



Internship Opportunities

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Vision and Outcomes

Dear Applicant,

Thank you for your interest in the Millington Baptist Church (MBC) Internship Program! We are excited about the possibility of having you as an intern for one of our ministry seasons. Our desire is to equip leaders to succeed in all facets of church ministry. The MBC Internship Program will provide interns with hands-on ministry experience, as well as intentional leadership training and development. During the interview process, we will discuss specific goals and outcomes based on your needs and experience.

As you read through this packet, you will find some important information. **First, you will meet our pastoral and director team.** These are the individuals you will serve under, depending upon your area of interest. **Second, you will see sample job descriptions for your internship.** If you have an internship in multiple areas, a customized job description can be created. **Finally, you will see the application itself along with several belief statements you will need to affirm in order to proceed.** Our desire is to open the internship opportunities to any individual who feels the potential call to ministry on their life. If this is you, please continue with the process.

Internships are available for the follow terms:

- **Summer Session** (May- August)
- **Fall Session** (September- December)
- **Winter/Spring Session** (January- April)

Specific start and end dates will be discussed with you during the interview process. Longer internships are available based on availability.

Here at MBC, our vision is this: **“We want to be a church where people are FIRMLY PLANTED, GROWING TOGETHER, and MADE TO MULTIPLY.”** You will notice that our MBC logo is a tree, which communicates our vision. The Bible has a lot to say about trees. It all started with a tree. There was a tree in the garden of Eden that became a test for all of humanity. Trees were part of God’s good creation. Trees are used for shelter, shade and food. Most often, however, the tree is used as a metaphor for the spiritual life. God said to us: You will *“be like a tree”* (Ps 1:3, NIV).

Our internships are designed to help you become firmly planted in the Word of God. We hope you connect deeper into church family through mentorships. Ultimately, as you go out into the world, we pray you will be a multiplier of God’s kingdom wherever he calls you. If we can be a small part of your journey to deeper vocational discipleship, it would be our honor.

Again, thank you for your interest! If you have any questions, my contact information is below. If you are ready to proceed, you can send me your completed application and I will connect you with the appropriate MLT Member.

For God’s Glory,

Pastor Bob Erbig (Lead Pastor, Internship Program Director)

908.647-0594 x 15

berbig@millingtonbaptist.org

Leadership

Pastor and Director Team:



Bob Erbig

Lead Pastor:

Preaching, Family Life & Mission

Bob Erbig Bio:

Bob is the Lead Pastor for Preaching, Family Life and Mission at Millington Baptist Church in Basking Ridge, NJ and has 20+ years of experience in youth and family ministry, apologetics and executive leadership. He received his Bachelor of Arts Degree (English Lit and Theatre) from Eastern University (St. David's, PA). He went on to earn a Master of Divinity Degree from Denver Seminary (Littleton, CO), where he studied under Dr. Craig Blomberg and Dr. Doug Groothuis. Additionally, he completed a Fellowship through the Colson Center for Christian Worldview and is a Level 1 Certified Biblical Counselor through the Association of Biblical Counselors. His ministry and research interests include marriage and family, apologetics, worldview, culture, ethics and missions as he provides directional leadership for the Underground Sessions ministry at MBC.

Bob is currently pursuing a Doctor of Ministry degree in ethics at Midwestern Baptist Theological Seminary and has co-authored three books: A Beautiful Mess, Proverbs: The Way of Wisdom and We Need a King After God's Heart.

Bob married his beautiful wife, Amanda, in 2014. They have three children: Jenna, Josiah and Zoe. There is nothing more important to him than serving the Lord by loving his wife and raising his children to love and pursue Jesus.



Dave Hentschel

Lead Pastor:

Preaching, Spiritual Formation & Care

Dave Hentschel Bio:

David Hentschel is blessed to serve as the Lead Pastor of Preaching, Spiritual Formation and Care at Millington Baptist Church in Basking Ridge, NJ. Prior to this ministry assignment, he has enjoyed pastoring in other churches in New Jersey and Texas for over 20 years. His background in public speaking and business helps tremendously with leadership and strategic planning and is thrilled to teach the word of God to the people of God for the glory of God. He oversees our Discipleship programs (Small Groups, Adult education, Women's Ministries, Men's ministries), as well as our Care ministries (Care Leadership Team, Stephen Ministries, GriefShare).

