



Internship Job Description

Overview

Faith Bible Church is a dynamic, growing church located in The Woodlands, Texas. We are an evangelical church recognized for our focus on a Grace-based theology which emphasizes that salvation is through grace by faith in Christ alone. We are committed to building generations of Jesus followers who take grace to our world.

As part of this mission, we are excited to announce our 2024 ministry internship opportunities. A Faith Bible Church ministry internship is designed to give those who have received a calling to ministry a firsthand ministry experience. Interns will gain experience working alongside ministry leaders as members of Faith Bible Church staff. 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 help confirm your calling or lead you in another area of ministry.

Qualifications

- Christ follower, passionate, spiritually mature, humble, teachable
- Active team player, servant leader, fits Faith Bible Church's high-trust culture
- Agreement with Faith Bible Church's doctrinal statement, values, vision, and strategy
- Enrolled in, or graduated from, an undergraduate or graduate program from an accredited college or university with a minimum of 1 year of college by start of internship
- Received a calling to ministry or interested in ministry as a career

Application Process

- Complete the on-line application - be mindful of the application deadline. Applications are due before 11/15/2023 (Spring internship) , and 7/9/2024 (Fall internship). Late applications will not be considered.
- Selected applicants will be contacted to schedule phone, virtual or in-person interviews.
- Applicants will be notified by 12/15/2023 (Spring internship), and 8/9/2024 (Fall internship) if you have been accepted into the internship program.

Other Information

- Work hours: This is a ministerial position, typically working Monday through Thursday with Friday & Saturday off and working in your area of ministry 8am-1pm on Sundays. However, ministries may have events and activities requiring work outside these hours.
- Faith Bible Church will provide a host home with a family in the church if needed.
- Intern will need to provide their own transportation throughout their internship.
- Intern will need to provide their own laptop.

Ministry Information

Faith Bible Church Ministry: Connections

Ministry Leader Name: Melissa Phan

Preferred Internship Period:

Spring 2024 Feb 5 - May 12

Fall 2024 Sept 9 - Dec 15

General Ministry Internship Overview:

The Connections Ministry Intern will work alongside and report to the Connections Pastor. The Connections Ministry team with the help of volunteer leaders will work to improve internal relationships at Faith Bible Church with its attendees and members. This will be through special projects, contacting individuals personally, and creating new systems to improve our connections at Faith Bible Church.

Specific Ministry Qualifications/Requirements:

1. Skilled in interpersonal relationships including verbal and nonverbal communication.
2. An ability to practice teamwork, empathy, and listening skills.
3. Action-oriented with creating, framing, and initiating new strategies.
4. Flexibility to work with people in their needs.
5. Inspires trust and encourages collaboration.

Intern Ministry Responsibilities:

1. **Shepherding of people in Faith Bible Church**
 - Be part of the first impression of Faith Bible Church with the new people who walk on campus and interact online.
 - Meeting with attendees and members to learn about their specific needs, life circumstances, and discern ways to encourage their walk as a disciple of Jesus.
 - Equipping people to know their options in connecting with community and serving the local church and community.
2. Organization and utilization of our church database
 - Utilize CCB to know what new people have attended Sunday services and specific ministries.
 - Sort through profiles on CCB to capture data to help lead people more specifically and know details about our congregation.
 - Assign people to different process queues for follow-up with ministries.
3. **Oversee coordinating community-building events.**
 - Come alongside church members who want to host connections events
 - Facilitate a volunteer appreciation party for all volunteers at Faith Bible Church.

Special Ministry Events/Activities:

- Before & after Sunday morning services from 8:15am - 12:15pm
- Equipping Classes once a quarter - Connection Class, Serve Class & Community Class