



KMCC Ministry Intern

(Position description/list of responsibilities)

The purpose of the ministry intern is to step into a discipleship relationship with the pastoral staff of KMCC to learn and practice the intricacies of pastoral/church ministry. As a ministry intern you will report directly to the associate pastor. In addition to the following list of responsibilities a ministry intern should be regularly in God's word and prayer. A ministry intern must have a clear testimony, believe in the death burial and resurrection of Jesus Christ, and understand the doctrinal positions of KMCC.

- Responsible to be meeting weekly with Pastor/elder for discipleship/accountability.
 - Additionally encouraged to be meeting with someone regularly and disciple them.
- Weekly responsibilities
 - Accomplish tasks assigned by either pastor Tim/Pastor Jason
 - Work along side Pastor Jason to craft worship set for Sundays
 - Communicate and schedule ministry volunteers
 - Recruit volunteers for various ministry needs.
 - Assist with other ministries as needed, such as Generations, if it falls on a weekday.
 - Schedule and send out weekly emails.
 - Craft slideshow for Sunday service.
 - Craft and print bulletin for Sunday services.
 - Print/file music sheets for worship team.
 - Uploading all video and audio content from prior service.
 - Data input of connect cards, membership, ministry events in calendar, etc.
 - Must be capable of learning and running the sound and media system
- Sunday Responsibilities
 - Make sure there are sufficient volunteers present.
 - Oversee all assigned volunteers.
 - Make sure all tech/sound equipment is on and functional.
 - Organize/facilitate worship
 - Print out prayer list for 8:30 prayer.
 - Greet and pray for congregants before and after service.
 - Perform any other tasks assigned by Pastor Tim/Pastor Jason.
 - Help shut down and clean up tech and stage.
 - Love everyone!
 - Help guide newcomers.
- Responsible to assist as needed in any other ministry related capacity
 - Administrative duties for weddings, funerals, etc.
- Duties subject to change at the discretion of pastoral staff.

Employment details

Part time position(24 hrs/wk), 18 month employment duration, compensation subject to experience and education, report to Associate Pastor, vacation and holiday pay.