Grace Commons Church
Job Description

JOB TITLE: University Ministry Intern

REPORTS TO: Director of University Ministry

POSITION RATIONAL: To create opportunities for students to know life in Jesus through building relationships and creating experiences for the purpose of sharing the Gospel and making disciples.

SALARY: $2,750 per month for 10 months at 29 hours per week
        Dates of the position: Aug 3, 2026 to May 4, 2027
        This position is overtime eligible.

BENEFITS: Paid Sick Leave, available as it is earned
        Paid Vacation as approved by their supervisor
        Paid Holidays over the 10 months

REQUIREMENTS:

- Grounded in Christian faith
- Desire to lead church activities
- Servant's heart
- Able to minister to college aged adults and has a desire to help them begin, continue and improve their walk with Christ
- Good communications skills—oral and written
- Comfortable speaking to small and large groups
- Good administrative and organizational skills
- Person of prayer
- Good team player, able to build good working relationships with other ministries in the church
- Strong work ethic
- Strong role model

DUTIES AND RESPONSIBILITIES

Building Relationships

An essential role of UMin interns is connecting relationally with students. In many ways, the interns are the social gatekeepers of the Annex, defining the relational culture of the community. Staying open, aware and loving of students in your vicinity is important. Relationship building happens in two main ways:

- One on One: Many ways to spend the time but what is essential is the face to face interaction with the intention of loving through listening, encouraging and praying for the student. Each week interns are expected to initiate 7 to 9 one-on-ones with students.
    - 2–3 regulars (weekly)
    - 2–3 semi regulars (bi-weekly / monthly)
    - 2–3 new people
    - Check in or meet with assigned Student Leader once per semester
    - Record on our shared Google doc the students that you met with at the end of each week to get an accurate account of who we are investing in and who we've missed

- Group: Bringing people together for any reason (fun, spiritual, spontaneous, sporting, etc.) in order to connect new people in and strengthen existing relationships. 1-2 per week

Tuesday Nights

- Lead team on programmatic execution of all elements of Tuesday Night (excluding preaching and worship elements) including:
    - Engage student leaders and other students in involvement
    - Utilize Tuesday Night as a critical time to connect with new students and setup one-on-ones
    - Tuesday Night Responsibilities:
        - Space setup (Sheldon Jackson & Chapel)
        - Making and sending slides to media before 5pm on Tuesday
        - Clean up / last to leave at the end of the night
        - Helping Tuesday Night Team as needed

Student Mobilization

- Determine with students responsibilities within Annex that fit their gifts, passions and resources
- Maintain regular contact with assigned students to encourage, keep accountability and help grow in areas of responsibility
- Work in partnership with Annex staff on coordinating students to various needs as arise

Special Events, Retreats & Mission Trips

Take leadership of creating experiences through various special events including but not limited to:

- Big Cabin Weekend
- Men's/Women's Weekend
- Student/College Missions Fundraiser Dinner
- Spring Break Trip

Grace Commons Church Connection

- Participate fully as Grace Commons Staff in all required capacities
- Create opportunities to bridge the Annex with the congregation of Grace Commons Church
- Annex Common Ground (Sunday Mornings)

Administrative / Programmatic Execution

- Participates in all church staff orientation, coaching and development
- Completes all required mandatory training within the first month of employment
- Complete weekly ledger tracking student meetings and reimbursements
- Complete various assigned administrative tasks as well as those that are ad hoc
- Manage personal and working spaces in order to promote an environment of hospitality

Reviewed by **Employee**: _____ **Supervisor**_____ Date: _____
    Signature   *Signature*

NOTE: This job description is not intended to be all-inclusive. Employee may be asked to perform other related duties to meet the ongoing needs of the organization.