



Middle School Youth Ministry Intern

Intern must be:

- Approachable
- Committed to a life of prayer
- Energetic
- Humble
- Passionate about Christ
- Passionate about teens

Duties will include:

- Run powerpoint, music, lighting, etc for Sunday evening youth meetings
- Assist leader in planning Sunday evening youth meetings
- Prepare Bible study material for midweek youth worship service
- Attend various staff/leadership meetings
- Develop and implement one new event, idea, or method of ministry from start to finish
- Assist leader in communicating with parents
- Invest in relationships with students during and outside of UNITED
- Assist leader in reaching out to new students
- Work to help UNITED become a relational, intergenerational ministry that is part of the larger church body

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- Each intern is expected to attend monthly internship meetings (topics may include: Creating a budget, Boundaries in Ministry, Identifying Leaders, Recruiting Volunteers, Disappointments in Ministry, Discovering your Spiritual Gifts)
- During second semester, all interns will work on resumes/portfolios, and have mock interviews with Berkley Hill's staff
- Interns may (are not required to) attend monthly staff meeting and monthly board meetings if desired

For more information:

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Or contact: Janine Conway, jconway@berkleyhills.org

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Megan Stark, 2016



Worship Ministry Intern

Intern must be:

- Committed to grow in their faith
- Able to uphold the standards and expectations of leaders within Berkley Hills
- Passionate about worship
- Teachable

Duties will include:

- Attend weekly worship service planning meetings
- Assist worship leader in choosing and mapping out songs for Sunday services
- Attend and help lead midweek practices
- Attend various staff meetings
- Be part of the audition process
- Learn about and execute some administrative tasks
- Critically observe the ministry and offer improvements
- Prepare for and lead worship one Sunday a month (second semester)

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Children's Ministry Intern

Intern must be:

- Able to work independently
- Comfortable with children
- Creative
- Energetic
- Organized
- Possess a strong knowledge of Scripture

Duties will include:

- Assist with managing regular Sunday services
- Plan and prepare curriculum
- Teach
- Greet guests and parents
- Recruit and train volunteers
- Attend staff meetings
- Design and implement special project (could be to improve a procedure, curriculum, structure, or actually create something new)
- Work respectfully with support staff (office, volunteers, etc.)

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Discipleship Intern

Intern must be:

- Approachable
- Committed to a life of prayer
- Have a heart for developing community
- Passionate about equipping people to go deeper
- Have a 'mission over me' mentality
- Passionate about God's Word

Duties will include:

- Assist with recruitment of small group leaders, and members
- Assist with development of small group leaders
- Assist in developing materials for equipping the congregation in the area of Bible Engagement and Prayer
- Attend various staff/leadership meetings
- Develop and implement one new event, idea, or method of ministry from start to finish
- Work at the 'Engage' table on Sunday mornings to help people find their next steps to grow in their faith
- Lead a small group/class

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Outreach Intern

Intern must be:

- Approachable
- Committed to a life of prayer
- Energetic
- Humble
- Passionate about Christ
- Passionate about God's Word
- Passionate about helping people and being the hands and feet of Jesus to our hurting world

Duties will include:

- Assist with established outreach ministries (such as NECM)
- Assist with development of new outreach ministries
- Assist in planning mission trips
- Attend various staff/leadership meetings
- Develop and implement one new event, idea, or method of ministry from start to finish

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College Ministry Intern

Intern must be:

- Approachable
- Committed to a life of prayer
- Energetic
- Humble
- Passionate about Christ
- Passionate about God's Word
- Passionate about college students

Duties will include:

- Assist with various on-campus activities
- Lead small group for college students
- Assist with media - FaceBook, Twitter, etc.
- Attend various staff/leadership meetings
- Develop and implement one new event, idea, or method of ministry from start to finish
- Help plan and implement events
- Help connect current college students to various serving opportunities at Berkley

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Business Manager, College Cafe - Intern

Intern must be:

- Approachable
- Committed to a life of prayer
- Energetic
- Humble
- Passionate about Christ
- Passionate about God's Word
- Business major or minor

Duties will include:

- Run the weekly College Cafe
- Schedule workers
- Take inventory and order supplies
- Accounting
- Marketing
- Develop and implement one new event, idea, or method of ministry from start to finish

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Video Production Intern

Intern must be:

- Approachable
- Committed to a life of prayer
- Collaborative
- Humble
- Passionate about Christ
- Passionate about God's Word
- Competent in basic technical skills such as : Building a story, lighting interviews, camera operations, and editing

Duties will include:

- Create and Produce sermon bumpers
- Produce weekly video announcements
- Collaborate with staff to produce transformation stories
- Communicate with staff on how to best engage congregation
- Develop and implement one new event, idea, or method of ministry from start to finish

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Special Needs Intern

Intern must be:

- Approachable
- Committed to a life of prayer
- Energetic
- Humble
- Passionate about Christ
- Passionate about God's Word
- Passionate about loving on people with special needs

Duties will include:

- Run the children's special needs ministry
- Recruit volunteers
- Train volunteers
- Create special needs ministry for youth, based on the children's ministry
- Develop and implement one new event, idea, or method of ministry from start to finish

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