

Ministry Residency Program at Denver Seminary

INTERNSHIP OPPORTUNITY: Ministry Assistant

LOCATION: Bethany E-Free Church

ABOUT: www.bethanyefree.org

Bethany is an Evangelical Free Church dedicated to honoring God by leading people to become devoted followers and ministers of Jesus Christ. In effect, we are focused setting people up to succeed as Christians. The church is roughly 120 people with over fifty years of ministry in south Denver. Bethany recently welcomed a new Senior Pastor and is excited to enter a new chapter in the church's rich history. There is great energy in the congregation and readiness to build on the strong foundation of global missions and expository preaching. We are looking for a team member who can care for children and parents, create spaces for unchurched children and parents, and grow in Christ as part of our staff team!

The Bethany EFC Ministry Assistant's purposes are to maintain a contemporary visual look in Bethany's visual media, 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.

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

TUITION CONSIDERATION: \$3,000 per Semester
 10% tuition discount
 Taxable Living Stipend: No

ESTIMATED TIME COMMITMENT: 12 hours week

OBJECTIVES:

- Love, enjoy, worship, and serve God through Jesus
- Grow in personal holiness and Christlikeness
- Go through Communication Cards each week and
 - Follow-up with guests
 - Pass on information to appropriate ministry leader
 - Make changes to Church Community Builder database as needed
 - Email prayer requests to team members
- 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
- Printing and prep for special events throughout year (i.e. Annual Meeting, Thanksgiving Celebration, Memorial Services, etc.)
- Designing announcement graphics and keeping promotion material up-to-date
- 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 prayer, communication, and organization.
- Attend staff meetings and 1:1 meetings with the Senior Pastor

DISCLAIMER: The Bethany EFC 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.

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
7. Willingness to Pursue Membership at Bethany EFC

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.*