/Leader of Compass Church. The intern's focus will be to provide high quality and excellent service, with the right heart and attitude, offering support to any production event.

QUALIFICATIONS

- Passionate about using technology to reach people far from God
- Demonstrated skill in audio, video, lighting and staging
- Love all things AVL and all the gear that goes along with it
- Ability to adapt to change in challenging situations

KNOWLEDGE & SKILLS

- Entrepreneurial aptitude
- Love for Jesus and a desire to see lives and communities changed by the gospel
- Proven success at multi-tasking, time management, and prioritizing
- Ability to handle sensitive issues and maintain confidentiality and trust regarding leader and member information
- Proven ability to troubleshoot technical difficulties

DUTIES & RESPONSIBILITIES

- Assist in the preparation of all AVL equipment for weekend worship services and special events
- Maintain and service AVL equipment for Compass Church in all areas of ministry
- Ensure that all worship experiences are free of technological distractions
- Assist in the design and implementation of stage designs
- Assist in the setup, operation and teardown of production equipment in all ministry areas
- Assist with integration of social media and updating the Compass Church website
- Assist in training future leaders/volunteers in the correct use of production equipment.
- Troubleshoot technical issues during for worship service
- Clearly communicate the vision and mission of Compass Church



- Other duties as assigned

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INTERN JOB DESCRIPTION FOR COMPASS CONNECTION (HOSPITALITY & ADMINISTRATION)

The vision for Compass Church is to teach individuals how to navigate life by the transforming and renewing of their minds, growing spiritually, and maturing in Christ. In order to achieve the vision, our mission is to empower with the word of God, enrich with purpose discovery and fulfillment, and engage in serving others. As Compass Church continues to be planted, there is a need for interns to assist with achieving the vision and mission, so that God can be glorified, and we can help advance His Kingdom in the earth.

ROLE SUMMARY

As the intern in Compass Connection, you will be responsible for administrative support, as well as hospitality by plugging and guiding the volunteers to the various areas of ministry for Sunday services, and special event planning. The intern will report to the Senior Pastor of Compass Church. The intern's focus will be to provide high quality and excellent service, offering support to any questions or concerns that needs to be addressed, and clearly communicating the vision and mission of Compass Church.

QUALIFICATIONS

- Passionate about building relationships with complete strangers
- Demonstrated skill administrative and clerical support
- Love to connect people to places and making them feel inspired
- Ability to adapt to change in challenging situations

KNOWLEDGE & SKILLS

- Pleasant personality and proven ability to interact in a positive manner using a high degree of tact, diplomacy, discretion, flexibility and courtesy in gesture and speech
- Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form
- Entrepreneurial aptitude
- Love for Jesus and a desire to see lives and communities changed by the gospel
- Proven success at multi-tasking, time management, and prioritizing
- Ability to handle sensitive issues and maintain confidentiality and trust regarding leader and member information
- Other duties as assigned

DUTIES & RESPONSIBILITIES

- Assist and support in all areas of hospitality (Information desk, parking team, resources table, greeters, ushers, and refreshments)
- Process incoming weekly connection cards in the membership database



- Assist in the development of special events and outreach
- Performs a variety of administrative duties, which may include composing outgoing mail and correspondence, analyzing incoming mail and preparing for review, copying, organizing and maintaining file system
- Assist in training future leaders/volunteers in the areas of hospitality
- Clearly communicate the vision and mission of Compass Church
- Other duties as assigned

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