

LIFE CHANGERS CHURCH

Ministry Internship Program Overview and Job Descriptions

2022-2023

Overview:

Life Changers Church is an exciting, new church in the City of Austin Texas, since November 1, 2019. As part of the foundation, we are excited to announce our Ministry Internship Program. Life Changers Church Ministry Internship Program is designed to give individuals firsthand ministry experience, as well as assist in the planting of a new church ministry. Interns will gain experience working with the Senior Pastor and Worship Leader, Media Director, as well as assisting with the overall functionality of the church. This internship is ideal for college students who are seeking purpose and practical application in a church ministry. We are excited to welcome your application to our internship program, and if accepted, we pray that this experience will be beneficial in your future endeavors in ministry or in the marketplace.

Qualifications:

- 18 to 35 years old
- Be a born again Christian and living a Christian lifestyle
- Supports the vision and mission of Life Changers Church
- Friend request on Facebook
- Attend one of the New Members Class for Vision Casting

Application Process:

- Complete the entire application.
- Submit a 1-minute video telling us why you want to be an intern (If you are applying for worship, also submit a video of you playing an instrument or singing.
- Email completed application, cover letter, resume, and video to Lifetchangersaustin1@gmail.com
- Be mindful of the application deadline. Late applications will not be considered. **Applications are due before 11:59p on 8/28/2022.**
- Applicants will be notified by August 31, 2022, if you have been accepted into the internship program.
- Internship orientation will be Saturday, **September 12, 2022**

Expectation:

- Fulfill roles as stated in the intern job description and internship action plan (IAP) · Complete the 9-month internship program
- Exemplify a Christian lifestyle in action, integrity, and communication
- Strive to be prompt and exemplify good time management skills
- All applicants will be subject to submitting and passing a background check, for all areas of ministry.**

Schedule:

The internship program is a 9-month commitment beginning **September 19, 2022 and** commencing June 12, 2023. Interns are required to complete a minimum of **20 hours per week Monday through Thursday, plus Saturday prep. All interns will have a role that requires them to serve on Sundays, special events, and community outreach projects.**

Weekly Outlook and Intern Action Plan:

The weekly outlook and internship action plan will coincide with the areas of ministry, special events, and community outreach projects that are developed by the Senior Pastor. The Internship Action Plan

(IAP) will include personal teaching and coaching from the Senior Pastor and appointed ministry leaders. The IAP includes:

- Weekly Spiritual Growth Assessment
- Weekly Bible Study
- Community Outreach Projects
- Relationship Building Tasks
- Recommended Readings
- Participation in a Growth Group
- Fulfillment of ministry roles and responsibilities

Ministry Areas of Opportunity for Interns:

- Worship Ministry
- LC Kids Children's Ministry /Youth/ Young Adult
- Media & Technology
- Life Changers Connection (Administration and Hospitality)

FAQ's

Is the internship Paid?

No, but a stipend will be considered upon successful completion of the internship program.

Do interns work on Sundays?

Yes, all interns will serve in their designated areas of ministry on Sunday

When will I hear from someone after applying?

You will receive a confirmation email upon submitting your application. If accepted as an intern, notifications will be sent via email by September 1, 2022

When is the deadline to apply?

Applications will be due by August 28, 2022. Late submissions will not be considered.

Is there an interview process?

Yes, interns we will strive to have a face-to-face interview. If that method is not possible, other options such as Skype or Zoom may be considered.

How can I get college credit?

If your college or university offers internship opportunities and placements, we will work directly with your advisor and/or professor to insure you meet all of the necessary requirements.

Do I need a car?

Most likely, yes. The majority of responsibilities of our interns require them to have a reliable form of transportation. This ranges from weekly outlook responsibilities and serving on the weekends, special

events, or community service projects.

· **Are international student eligible?**

Yes, with proper supporting documentation such as a student/work visa.

INTERN JOB DESCRIPTION FOR LCC KIDS' MINISTRY

LCC Kids is an exciting children's ministry where kids ages 1-12 can get a life-changing word of God presented to them on their level. LCC Kids will experience worship, games, snacks, prizes, and most importantly a word of God that will help shape their lives. LCC Kids are age specific: Exploration: 1–2-year-olds, Navigation: 3–5-year-olds, Journey 6–12-year-olds.

