



FELLOWSHIP DENVER CHURCH

MINISTRY INTERNSHIP

2024-25 Program Year

Position : Ministry Intern

Hours : 20 hours per week

Job Summary

An internship integrates knowledge and theory with practical application and skills development. Fellowship Denver offers internships to provide experiential ministry learning via a clear training track, personal supervision, discipleship, mentoring, and real-time church work hours and leadership opportunities. We are seeking applicants who have a personal relationship with God, a love for local church ministry, and a desire to gain practical vocational experience.

Requirements and Qualifications

- Fulfill the requirements for a Deacon listed in Scripture (1 Tim 3:8-13)
- Commitment to personal spiritual growth
- Attend Fellowship Denver Church
- Participate in a small group at FDC
- High value of vocational local church ministry
- Minimum of high school diploma or GED
- Enthusiastic about FDC's vision and approach to ministry
- Proficient with current computer and internet technology; able to keep up with changes
- Sense of humor and enjoy working with others in a ministry setting
- Enjoy serious reading and research
- Emotionally mature
- Ready to learn and open to new or different ways of doing things

Hours and Compensation

20 hours per week. Interns must be available on Sunday mornings as well as Tuesday and Wednesday mornings from 8:30-10:00 am. Remaining hours are set collaboratively by the Ministry Supervisor and the Intern.

Monthly stipend, to be discussed during the interview process

CARE AND COUNSEL INTERN

Duties and Responsibilities

- Attend weekly Staff Meeting (Tuesdays 8:30-10:00 am)
 - Attend required weekly Ministry Foundations classes (Wednesdays 8:30-10:00 am)
 - Meet weekly with Ministry Supervisor: Director of Pastoral Care Ministries at Fellowship Denver Church
 - Work with the Director of Pastoral Care Ministries to learn and assist as needed by
 - Engaging with pastoral counseling cases (both individual and group)
 - Organizing and supporting pastoral care projects
 - Researching best practices within pastoral care
 - Assist with other ministry events and church-wide special services and events such as Advent, Holy Week, Family Sunday, Continuation Sunday, Parents' Night Out, et al., as requested
 - Maintain scheduled weekly in-office hours
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CHILDREN (BIRTH-5TH GRADE) & FAMILY MINISTRY INTERN

Duties and Responsibilities

- Attend weekly Staff Meeting (Tuesdays 8:30-10:30 am)
- Attend required weekly Ministry Foundations classes (Wednesdays 8:00-10:00 am)
- Meet weekly with Ministry Supervisor, the Director of Children and Family Ministry
- Serve on Sunday mornings to support the work of Children and Family Ministries
- Spend required vocational ministry work hours as directed by Ministry Supervisor which includes but is not limited to:
 - Evaluate and implement curriculum
 - Run general ministry-related errands
 - Stock supplies as needed for children's classes
 - Assist with the upkeep of CFM facilities and supplies
 - Assist with planning and execution of CFM programs and events
 - Assist with and participate in volunteer training and support
 - Assist with Family Ministry, particularly in the area of proactive family care and resourcing
- Assist with other ministry events and church-wide special services and events such as Advent, Holy Week, et al.
- Maintain scheduled weekly in-office hours

CHURCH PLANTING INTERN

Duties and Responsibilities

- Attend weekly Staff Meeting (Tuesdays 8:30-10:00 am)
 - Attend required weekly Ministry Foundations classes (Wednesdays 8:30-10:00 am)
 - Meet weekly with Ministry Supervisor, the Pastor of Community & Mission at North Metro
 - Serve on Sunday mornings
 - Spend required vocational ministry work hours as directed by Ministry Supervisor which may include:
 - Coordinating volunteer teams
 - Leadership within a Fellowship Group
 - Assisting with Children's and Family and Student Ministries
 - Discipleship and Outreach to members and families of FDC
 - Assist with other ministry events and church-wide special services and events such as Advent, Holy Week, Family Sunday, Continuation Sunday, Parents' Night Out, Children and Family Events, Student Ministries, et al., as needed
 - Maintain scheduled weekly in-office hours
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COMMUNITY AND MINISTRY INTERN

