



# STUDENT MINISTRY INTERN

This position contributes to the mission of Oak Hills Church (OHC) to be disciples who make disciples by guiding all people to follow Jesus moment by moment.

The Student Ministry Internship is designed to give intern firsthand ministry experience and grow in their personal ministry development.

This position will work with Student Ministry staff and volunteers to disciple middle and high school students and organize and manage events.

Internship is tailored to those who live in the area within commuting distance.

<p><b>DEPARTMENT</b> Next Gen Ministry</p> <p><b>REPORTS TO</b> Student Ministry Director</p> <p><b>DIRECT REPORTS</b> None</p> <p><b>WORK WEEK</b> Typically, 3 days a week, plus Sundays</p> <p><b>HOURS PER WEEK</b> 20 - 25</p> <p><b>STATUS</b> Expenses paid. 50% of mission trip paid. Scholarship provided at the end of the program.</p> <p><b>DRIVING REQUIRED</b> Yes (own vehicle)</p>	<p><b>PRIMARY DUTIES AND RESPONSIBILITIES</b></p> <ol style="list-style-type: none"> <li>1. Participates in Student Ministry summer program.</li> <li>2. Assists and leads in the planning and implementation of student events, including weeklong summer camps (two scheduled in 2021), mission trips (one for 2021), and outreach opportunities.</li> <li>3. Attends Student Ministry staff meetings.</li> <li>4. Mentors and discipless students in small group settings. Set up hangouts before or after scheduled programs.</li> <li>5. Plans and leads an outreach event.</li> <li>6. Participates in weekly classes led by OHC staff.</li> <li>7. Works as a team player with staff.</li> <li>8. Reads and participates in book study with intern team.</li> <li>9. Contributes to the team through participation in team meetings, seeks servant-leadership opportunities, learns, and envisions God working through them to make an impact on others.</li> <li>10. Other duties and responsibilities as assigned.</li> </ol>
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## OHC EXPECTATIONS

1. Active relationship with Jesus Christ sustained through the practice of personal spiritual disciplines.
2. Embodies Christlikeness and leads with humility, character, and love.
3. Demonstrates commitment to unity and willingness to work in a collaborative team environment.
4. Personally engaged with OHC's mission, vision and strategy.
5. Supportive of OHC's beliefs, values and practices.
6. Consistently models the Staff Behavioral Values.



**MINIMUM QUALIFICATIONS**

1. 18 to 25 years old.
2. Must be enrolled in an undergraduate or graduate program from an accredited college or university.
3. Must provide own transportation to/from the Church and/or planned activities.
4. Complete a background check and child safety training.
5. Must adhere to OHC policies for the safety of the congregation and students.
6. Have some knowledge of scripture and clearly articulate the gospel message.
7. Work through intern experience beginning June 7<sup>th</sup> through August 15<sup>th</sup>.
8. Must be able to work internship schedule as follows:

TUESDAYS	9:30 – 11:00 AM	Student Ministry meeting.
	11:00 – 12:00 PM	Intern book review (brown bag lunch).
	1:00 – 3:00 PM	Prepare for Wednesday night youth meeting.
	3:00 – 4:00 PM	Intern event planning meeting.
WEDNESDAYS	10:30 – 12:00 PM	Student ministry help.
	12:00 – 3:00 PM	Lunch and discipleship with students.
	3:00 – 5:00 PM	Set-up student building for youth gathering.
	6:00 – 8:00 PM	Wednesday Night Youth event.
THURSDAYS	10:00 – 12:00 PM	Spiritual development class.
	1:00 – 3:00 PM	Lunch and discipleship with youth.
	3:00 – 4:00 PM	Prep for camp and mission trip.
SUNDAYS	10:00 – 12:00 PM	Attend church service.

**KNOWLEDGE AND ABILITIES**

1. Knowledge of personal/ project management principles, administration practices, organization techniques, and methodologies.
2. Knowledge of expense tracking/reporting and administration.
3. Knowledge of relational intelligence, grace and cross-cultural sensitivity.
4. Ability in developing leaders and team members for effective ministry.
5. Ability to communicate clearly and effectively through both verbal and written means.
6. Ability to establish and maintain effective working relationships.
7. Ability to build and promote a team culture through relational collaboration and motivating team members.
8. Ability to plan, organize projects and prepare detailed reports and presentations.
9. Ability to use computers and a variety of software applications.

**PHYSICAL REQUIREMENT AND WORKING CONDITIONS**

Occasional lifting/carrying up to 10 pounds; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate a computer keyboard and basic office equipment. Subject to sitting, standing, reaching, walking, twisting and kneeling to perform the essential functions. Working conditions are primarily inside an office environment.