



August 9, 2022

Ridglea Christian Church (Disciples of Christ) seeks a part-time Ministry Intern to join our staff. The Ministry Intern will primarily be responsible for leading and coordinating youth, education, and community outreach programs in collaboration with the lay leaders and committees that support these ministries. Additionally, the Ministry Intern will participate in worship planning and leadership weekly, and serve as the church's point person for nurturing relationships with our ministry partners in the community (including Refugee Services of Texas, WestAid Pantry with a Purpose, International Newcomer Academy, and Tarrant Area Food Bank).

Our church has a long history of serving as a field education setting for students pursuing a Master of Divinity degree, and providing care and support to candidates in the ordination process. If the Ministry Intern is pursuing graduate theological education and/or ordination, they will also have opportunities to gain experience in additional ministry areas outside their primary areas of responsibility that help fulfill educational or denominational requirements.

See below for additional details:

Starting salary: \$15,000 per year

Time: 20 hours per week

Education: Bachelor's degree from an accredited college or university preferred, though currently enrolled undergraduates are welcome to apply.

Affiliation: The congregation is affiliated with the Christian Church (Disciples of Christ), but applicants from other denominational backgrounds are welcome.

Job Duties: See attached job description.

Applicants should submit a resume and contact information for three references (a minister, a layperson, and another individual who knows the applicant well).

Applications and questions about the position should be directed to Rev. Russ Boyd, Senior Minister, at [russ@ridgleachristian.org](mailto:russ@ridgleachristian.org).



## **Ministry Intern** **(20 hours per week)**

### **Job Description**

The Ministry Intern reports to the Senior Minister and will primarily be responsible for coordinating the church's programs for youth/children and facilitating outreach opportunities and partnerships. Duties for the position will also be adjusted regularly in consultation with the intern to provide varied ministry experiences. Regular responsibilities will include:

#### **1) Worship and Pastoral Leadership**

Attend worship weekly and rotate leadership roles; assist with worship planning and preparation; preach regularly as part of staff preaching schedule; assist with pastoral care and hospital visitation.

#### **2) Administration**

Attend weekly staff meetings; communicate with congregation and committees about programs and ministries the intern is responsible for leading or coordinating; provide Office Administrator with information and materials required to facilitate church administration.

#### **3) Education**

Work with the Education Committee and Youth Committee to coordinate and implement education programs for youth and children (scheduling, volunteer recruiting, leading programs as needed); communicate with parents about youth/children education programs, service opportunities, and fellowship events; coordinate participation in camp & conference ministries, and attend camps/retreats as a counselor or chaperone when possible.

#### **4) Outreach**

Attend Outreach Committee meetings and serve as the primary staff contact for outreach programs; help coordinate Room in the Inn volunteers and participate in RITI as needed; assist with coordination of garden ministries; nurture relationships with ministry partners and local nonprofits; coordinate opportunities for the church community to serve through outreach partners and supported organizations.

### **Compensation, Hours, Benefits, and Time Off**

Salary for this position is \$15,000 annually, paid twice per month by check or direct deposit.

Office days and hours during the week will be coordinated with the Senior Minister based on church schedule, staff needs, and employee availability.

Ministry Intern can access church funding for continuing education, workshops, books, resources, etc. and will receive mileage reimbursement for church related trips.

All part-time employees may choose to purchase health insurance through the church and have premiums deducted from paychecks.

Paid vacation during breaks in the academic calendar or other times scheduled in advance may be coordinated with the Senior Minister.