



CAPITAL CITY

CHRISTIAN CHURCH

**MINISTRY INTERNSHIP PROGRAM
OVERVIEW AND JOB DESCRIPTIONS**

2021



Overview:

Capital City Christian Church of Jefferson City, MO is excited to announce our Ministry Internship Program. This program is designed to give individuals firsthand ministry experience, as well as assist in the planning and implementation of leadership strategies within Capital City Christian Church. Interns will gain experience working directly with the Church staff, as well as assisting with the overall functionality of the church. This internship is ideal for college students who are seeking purposeful 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:

- Must be enrolled in an undergraduate or graduate program from an accredited college or university
- Be a born again Christian and living a Christian lifestyle
- Must support the vision and mission of Capital City Christian Church

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 the worship ministry, also submit a video of you singing/leading worship
- Email completed application, cover letter, resume and video to the corresponding pastor
- Schedule a video interview with the corresponding pastor

Expectations:

- Fulfill roles as stated in the intern job description and the internship action plan
- Complete the 3-month internship program
- Exemplify a Christian lifestyle in action, integrity, and communication
- Have and maintain a teachable attitude
- Demonstrate an initiative in your own learning
- Strive to be prompt and exemplify good time management skills



Schedule:

The internship program is a 3-month commitment beginning in May and ending in August depending on school schedule and availability. Interns are required to complete a minimum of 30 hours per week Monday through Thursday plus some 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 intern action plan will coincide with the areas of ministry, special events, and community outreach projects that are developed by the corresponding Pastors. The Internship Action plan will include personal teaching and coaching by those same Pastors and will include:

- Weekly Bible Study
- Relationship Building Tasks
- Recommended Readings
- Participation in a Small Group
- Fulfilment of ministry roles and responsibilities

Ministry Areas of Opportunity for Interns:

- Worship Ministry – josh@capitalcitychristian.net
- City Kids - Children's Ministry – karen@capitalcitychristian.net
- City Students – Student Ministry – louis@capitalcitychristian.net



FAQ's:

- Is the internship a paid position?

Yes, we will also provide housing and 1 meal per day

- 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.

- When is the deadline to apply?

Applications will be due by May 15th. Late submissions will not be considered.

- Is there an interview process?

Yes, if possible, we would like to have a face-to-face in person interview, but will schedule and virtual interview via Google Meet or Zoom.

- 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 students eligible?

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



Intern Job Description for Worship Ministry:

Work with the Worship Pastor to further the mission and vision of Capital City Christian Church by helping plan, develop, and lead our worship services and other events or programs.

Role Summary:

As the intern in the worship ministry, you will report to and assist the Worship Pastor in leading the congregation in worship through song for Capital City Christian Church and associated events. The intern is responsible for assistance in the following areas: training volunteers, insight in the planning for the worship services including musical selection and arrangements, and visual aspects of weekly services and associated events.

Qualifications:

- Passion for seeing lives change through a relationship with Jesus Christ
- College student with a calling and passion for music and ministry.
- Self-motivated and self-directed
- Positive, solutions-oriented, can-do attitude
- Strong sense of systematic organization, particularly high on follow through
- Well acquainted with Contemporary Worship culture and trends.
- Cool-headed, laid-back, patient approach when working with volunteers and amateurs
- Excited about working with volunteers
- Detail oriented

Knowledge and Skills:

- Strong planning and interpersonal skills
- Ability to play/learn an accompanying instrument (guitar, keyboard, etc)
- Experience leading others in worship through music, prayer, and reflection.
- Experience with music technology (such as sound mixing, recording/editing, lighting)
- Experience leading a planning team in crafting authentic, God-honoring worship experiences
- Excellent computer skills

Duties and Responsibilities:

- Help plan worship sets, coordinating with the Teaching Pastor and the Audio/Visual Support Staff and other ministries that will be involved in the worship service.
- Help run worship band rehearsals and prepare the various teams for leading in worship.
- Under the training of the Worship Minister, lead worship services and evaluate afterwards.
- Attend weekly review and staff meetings
- Assist in recruiting, training, and organizing music and production volunteers



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CHRISTIAN CHURCH

- When needed, assist in the Media support of special events including, but not limited to, weddings, memorials, Vacation Bible School, Leadership Summit, Seminars etc.
- Other duties as assigned

ACKNOWLEDGMENT FOR RECEIPT OF INTERNSHIP JOB DESCRIPTION

I have received and read a copy of the Capital City Christian 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)

Intern Signature

Date

Pastor's Signature

Date



Intern Job Description for Children's Ministry:

Work alongside the Children's Pastor to further the mission and vision of Capital City Christian Church and City Kids ministry by helping plan, develop, and lead our Children's services and related events and programs.

Role Summary:

As the Children's Ministry Intern, you will report to and assist the Children's Pastor in leading weekend Children's services, helping in June at camp, and helping in July at Vacation Bible School. For weekend services, you will assist in editing and writing curriculum, creating and preparing materials, setting up and cleaning up, leading groups, and teaching the large group Bible lesson. You will also attend four days of camp for third and fourth graders, plus two days and one night for first and second graders. You will help implement plans for Vacation Bible School which takes place in July. A regular weekly progress meeting will be conducted with the Children's Pastor.

Qualifications:

- Passion for seeing children's lives change through a relationship with Jesus Christ
- College student with a calling and passion for children and Children's Ministry

Knowledge and Skills:

- Ability to lead a small group of children
- Writing skills
- Speaking/teaching skills
- Computer skills
- Experience with children

Duties and Responsibilities

- Help plan weekly lessons and edit into a format for volunteers
- Creating, gathering, purchasing materials needed for weekend lessons, camp and VBS
- Prepare multiple environments for weekend volunteers, camp and VBS
- Learn about recruiting volunteers and assist in planning the volunteer celebration event and fall ministry kick off
- Attend weekly review and staff meetings



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Intern Name (Please Print)

Intern Signature

Date

Pastor's Signature

Date



Intern Job Description for Student Ministry:

Work with the Student Pastor to further the mission and vision of Capital City Christian Church by helping plan, develop, and lead student events and programming.

Role Summary:

As the intern in the student ministry, you will report to and assist the Student Pastor in all events camps and conferences for the summer of 2021, development of 2021 fall & 2022 spring programming calendar, and lesson planning for student ministry.

Qualifications:

- Passion for seeing lives change through a relationship with Jesus Christ
- College student with a calling and passion for student or family ministry.
- Self-motivated and self-directed
- Positive, solutions-oriented, can-do attitude
- Strong sense of systematic organization, particularly high on follow-through
- Cool-headed, laid-back, patient approach when working with volunteers and amateurs
- Excited about working with volunteers
- Detail oriented

Knowledge and Skills:

- Strong planning and interpersonal skills
- Experience leading others in the meaning conversation using the bible
- Experience in a leadership capacity within a former youth group
- Experience leading a planning team in crafting authentic, God-honoring experiences
- Excellent computer skills

Duties and Responsibilities:

- Help plan Senior Banquet
- Attend weekly review and staff meetings
- Attend all Summer Camps and lead small group discussions
- Assist in the planning of schedule, lesson plan for Fall/Spring Semester
- Communicate with Volunteers for events, programs, or camps
- Organize Student Ministry Storage
- Purchase supplies from stores as needed
- Other duties as assigned



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Intern Name (Please Print)

Intern Signature

Date

Pastor's Signature

Date