

RESET CHURCH

Ministry Intern Program



Marysville
Washington

STRATEGIC OVERVIEW

Reset Church is a thriving church “re-plant” in Marysville, Washington. As part of the future expansion of the Kingdom, we are excited to announce our Ministry Intern Program. The Reset Church Ministry Intern Program is designed to give individuals firsthand ministry experience, as well as assist in the development of new church ministries. Interns will gain experience working with the Lead Pastor, Worship Pastor, Prayer Pastor, Experience Team Pastor, as well as assisting with the overall functionality of the church. This internship is ideal for high school graduates and college students who are seeking purpose and practical application in a church ministry. We are excited to welcome your application to our intern program, and if accepted, we pray that this experience will be beneficial in your future endeavors in ministry or in the marketplace.

Qualifications

- ☐ 18 years old or older
- ☐ Be a born again Christian and living a Christian lifestyle, providing references
- ☐ Supports the vision and mission of Reset Church
- ☐ Friend request on Facebook
- ☐ Schedule a personal interview
- ☐ Willingness to work part-time outside of the church
- ☐ Available for Intern Program activities
- ☐ Willing to share housing with other interns

Application Process

- ☐ Complete the entire application
- ☐ Submit a one-minute video telling us why you want to be an intern (if applying for Worship Intern, also submit a video of you playing an instrument or singing).
- ☐ Email completed application, cover letter, resume and video to reset@reset-church.org

Expectations

- ☐ Fulfill roles as stated in the intern job description and intern action plan (IAP)
- ☐ Complete the agreed upon internship program timeframe of a minimum of one year
- ☐ Exemplify a Christian lifestyle in action, integrity, and communication
- ☐ Strive to be prompt and exemplify good time management skills
- ☐ Uphold Reset Church core values and character components consistently
- ☐ Interns are required to complete a minimum of 20 hours per week Tuesday through Friday
- ☐ All interns will have a role that requires them to serve on Sundays, during special events, and community outreach projects

Weekly Outlook and Intern Action Plan

The weekly outlook and intern action plan will coincide with the areas of ministry, special events, and community outreach projects that are developed by the Lead Pastor. The Intern Action Plan (IAP) will include personal teaching and coaching from the Lead Pastor and appointed ministry leaders.

The IAP includes:

- ☒ Weekly Spiritual Growth Appreciative Assessment
- ☒ Weekly Bible Study
- ☒ Community Outreach Projects
- ☒ Relationship Building Tasks
- ☒ Leadership Development Opportunities
- ☒ Recommended Readings
- ☒ Participation in a Connect Group
- ☒ Fulfillment of ministry roles and responsibilities

Ministry Areas of Opportunity for Interns

- ☐ Worship Ministry
- ☐ Children's Church
- ☐ Graphic Design, Media & Technology
- ☐ Connections (Discipleship small groups)
- ☐ Youth Ministry

FAQ's

Q: Is the Internship a paid position?

A: No, however, there is always the hope that the relationship will open the door to future employment.

Q: Will the interns be responsible for providing their own housing?

A: No, Reset Church will provide housing.

Q: When will I hear from someone after applying?

A: You will receive a confirmation email shortly after submitting your application.

Q: Can I come and visit prior to applying for an internship?

A: Yes, you are encouraged to schedule a visit. You can also visit our website at www.Reset-Church.org
We can be found on Facebook, YouTube, and Vimeo.

Q: Is there an interview process?

A: Yes, each applicant will be interviewed in person. We would like to meet with you before making a decision.

Q: Do I need a car?

A: For your convenience, most likely, yes. It is assumed that you may need to work a part-time job to cover your personal miscellaneous expenses. We are located on a major bus line, so if you are comfortable with public transportation, that is also an option. Marysville is a beautiful bedroom community for the greater Seattle area and is at least seven miles in length from North to South.

Q: May an International Student apply?

A: Yes, absolutely, with proper supporting documentation such as a student/work visa.

Q: Who does Reset Church relate to?

A: Reset Church is a part of the Mannahouse Global Family Network as well as Ministers Fellowship International.

For other specific questions, please contact us via email at connect@reset-church.org

We look forward to engaging with you in this Intern Program possibility and opportunity!

May the Lord bless you as you prayerfully consider applying for one of the available positions.

CHILDREN'S CHURCH INTERN JOB DESCRIPTION

Reset Children's Church is an exciting children's ministry where kids can get the life-changing Word of God presented to them on their level. Reset Kids will experience worship, activities, snacks, rewards, and most importantly, a message from the Word of God that will help shape their lives.