David Hentschel holds an A.B.S. and a B.S. in Biblical Studies from Cairn University and a Th.M. in Bible Exposition and Pastoral Ministries from Dallas Theological Seminary. His areas of interest are in Historical and Theological studies.

He and his wife Juli enjoy three daughters and a son-in-law. Some of his favorite activities include reading, spending time with his family and playing basketball.



Johnny Graves

Director of Youth, Young Adults
& Production Ministries

Johnny Graves Bio:

Johnny Graves is the Director of Youth, Young Adults and Production Ministries here at Millington Baptist Church since 2016. He was raised here at MBC by his parents where his love for the Lord began and his life of following Jesus. He grew up in the area before he went off to college at Liberty University to study Biblical Studies (BA). Johnny is also a local high school coach/teacher at Watchung Hills Regional High School where he coaches Soccer and Volleyball. Johnny is blessed to be married to his wife Shannon, whom he is raising with his 4 children Bennett, Macie, Judah and Caiden.



Rachel Rickershauser

Co-Director of Children's Ministries

Rachel Rickershauser Bio:

Rachel Rickershauser serves as the Co-Director of Children's Ministry at Millington Baptist Church, overseeing the elementary classes for 1st through 6th graders. She stepped into this role in 2024 after nearly eight years as the Director of Children's Ministries, continuing her long-standing commitment to helping kids know and love Jesus.

Rachel holds a Bachelor of Arts in Bible and Pre-Counseling from Moody Bible Institute. During her time at Moody, she served in an after-school program for children in inner-city Chicago and continued on to work at a Christian school with preschoolers. Both were formative experiences that deepened her passion for teaching kids about Jesus at a young age.

Above all, Rachel's greatest desire is to see children grow closer to Jesus. To support that goal, she is passionate about equipping both parents and teachers to disciple kids in their faith—parents at home, and teachers at church. She also loves planning meaningful events for families and kids (such as our Hare-Raising Egg Party and VBS), supporting parents, and partnering with teachers to create a Sunday experience where kids feel welcomed, engaged, and excited to learn and grow in their faith.



Lenore Tosi

Co-Director of Children's Ministries

Lenore Tosi Bio:

Lenore Tosi serves as Co-Director of Children's Ministry at Millington Baptist Church, focusing on nursery and preschool-aged children. With a BA in Business Administration from Lycoming College and a background in music, Lenore combines creativity and organization to create a loving, Christ-centered environment for young children.

Before stepping into full-time ministry, Lenore worked in the corporate world and later brought her leadership skills into the church setting. She has over 18 years of experience serving children and families—as a longtime Music Camp Director, Children's Ministry Assistant, and Interim Children's Director. She has also volunteered in VBS, Brio, HisKids, Women's Ministry, and the Worship Team. She has been in her current role since 2024.

As a mother of three adult children, Lenore has walked through every stage of parenting, which has greatly deepened her understanding of early childhood development and the unique needs of young families. She has a heart for encouraging young moms and supporting parents during the early years.

Lenore brings strong organizational and leadership skills to her role, coordinating volunteers, planning curriculum, and managing resources to keep ministry programs running smoothly. Her mission is to help every child feel loved, valued, and excited to learn about Jesus and to partner with parents in laying a strong foundation of faith.



Amy Huber

Director of Discipleship & Connections

Amy Huber Bio:

Amy Huber currently serves as the Director of Discipleship and Connections at Millington Baptist Church in Basking Ridge, NJ. Prior to this ministry assignment, Amy has enjoyed serving in biblical higher education at Pillar College for the past 20 years, most recently in the role of Vice President of Academic Affairs. Amy also currently serves on the Executive Committee of the Board of Directors for the Association for Biblical Higher Education. Her experiences in higher education leadership, student engagement, and program development coupled with her passion for spiritual formation and cultivating a sense of community align with her new role and she is thrilled to join the MBC team this January. Amy holds a B.S. in Psychology from Virginia Tech, a Master of Education from Liberty University, and is a Doctor of Education (Candidate) at Bethel University. Amy and her husband, Warren, have been married for 23 years. Amy loves spending time outdoors at the shore, hiking, gardening, playing pickleball, and creating wire tree sculptures.



John Bonaventura

Director of Worship

John Bonaventura Bio:

John Bonaventura has been ecstatically married to Callen Bonaventura, a godly & gifted woman, since 2008. Callen is truly John's best friend. John & Callen have a blessedly full quiver of 5 wonderful children: Aslan, Luna, Jude, Samuel, and Skylar. The Bonaventura family has been attending MBC since 2019 and became members in 2020. They are so thankful to have joined a church that prioritizes believing, preaching, and applying God's Word. While John has a full-time career in sales, it has been an honor for him to also serve as part-time Director of Worship Music at MBC since 2021.

