



Job Description

Position: Adult Ministries Intern, Naperville Campus

Reports to: Pastor of Adult Ministries and Adult Ministries Administrator - Gerald Aloran & Robin Wojtal

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 Naperville Campus. Under the direction of the Naperville Campus 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 Adult Ministries Pastor to develop and implement ministry plan.
- Assist Adult Ministries Pastor in executing our training process for volunteer small group leaders (P.I.E. = Prepare, Inspire, and Equip).
- Assist in helping our volunteer's ministry leaders developing, who oversee small group leaders, their ministry (G.P.S. = Group gatherings, Pop-ups/hangouts, and Small groups).
- Assist in the development of special events for Adult Ministries.

- With our Adult Ministries administrator, learn to organize through our data base system (Rock) a small group ministry that has 15 ministry leaders, 150 small group leaders, 120 small groups, and 1200 people in small group.
- Engage with the congregation on weekends to promote ministry engagement and provide care 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, Naperville Campus weekend worship services on a regular basis.
- Attend Naperville 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.