Reset Children's Ministry is age appropriate with the following ages learning together:

- Exploration: 0-2 year-olds (nursery)
- Navigation: 3-5 year-olds
- Journey: 6-12 year-olds

Role Summary

As the intern for Children's Church ministry, you assist with the overall vision and mission of Reset Church. The intern will work closely with the Lead Pastor in the development and distribution of curriculum, and ministry standards. This includes discovering or writing curriculum, development of policies and best practices, training of future leaders/volunteers, and development of new ministry practices.

Qualifications

- ☐ Fun, caring, outgoing, and energetic personality
- ☐ Fulfill the duties of recruiting, training, and leading staff and volunteers
- ☐ Ability to see, articulate and implement the vision of Reset Church
- ☐ Can anticipate, enjoy and thrive in a rapidly changing environment
- ☐ A servant leader with a teachable spirit
- ☐ Pass a background check

Knowledge, Skills and Abilities (KSAs)

- ☐ Ability to communicate the Bible through various means and to children at various ages
- ☐ Solid theological understanding in kids ministry curriculum development
- ☐ Knowledgeable in needs and learning styles of children at various developmental stages
- ☐ Exceptional leadership and communication skills
- ☐ Strong organizational and time-management skills and pursuit of excellence through attention to detail
- ☐ Superior interpersonal skills working with a variety of people from volunteers to parents to kids
- ☐ Ability to handle sensitive issues and maintain confidentiality and trust regarding leader and member information

Duties and Responsibilities

- ☐ Assist and organize Reset Kids Ministry ages 0-12
- ☐ Acquire and report attendance
- ☐ Create a volunteer schedule that does not conflict with other team schedules
- ☐ Attend weekly meetings with Reset Church Leadership Team
- ☐ Ensure the safety and security of all areas of Reset Kids Ministry
- ☐ Oversee implementation of policies and enforce compliance in critical risk areas
- ☐ Ensure facility cleanliness according to Reset Church standards for every area
- ☐ Assist and train future leaders/volunteers for nursery and kids ministry areas
- ☐ Work closely with the Lead Pastor to analyze effectiveness of programs and adjust as needed
- ☐ Clearly communicate the vision and mission of Reset Church
- ☐ Other duties as assigned

ACKNOWLEDGEMENT FOR RECEIPT OF INTERN JOB DESCRIPTION

This form is to be filled out upon acceptance into the Reset Church Ministry Intern Program

I have received and read a copy of the Reset Church intern job description and understand its contents. My signature certifies that I am accepting and will adhere to the information disclosed in the intern job description.

Ministry Area Assignment: _____

Intern Name (Please Print)

Date

Intern Signature

Date

Ministry Lead's Signature (if applicable)

Date

Lead Pastor's Signature

Date

WORSHIP MINISTRY INTERN JOB DESCRIPTION

The vision for Reset Church is to teach individuals how to navigate life by the transforming and renewing of their minds, growing spiritually, and maturing in Christ. In order to achieve the vision, our mission is to empower with the word of God, enrich with purpose discovery and fulfillment, and engage in serving others. As Reset Church continues to grow, there is a need for interns to assist with achieving the vision and mission, so that God can be glorified, and we can help advance His Kingdom in the earth.

Role Summary

As the intern in the worship ministry, you will assist the Worship Pastor in praise and worship for Reset Church. The intern will report to the Lead Pastor and Worship Pastor of Reset Church. The intern is responsible for assistance in the following areas: training, insight in the planning for the worship services; including musical selection and arrangements, and visual aspects of the church service.

Qualifications

- ☐ Passionate about God as evidenced through lifestyle, and praise and worship
- ☐ Ability to see, articulate and implement the vision of Reset Church
- ☐ Demonstrated musical skill and theological discernment
- ☐ Possess influence, verbal communication skills, and cultural awareness
- ☐ Ability to lead worship while playing an instrument or on vocals

Knowledge, Skills & Abilities (KSAs)

- ☐ Love for Jesus and a desire to see lives and communities changed by the gospel
- ☐ Entrepreneurial aptitude
- ☐ Proven success at multi-tasking, time management, and prioritizing
- ☐ Ability to handle sensitive issues and maintain confidentiality and trust regarding leader and member information
- ☐ Proven ability to work with and maintain positive relationships with those inside and outside the church
- ☐ A servant leader with a teachable spirit

Duties & Responsibilities

- ☐ Assist in leading worship for weekend services
- ☐ Assist in all areas of production (audio, light, service management)
- ☐ Give input in selecting songs and arrangements for weekend services
- ☐ Weekly service planning