John was raised in a Bible believing home and has a long history with church music. As a child, he developed an affinity for sacred, traditional harmony and an appreciation for music composition, nurtured by piano lessons. At the age of 14, John began to teach himself electric guitar.

Although John was saved and baptized at a young age, he fell in love with the Lord at around age 27. This was when John learned to be a worshipper first and a musician second. Since then, John has had a hunger for God's Word, a deep longing to know God, and a desire to see others experience the same grace that he has received.

John embraces a broad spectrum of contemporary musical styles and sounds, using them reverently in a progressive-traditional worship style. The Lord has used all these experiences in John's life to produce a true heart for worshipping God, and it is his joy to worship The Lord Jesus Christ together with MBC.



Kristie Gall

Administrative and Financial Manager

Kristie Gall Bio:

Currently serving as the Administrative and Financial Manager at MBC, I've worn many hats over the past two years—ranging from Office Manager to Facilities Manager, and acting as an all-around right hand to the team wherever I'm needed. An ongoing project I'm working on includes creating an interactive administrative calendar of events and campus activities, which also encompasses coordinating property maintenance across all three campus buildings and five private homes. Before joining MBC, I spent 18 years working in our family-owned automotive business, where I managed everything from payroll and parts ordering to service writing and the occasional diagnostic call. My background is rooted in hands-on experience rather than formal education, providing me with a practical, real-world understanding of business operations. I'm especially strong in time management, with a talent for prioritizing and organizing multiple projects simultaneously. When I'm not working, my favorite way to recharge is spending time with my family—usually gathered around a big meal and a card game. And if we're extra blessed, you'll find us soaking in the beauty of the Great Smoky Mountains.



Tim Youtkus

Production Manager

Tim Youtkus Bio:

Tim is the Production Manager at Millington Baptist Church in Basking Ridge, NJ. He is a graduate of Ridge High School in Basking Ridge and also spent time at Manhattan College in the Bronx, where he studied Elementary Education, Sports Media, and Psychology. Tim has a passion for production, outreach, and youth ministry. He is the co-founder of the current Band of Brothers ministry at MBC and also serves as a youth leader. He oversees live services, creates content, and produces the MBC Unhindered podcast network—which includes three distinct shows designed to equip listeners at the intersection of faith, culture, and real-life discipleship. Tim is currently pursuing the Colson Fellows Program, a rigorous Christian worldview training course designed to help leaders live and lead faithfully in today's culture. He is married to his beautiful wife, Nicole. They were married in May of 2024, and Tim would tell you his favorite moments are the ones spent with her.



Internship Program Overview

- I. Purpose:** The MBC Internship program exists to develop young leaders for the church and the marketplace. We accomplish this through theological and Biblical worldview training, guided mentorships and practical ministry opportunities. Ultimately, we want to invest in young leaders who love Jesus and serve him in their vocational callings.
- II. Program Outline:** The first year internship is structured in three “buckets” of experience. Buckets 1 and 2 will be supervised by the Internship Program Director. A “Staff Ministry Mentor” will supervise bucket 3.
- **Bucket One: Operational Observation** (5-10 Hours/Month)
 - **Description:** The observational bucket aims to give intern to a broad exposure to ministry operations at MBC.
 - **Examples:**
 - MBC Staff Meetings
 - Cluster Team Meetings (Family Ministries, Production and Communications, Worship, Administration, Spiritual Formation, and Missions)
 - Staff Member Interviews
 - **Bucket Two: Professional Mentor or Cohort Seminars** (6 Sessions at 2.5 Hours)
 - **Description:** Over the course of the summer there will be opportunities for vocational discipleship outside your mentored practicum. This will be implemented in one of two ways: (1) **Professional Mentorship.** You will be paired with a lay mentor at MBC in your field of interest. You and your mentor will meet 4-6 times over the summer to discuss how to integrate your faith and your work. (2) **Cohort Seminar.** In the event we have a large intern class (Typically 5+), the vocational discipleship will take the form of six scheduled, cohort driven seminars. The curriculum (outlined below) will train an intern in transferable skills for church ministry or the marketplace. The seminars will make use of various leaders and backgrounds.
 - **Cohort Curriculum:**
 - **Session One: “Personal Calling and The Gospel Driven Life”**
 - This session will focus personal background, spiritual gifting, passions and the centrality in the Gospel for all of life.
 - **Session Two: “Theological Thinking for Life and Ministry”**
 - This session will aim to develop practical skills for reading and applying the Bible. It will also introduce concepts of systematic theology and its implications for life.
 - **Session Three: “Cultural Flashpoints and Apologetics”**

