

Summer Intern Ministry Position

Reports to: Ministry Directors

Status: 16 weeks at 35 hrs/week (Sundays included)

Period: May- August 2022

Pay: \$16/hour

JOB DESCRIPTION

Position Overview:

This position is focused on kingdom building and is designed to help you grow in character and leadership, while also supporting the demanding needs of our growing community. In order to thrive in this position, Interns will need to align with the heart and vision of Discovery Church. Reporting to and serving alongside the Lead Pastors and/or ministry directors, the Summer intern will have the opportunity work in various of ministry areas and develop life skills for future growth.

Major Responsibilities

- Work collaboratively with the Lead Pastors & Team Leads in the execution of ministry responsibilities. May include some of the following:
 - Discovery Kids
 - Provide classroom management and teaching in Discovery Kids
 - Assist with Discovery Kids Family Guest Services/Check-in and registration processes
 - Participate in the preparation, recruitment, and execution of a summer camp and one-day family events
 - Discovery Youth
 - Assist in the preparation and implementation of youth events
 - Facilitate small group connection points with youth once a week
 - Sundays
 - Depending upon skill set - Serve on first impressions team, prepare communion, assist with worship/tech/creative team, opening/closing of services, assist with set-up, other responsibilities as required, etc.

- Assist with preparation & execution of Sunday afternoon/evening events such as Team Nights, Welcome to Church Gatherings and/or Encounter Worship Nights, or others as requested
- Community Outreach
 - Work alongside ServeCity Team and Lead Pastors to creatively explore service opportunities and plan ServeDays - inner-city meals and delivery, donation drives, community-partnered events, etc.
- Miscellaneous
 - Midweek preparation for Sundays (main church or Discovery kids) - gathering necessary materials, printing handouts, setting up props, purchasing supplies, setting up spaces, etc.
 - Midweek organization and maintenance of ministry supplies
 - Care of facility, as needed (tidying, cleaning, etc)
 - Attend all training & team meetings required for the position
 - Assist with recruiting volunteers
 - Support ministries in administrative and communication tasks (entering new family registrations, communication to students, families or team member via emails/text about upcoming events, developing schedules, Planning Centre data entry or profile updates, providing support to new team members needing tutorials on planning centre, etc)
 - Support ministries where needed
- Personal, Spiritual Development & Discipleship
 - Weekly meeting with Lead Pastor(s)
 - Attend any conferences and/or training meetings
 - Complete book or video study help develop leadership and skills in the ministry area in which you are serving, share insights and discuss with Lead Pastors

Qualifications

- A commitment to being a growing disciple of Jesus Christ
- A sense of calling to invest your life in helping others discover Jesus
- A commitment to leading collaboratively, with a servant heart & positive attitude
- An ability to lead teams creatively, developing strategies for ministry
- An ability to steward and manage time and financial resources
- Ability to work independently with minimal daily supervision
- Ability to maintain confidentiality and privacy of information

Core Competencies

- Quality, Ethics and Integrity
- Strong Communication skills
- Accountability and Adaptability
- Time Management
- Planning & Organizing
- Creativity and Innovation

Working Conditions

- Police Check along with Vulnerability Sector Screening must be completed
- First Aid is an asset
- Interacts with others (children, parents, volunteers, staff) regularly
- Sundays are mandatory

Application:

Qualified applicants are invited to forward their resumes to

info@mydiscoverychurch.ca

Discovery Church

Location: 2257 Premier Way, Sherwood Park

We thank all applicants for their interest in this summer position.