- ☐ Attend weekly meetings with Reset Church Leadership Team
- ☐ Collaborate with other ministry leaders to carry out the overall vision and mission for corporate worship at Reset Church
- ☐ Participate in worship for special events
- ☐ Assist in recruiting, training, and organizing music and production volunteers
- ☐ Participate in songwriting, arranging, and recording
- ☐ Clearly communicate the vision and mission of Reset Church
- ☐ Other duties as assigned

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Ministry Area Assignment: _____

Intern Name (Please Print)	Date

Intern Signature	Date

Worship Pastor's Signature	Date

Lead Pastor's Signature	Date

GRAPHIC DESIGN, MEDIA & TECHNOLOGY INTERN JOB DESCRIPTION

The vision for Reset Church is to teach individuals how to navigate life by the transforming and renewing of their minds, growing spiritually, and maturing in Christ. In order to achieve the vision, our mission is to empower with the word of God, enrich with purpose discovery and fulfillment, and engage in serving others. As Reset Church continues to grow, there is a need for interns to assist with achieving the vision and mission, so that God can be glorified, and we can help advance His Kingdom in the earth.

Role Summary

As the intern in graphic design, media and technology, you will be responsible for all graphic design, audio, video, lighting and staging in all areas of ministry at Reset Church. The intern will report to the Lead Pastor and Experience Pastor/Leader of Reset Church. The intern's focus will be to provide high quality and excellent service, with the right heart and attitude, offering support to any production event.

Qualifications

- ☐ Passionate about using technology to reach people far from God
- ☐ Demonstrated skill in graphics, audio, video, lighting and staging
- ☐ Love all things AVL and all the gear that goes along with it
- ☐ Ability to adapt to change in challenging situations

Knowledge, Skills & Abilities (KSAs)

- ☐ Entrepreneurial aptitude
- ☐ Love for Jesus and a desire to see lives and communities changed by the gospel
- ☐ Proven success at multi-tasking, time management, and prioritizing
- ☐ Ability to handle sensitive issues and maintain confidentiality and trust regarding leader and member information
- ☐ Proven ability to troubleshoot technical difficulties
- ☐ A servant leader with a teachable spirit

Duties & Responsibilities

- ☐ Assist in the preparation of all AVL equipment for weekend worship services and special events
- ☐ Maintain and service AVL equipment for Reset Church in all areas of ministry
- ☐ Ensure that all worship experiences are free of technological distractions
- ☐ Assist in the design and implementation of stage designs
- ☐ Assist in the setup, operation and teardown of production equipment in all ministry areas
- ☐ Assist with integration of social media and updating the Reset Church website and Online presentation
- ☐ Assist in training future leaders/volunteers in the correct use of production equipment.
- ☐ Troubleshoot technical issues during worship service
- ☐ Clearly communicate the vision and mission of Reset Church
- ☐ Other duties as assigned

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Intern Name (Please Print)

Date

Intern Signature

Date

Experience Pastor's Signature

Date

Lead Pastor's Signature

Date

YOUTH MINISTRY INTERN JOB DESCRIPTION

The vision for Reset Church is to teach individuals how to navigate life by the transforming and renewing of their minds, growing spiritually, and maturing in Christ. In order to achieve the vision, our mission is to empower with the word of God, enrich with purpose discovery and fulfillment, and engage in serving others. As Reset Church continues to grow, there is a need for interns to assist with achieving the vision and mission, so that God can be glorified, and we can help advance His Kingdom in the earth.

Role Summary

As the intern in charge of Youth Ministry, you have the opportunity to create and implement a comprehensive youth ministry program that provides a safe and inclusive environment for group building, spiritual growth, youth leadership development, and community service. The Youth Intern will lead an effective youth ministry, implementing fellowship, worship, Biblical teaching, discipleship, and evangelism.

Qualifications

- ☐ Demonstrate gifts and callings for youth ministry
- ☐ Self-motivated servant leader with a teachable spirit
- ☐ Possess a passion and love for young people
- ☐ Maintain a strong spiritual foundation in their personal life

Knowledge, Skills & Abilities (KSAs)

- ☐ Entrepreneurial aptitude
- ☐ Love for Jesus and a desire to see lives and communities changed by the gospel
- ☐ Proven success at multi-tasking, time management, and prioritizing
- ☐ Ability to handle sensitive issues and maintain confidentiality and trust regarding leader and member information
- ☐ Ability to gather people, cast and impart vision
- ☐ Possess strong communication, administrative and relational skills
- ☐ Team player with flexibility