- This session will focus on current cultural touchpoints with a focus on apologetic engagement in church and life.
 - **Session Four: “Counseling Ministry for Crisis and Suffering”**
 - This session will introduce beginning counseling skills, as well as a theology of suffering for the broken world.
 - **Session Five: “Leadership in Church and Marketplace”**
 - This session will focus on developing leadership skills in the church and work. Attention will be given to character, ethics, and potential persecution.
 - **Session Six: “Theology of Work and Personal Assessment”**
 - This session will wrap up the experience and discuss a theology of work and development of personal goals for the future.
- **Bucket Three: Mentored Practicum (up to 15 hours/week)**
 - **Description:** The intern will be paired with a “ministry expert” in their field of specialization and develop a job description for a 10-week seasonal period. First year interns *may work up to 15 hours/week* for the agreed upon timeframe. However, the specific hours will be determined by the ministry mentor and Internship Program Director. *NOTE: Internship availability is contingent upon mentor availability.*
 - **Possible Focus Areas:**
 - Pastoral Ministry (Care, Formation, Outreach and Missions)
 - Youth Ministry
 - Children’s Ministry
 - Communications and Design Ministry
 - Production Ministry
 - Digital Media Ministry
 - Business Operations
 - Worship Ministry
 - Connections and Discipleship Ministry

III. Internship Levels: An intern may serve at MBC up to three seasons. After that, they are encouraged to seek employment in their chosen vocational field. Each season will have a different practicum focus level. *NOTE: The levels correspond with the first, second, and third summers.*

- **LEVEL ONE: “Supporter”**
 - The intern will serve learning and supporting service role in their ministry specialization.
- **LEVEL TWO: “Leader”**
 - The intern will be expected to “lead” and aspect of their ministry specialization. Further description is outlined in the “Level 2 and 3 Internship Overview” document.
- **LEVEL THREE: “Innovator”**

- In their third and final summer, an intern will be expected to innovate their area of ministry by starting a new event or activity. Further description is outlined in the “*Level 2 and 3 Internship Overview*” document.

IV. Compensation: Limited funding is available for first year internships. As such, a first year (Level 1) intern *may be paid* depending on the funding available during that particular year. Second year (Level 2) and third year (Level 3) interns will craft a “funding proposal” that must be approved by the Internship Program Director, the MBC Finance Team, and Board of Elders during the fiscal prep season. If an intern needs college credit for the internship, expectations can be adjusted to match the requirements of their school.



Overview: Level 2 and 3 Internships

- V. Purpose:** Internship levels 2 and 3 are designed to provide an intern with the ability to integrate theology and ministry. Sound theology informs ministry practice. To accomplish this, the second and third year intern will work closely with a ministry mentor. Our goal is to develop practical theologians will serve the church in vocational or volunteer capacity.
- VI. Program Outline:** During these years, and intern will work with a ministry mentor in two areas:
- **Theology:** The intern will learn how theology informs ministry. (10-15 hours/Month)
 - **Description:** The mentor will design a study curriculum for their intern. This can be a mixture of books, articles, or video series. Some reading *must* be assigned. This must be approved by the Internship Program Director.
 - **Discussion:** It is expected that the mentor and intern meeting regularly to discuss the readings or watch videos together.
 - **Capstone:** The intern must complete a capstone project that can take the form of (1) A 5-8 page paper outlining how their theological study and practice were integrated over the summer. (2) A presentation to the MBC ministry outlining a philosophy of ministry in their focus area.
 - **Practice:** The intern will take leadership in their area of ministry (15 hours/week)
 - **Description:** While the first year internship focused on observation and support. This year will require a leadership component. The intern must be the point leader in one area of the ministry they are apprenticing in—lead an event, a class, etc.
- VII. Acceptance and Compensation:** At the end of their first year internship, interns must secure a mentor for the second year. Acceptance is contingent upon mentor availability. Additionally, second year (Level 2) and third year (Level 3) interns will craft a “**funding proposal**” (**Requirement outlined below**) that must be approved by the Internship Program Director, the MBC Finance Team, and Board of Elders during the fiscal prep season. If an intern needs college credit for the internship, expectations can be adjusted to match the requirements of their school.
- VIII. Funding Proposal Requirements:** A funding proposal must follow these guidelines:
- a. Cover letter summarizing the proposal and asking for funding (1 Page)
 - b. Proposal cannot exceed one page and must address the following areas.
 - i. Purpose of Internship (How will it benefit you)
 - ii. Learning Outcomes for Internship
 - iii. Ministry Focus Area with Leadership Example.
 - iv. Future Ministry Goals (How will you serve)
 - c. Mentor must provide a draft job description with length of service and proposed hours (Cannot exceed 20 hours/week averaged)

