

Ministry Residency Program at Denver Seminary

INTERNSHIP OPPORTUNITY: Church Ministry Assistant

LOCATION: Bethany E-Free Church

ABOUT: www.bethanyefree.org

Role: The Bethany E-Free Church Ministry Assistant manages the Bethany E-Free Church office, assists the staff and ministry leaders of Bethany EFC, and warmly welcome weekday visitors to the building

Purpose: The Bethany E-Free Church Ministry Assistant's purposes are to keep the office functioning and effective, to coordinate usage of the Bethany EFC building, to warmly welcome weekday visitors, some printing, and to support Bethany EFC staff and ministry leaders by helping get materials needed for ministries.

Reports: The Bethany E-Free Church Ministry Assistant reports to the Senior Pastor.

QUALIFICATIONS:

1. Affirmation of Bethany EFC's Statement of Faith
2. Warm and welcoming personality
3. Ability to learn Church Community Builder software
4. Proficiency with Microsoft Office
5. Organizational Skill
6. Patience and flexibility!

"The Bethany E-Free Church Ministry Assistant is first and foremost called to live a life following Christ. In that life there will be areas of sin and need for repentance. Because this position is a member of the church staff, some sins and struggles may disqualify an individual for this position. This is especially true in cases of divisive sin, financial sin, and unrepentant sin. In such cases situations will be handled in accordance with the by-laws of Bethany EFC."

TUITION CONSIDERATION: \$9,000
 10% tuition discount
 Taxable Living Stipend: No

ESTIMATED TIME COMMITMENT: 16 hours week

OBJECTIVES:

General Expectations:

- Love, enjoy, worship, and serve God through Jesus
- Grow in personal holiness and Christlikeness
- Go through Communication Cards each week and
 - Send welcome card to guests
 - Pass on information to appropriate ministry leader
 - Make changes to Church Community Builder database as needed
- Coordinating building usage through CCB calendar
- Run background checks
- Be a gatekeeper for the door and phone

- Answer phones, greet weekday guests, and provide a warm first contact with Bethany E-Free Church
- Manage office, including
 - Distributing mail
 - Ordering of paper and office supplies
 - Printing and prep of weekly bulletins and communication cards
- Identify, develop, deploy, direct, and support volunteer leaders
- Within one year become a member of Bethany EFC
- Affirm Bethany E-Free Church's Statement of Faith
- Excel at mentoring, prayer, communication, and organization.
- Attend staff meetings and 1:1 meetings with the Senior Pastor

TO APPLY: Send Resume to:

Leslie Trip at office@bethanyefree.org
 Bethany E-Free Church
 6240 S. Broadway
 Centennial, CO
 Senior Pastor



DEFINITION OF THE MINISTRY RESIDENCY PROGRAM:

By Definition the Residency Program is an Internship and contains the following:

1. *Similar ministry training as that available in and through schooling for future clergy;*
 2. *This training is for the benefit of the trainee;*
3. *Resident is not a replacement for a regular employee, but works under close observation;*
4. *This program is considered to be of greater value to the trainee than to the employer;*
 5. *Trainees are not necessarily entitled to a job at the completion of the program;*
6. *Employer and trainee understand that trainees are not entitled to wages for the time spent in training.*