

# Truro Anglican Intern Program

The Vision/Goal: To develop future leaders, strengthen our leadership pipeline, increase the number of young people in our congregation, and solve pressing ministry needs while supplementing our volunteer core.

For the interns: To have an experience in a vibrant, intergenerational church where they can grow personally, grow spiritually, grow relationally, and grow professionally. Interns will have the opportunity to work on a team, to participate in weekly intern development meetings, to interact with senior staff, to both drive and support projects, to interact with parishioners, and to serve in a leadership capacity in Truro ministries.

## Overview

### *Year One*

- Begin to explore and lead in either Family Ministries or Project Management
- Participate in weekly intern development meetings (1.5 hours)
- Approximately 8-10 hours a week (to include intern development meeting)
- Stipend of \$1000/semester (to be paid monthly)

## Job Descriptions

### *Family Ministries Intern*

#### *Overview:*

The Family Ministries Intern role is highly relational. A committed and growing faith in Jesus is required and interns must commit to our doctrinal statement and ethical expectations for leaders. Interns will serve in Kids Ministry on Sunday mornings and in Youth Ministry on Sunday evenings. Both roles are highly relational and require excellent people skills. Interns should be collaborative and comfortable working in a team and should be able to articulate their personal faith. The general expectations are as follows:

#### *Required Duties:*

- Serve on Sunday mornings in Kids Ministry or Pre School Praise (set up, hospitality, teaching, etc.)
- Participate in Truro Sunday worship weekly or attend Alpha weekly
- Help at the Family Ministries hospitality tent, or other Sunday AM duties as assigned
- Serve in Youth Ministry on Sunday evenings (as a small group leader, worship leader, or other duties as assigned) or as a Squad 56 leader (small group for 5<sup>th</sup> and 6<sup>th</sup> graders)
- Participate in Youth Retreats as a leader
- Prepare for and participate in weekly intern development meetings

#### *Approximate Hours:*

- Sunday AM: approximately 5 hours (8:15am-1:15pm)

- Sunday PM: approximately 2-2.5 hours (6pm-8:30pm)
- Thursday afternoon (intern development meeting): approximately 1.5 hours
- Occasional hours: relationship building and follow up with youth; youth retreats; intern orientation and end-of-semester party; other duties as assigned

*Reports to:* Director of Family Ministries

### ***Project Management Intern***

*Overview:* The project management intern partners with the Director of Program Support to support the mission and ministries of Truro Anglican. The Project Management Intern must be a detail oriented problem-solver who likes getting “into the weeds” on projects. The Project Management Intern must be responsible and reliable, be a team player, and have strong communication skills.

### ***Required Duties***

- Could include: event planning, system implementation, database management, or communications projects
- Prepare for and participate in weekly intern development meetings
- Participate in Truro Sunday worship weekly or attend Alpha weekly

### ***Approximate Hours***

- 6-8 hours/week completing project management duties as assigned (may be on campus or work-from-home)
- Thursday afternoon (intern development meeting): approximately 1.5 hours
- Sunday: approximately 1-2 hours for church attendance

*Reports to:* Director of Program Support

### ***Video Production Intern***

*Overview:* The video production intern partners with the Director of Communications and the Director of Worship and Arts to film and produce all video content for Truro. Film editing and design skills are required, as is a story-telling sense and an ability to develop and produce video content that fits Truro’s ethos.

### ***Required Duties***

- Film, produce, and edit weekly announcement videos
- Film, produce, and edit any other special video content
- Prepare for and participate in weekly intern development meetings
- Participate in Truro Sunday worship weekly or attend Alpha weekly

### ***Approximate Hours***

- 6-8 hours/week completing film project duties as assigned
- Thursday afternoon (intern development meeting): approximately 1.5 hours
- Sunday: approximately 1-2 hours for church attendance

*Reports to:* Director of Communications/Director of Worship and Arts