

JOB DESCRIPTION AND OBJECTIVES**Summer Intern – 30 hours/week**

Duchess Mennonite Church - Summer 2020 – 8-week term – Starting between June 1-July 1

COVID 19 UPDATE

Due to restrictions laid out by Alberta Health Services in response to the COVID-19 outbreak, the job description below will be adjusted to reflect the current allowable activities in regard to the position. The position will include a significant shift toward working via digital means, including creation and curation of digital media content, working over Zoom and similar video conferencing software, and so on.

The duties listed are subject to these restrictions, which may change during the work period. Admin team and supervisors will help navigate the execution of duties as required. Council always seeks to match gifting with duties and while the duties below are listed as a broad variety of learning opportunities, don't let one duty be the reason you decide not to apply.

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I. Position Description

The Summer Intern position is a temporary position created to provide short-term pastoral ministry to Duchess Mennonite Church (DMC). The Summer Intern is a youth between the ages of 15-30 (inclusive). The Intern program is designed to benefit both DMC and the Summer Intern. DMC will benefit from a staff member in training and gifts in the area of church ministry. The Summer Intern will benefit from an opportunity to gain experience and receive leadership training/mentoring in a variety of ministry opportunities as well as to receive constructive feedback to help them grow toward reaching their potential in Christian Service. Specific responsibilities will vary depending on the strengths of the individual.

II. Purpose of the Program

- Encourage, develop, and affirm ministry gifts in individuals
- Provide a broader spectrum of ministry to the congregation and community

III. Responsibilities

Youth Work – Work closely with Associate and Youth Pastor and youth sponsors to cooperate and assist in youth ministry. Priority is to be given to youth. Work with soon to be youth is also encouraged. Specific tasks may include:

- Organize, plan and execute youth activities as needed
- Teach, deliver devotionals
- Seek out and include community youth
- Seek to coordinate activities with One Hope Youth Outreach in ways that are mutually beneficial

Children's Ministry – Assist ministry to children programs by providing administrative assistance and encouragement to volunteers. The Summer Intern is to cooperate with volunteers rather than simply replacing them. Education programs include Vacation Bible School, Sunday School, Kids church and possibly Boys and Girls Club. Specific tasks may include:

- Organize, plan, and execute summer camps for community kids (sports camp, art camp, etc.)
- Assist in planning and leadership of Vacation Bible School
- Leadership of Kids Church program where necessary
- Ensure volunteers clearly understand their responsibilities, equip and encourage volunteers

Preaching – As required, but not likely more than one sermon per month. May include lodge services or other special services.

Visitation – Under the direction of the Senior Pastor.

Administrative Duties – As required, the Summer Intern may be asked to organize events, develop proposals, or carry out other administrative projects related to DMC.

Self-Initiated Project – The Summer Intern is encouraged to bring their own ministry ideas to Council for approval.

IV. Reporting

Supervision, Mentoring, and Accountability

- directly to Associate and Youth Pastor
- reporting monthly to the Council of Elders
- reporting weekly to the Admin Team

Attend Admin team meetings each Tuesday morning. Summer Intern will be expected to share written work plans for the coming week and report from previous week (submit timesheet).

Attend Council of Elders Meeting the first Thursday of the month. Give monthly report.

Evaluation

- will be solicited from each area of ministry that Summer Worker is involved in or assisted with
- by Pastor Nathan, in consultation with Pastor Alvin
- self-evaluation at the end of the contract

30-hour work week. Remuneration will be \$15.50/hour. Apply: nathan.ramer@duchessmennonite.ca
Must be age range 15-30. Deadline for application is June 1, 2020.