



Job Description

Position: Adult Ministries Bolingbrook Campus
Reports to: Pastor of Adult Ministries- Maria Nelson
Schedule: Part-time, up to 20 hours, Hourly, Non-Exempt. Includes weekends.
Duration: 13 weeks
Employment Classification: Intern (I)

Role Overview: The Adult Ministries Intern is a part-time position offering a student practical experience while providing ministry support in all aspects of adult ministry at our Bolingbrook Campus. Under the direction of the Bolingbrook Adult Ministries Pastor, the Adult Ministries Intern should be a team player who is developing strong organization, ministry, and technical skills. The intern should have recognized gifts and growing interest in the following areas:

- **Detail-Oriented** - this person must be able to keep many details straight and maintain a high level of excellence in a fast-moving environment.
- **Responsibility** - you are dependable. When assigning new responsibilities, people will look to you first because they know it will get done.
- **Focus** - can take direction, follow through, and make the corrections necessary to stay on track. Prioritize and then act.
- **Maximizer** - focuses on strengths to stimulate personal and group excellence. They seek to transform something strong into something superb.
- **Technical Ability** - a person who is capable of learning and using various software programs, including Microsoft Office and Rock. Training will be provided for Rock.
- **Team Player** - this individual will work collaboratively at The Compass Church with staff and volunteers.
- **Personal Charisma** - needs to be an energetic, emotionally intelligent leader with a desire to learn and practice ways to equip and inspire staff, volunteers, and guests.

Responsibilities:

- Work with the Pastor of Adult Ministries to develop and implement ministry plan.
- Assist in summer small groups and events, including young adults, by mobilizing volunteers and assisting with Groups Ministry.
- Assist in training future volunteers by developing small group trainings.
- Interface with group leaders to update roster on a regular basis.
- Assist in all groups-related things.
- Help organize huddles and appreciation events for small group leaders.
- Assist in small group launches and celebrations.

- Engage in community partnerships in the local area to develop ongoing Community Impact ministry opportunities.
- Assist in the development of special events for our Bolingbrook Campus.
- Engage with the congregation on weekends to promote groups and ministry engagement where needed.

Requirements and Expectations:

- Affirm our Statement of Faith and be in theological agreement with The Compass Church and the Evangelical Free Church of America.
- Have a strong sense of calling to work in church ministry.
- Be committed to the mission, vision, priorities, and ministry philosophy of The Compass Church.
- Attend The Compass Church, Bolingbrook Campus weekend worship services on a regular basis.
- Attend Bolingbrook Campus staff meetings, intern cohort meetings, and all-church staff meetings.
- Team player with leadership skills.
- Proactive communicator.
- Basic understanding of Microsoft Office.
- A willingness to take on other duties as assigned.