Application Process Checklist

- ☐ Identify area of interest
- ☐ Complete application (p.14-17)
- ☐ Fill out additional forms:
 - Background Check Form (p.18)
 - Articles of Faith (p.19)
 - Statement on Marriage and Sexuality (p.20)
 - Family Ministries Covenant (p.21, for Children's and Youth Ministries only)
- ☐ Return application and forms to Pastor Bob Erbig, berbig@millingtonbaptist.org
- ☐ Interview with ministry leader

Appendix: Sample Job Descriptions

Standard Qualifications

Qualifications that apply to all applicants:

- Be in agreement with MBC's articles of faith and code of conduct documents.
- Be a growing Christian believer, regularly practicing those disciplines which lead to spiritual maturity (ex: prayer, reading the Bible, attending church).
- Have a commitment to the truth of God's Word, in the context of an attitude of love and grace towards others.
- Model a life of Christian conduct that reflects Christ, for example: dressing appropriately, maintaining sexual purity, not swearing, etc.
- Display an ability and disposition to work as a team player.
- Possess an attitude of humility and learning.

Please note:

- While some funding is available, it is not a guarantee your internship will be paid. This will depend upon availability.
- Intern is responsible to communicate any specifics needed for school requirements and express what he/she would like to gain from this internship ahead of time.

Pastoral Intern

SUMMARY:

The MBC Pastoral Intern is a position that supports the pastors for a season of time and in a specific focus area (Counseling, Outreach and Strategic Leadership, Preaching, or Pastoral Care). This position is typically unpaid, but can be used to fulfill practicum experience for college credit, as well as growth in a ministry skill area.

SUPERVISION:

Serve under the direct supervision of either the **Lead Pastor: Spiritual Formation and Care** (LPSFC) or the **Lead Pastor: Family Life and Mission** (LPFLM) depending on the area of focus.

HOURS:

Approximately 10-15 hours/week, depending on availability and the Pastor's need. Expected to communicate availability and follow through on commitments.

SPECIFIC RESPONSIBILITIES:

As stated previously, the pastor and the intern will discuss and determine the position focus for this internship (More than one area can be incorporated). Below is stated expectations for each area:

- **Pastoral Counseling:** Assist the LPSFC with counseling appointments, which will include research, observation and practice. Specific practical experience will be determined based on the intern's skill level.
- **Outreach and Strategic Leadership:** Assist the LPFLM in the planning and preparation of outreach ministries, such as the Underground Sessions. These responsibilities will also include a training program discussed between Pastor and Intern, as well as attendance and specific ministry meetings (Staff, MLT, and Elder Meeting) when appropriate.
- **Preaching:** Both pastors will develop a training regimen for the intern as it relates to preaching. This will include reading, as well as practical experience in a workshop setting and, if possible delivering a sermon at a worship service.
- **Pastoral Care:** The intern will assist the pastors in congregational care, which will include follow up phone calls/meetings, hospital visitations, and training in our database and assimilation systems.

SPECIFIC QUALIFICATIONS:

- Enrollment in an applicable ministry degree program (BA, MDIV, or ThM) preferred.

Children's Ministry Intern

SUMMARY:

The Children's Ministry Intern is a support role with the purpose of learning and acquiring the skills needed in children's ministry. The main roles will be assisting in coordinating Sunday morning programs and special events.

SUPERVISION:

Serve under the direct supervision of the Co-Directors of Children's Ministries

HOURS:

Approximately 10-15 hours/week.

