



# FELLOWSHIP DENVER CHURCH

## INTERNSHIP SUMMARY AND REQUIREMENTS

### Job Summary

An internship integrates knowledge and theory with practical application and skills development. Fellowship Denver offers internships to provide experiential ministry learning via a clear training track, personal supervision, discipleship, mentoring, and real-time church work hours and leadership opportunities. We are seeking applicants who have a personal relationship with God, a love for local church ministry, and a desire to gain practical ministry experience.

### Requirements and Qualifications

- Fulfill the requirements for a Deacon listed in Scripture (1 Tim 3:8-13)
- Attend Fellowship Denver Church
- Commitment to personal spiritual growth
- Actively participate in a Fellowship Group
- Desire for full-time vocational local church ministry
- Minimum of high school diploma or GED
- Enthusiastic about Fellowship Denver's vision and approach to ministry
- Proficient with current computer and internet technology; able to keep up with changes
- Sense of humor and enjoy working with others in a ministry setting
- Enjoy serious reading and research
- Emotionally mature
- Ready to learn and open to new or different ways of doing things

### Hours and Pay

15-20 hours / wk

\$1000 / mo

Maximum of 6 Sundays off annually

*All intern applicants must be available on Tuesday mornings from 8:30-10:00 am for weekly staff meetings and on Wednesdays from 8:00-10:00 am for Foundations Classes.*

*Must be available during staff all-hands-on-deck dates, namely Advent and Holy Week.*

## **CHILDREN (BIRTH-5TH GRADE) AND FAMILY MINISTRIES INTERN**

### **Duties and Responsibilities**

- Attend required weekly Ministry Foundations classes (Wednesdays 8:00-10:00 am)
- Meet weekly with Ministry Supervisor, the Director of Children & Family Ministry
- Attend weekly Staff meetings (Tuesdays 8:30-10:00 am)
- Serve on Sunday mornings to support the work of Fellowship Kids (Birth - 5th Grade), whether in a Care or Teaching capacity
- Spend required vocational ministry work hours as directed by Ministry Supervisor which includes but is not limited to:
  - Run general ministry-related errands
  - Stock supplies as needed for children's classes
  - Assist with the upkeep of CFM facilities and supplies
  - Assist with planning and execution of CFM programs and events
  - Assist with and participate in volunteer training and support
  - Assist with Family Ministry, particularly in the area of proactive family care and resourcing, including:
    - Families who are welcoming new babies, foster care placements, or adopted children
    - Child Dedication ceremonies
    - Baptisms
    - Family Sundays

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## **CHURCH PLANTING INTERN**

### **Duties and Responsibilities**

- Attend required weekly Ministry Foundations classes (Wednesdays 8:00-10:00 am)
  - Meet weekly with Ministry Supervisor, the Pastor of Community & Mission - North Metro
  - Attend weekly Staff meetings (Tuesdays 8:30-10:00 am)
  - Serve on Sunday mornings at Fellowship North Metro
  - Spend required vocational ministry work hours as directed by Ministry Supervisor which may include:
    - Run general ministry-related errands
    - Help with setup and tear down of Sunday morning spaces
    - Cultivate relationships with congregants
    - Support the work of Fellowship North Metro pastors in various ways, such as helping run events, assisting with Fellowship Groups, researching discipleship opportunities.
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## **MISSION & DISCIPLESHIP INTERN**

### **Duties and Responsibilities**

- Attend required weekly Ministry Foundations classes (Wednesdays 8:00-10:00 am)
  - Meet weekly with Ministry Supervisor, Teaching Pastor at Fellowship Denver Church
  - Attend weekly Staff meetings (Tuesdays 8:30-10:00 am)
  - Spend required vocational ministry work hours as directed by Ministry Supervisor which may include:
    - Researching theological issues and learning teaching preparation skills.
    - Support the work of the Teaching Pastor in various ways, such as helping run events like Baptisms and Vision for Life, assisting with Fellowship Groups, researching discipleship opportunities.
    - Help with Fellowship Groups signups and trainings
    - Helping with Care and Counsel training, assisting with care situations, and researching best practices.
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## **OPERATIONS & CHURCH ADMINISTRATION INTERN**

### **Duties and Responsibilities**

- Attend required weekly Ministry Foundations classes (Wednesdays 8:00-10:00 am)
  - Meet weekly with Ministry Supervisor, the Executive Pastor
  - Attend weekly Staff meetings (Tuesdays 8:30-10:00 am)
  - Serve on Sunday mornings to support the work of the Hospitality Team
  - Spend required vocational ministry work hours as directed by Ministry Supervisor which includes but is not limited to:
    - Supporting ministry of Hospitality by serving on Sunday mornings and preparing our weekly gathering spaces
    - Various facilities and office related tasks
    - Working alongside administrative teams to assess and implement systems that provide support to the ministry of Fellowship Denver
    - Help plan and coordinate staff activities
    - Run general ministry-related errands
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## **PRODUCTION INTERN**

### **Duties and Responsibilities**

- Attend required weekly Ministry Foundations classes (Wednesdays 8:00-10:00 am)

- Meet weekly with Ministry Supervisor, the Technical Director
- Attend weekly Staff and Service Planning meetings (Tuesdays 8:30-11:00 am)
- Serve on Sunday mornings to support the work of Production and Worship & Arts Ministries
- Focused training and development around professional goals and areas of interest.
- Spend required vocational ministry work hours as directed by Ministry Supervisor which may include:
  - Preparing the stage and all production elements for weekly services including stage layout, lighting cues, graphics, media, sermon notes, etc
  - Directing production team during setup, soundcheck, practice, rehearsal, and services
  - Troubleshooting mid-service production issues
  - Ensuring that worship and sermon media are properly captured/uploaded every week

**\*\*Previous experience in music or production strongly preferred**

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## **STUDENT MINISTRY (6-12th GRADE) INTERN**

### **Duties and Responsibilities**

- Attend required weekly Ministry Foundations classes (Wednesdays 8:00-10:00 am)
- Meet weekly with Ministry Supervisor, Student Ministry Director
- Attend weekly Staff meetings (Tuesdays 8:30-10:00 am)
- Serve on Sunday mornings and evenings to support the work of Student Ministry
- Spend required vocational ministry work hours as directed by Ministry Supervisor which include:
  - Discipleship and outreach with students
  - Helping plan and lead Student Fellowship on Sunday evenings
  - Organize and teach Sunday morning 6th-grade class
  - Assist with planning and execution of Student Ministry events
  - Assist with and participate in leadership training and support
  - Run ministry-related errands

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## **WORSHIP & ARTS INTERN**

### **Duties and Responsibilities**

- Attend required weekly Ministry Foundations classes (Wednesdays 8:00-10:00 am)
- Meet weekly with Ministry Supervisor, the Pastor of Worship & Arts Ministry
- Attend weekly Staff meetings (Tuesdays 8:30-11:00 am)
- Serve on Sunday mornings to support the work of Worship & Arts Ministries
- Spend required vocational ministry work hours as directed by Ministry Supervisor which may include:
  - Write liturgical pieces for Sunday services

- Serve in a band and lead worship for Sunday services
- Run general ministry-related errands
- Assist with the upkeep of the art gallery, including show openings and closings
- Assist with planning and execution of W&A programs and events
- Assist with and participate in volunteer discipleship and investment
- Assist with and participate in volunteer scheduling

\*\*Musical competence and skill are required and assessed for this position