



Heartland Internship: Explore

Ministry or Department: Launch: Elementary (K-5th grade)
Reports to: Elementary Childhood Ministry Leader
Position Title: Launch Elementary Intern
Length of Internship: 8- 12+ weeks

ESSENTIAL DEPARTMENT FUNCTIONS:

- 1) **Plan and execute an event, project, or ministry initiative for Launch.**
 - a. Work with a team of volunteers for Family Event planning for 4 events throughout the year.
 - b. Help development and create new environmental themes and decorations for both Elementary spaces.
- 2) **Develop and execute weekly curriculum needs.** This may include but is not limited to preparing room materials (cutting, sorting, assembling craft supplies), organizing curriculum storage and other routine functions.
- 3) **Attend and participate in Launch team meetings and complete tasks as assigned.** Meetings include weekend planning meetings and all other Launch staff meetings.
- 4) **Attend and participate in Launch services and complete tasks as assigned.** Tasks may include set up/tear down, check-in, serving in a room, greeting and engaging with families, helping to run tech, joining small groups, and helping with any other assigned program elements.
- 5) **Shadow the Director of Launch, Curriculum Coordinator and Elementary or Early Childhood Ministry Leader for a full workday.** The date will be determined by the pastor and will be a non-program (weekend) day. Intern will attend all meetings and appointments and participate in all other tasks that the pastor is involved with on that particular day.

| Sunday | Monday | TUES | Wednesday | THU | FRI | SAT |
|---------------|---------------|------|---------------|-----|-----|------------|
| 7:30am-1:00pm | 9:00am-2:00pm | | 8:30am-3:00pm | | | 1pm-6:00pm |

****THE ABOVE IS INTENDED TO DESCRIBE THE GENERAL CONTENT AND REQUIREMENTS OF THIS INTERNSHIP. IT IS NOT TO BE CONSTRUED AS AN EXHAUSTIVE STATEMENT OF DUTIES, RESPONSIBILITIES OR REQUIREMENTS.**

I acknowledge receipt of this job description and understand that I am responsible for knowing and performing the essential functions according to management standards. If my performance does not meet expectations I will be counseled by my supervisor and/or Human Resources. I understand that neither the intern or Heartland is bound to continue the internship relationship if either chooses, at its will, to end the relationship at any time.

Print Name: _____ Signature: _____

Date: _____



All interns at Heartland enter into a mutually beneficial partnership with the church in which the intern will gain experience in all aspects of a department including but not limited to: teaching, discipleship, special event planning/execution and leadership development. Engage track interns' focus will narrow towards a specific area or project depending on the Intern's skills and passions.

GENERAL HEARTLAND TEAM EXPECTATIONS:

- Contribute to Heartland's overall mission to help people find and follow Jesus.
- Commit to pursue full devotion to Jesus Christ by passionately loving Jesus, authentically living in grace and truth, humbly trusting God and selflessly extending compassion. Regularly attend weekend services, participate in serving opportunities, and pursuing community. Understand that as an intern, I am accountable to the Elders.
- Commit to abiding by Heartland's Internship Policies as outlined by Human Resources.
- Commit to the Matthew 18 relational conflict process in all relationships.

ESSENTIAL INTERNSHIP FUNCTIONS:

- 1) Attend internship orientation hosted by Human Resources upon beginning the internship.
- 2) Participate in [quarterly] leadership development meetings with the Lead Pastor throughout internship.
- 3) Participate in [bi-weekly] discipleship meetings including but not limited to one on one meetings with the Elder on Staff and intern cohort.
- 4) Read *7 Practices of Effective Ministry* (Andy Stanley) and participate in scheduled group discussion with Intern Cohort and Staff.
- 5) Attend any and all scheduled Heartland Team meetings including weekly stand-ups and monthly gatherings.
 - a. Wednesday mornings at 8:30am
 - b. The first Wednesday of every month from 11:30a-1:00p
- 6) Serve in and possibly lead within church-wide events as applicable by season: Christmas, Easter, Global Leadership Summit, Stroll on State, etc.
- 7) Complete a Final Reflection essay. This will be a reflection paper detailing the intern's final thoughts about the internship including but not limited to what was learned, experience gained, best and most challenging aspects, and how this internship has contributed to the intern's personal, spiritual and professional growth.

INTERNSHIP REQUIREMENTS:

- Follower of Jesus Christ.
- Be 18 years of age or older.
- Reliable transportation.
- Demonstrated leadership desire and interest in development of leadership abilities.
- Demonstrated ability to utilize planning, analytical and problem-solving skills.
- Demonstrated ability to handle multiple tasks and manage time effectively under the pressure of time constraints.
- Proficient verbal and written communication skills.
- Willingness to complete the Child Protective Program process.