SPECIFIC RESPONSIBILITIES:

- Plan with Co-Directors for Sunday morning programs.
 - Examples of tasks: Be familiar with curriculum, communicate with volunteers about their lesson; prep lesson supplies
- Assist Co-Directors in coordinating and overseeing on Sunday mornings: set up check-in systems and supplies, check in and communicate with volunteers, teach or serve in various classrooms on Sundays
- Assist in planning for special events such as Easter Egg Party, VBS, or Trunk or Treat depending on the season. Attend and play a key role during event. Assist with planning, ex: research and plan craft and game ideas, recruit/coordinate volunteers, research supplies needed to purchase, assist with promotion, etc.
 - Specifics during VBS (if applicable):
 - Lead a station: meet with partner (volunteer) to plan the station, prep supplies, decorate the room, etc.
 - Possibly: In addition, help coordinate another station: Meet with station leaders (volunteers) to help them plan, help them prep supplies, help them decorate, etc.
 - Assist with decorating projects

SPECIFIC QUALIFICATIONS:

- Experience serving in children's ministry and other experience working with children preferred.

Youth Ministry Intern

SUMMARY:

This internship of Youth Ministries will provide learning and leadership for the high school, middle school ministry. The YMI will primarily report to, and work directly with the DYVA&P. The YMI is responsible for the assisting in day-to-day running of the youth program and production ministries. The MBC Middle School ministry is led by the Assistant Director of Family Ministries (ADFM), but the YMI will work collaboratively with the ADFM to accomplish the goals of the overall MBC Youth Ministry. While the YMI will help run the areas stated above, the directional leadership and oversight of the MBC family ministry programs (Children-Young Adults) resides with the PFLM.

SUPERVISION:

The YMI position will report directly to the DYVA&P - Johnny Graves.

HOURS:

Approximately 15 hours/week.

SPECIFIC RESPONSIBILITIES:

- Development and implementation of curriculum and teaching series that are biblical, engaging and centered on the Gospel.
- Recruitment and training of both adult and student leaders to live and minister in a Gospel-centric environment.
- Develop goals and strategies for the ministry in conjunction with the PFLM that display creative and long-range ministry planning, as well as support the vision and goals of MBC and the family ministries. Goals will be assessed on a yearly basis.
- Relational development with students, parents and leaders.
- Development and implementation of youth focused special events (Retreats, worship nights, outreaches, service projects, and mission trips).
- Collaboration and networking with other area Youth Pastors.
- Development, planning, and implementation of an outreach strategy to local area students. This can include outreach events, as well as specifically developing relationships with the local school system.
- Leadership oversight and direction of weekly high school and young adult activities.
- In collaboration with the PFLM, the DYVA&P will communicate, train and minister to parents of students.
- Work alongside the ADFM to lead the Middle School ministry as needed and able.
- It will be expected that this position will have visibility to the entire congregation in the form of announcements, preaching as scheduled, and other areas as directed by the PLT.
- *Special Events (As needed)*
 - *In collaboration with the MLT, provide support and leadership for church wide special events (Easter Egg Hunt, Trunk or Treat, Charter Day).*
 - *Provide support and leadership for Summer Adventure, particularly the 5/6th grade class.*

SPECIFIC QUALIFICATIONS:

- Must be at least age 18

Production Ministry Intern

SUMMARY:

The Production component of the PMI position provides the Audio & Visual support for all events and worship services. The Lead Pastor of Preaching, Spiritual Formation & Care will give instruction to this area of ministry. The PMI will assist in the Quality Control Manager ensuring that all productions are presented in a high quality, professional manner. The PMI will help build and lead the volunteer weekend Production Team, establish and maintain serving schedules, recruit and train new volunteers, and evaluate performance of volunteer production team members. This position will also serve as assisting in the managing producer on weekends, remain proficient on technical and production equipment, help to maintain all technical equipment, and assist with stage sets and designs. Some administrative support to MBC's ministries, Pastors and Ministry Team members as they seek to build up the body of Christ at MBC will also be required. This area of responsibility will receive instruction from PSF&C.

SUPERVISION:

The PMI position will report directly to the DYVA&P - Johnny Graves.

HOURS:

Approximately 15 hours/week. This is an unpaid, leadership development role.

