

PROVIDENCE

Position Description: Ministry Intern

VISION FOR THE POSITION

The ministry intern position is a one-year program designed to help you get exposure to vocational ministry, advance the mission of our church, and be developed for future ministry in the church.

- 1) *Get exposure:* You will get an “inside look” at the ministry of our church: on the team, in meetings, helping with the work.
- 2) *Advance the mission:* You will serve the church in various ways: assisting staff, making things happen, and ministering to people.
- 3) *Get developed:* We want this to be a spiritually formative year for you. This will happen directly through a personal development plan, and indirectly through simply being in the mix of things.

POSITION OVERVIEW

A ministry intern works closely with the pastors and staff to learn from them and help execute on projects and tasks. The role requires flexibility, initiative, and a servant mindset. You will be part of the Providence staff team, engaged in the overall mission of the church, and report directly to one of our pastors.

POSITION RESPONSIBILITIES

Your main responsibility is to be available to do whatever needs to get done. As we get to know you and your gifts, we will be able to give you more things in that lane, but for the most part you will be an eager generalist. Here are some examples of the kinds of things you might do:

Assistant: Serve broadly as a ministry assistant to the staff team.

Administrative work: Make copies, make coffee, run errands, help execute ministry plans/events, etc.

Personal development: Reading, discussion, meetings, etc.

Ministry Support: Learn more about and serve in various areas of ministry in our church (e.g., PK, youth, college, women, local partnerships, and gathered worship).

Content: Write first drafts, proof-read things, do research, learn about content development, etc.

Community: Be present at ministry gatherings and functions, meet with new people, disciple others within Providence, serve in various aspects of hospitality, etc.

Cause: Learn more about and serve in our local partnerships, assist our deacons, help start a GC.

Special Projects: Build a new system or process, solve a problem, launch a new initiative, etc.

IMPORTANT APTITUDES

- *Gospel fluency:* You can articulate the gospel, are personally growing in the gospel, and can apply the gospel to real life situations. You understand the centrality of the gospel in all that we do as a church.
- *Servant Mindset:* You must seek to be a servant to all and learn from the pastors/staff of the church—this is the main tool for personal development. You are ready to take on any task with initiative, joyfulness, and hard work.
- *Emotional Health:* Your identity is rooted in Christ. You are not afraid to fail, able to give and receive constructive feedback, and not governed by the approval of others. You seek to resolve conflict in a timely manner. You are able to articulate needs, but also to focus on the needs of others.
- *Relational warmth:* You are comfortable relating to a wide variety of people. You are aware of how people experience you, both as a representative of Jesus and of the church.
- *Teamwork:* You can work with members and volunteers, as well as the Providence staff, to effectively achieve objectives and minister to people.
- *Flexibility:* This job involves a lot of random things. There will be days when there is not much to do, and there will be days when there is a lot to do. You need to be comfortable in both spaces.

COMPENSATION

- This is a full-time position. Start date is August 2026.
- Salary & Benefits:
 - This position requires you to raise 50% of your salary. Providence will fund the other half.
 - Health insurance available.