

RIVERSIDE CHURCH

Job Description

Job Title: Intern-Small Groups
Leadership: Development
Classification: Non Exempt/Part time (10 Hours/week)
Department: Small Groups
Reports to: Small Groups Pastor
Effective Date: 09-01-2016 or earlier pending approval

PURPOSE:

To develop and grow in ministry skill, becoming equipped to facilitate various aspects of small group ministry.

EDUCATION, SKILLS, ABILITIES:

- Ability to commit to 10 hours per week
- Reliable transportation
- A passion for learning
- Must complete entirety of program September 1st 2017 –May 15th 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

ESSENTIAL FUNCTIONS:

Assist Riverside's Small Groups Ministry

- Learn and actively participate in Riverside's small group system.
- Research, plan, and implement online training opportunities for small group leaders/hosts.
- Produce video and online pieces for Small Groups.
- Assist the Small Groups Pastor in coaching development.
- Collaborate with teammates to develop weekly small group curriculum.
- Plan and send/give DEVAS for small group leaders/hosts.
- Learn SG Connection process and assist with implementing for winter/spring 2016.

Assist in the Development of Riverside's Care Ministry

- Training and leadership related to care through small groups and care groups.

Serve in Pastoral Ministries

- Explore connections within the community including ways for small groups to serve in a consistent way.
- Assist with Care Ministries by shadowing during visitation.

Other

- Participate in continuing education opportunities.
- Communicate with the Small Groups Pastor on a regular basis.
- Participate in the monthly intern meetings.

Do the following weekly tasks for a period of one month

- Month of October: Shadow connections with coaches; assist in DEVA implementation and small group retention plan.
- Month of November: Host a small group, create sermon based curriculum
- Month of December: Participate in all church Christmas initiatives
- Month of January: Plan, implement Group Link
- Month of February: Plan, implement video DEVAs
- Month of March: Coach small group HOSTs

RELATIONSHIPS:

- Works as part of the Small Groups Team
- Reports to the Small Groups Pastor
- Works in cooperation with Interns in Creative Arts, Communication Arts Department, Care Ministries, Family Ministries, and Student Ministries

COMPENSATION:

- Interns at Riverside are potentially eligible for a monthly stipend

Approved by _____ Date _____