ROLE SUMMARY

As the intern for Life Changing Kids ministry, you assist with the overall vision and mission of Life Changers Church. The intern will work closely with the Children's Director in the development and distribution of curriculum, and ministry standards. This includes writing curriculum, development of policies and best practices, training of future leaders/volunteers, and development of new ministry practices.

QUALIFICATIONS

- Fun and energetic personality
- Fulfill the duties of recruiting, training, and leading staff and volunteers
- Ability to see, articulate and implement the vision of Life Changers Church
- Can anticipate, enjoy and thrive in a rapidly changing environment

KNOWLEDGE & SKILLS

- Ability to communicate the Bible through various means and to children at various ages · Solid theological understanding in kids ministry curriculum development
- Knowledgeable in needs and learning styles of children at various developmental stages · Exceptional leadership and communication skills
- Strong organizational and time-management skills and pursuit of excellence through attention to detail
- Superior interpersonal skills working with a variety of people from volunteers to parents to kids · Ability to handle sensitive issues and maintain confidentiality and trust regarding leader and member information

DUTIES & RESPONSIBILITIES

- Assist and organize LCC Kids Ministry ages 1-12
- Attend weekly meetings with Life Changers Church Leadership Team
- Ensure the safety and security of all areas of LCC Kids Ministry

- Oversee implementation of policies and enforce compliance in critical risk areas · Ensure facility cleanliness according to Life Changers Church standards for every area of LCC Kids Ministry
- Assist and train future leaders/volunteers for nursery and kids ministry areas · Work closely with the Children’s Director to analyze effectiveness of programs and adjust as needed · Clearly communicate the vision and mission of Life Changers Church
- Other duties as assigned

ACKNOWLEDGMENT FOR RECEIPT OF INTERNSHIP JOB DESCRIPTION

I have received and read a copy of Life Changers Church internship job description and understand its contents. My signature certifies that I am accepting and will adhere to the information disclosed in the intern job description.

_____ Intern Name (Please
Print) Date

_____ Intern Signature Date

_____ Senior Pastor’s
Signature Date

INTERN JOB DESCRIPTION FOR WORSHIP MINISTRY

The vision for Life Changers Church is to teach individuals how to navigate life by the transforming and renewing of their minds, growing spiritually, and maturing in Christ. In order to achieve the vision, our mission is to empower with the word of God, enrich with purpose discovery and fulfillment, and engage in serving others. As Life Changer Church continues to be planted, there is a need for interns to assist with achieving the vision and mission, so that God can be glorified, and we can help advance His Kingdom in the earth.

ROLE SUMMARY

As the intern in the worship ministry, you will assist the Worship Pastor/Leader in praise and worship for Life Changers Church. The intern will report to the Senior Pastor and Worship Pastor/Leader of Life Changers Church. The intern is responsible for assistance in the following areas: training, insight in the planning for the worship services including musical selection and arrangements, and visual aspects of the church service.

QUALIFICATIONS

- Passionate about God and is evidence through praise and worship
- Demonstrated musical skill and theological discernment
- Possess influence, verbal communication skills, and cultural awareness
- Ability to lead worship

KNOWLEDGE & SKILLS

- Love for Jesus and a desire to see lives and communities changed by the gospel ·
Entrepreneurial aptitude
- Proven success at multi-tasking, time management, and prioritizing
- Ability to handle sensitive issues and maintain confidentiality and trust regarding leader and member information
- Proven ability to work with and maintain positive relationships with those inside and outside the church

DUTIES & RESPONSIBILITIES

- Assist in leading worship for weekend services
- Assist in all areas of production (audio, light, service management)
- Give input in selecting songs and arrangements for weekend services
- Weekly service planning
- Attend weekly meetings with Life Changers Church Leadership Team
- Collaborate with other ministry leaders to carry out the overall vision and mission for corporate worship at Life Changers Church
- Participate in worship for special events
- Assist in recruiting, training, and organizing music and production volunteers ·
Participate in songwriting, arranging, and recording
- Clearly communicate the vision and mission of Life Changers Church
- Other duties as assigned

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INTERN JOB DESCRIPTION FOR MEDIA & TECHNOLOGY

The vision for Life Changers Church is to teach individuals how to navigate life by the transforming and renewing of their minds, growing spiritually, and maturing in Christ. In order to achieve the vision, our mission is to empower with the word of God, enrich with purpose discovery and fulfillment, and engage in serving others. As Life Changers Church continues to be planted, there is a need for interns to assist with achieving the vision and mission, so that God can be glorified, and we can help advance His Kingdom in the earth.

