

# **RIVERSIDE CHURCH**

## ***Job Description***

**Job Title:** Intern-Small Groups  
**Leadership:** Development  
**Classification:** Non Exempt/Part time (10 Hours/week)  
**Department:** Small Groups  
**Reports to:** SR Campus/Small Groups Pastor  
**Effective Date:** 09-01-2018 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 1<sup>st</sup> 2017 –May 15<sup>th</sup> 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 training opportunities for small group leaders/hosts to be implemented through coaching structure.
- 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 2018/19.

### **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 SR Campus Pastor/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 SR Campus Pastor/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 \_\_\_\_\_