SPECIFIC RESPONSIBILITIES:

- In collaboration with the Coordinator of Worship Arts and/or the A/V Assistant, will assist and oversee the development of weekly ProPresenter presentations for worship.
- Collaborate with the A/V Assistant, to confirm that staff/volunteers for weekend services and events are scheduled as needed.
- Build and lead a team of volunteers to serve as the weekend Production Team, guiding them with excellence toward the goal of creating a distinct worship environment.
- Ability to utilize lighting in a creative way to create a particular atmosphere.
- Oversee production needs for all events and services.
- Proficient on all technical and production equipment including sound, lighting, presentation software and video camera workstations.
- Maintain an inventory of supplies, equipment & purchases.
- Manage the recruitment, training and development of volunteers on a regular basis.
- Print and distribute weekly service plans from Planning Center Services.
- Oversee the A/V assistant(s) and volunteer positions.
- Perform necessary administrative tasks in support of the Pastor(s) and various Ministry Team Members.
- Team with other Support Team members to share work as needed
- Shoot and edit custom service videos as needed (i.e. verbals, events, baptisms, series walkup, etc.)

(continued on next page)

Production Ministry Intern (cont.)

SPECIFIC QUALIFICATIONS:

- Must be at least age 18
- Experienced in Microsoft Office, ProPresenter, Planning Center Online, Adobe Indesign, social media applications, video editing software, etc. and/or has the ability to learn these and other programs necessary to perform ministerial responsibilities.

Communications & Social Media Intern

SUMMARY:

The MBC Communications and Social Media Intern is a voluntary support role with the purpose of learning and acquiring the skills needed for digital communications support ministry. The main roles will be assisting in implementation and coordination of MBC social media efforts.

SUPERVISION:

Serve under the direct supervision of the Director of Communication, and work closely with the Communications Manager.

HOURS:

Approximately 8-10 hours/week.

SPECIFIC RESPONSIBILITIES:

- Develop media strategic plan with Comm. Director and Manager.
- Develop and maintain content for MBC's various social media and website.
- Assist promotion for special events such as Easter Egg Hunt, Summer Adventure (VBS), or Trunk or Treat depending on the season.
- Live stream and live social media posting for various events and Sunday morning services
- Photo document various events, ministry meetings and services on or off MBC campus.
- Weekly Website and welcome center updates
- Help to maintain accuracy of all general and ministry-specific mailing lists.
- Prepare and mail various Ministry and Welcome Wagon postcards

SPECIFIC QUALIFICATIONS:

- Must be age 18 or older
- Basic video and film photography, formal training required.
- Proficiency of various social media platforms: Instagram, Facebook, Twitter, HootSuite, etc.
- Proficiency in WordPress
- Basic knowledge of Adobe Photoshop; InDesign and Illustrator is a plus

Business Operations/Admin Intern

SUMMARY:

The MBC Operations Intern has the primary responsibility of supporting the Sr. Director of Administration & Connection Ministries, and will work closely with the Communications & Information Manager, assisting with daily tasks. This MBC ministry intern position also provides essential administrative support to MBC's ministries and Ministry Team members.

SUPERVISION:

The Ministry Intern will serve under the direct supervision of the Sr. Director of Administration & Connection Ministries, and will work closely with the Communications & Information Manager.

HOURS:

This will be a part-time position requiring approximately 9-12 hours per week.

SPECIFIC RESPONSIBILITIES:

- Ensure that preparations are made for weekend services, including:
 - When necessary, participate in weekly service planning meetings
 - Prepare and copy Weekly Bulletins and Connection Cards
 - Prepare and distribute Worship Service Plans
 - Provide copying and other support for Sunday Evening Service
- Assist in the preparation of both general and ministry-specific emails via Mailchimp, including Praise & Prayer and eNews.
- Help to maintain accuracy of all general and ministry-specific mailing lists.
- Assist in maintaining accuracy of the church-wide calendar.
- Prepare and mail Senior Ministry postcards
- Ensure that the mail is put out, picked up and distributed each day
- Ensure that the Postage Meter is in working order, and manage its use.
- Maintain the main bulletin board in the lower level hallway, keeping the information current and appropriate, and the overall appearance neat and attractive
- Maintain the voice answering system and ensure that recorded messages are current
- Answer phones and receive visitors to the church.
- Provide any other support deemed necessary by any of the church's MLT and/or ministry leaders.

SPECIFIC QUALIFICATIONS:

- Must be at least 15 years of age.
- Some experience with Microsoft Office and an ability to learn other computer applications.
- Ability to organize and prioritize multiple, frequently- changing tasks.
- Personable in dealing with other staff members, visitors, callers and suppliers, projecting a pleasant personality even when under pressure.
- Ability and disposition to work as a team player, sharing workloads with colleagues as needed.