

## Williamsburg Community Chapel Internship Position Description

Position: Student Ministry Summer Intern  
Reports To: Student Ministry Director/Pastor  
Position Status: Full-time, seasonal intern (late May to mid-August)  
Hours: Sunday, Tuesday-Friday. Frequent night and weekend events  
Stipend: \$2,500 for the summer  
Date Prepared/Revised: January 2020

### Position Summary

There are five specific goals for the internship: learn, serve, grow, discern, and sacrifice. The interns will **learn** by participating in all aspects of Student Ministry and paying close attention to the lessons embedded in each experience. The interns will **serve** high school, middle school, and college students through event set up, relationship building, bible studies, and by being available to fulfill any need as it arises. The interns will **serve** the staff by assisting them in the completion of projects and other duties as assigned. The interns will **grow** in their relationship with Jesus by getting into God's Word and God's Word getting into them through completing bible study assignments and through weekly discipleship meetings with senior leaders at the Chapel. The interns will **discern** a possible call to vocational ministry and how they can be ministers regardless of their chosen vocation through their time with the Student Ministry staff and through meetings with a select group of Chapel families representing a wide range of vocations. Finally, recognizing that **sacrifice** is an essential part of what it means to be a disciple, we will ask the interns to sacrifice their time and energy while they are with us which may go beyond the normal day-to-day duties.

### Qualifications/ Requirements

The preferred candidate has a growing personal relationship with Jesus Christ and a desire to work with middle and high school students. Experience in building discipleship relationships with teenagers is desirable.

The preferred candidate is at least two years removed from High School. Interns are required to live in Williamsburg or within reasonable commuting distance for the duration of the internship. The Student Ministry staff can assist in finding housing for those who do not have a readily available option. A reliable method to get to work is required. A current driver's license with a record which meets the Chapel's insurance standards is preferred.

### Essential Functions

- Learn
  - Weekly meeting with Lead Pastor
  - Books or Articles on Spiritual Formation, Preaching, and Personal Growth
  - Weekly SM Staff meetings
  - Lunches with Chapel families
- Serve
  - Middle School/High School Students and their families
  - SM Staff
  - Larger Chapel body
  - Local Mission Partners
- Grow
  - Discipleship relationships with SM Team, Lead Pastor, and other members of the Chapel
  - Debriefing all events and experiences to understand growth opportunities
  - Preaching a sermon
  - Leading bible studies
  - Event planning

- Discern
  - Self-reflection and conversations with Pastoral Staff
  - Closing retreat
- Sacrifice
  - Other duties as assigned

#### **Other General Responsibilities**

- a. Cooperate with the Lead Pastor, Board of Elders and other staff members in promoting the entire ministry plan of Williamsburg Community Chapel.
- b. Utilize the services of the administrative and support services staff in a manner consistent with their Position Descriptions.
- c. Uphold the Chapel Staff Values and Behaviors.
- d. Give full support to the Unified General Operating Budget of Williamsburg Community Chapel and avoid soliciting or expending funds not previously authorized.
- e. Serve as an effective staff liaison to assigned Ministry Teams and/or Standing Committees.

#### **Basic Personal Responsibilities**

- a. Maintain a continued submission to the Lordship of Christ in every area of life, the acquisition of and obedience to scriptural knowledge, continual growth toward maturity in Christ, and consistency of Christian behavior.
- b. Maintain proper priorities in your home, to maintain devotions, to educate in the Christian doctrine, and to pray for the salvation of your family.
- c. To honor, esteem and love the Pastors and Elders; to pray for them regularly; to submit to them in the exercise of their spiritual authority; and to manifest a tender regard for their reputation.
- d. To be loyal to Chapel programs; to pray regularly for its ministry, leadership, and people; and to contribute to its support with time and finances as God prospers.
- e. To honor obligations and commitments to those outside the Chapel body; and as opportunity and ability enable to commend the Gospel of Christ to them.

#### **Physical demands and work environment:**

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is regularly required to talk or hear. The employee is frequently required to stand for extended periods of time; walk, use hands to finger, handle, or feel; and reach with hands and arms. The employee is required to perform repetitive tasks requiring fine motor skills, such as typing. The employee is required to participate in games with students, which may require a moderate to high level of brief physical activity such as bending, jumping, running, etc.

The position operates indoors, with some outdoor functions. The noise level in the work environment fluctuates from minimal to moderate, with occasional situations that are very loud. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, and fax machines. This position travels periodically to lead trips serving with local, domestic, and international ministry partners.

#### **Acceptance/Approval**

I have read and understand this explanation and position description. I acknowledge that this position description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required

of the employee for this position. Duties, responsibilities, and activities may change at any time with or without notice.

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Employee's Signature

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Date

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Please Print Name (Employee)

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Supervisor's Signature

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Date

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Please Print Name (Supervisor)

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Human Resources Signature

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Date

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Please Print Name (Human Resources)