



**Position:** Student Ministries Community Leadership Intern  
**Department:** Student Ministries  
**Reports to:** Student Ministries Community Leader  
**Internship Level:** Engage (3-12 months)

Working under the student ministries staff and reporting directly to the Student Ministries Community Leader, this internship will be a mutual beneficial partnership in which the intern’s primary objective will be to develop, execute and/or evaluate strategies that best enhance the community relationships within student ministries. Additionally, the intern will gain experience in all aspects of student ministries including programming, teaching, event planning/execution and leadership development.

**Community Leader Emphasis Options- choose ONE:**

Emphasis Area	Description
<b>1. Special Issues &amp; Pastoral Care</b>	<ul style="list-style-type: none"> <li>a. Develop a strategy to better minister to students dealing with specific difficult issues and provide support and pastoral support to individual students or groups facing challenges. Research a particular challenge students face (ie: mental health, grief, self-harm, divorce, anger, gender specific issues, etc.). Provide training to staff, coaches and small group leaders about how to best provide support for students facing this issue.</li> <li>b. Create program or event that directly reaches the students dealing with the area of focus. May consist of a class, group, conference or retreat specific to this area of focus. This is contingent of length of internship as well as budgetary needs.</li> <li>c. Provide Pastoral Care to students requiring additional individual support. Receive training from the Community Leader through shadowing and participating in one-on-one interaction with students. Identify students in need of additional one-on-one support and meet regularly with these students in order to provide pastoral support, direction, prayer and additional resources as needed. Communicate with parents on an as needed basis.</li> <li>d. Serve as a Small Group Leader in either Genesis or Delta. Develop discipling relationships with the students and help them grow in their understanding of Christ and themselves, lead them to a deeper commitment to Christ and to learn to live according to Biblical principles. Attend all leader meetings, events, trainings, etc. Build relationship with small group co-leader(s) and partner with him/her to build positive group culture.</li> </ul>
<b>2. Community Outreach</b>	<ul style="list-style-type: none"> <li>1. Develop, implement and/or maintain an <u>outreach strategy</u> to students not currently connected at Heartland. Work under the direct supervision of the Student Ministries Community Leader to develop and/or maintain a partnership with local schools, community organizations or para-church ministries in order to reach more students in the Rockford area with the message Jesus Christ. Identify, equip and release volunteers and create a team to carry out this strategy. May included involvement Responsibilities may include but not limited to tutoring, mentoring, after-school programs, coaching, or special events.</li> </ul> <p style="text-align: center;">OR</p>

	<p>2. Develop, implement and/or maintain a <u>servicing strategy</u> for Genesis and/or Delta students. Research and compile opportunities for students to serve in the community as individuals or with groups. Work under the direct supervision of the Student Ministries Community Leader to develop and/or maintain a partnership with a local organization and create a mutually beneficial relationship with ongoing servicing opportunities for students that benefits the organization. With the Student Ministry Staff, recruit, equip and empower students to serve beyond themselves. May also include projects such as Rockford Sharefest or mission trips.</p>
<p>3. Student Discipleship</p>	<p>a. <b>Create weekly small group content for Genesis and Delta.</b> Work under the direct supervision of the Student Ministries Community Leader to create or acquire groups content directly related to the series. Write discussion questions, communicate regularly with volunteer small group leaders to ensure that they are equipped and prepared for groups.</p> <p>b. <b>Develop and implement a student discipleship program.</b> Build on previous focus group material and continue in own research to determine most effective discipleship and development model. Possible programs include but not limited to: bible study, “How to read the Bible” class (or other content), creation of student devotional, etc.</p> <p>c. <b>Serve as a Small Group Leader</b> in either Genesis or Delta. The goal is to develop discipling relationships with the students and help them grow in their understanding of Christ and themselves, making a deeper commitment to Christ and learning to live according to Biblical principles. Attend all leader meetings, events, trainings, etc. Build relationship with small group co-leader(s) and partner with him/her to build positive group culture.</p>
<p>4. Volunteer Leadership Development</p>	<p>a. <b>Update and revamp small group leader training material.</b> Use current training materials in addition to researching training materials from other churches to update and recreate the current Student Ministries training material for volunteer small group leaders.</p> <p>b. <b>Serve as a Small Group Leader</b> in either Genesis or Delta. The goal is to develop discipling relationships with the students and help them grow in their understanding of Christ and themselves, making a deeper commitment to Christ and learning to live according to Biblical principles. Attend all leader meetings, events, trainings, etc. Build relationship with small group co-leader(s) and partner with him/her to build positive group culture.</p> <p style="text-align: center;">OR</p> <p>a. <b>Evaluate and update current recruitment and training strategy for new leaders.</b> Work under direct supervision of Community Leader to evaluate current recruitment and training process. Develop materials for potential volunteer leaders and create a clear process to identify, equip and release these new leaders.</p> <p>b. <b>Serve as a Small Group Leader</b> in either Genesis or Delta. The goal is to develop discipling relationships with the students and help them grow in their understanding of Christ and themselves, making a deeper commitment to Christ and learning to live according to Biblical principles. Attend all leader meetings, events, trainings, etc. Build relationship with small group co-leader(s) and partner with him/her to build positive group culture.</p> <p style="text-align: center;">OR</p> <p>a. <b>Evaluate and update current training strategy for existing leaders.</b> Research and develop a clear annual training strategy and plan for leaders. Work with Community Leader and staff to execute training components and equip and release volunteer leaders. May include but not limited to planning a leader retreat, provide training regarding specific components of group leadership, or meeting with leaders one-on-one to provide personal and spiritual care and development.</p> <p>b. <b>Serve as a Small Group Leader</b> in either Genesis or Delta. The goal is to develop discipling relationships with the students and help them grow in their understanding of Christ and themselves, making a deeper commitment to Christ and learning to live according to Biblical principles. Attend all leader meetings, events, trainings, etc. Build</p>

