



Engedi Grand Rapids Ministry Operations Internship

Position Description

(Updated 07.24.23)

Purpose of Position

This internship will equip an administratively gifted person in the areas of church assimilation and follow up, data tracking and input, project management, and other vital areas of church management and leadership. We believe you will leave this internship with a better understanding of how to manage a church campus and lead yourself and others.

Skills and Qualifications

- Able to lead
- Understanding of google workplace
- High administrative capacity
- Willingness to learn the scheduling, data entry, and church administrative software of Engedi

Essential Duties and Responsibilities

- Taking notes in meetings and disbursing to appropriate people and leaders
- Helping with monthly and weekly data input
- Creates basecamps for project management
- Follow up with incoming connect cards and making sure the people behind the cards do not get "lost in the system"
- Assisting in the administration of Journey, sending invitations, preparing paperwork and ordering food
- Follow up with Journey connect cards by sending people through to the proper channels/ departments

Other Expectations

- Participate in weekly GR team meeting
- Monthly one on one meetings with GR Campus Coordinator
- Occasional meetings with Campus Pastor
- Become familiar with the [Engedi Brand Guide](#)
- Participate in weekly staff prayer times (every Monday at 1:15pm)
- Participate in Monday staff meetings (monthly)
- Participate in monthly department meetings
- Participate in weekly spiritual formation class on Wednesday mornings
- Participate in weekly leadership class on Monday evenings
- Complete study materials including books, blogs, podcasts, etc as assigned
- Attend weekly worship gatherings, belong to a CABLE group, serve as a volunteer, give financially to the ministry of Engedi

Details

- Hours to not exceed 10 hours per week
- Position is from September 11, 2023 to June 10, 2024
- Reports to the Graphic Designer

About Engedi

Engedi Church is a young, diverse, passionate and missional community of around 2,100 people who are committed to loving and serving God, our neighbors and the world. We preach the gospel, and we do our best to live it out. Since our inception in 2005, Engedi Church's mission has been to advance the kingdom revolution of Jesus worldwide. We have identified five core values we believe mark the advance of Jesus' kingdom in our midst (see engedichurch.com).

We believe God's original dream for creation was to create a community of people who experience complete wholeness of mind, body, emotions and soul in Him, and deep, meaningful and diverse relationships with each other. Jesus began His ministry by announcing He had come to bring good news to the poor, to release the oppressed and to free the imprisoned. He called the experience of these realities living in the kingdom of God. The kingdom of God is an ever-expanding reality of those who are experiencing the restoration of what was lost at the Fall—harmony with God, within ourselves and within our relationships—all through the life, death and resurrection of Jesus. While full restoration

won't occur until His return, Jesus invites us to both experience and extend restoration in the now. This is why Engedi exists.