

Job Description Grace Commons Church

- Job Title:** Student Ministry Intern (part-time 25-29 hours per week)
- Reports To:** Director of High School and Director of Middle School Ministries
- Purpose:** 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:** Hourly, non-exempt position at \$22.91 per hour, scheduled for 25 hours or 52 hours pay period (\$1,375 per pay period)
- Benefits:** Paid Sick Leave
Paid Holidays
Mileage Reimbursement: At the prevailing IRS rate for church business travel
Ministry Expense Allowance: \$60/month
Church Host Family: Room and board provided
- Term:** August 3, 2026–May 30, 2027

Requirements:

- Grounded in Christian faith with a desire to live and lead like Jesus
- Passion for middle and high school students and has a desire to help them begin, continue and grow their walk with Christ
- Desire to learn and grow in knowledge of student ministry through hands-on experience
- Flexible, self-motivated and has a strong work ethic
- Capable of planning and executing student programming and events
- Strong interpersonal, communication and administration/organizational skills
- Willing to speak at and lead small and large groups
- Team player, able to build good working relationships with the students team and with other ministries in the church
- Willing to actively participate in and support the life and mission of Grace Commons, and its [core values](#)

DUTIES & RESPONSIBILITIES: “...make disciples...” Matt 28:19

Building Relationships & Mobilizing

Interns are expected to spend intentional time with students and leaders to listen and help others grow in faith, responsibility, influence and witness

- Connect with a minimum of two students per week outside of programming: mix of regular attenders, occasional students and new faces (text, call, letter, coffee, etc)
 - Maintain a weekly record of student meetings in the shared Google Sheet to ensure accurate tracking of student engagement and follow-up needs
- Conduct two check-ins with a volunteer leader per month (text, call, letter, coffee etc)
- Prioritize fostering community through group gatherings (spontaneous, sporting, musical/plays, spiritual, etc)

Weekly Connections (Middle and High School)

- Invite students personally through direct contact or parent outreach
- Lead games, activities, small group discussions and occasionally preach
- Assist with setup and teardown for events
- Demonstrate hospitality by welcoming and connecting new students with peers and leaders
- Support and equip leaders to excel in their roles
- Performs other related duties as assigned

Events, Gatherings & Trips

Interns help shape culture and community by supporting the planning and execution of ministry events:

- Outreach and connection events—outside of regular programming
- Summer Mission Trips
- Leader gatherings

Leader Support

- Build authentic relationships with adult and college-aged leaders
- Assist with weekly updates, reminders and resources
- Encourage, affirm and offer feedback to volunteers regularly
- Help celebrate birthdays, milestones and shared wins

Parent Support

- Cultivate relationships with parents through consistent and friendly interactions
- Assist with ministry-wide communication (email, print, text)
- Collaborate with staff to respond to parent questions and provide relevant updates about their student(s) in alignment with the ministry's Child Protection Policy
- Support occasional parent meetings, resource sharing and equipping events

Grace Commons Church Connection

- Attend weekly church staff meetings, orientations and all mandatory trainings
- Serve as a bridge between students and the broader life of the church (e.g., Sunday morning worship, big church events and services, etc)
- Support all Sunday elements as needed, and participate in major church events
- Attend a minimum of three or four Grace Commons Sunday Services each month

Administrative & Program Support

- Track weekly connections, ministry expenses and assigned tasks to provide a great experience for students, families and leaders
- Maintain a clean and welcoming workspace and ministry area
- Assist in ministry communication (emails, social media, promotional materials)
- Contribute new ideas for ongoing communication and involvement for student ministry
- Complete required training within the first week of internship

TO APPLY: Please complete the church [Job Application](#) and email it along with your resume to:

larry.drees@gracecommons.org

NOTE: This job description is not intended to be all-inclusive. This position may perform other related duties as needed to meet the ongoing needs of Grace Commons.