ROLE SUMMARY

As the intern in media and technology, you will be responsible for all audio, video, lighting and staging in all areas of ministry at Life Changers Church. The intern will report to the Media Director and Worship Pastor/Leader of Life Changers Church. The intern's focus will be to provide high quality and excellent service, with the right heart and attitude, offering support to any production event.

QUALIFICATIONS

- Passionate about using technology to reach people far from God
- Demonstrated skill in audio, video, lighting and staging
- Love all things AVL and all the gear that goes along with it
- Ability to adapt to change in challenging situations

KNOWLEDGE & SKILLS

- Entrepreneurial aptitude
- Love for Jesus and a desire to see lives and communities changed by the gospel
- Proven success at multi-tasking, time management, and prioritizing
- Ability to handle sensitive issues and maintain confidentiality and trust regarding leader and member information
- Proven ability to troubleshoot technical difficulties

DUTIES & RESPONSIBILITIES

- Assist in the preparation of all AVL equipment for weekend worship services and special events
- Maintain and service AVL equipment for Life Changers Church in all areas of ministry
- Ensure that all worship experiences are free of technological distractions
- Assist in the design and implementation of stage designs
- Assist in the setup, operation and teardown of production equipment in all ministry areas
- Assist with integration of social media and updating the Life Changers Church website
- Assist in training future leaders/volunteers in the correct use of production equipment.

- Troubleshoot technical issues during for worship service
- Clearly communicate the vision and mission of Life Changers Church

 - Other duties as assigned

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INTERN JOB DESCRIPTION FOR Life Changers CONNECTION (HOSPITALITY & ADMINISTRATION)

The vision for Life Changers Church is to teach individuals how to navigate life by the transforming and renewing of their minds, growing spiritually, and maturing in Christ. In order to achieve the vision, our mission is to empower with the word of God, enrich with purpose discovery and fulfillment, and engage in serving others. As Life Changers Church continues to be planted, there is a need for interns to assist with achieving the vision and mission, so that God can be glorified, and we can help advance His Kingdom in the earth.

ROLE SUMMARY

As the intern in Life Changers Connection, you will be responsible for administrative support, as well as hospitality by plugging and guiding the volunteers to the various areas of ministry for Sunday services, and special event planning. The intern will report to the Senior Pastor of Life Changers Church. The intern's focus will be to provide high quality and excellent service, offering support to any questions or concerns that needs to be addressed, and clearly communicating the vision and mission of Life Changers Church.

QUALIFICATIONS

- Passionate about building relationships with complete strangers
- Demonstrated skill administrative and clerical support
- Love to connect people to places and making them feel inspired
- Ability to adapt to change in challenging situations

KNOWLEDGE & SKILLS

- Pleasant personality and proven ability to interact in a positive manner using a high degree of tact, diplomacy, discretion, flexibility and courtesy in gesture and speech
- Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form
- Entrepreneurial aptitude
- Love for Jesus and a desire to see lives and communities changed by the gospel ·
Proven success at multi-tasking, time management, and prioritizing
- Ability to handle sensitive issues and maintain confidentiality and trust regarding leader and member information
- Other duties as assigned

DUTIES & RESPONSIBILITIES

- Assist and support in all areas of hospitality (Information desk, parking team, resources table, greeters, ushers, and refreshments)
- Process incoming weekly connection cards in the membership database
- Assist in the development of special events and outreach
- Performs a variety of administrative duties, which may include composing outgoing mail and correspondence, analyzing incoming mail and preparing for review, copying, organizing and maintaining file system
- Assist in training future leaders/volunteers in the areas of hospitality
- Clearly communicate the vision and mission of Life Changers Church
- Other duties as assigned

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