

Ministry Residency Program at Denver Seminary

INTERNSHIP OPPORTUNITY: Student Ministry Program Manager

LOCATION: Cherry Creek Presbyterian Church

ABOUT: cherrycreekpres.org

We are looking for a person who has a heart for the Lord and students and who also is excited and empowered by helping others succeed. This position offers experience in all facets of student ministry with a focus on administration. They will report to the Student and Family Ministries Pastor.

TUITION CONSIDERATION: \$3,000 per semester
 10% Tuition Discount
 Taxable Living Stipend: \$1,000

ESTIMATED TIME COMMITMENT: 20 hours per week

RESPONSILITIES:

The Student Ministry Program Manager will be responsible for assisting Student Ministry Directors in coordinating large events, week-to-week tasks and meetings.

- Assisting in planning, coordinating, and executing large events
 - Organizing checklist for event
 - Assigning tasks for staff to complete for events
 - Communication with parents and camps for the events
 - Organizing and arranging transportation
 - Running registration and taking payment for events
 - Helping with the event budgets
- Coordinating week-to-week tasks and meeting
 - Organize and outline weekly meeting in conjunction with Student and Family Pastor
 - Organize and assign any weekly tasks that are not part of normal programming
 - Weekly Parent Communication
 - Student Database management
 - Running the student ministry calendar
- Additional opportunities:
 - Be a part of planning and vision for retreats
 - Be a part of Monday (HS) or Wednesday Night (MS) as a leader

- Be mentored by Pastors and staff
- Participate in life of the larger church through staff spiritual development and working on projects with other ministries.

TO APPLY: Send the application on the following page to:

Marc Ragusin
mragusin@cherrycreekpres.org



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.*

