

## Calvary Christian Church Summer Internship Ministry Description

**Principle Functions:** Support the ongoing ministry at Calvary Christian Church by building relationships with the congregation, modeling a Christ like lifestyle and attitude, assisting and leading ministry events that reinforce the three core values of Calvary (To Worship God, Love People & Rely on the Holy Spirit), and become actively involved in the life of Calvary.

**Ministry Summary:** The ministry internship exists for the mutual benefit of Calvary Christian Church and the intern. Calvary receives an individual who can offer their own set of skills, knowledge, interests, and passions to support and enhance our ministry. In turn, the intern receives the opportunity to learn and practice ministry in a safe and nurturing environment.

### Major Ministry Responsibilities

1. Sunday Platform Responsibilities: You will be a part of one of our Sunday morning services and our Sunday evening service. During the Sunday morning service you will set an example of wholehearted worship, be called on to pray from time to time, work the altars at the conclusion of each service, serve communion approximately once per month, and more. During the evening service you will again set an example of worship and called upon to pray, but you will also be involved in other aspects of the service. (Please note that we do not guarantee the opportunity for every intern to preach, but in most cases each intern is given an opportunity during later semesters.)
2. Sunday AM Ministry: During the morning services in which you are not on the platform you are required to be a part of another Calvary ministry. This could range from teaching or participating in Sunday School, Kid's church, media or sound, ushering, greeting, etc...
3. Wednesday Prayer, Breakfast & Staff Meeting: You are required to be present for prayer every Wednesday morning at 7:00 am, which is followed by breakfast and then both the pastoral and general staff meeting.
4. Visitation: Throughout the week you will have the opportunity to go on hospital and shut-in visitation with different members of the pastoral staff. Due to the nature of visitation quite often only 1 or 2 interns will go on a single visitation, but care will be given to insure that each intern receives ample opportunities to take part in visitation.
5. Special Events: You will be a part of various events throughout the summer.

### Specific Ministry Responsibilities

Every intern will be given specific responsibilities for which they will be required to fulfill throughout the summer. These responsibilities will be decided by the Executive Pastor and pastoral team in consultation with the intern. For the summer your responsibilities will include:

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**Other Responsibilities**

1. You will be required to give an account for the time you devote to your internship and for the ministry assignments that you complete. This will be done through the completion of daily intern reports. Each week you should submit a report that breaks down how you spent each day, the ministry and office work that you completed, the personal contacts that you made, etc... An example of this will be provided for you. Failure to complete these reports will have a direct effect on your final grade.

**Follow “The Three C’s”**

1. Communication:
  - Meet with the associate pastors daily and senior pastor weekly in both the corporate and personal staff meetings to discuss ministry assignments.
  - Come to weekly staff meetings prepared to ask your questions for the week, as the Pastor’s availability may be somewhat limited on other days.
  - Use the “staff report forms” provided or develop your own reporting system (with Pastor’s approval) that will adequately report your ministry labors for the week. This form is perhaps your greatest means of accountability to the pastor each.
  - Inform the pastor well in advance of any projected changes in your regular schedule.
  - Feel free at any and all times to share with the associate or Senior Pastor your perception of the progress of our ministry together, questions, personal needs and counsel, etc.
  - All matters discussed with the staff in general and the Pastor in particular are considered private and confidential. You only get one “strike” in this area, break a confidence and you are gone!
  - It is almost impossible to over-emphasize how important communication is to good working relationships. "People who are equally informed seldom disagree". Let’s do our level best to keep each other informed.

2. Cooperation:

- Cooperation in this context might best be understood to mean that of being a “team player” and extremely “flexible”.
  - The associate pastors and senior pastor will give you weekly assignments and help in determining appropriate priorities.
  - Remember that your work is not about you, or me, but about “us” and the Kingdom of God.
  - Remember that you are one member of a team, your ministries just a few of many. Set an example of what it means to “prefer one another” and make room for the ministry of others too.
3. Commitment:
- “Real ministry” takes place when we voluntarily go beyond the call of duty to see the work of God advanced.
  - No job description can require this of a man or woman, but rather it is a commitment and responsibility that must be voluntarily accepted.
  - It is entirely likely that you will be asked to do things that are not specified on this job description. It is expected that these too will be done cheerfully unto the Lord.
  - The nature of your ministry position will require approximately 45-50 hours per week plus Sunday. It is important that you understand the “work ethic” that the Senior Pastor expects and will require.

## **Personal Responsibilities**

### **A. Prayer Ministry:**

1. Meet with the Pastor in the prayer room thirty minutes before the Sunday morning services.
2. Participate in the 6:00 p.m. Sunday prayer meeting.
3. Participate in the Wednesday morning prayer meeting.
4. Minister in prayer and intercession with those around the altars at the conclusion of each service.
5. Conduct a personal and private devotional life that enables you to walk in the “fullness of the Spirit” and minister from the “overflow” of the Spirit in your own life.

### **B. Church Attendance:**

1. You will participate and attend all regularly scheduled services, revivals, crusades, etc.
2. Any absences must be cleared with the Pastor in advance.

### **C. Platform Ministry:**

1. You will minister with the Pastor from the platform in various parts of the service, be ready!

### **D. People Ministry:**

1. Always remember that aside from the presence and blessings of the Lord, our most precious possession is PEOPLE!
  - People are the ONLY thing we can take to heaven with us; let's take as many as we can!
  - Never forget that PEOPLE are the reason YOU have an internship, serve them well.
  - We must always handle people with love, patience and understanding.
  - "A brother offended is harder to be won than a walled city" (Proverbs 18:19)
  
2. It is expected that you will offer every facet of pastoral care to those you are responsible for, including the following:
  - Visitation (Hospitals, homes, shut-ins, newcomers, absentees, etc.)
  - Phone Calls (Newcomers, absentees, etc.)
  - Letters (Communicate regularly with those you pastor about the ministry, events, etc.)
  - Cards (Especially for absentees, and special occasions such as birthdays, anniversaries, etc.)
  - E-mail (Effective for communication but NOT a substitute for the personal touch)
  
3. Our motto at Calvary Christian Church is "The Balanced Ministry With A PERSONAL TOUCH"
  - Please remember that as an intern YOU have the responsibility for being a significant expression of that "personal touch".
  - Extending that "personal touch" should result in a MINIMUM of 25-30 personal contacts each and every week.
  - Periodically the Pastor will ask you to make specific people contacts. It is his expectation that those contacts will be made within the next week, preferably before the upcoming Sunday.

E. Designated Days: (The following days designated based on consultation with Pastor)

1. You will have one day designated as your "day off" each week.
2. Endeavor to schedule time during each week as "study time" when you should discipline yourself in the study and preparation of God's Word for your scheduled weekly classes.

### **Code of Conduct**

Although most of the rules for how you should conduct yourself should go without saying a few notes to clarify our stance on certain issues should be helpful.

In general you should abide by the rules set forth by your school. In the chance that your schools rule differs from Calvary rule, you should follow the rule set by the church.

The Opposite Sex & Children:

1. Under no circumstances should you ever be alone with the opposite sex. This includes riding in the same car together.
2. Under no circumstances should you ever be alone with a minor.
3. Under no circumstances should you meet with anyone in any offices.
4. All counseling and appointments should be handled in the downstairs office living room or dining room.

Movies – It the policy that none of the interns or church staff should ever see a movie, in the theater or at home, that has a rating higher than PG-13.

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Name

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Date

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Signature