

# **RIVERSIDE CHURCH**

## ***Job Description***

**Job Title:** Intern- Connections  
**Leadership:** Development  
**Classification:** Non Exempt/Part time (10hrs/wk)  
**Department:** Connections  
**Reports to:** Connections Pastor  
**Effective Date:** 06/15/2016

### **PURPOSE:**

To develop and grow in ministry skill, learn ways to minister to guests, and become equipped to facilitate various aspects of connections ministry.

### **EDUCATION, SKILLS, ABILITIES, SPIRITUAL GIFTS:**

- Must be 18 years of age or older
- Ability to commit to 10hrs/wk
- Reliable transportation
- Demonstrated ability to understand and relate to guests of all ages
- Must complete entirety of program September 1st, 2017 –July 31st, 2018

### **RIVERSIDE COMPETENCIES AND EXPECTATIONS:**

- Fully embraces Riverside Church's mission, vision and values.  
(*Experience Grace, Grow in Love, Give of Self*)
- Be reliable, take initiative, and be self-motivated
- Embrace and adapt to growth, change, innovation and creativity
- Use appropriate judgment in the areas of discretion, sensitivity and confidentiality
- Have a cooperative, healthy and motivating relationship with supervisors, department team members, co-workers and volunteers
- Actively pursue a healthy personal relationship with Jesus Christ through regular prayer, meditation, and study of God's Word.

### **RESOURCES:**

#### **Required Texts**

A-X-I-O-M, Bill Hybels, 2008.  
First Impressions, Mark Waltz, 2013

## **Recommended Texts**

Great by Choice, Jim Collins, 2011  
Simple Church, Thom Rainer, 2011  
Lasting Impressions, Mark Waltz, 2013

## **ESSENTIAL FUNCTIONS:**

- Help create environments where people can Experience Grace
- Assist with the planning and execution of volunteer assignments and duties, including appreciation (D.E.V.A )
- Develop leadership skills as related to "Next Steps" and/or discipleship
- Serve in each of the 4 specific areas of Guest Services (Parking, Café, Greet, Usher)
- Be present for Guest Services huddles when necessary to communicate specifics for the day.
- Encourage Next Steps for volunteers in Guest Services.
- Setup and tear-down for both Launching Point and G-Class areas.
- Be a regular part of Launching Point each Sunday. Lead at least 4 times.
- Be a regular part of G-class. Lead the class at least two times.
- Aid in the continued efforts related to the "Disengaged and Unengaged"
- Attend a Connections Ministry focused conference or workshop if available
- Attend Ministry Development meetings (once per month)
- Aid in the planning and follow up efforts for special events throughout the year
  - Productions / Christmas and Easter
  - Volunteer Appreciation Sunday
  - Offer assistance to Pastor Tom's Executive Assistant as related to Sunday afternoon Membership classes.

## **RELATIONSHIPS:**

- Works as part of Connections Team
- Reports to the Connections Pastor
- Receives support from peers on Connections Team
- Works in cooperation with Interns in Communication Arts Department, Care Ministries, Student Ministry, Kids Ministry and Creative Arts.

## **COMPENSATION:**

- Interns at Riverside are potentially eligible for a monthly stipend.

Approved by \_\_\_\_\_ Date \_\_\_\_\_