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#### ESSENTIAL DEPARTMENT FUNCTIONS:

- 1) **Attend and participate in student ministry services and complete tasks as assigned.** Services are Sunday evenings from 4:00-7:30pm (Delta) and Wednesdays from 5:00-8:00pm (Genesis). Intern will be primarily in one ministry or the other. Tasks may include set up/tear down, greeting and engaging with students, being on stage to host a service, helping to run tech, joining small groups, and helping with any other assigned program elements.
- 2) **Attend and participate in student ministry team meetings and complete tasks as assigned.** Meetings include weekly Tactical meetings, as well as monthly Strategic and quarterly Planning meetings. Responsibilities include: providing suggestions for series content and special events; bringing concerns for consideration to enhance the Student Ministry program and structure/vision of the ministry as a whole. Complete tasks as assigned through these meetings. Attend all other team meetings as needed.
- 3) **Meet with the Student Ministries Community Leader weekly/bi-weekly** for supervision to address progress, concerns and what is being learned through the course of the internship. Work with the Community Leader to develop specific personal goals that will be met through the internship and track progress over the course of the internship.
- 4) **Read through assigned books (1-2)** and process with Community Leader. Book will be regarding personal spiritual development. Books TBD.
- 5) **Complete a Final Reflection essay.** This will be a 5-8 page reflection paper detailing the intern's final thoughts about the internship including by 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.

#### Requirements:

1. Follower of Jesus Christ, growing, yet mature follower of Christ called to explore career ministry.
2. 18 years of age or older.
3. Demonstrated leadership desire and interest in development of leadership abilities.
4. Demonstrated ability to utilize planning, analytical and problem-solving skills.
5. Demonstrated ability to handle multiple tasks and manage time effectively under the pressure of time constraints.
6. Proficient verbal and written communication skills including digital communication such as email.
7. Successful completion of the Child Protection Program process.
8. Previous experience or education in a human services field is preferred but not required.\
9. If completing internship for academic credit, the intern must provide suitable evidence of academic enrollment and requirements for which the intern seeks to satisfy through Heartland's internship to the Human Resources Manager prior to the start of the internship.

Heartland maintains compliance with the U.S. Department of Labor Fair Labor Standards Act regarding unpaid interns, Fact Sheet #71.

THE ABOVE IS INTENDED TO DESCRIBE THE GENERAL CONTENT AND REQUIREMENTS FOR AN INTERNSHIP AT HEARTLAND COMMUNITY CHURCH. 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 (management includes my direct supervisor, the Ministry Director and/or the Human Resources Manager). 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: \_\_\_\_\_