Duties and Responsibilities

- Attend weekly Staff Meeting (Tuesdays 8:30-10:00 am)
- Attend required weekly Ministry Foundations classes (Wednesdays 8:30-10:00 am)
- Meet weekly with Ministry Supervisor, Pastor of Community and Mission at Fellowship Denver Church
- Support the work of the Community and Mission Pastor by:
 - Writing weekly Discipleship Tools for Fellowship Group discussion
 - Assisting with Fellowship Group sign-ups
 - Assisting with Fellowship Group trainings
 - Researching various discipleship strategies and practices
 - Regularly checking in with Fellowship Group leaders and developing best practices in serving and caring for them
- Assist with other ministry events and church-wide special services and events such as Advent, Holy Week, Family Sunday, Continuation Sunday, Parents' Night Out, et al., as needed
- Maintain scheduled weekly in-office hours
- Miscellaneous Admin support for our "Family of God" ministries

OPERATIONS AND CHURCH ADMINISTRATION INTERN

Duties and Responsibilities

- Attend weekly Staff Meeting (Tuesdays 8:30-10:00 am)
 - Attend required weekly Ministry Foundations classes (Wednesdays 8:30-10:00 am)
 - Meet weekly with Ministry Supervisor, Executive Pastor of Fellowship Denver Church
 - Serve on Sunday mornings to support the work of the Hospitality Team
 - Spend required vocational ministry work hours as directed by Ministry Supervisor which includes but is not limited to:
 - Coordinating volunteer teams
 - Working with Executive Pastor on special projects in areas of operations, HR, and finance
 - Assist Executive Pastor with duties within the Acts29 Network (some travel required)
 - Assist with other ministry events and church-wide special services and events such as Advent, Holy Week, Family Sunday, Continuation Sunday, Parents' Night Out, et al.
 - Maintain scheduled weekly in-office hours
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PRODUCTION INTERN

Duties and Responsibilities

- Attend weekly Staff and Service Planning meetings (Tuesdays 8:30-11:00 am)
- Attend required weekly Ministry Foundations classes (Wednesdays 8:30-10:00 am)
- Meet weekly with Ministry Supervisor, the Technical Director
- Serve on Sunday mornings to support the work of Production and Worship & Arts Ministries
- Focused training and development around professional goals and areas of interest.
- Spend required vocational ministry work hours as directed by Ministry Supervisor which may include:
 - Preparing the stage and all production elements for weekly services including stage layout, lighting cues, graphics, media, sermon notes, etc
 - Directing production team during setup, soundcheck, practice, rehearsal, and services
 - Troubleshooting mid-service production issues
 - Ensuring that worship and sermon media are properly captured/uploaded every week
- Assist with other ministry events and church-wide special services and events such as Advent, Holy Week, Family Sunday, Continuation Sunday, Parents' Night Out, et al.
- Maintain scheduled weekly in-office hours

STUDENT MINISTRY INTERN

Duties and Responsibilities

- Attend weekly Staff Meeting (Tuesdays 8:30-10:00 am)
 - Attend required weekly Ministry Foundations classes (Wednesdays 8:30-10:00 am)
 - Meet weekly with Ministry Supervisor, Student Ministry Director
 - Serve on Sunday mornings and evenings to support the work of Student Ministry
 - Spend required vocational ministry work hours as directed by Ministry Supervisor which include:
 - Discipleship and outreach with students
 - Helping plan and lead Student Fellowship on Sunday evenings
 - Organize and lead Sunday morning 6th-grade class
 - Assist with planning and execution of Student Ministry events
 - Assist with and participate in leadership training and support
 - Run ministry-related errands
 - Assist with other ministry events and church-wide special services and events such as Advent, Holy Week, Family Sunday, Continuation Sunday, Parents' Night Out, et al., as needed
 - Maintain scheduled weekly in-office hours
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WORSHIP AND ARTS INTERN

Duties and Responsibilities

- Attend weekly Staff and Service Planning Meetings (Tuesdays 8:30-11:00 am)
- Attend required weekly Ministry Foundations classes (Wednesdays 8:30-10:00 am)
- Meet weekly with Ministry Supervisor, the Pastor of Worship & Arts Ministry
- Serve on Sunday mornings to support the work of Worship & Arts Ministries
- Spend required vocational ministry work hours as directed by Ministry Supervisor which may include:
 - Write liturgical pieces for Sunday services
 - Serve in a band and lead worship for Sunday services
 - Run general ministry-related errands
 - Assist with the upkeep of the art gallery, including show openings and closings
 - Assist with planning and execution of W&A programs and events
 - Assist with and participate in volunteer discipleship and investment
 - Assist with and participate in volunteer scheduling
- Assist with other ministry events and church-wide special services and events such as Advent, Holy Week, Family Sunday, Continuation Sunday, Parents' Night Out, et al., as needed
- Maintain scheduled weekly in-office hours