

**AIM:**

Seeking a Full-Time Summer Ministry Intern  
Reports to: Lead Pastor

Emmanuel Evangelical Missionary Church (EMC) is committed to Making Faith in Jesus Live in Elmira, ON and throughout the world. We're looking for a summer ministry intern to focus primarily on leading our Youth team over these next few months, cover basic office administration, and assist in our children's ministry and Sunday morning worship as needed and as gifting allows.

- \$20/hr – 40 hrs/week – May 1 to August 31, 2023

**CORE RESPONSIBILITIES**

**Youth Ministry – 50%**

1. Help lead our Tuesday Youth night with our volunteers into June
  - a. Plan engaging activities
  - b. Be part of Tuesday teaching team and small group facilitation
2. Help plan and implement bi-monthly special events (one for JR Highs and one for SR Highs)
3. Plan summer Youth nights with volunteers and students
4. Ensure Risk management plan is being followed
5. Communicate with parents and manage Youth Instagram
6. Until the school year ends, be part of connecting with and reaching out to High School students during their lunch using our parking lot and Youth House

**Office Administration – 25%**

1. Will keep regular office hours and attend weekly staff meeting
2. Maintain scheduling of those serving in our Sunday services: musicians, media, sound
3. Create slides (Canva) and prepare media computer (EasyWorship) on weekly basis
4. Update and send weekly MailChimp email newsletter
5. Maintain church events and bookings calendar (Google and Ministry calendar)
6. Manage emails, phone messages and mail
7. Submit reimbursements and bills to bookkeeper

**Ministry Support – 25%**

1. Assist with Children's Ministry in the summer months as needed
2. Plan and implement some summer get togethers
3. Assist on Sunday mornings as needed and as gifting allows: musical worship, sound, media

**BONA FIDE OCCUPATIONAL REQUIREMENTS**

The following are considered to be bona fide occupational requirements to attain this position:

- Faith: the Summer Ministry Intern must possess a sincere and enduring faith that aligns with the Statement of Faith and Practice of The Evangelical Missionary Church of Canada.

- A Christian Lifestyle: the Summer Ministry Intern must have a lifestyle consistent with biblical Christianity, actively pursuing being filled with the Spirit and manifesting the fruit of the Holy Spirit (see Gal 5:22-23), and actively abstaining from sinful behaviour (ex. Gal 5:19-21).

**QUALIFICATIONS:**

- Experience:
  - Professional experience demonstrating reliability, character, and competence
  - Church ministry volunteer experience in a relevant capacity
- High School diploma – ideally a student working towards a career in church ministry
- Legal Standing or Clearances: a clear criminal record check and vulnerable sector check.

**CORE COMPETENCIES:**

- Knowledge: The Summer Ministry Intern will have working knowledge around youth ministry and a willingness to learn. They will have a working knowledge of email, social media, and computer programs.
- Skills: The Summer Ministry Intern will be skilled in planning ministry programming and events, basic administration, scheduling, written and verbal communication, computer and media, delegation.
- Personal Characteristics: The Summer Ministry Intern will, above all other considerations, have a personal and enduring relationship with the Lord, as will be increasingly evidenced by the fruit of the Holy Spirit (see Gal 5:22-23) in his/her spiritual walk. S/he will be a humble, trustworthy, and effective servant-leader who inspires others to action and helps maintain a positive focus without ignoring interpersonal or organizational problems that require attention. This person will be patient and consistent, understanding that ministry is a marathon, not a sprint, and that success is seeing others empowered to succeed.

**WORKING CONDITIONS**

Physical Conditions	Cognitive Conditions	Logistical
Office environment	Stressful situations	Variable hours
Church environment	Frequent multitasking	Long hours
	Fast-paced work	Multiple work locations
	Competing demands	Remote working conditions
	Frequent change	
	Autonomous work	
	Maintaining confidentiality	

***Applicants will only be considered if they include a cover letter and resume that clearly demonstrates how their previous skills and experience correspond with the above requirements.***

Submit cover letter and resume to Pastor Paul Westerholm: [paul@ecelmira.com](mailto:paul@ecelmira.com)

*Emmanuel Evangelical Missionary Church welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.*