Duties & Responsibilities

- ☐ Provide leadership to all youth related ministry
- ☐ Establish and accomplish ministry goals and objectives
- ☐ Facilitate the training and mobilizing of youth to develop relationships with the un-churched
- ☐ Maintain positive relationships with parents and community leaders
- ☐ Create Connect Groups for youth discipleship
- ☐ Train youth to serve in the church performing various functions
- ☐ Keep confidential information, knowing when it's appropriate to report to supervisors
- ☐ Create a fun environment that engages young people with the Gospel

- ☐ Oversee youth fundraisers and events
- ☐ Plan and execute mission trips
- ☐ Clearly communicate the vision and mission of Reset Church
- ☐ Other duties as assigned

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Ministry Area Assignment: _____

_____	_____
Intern Name (Please Print)	Date

_____	_____
Intern Signature	Date

_____	_____
Ministry Leader's Signature (if applicable)	Date

_____	_____
Lead Pastor's Signature	Date

CONNECTION INTERN JOB DESCRIPTION

(SMALL GROUPS, HOSPITALITY & ADMINISTRATION)

The vision for Reset Church is to teach individuals how to navigate life by the transforming and renewing of their minds, growing spiritually, and maturing in Christ. In order to achieve the vision, our mission is to empower with the word of God, enrich with purpose discovery and fulfillment, and engage in serving others. As Reset Church continues to grow, there is a need for interns to assist with achieving the vision and mission, so that God can be glorified, and we can help advance His Kingdom in the earth.

Role Summary

As the intern in Reset Connection, you will be responsible for administrative support, as well as hospitality by plugging and guiding the volunteers to the various areas of ministry for Sunday services, and special event planning. The intern will report to the Lead Pastor of Reset Church. The intern's focus will be to provide high quality and excellent service, offering support to any questions or concerns that needs to be addressed, and clearly communicating the vision and mission of Reset Church.

Qualifications

- ☐ Passionate about building relationships with complete strangers
- ☐ Demonstrated skill in administrative and clerical support
- ☐ Love to connect people to places and making them feel inspired
- ☐ Ability to adapt to change in challenging situations

Knowledge, Skills & Abilities

- ☐ Pleasant personality and proven ability to interact in a positive manner using a high degree of tact, diplomacy, discretion, flexibility and courtesy in gesture and speech
- ☐ Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form
- ☐ Entrepreneurial aptitude
- ☐ Love for Jesus and a desire to see lives and communities changed by the gospel
- ☐ Proven success at multi-tasking, time management, and prioritizing
- ☐ Ability to handle sensitive issues and maintain confidentiality and trust regarding leader and member information
- ☐ A servant leader with a teachable spirit

Duties & Responsibilities

- ☐ Assist and support in all areas of hospitality (Information desk, parking team, Connect Groups, resource tables, greeters, ushers, and refreshments)
- ☐ Process incoming weekly connection cards in the membership database
- ☐ Assist in the development of special events and outreach
- ☐ Performs a variety of administrative duties, which may include composing outgoing mail and

correspondence, analyzing incoming mail and preparing for review, copying, organizing and maintaining file system

- ☐ Assist in training future leaders/volunteers in the areas of hospitality
- ☐ Clearly communicate the vision and mission of Reset Church
- ☐ Other duties as assigned

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Ministry Area Assignment: _____

Intern Name (Please Print)

Date

Intern Signature

Date

Ministry Leader's Signature (if applicable)

Date

Lead Pastor's Signature

Date

RESET CHURCH MINISTRY INTERN PROGRAM APPLICATION

Applicant Name (print): _____

Date: _____

Position Applying For:

☐ Worship Ministry

☐ Connection

☐ Children's Church

☐ Youth Ministry

☐ Graphic Design, Media & Technology

☐ Other (specify) _____

Home Address: _____

City: _____

State: _____

Zip Code: _____

Cell # _____

Home Phone # _____

Email : _____

Best Way to Contact: ☐ Cell Phone ☐ Home Phone ☐ Email

Best time to call: ☐ 9am-11am ☐ 12pm-5pm ☐ 6pm-9pm ☐ Other (specify): _____

Current Church Attending: _____

Time in Attendance: _____

Pastor's Name: _____

Church Phone # _____

Number of Years Serving Jesus: _____

Applicant Signature: _____

Date _____

By signing and submitting this application form you are hereby authorizing Reset Church or its assignees to contact any individual or organization that you have listed on this form, in your resume, or in your cover letter and are authorizing a background check if/when admitted into the Reset Church Ministry Intern Program.

Please fill out the reverse side of this form as well

Tell us about your experience in the area you are applying for:

Why are you interested in this position?

What else would you like us to know about you?

List Character References with contact numbers here:

Email your application, cover letter, resume and video to Pastor Jeff Hastings at reset@reset-church.org

Please attach additional pages if needed